

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
MARCH 11, 2021
MINUTES

1. Call to Order

Commission Member Cuellar called the meeting to order at 6:01 p.m.

2. Roll Call

Roll call was taken and a quorum was declared.

Present: Virtually: Commission Member Torey Cuellar, Commission Member Karen Keeran, Commission Member Andy Mains, Commission Member Brian Clayton, Commission Member Kristin Brostrom, Commission Member Wes Hoyer.

Absent: None

City Officials

Present: Maggie Murray, Planning & Community Development Director;
Marketa Oliver, City Administrator

3. Perfecting and Approval of the Agenda

Motion by Mains, seconded by Brostrom, to approve the agenda. Vote on Motion 6-0.
Motion carried unanimously.

4. Approval of the Commission Minutes – February 25, 2021

Motion by Keeran, seconded by Mains, to approve the February 25, 2021 minutes.
Motion carried.

5. Guests requesting to address the Commission – none.

9. **RESOLUTION 21-0311-03:** Considering recommended approval of the Midland Credit Union Site Plan for property at 3007 Oxbow Court SW.

Michael Wahlert, Bishop Engineering, summarized the Midland Credit Union site plan and elevations proposed.

Murray noted staff is recommending site plan approval, subject to the following Code clarification item:

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1. That documentation of the recorded cross access easement shall be submitted to the City prior to issuance of a certificate of occupancy.

Mains asked if there will be an exterior dumpster area? Wahlert noted no, that Midland does not anticipate this site will generate enough trash to need an exterior dumpster area. Trash will be stored indoors and will not be handled on site.

Keeran asked if there will be a private sidewalk connection from this Midland Credit Union site to the Kum & Go site? Wahlert noted no private sidewalk connection is proposed. Murray added that the area of the Kum & Go site next to this Midland Credit Union site is the area where trucks maneuver on the gas station site.

Keeran asked about public sidewalks in the area. Murray noted that as part of the Oxbow Developments approval, public sidewalks along Oxbow Court SW were temporarily waived due to no logical connection; reasoning being that no safe connection from NE 62nd Avenue crossing Highway 65 exists and also because no public sidewalks currently exist west along NE 62nd Avenue.

Motion by Mains for recommended approval of Resolution 21-0311-03 regarding the Midland Credit Union site plan at 3007 Oxbow Court SW, including the following Code clarification item:

1. That documentation of the recorded cross access easement shall be submitted to the City prior to issuance of a certificate of occupancy.

Seconded by Clayton. Roll Call: Ayes: Cuellar, Mains, Keeran, Brostrom, Clayton, Hoyer. Nays: None. Absent: None. Motion carried 6-0.

6. **DISCUSSION ITEM:** Potential site plan project at 103 Railroad Street SE.

Murray noted the City has received a potential development request for property at 103 Railroad Street SE. This property is zoned for Central Business (C-4) use. Aerial imagery shown as part of the staff report shows a detached garage at this location – this structure has since been removed and the lot is now vacant.

Rich Powers, the potential developer, is seeking some preliminary feedback from the Commission and Council regarding parking and building design/material expectations.

Murray explained area parking conditions noted in the staff report. Items summarized included:

- a. Lot is narrow at only 52'-wide.
- b. If parking/drive areas were to be required, a 15' greenspace buffer would be required from the edge of the parking/drive area and the east property line. Once you start factoring in this greenspace buffer, plus the

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parking/drive area, this leaves only ~17' of buildable width of the lot – this is too narrow for the developer to pursue this project.

- c. An existing sanitary sewer main is situated along the shared side property line of this property and the property to the east. This means it is unlikely these two sites will ever be combined for redevelopment since structures cannot be constructed over main area.
- d. A paved public parking lot exists just north of Railroad Street SE in this area.

A parking discussion occurred by the Commission. It was agreed by the Commission that parking in general needs to be evaluated in the downtown as parking has been a reoccurring discussion topic. The Commission agreed that due to the existing site conditions noted in the staff report, not requiring on-site parking at this location at 103 Railroad Street SE could be considered acceptable.

Rich Powers, potential developer, noted he intends to construct this building for potential office space use. There could be multiple tenants. Powers noted no drive-thru is proposed. Powers noted the structure proposed will be 1.5 stories to take into account the residential scale of the area.

Murray noted the staff report shows an example of the type of building the developer is proposing. During this discussion, Powers provided an updated example elevation. The elevation shows board and batten siding on all elevations. Powers noted he would also incorporate a glass storefront area. Murray noted board and batten does not meet the building design/material requirements, however, there is a provision of the Zoning Code which could allow for this alternative building material if the Commission and Council feels this material is appropriate for the area.

A building design/material discussion occurred by the Commission. The Commission agreed that the north elevation facing Railroad Street SE will need to adhere to the Zoning Code's building design/material requirements, which includes the following bullet points. Their reasoning for guiding for this requirement is that while this building is currently situated amongst two residential properties on either side, the potential exists in the long term that this immediate area could redevelop for traditional downtown use.

- At least 30% of north elevation must be comprised of the following primary building materials: clear glass, brick, architecturally designed concrete tilt-up panels, textured concrete block, or stone.
- The remaining up to 70% of this elevation may be comprised of the following building materials: split-faced block, concrete panels, stucco, or architectural aluminum panels.
- Section 179.01.2.I.4.c notes that buildings in the C-4 District shall, "maintain the historic nature, and incorporate architectural elements and designs which complement and preserve the character of the area". This could be interpreted as meaning: situating the building close to the front property line, providing for a direct pedestrian access from the public

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sidewalk to the storefront, incorporating a clear glass storefront as part of the front façade, and taking into account traditional building materials seen in a downtown area.

The Commission agreed that the following section of the Zoning Code could potentially be applied to the east and west side elevations and also the rear south elevation relative to potentially incorporating alternative building materials on these non-street facing elevations. The Commission agreed that if such alternative materials are utilized on the sides and rear, special attention must be paid to the installation methods (i.e. concealing fasteners):

- No wood, masonite, asphaltic wall material, non-architectural sheet metal, non-textured concrete block, or other similar materials shall constitute a portion of any building except as a trim material, unless the City Council, after receiving a recommendation from the Planning and Zoning Commission, shall determine said material when used as a primary element, does not distract from the physical appearance of the building.

The Commission noted this feedback provided is their recommendation only and that Council will have the ultimate say.

8. Reports/Comments and appropriate action thereon:

a. **Commission Member Comments**

Mains – asked about the status of the conversion of Main Street NE/SE to a one-way street and also asked about the status of downtown planning efforts in general. Murray noted Council discussed the one-way conversion topic several months back. Murray also noted that originally staff thought it had the capacity to prepare a downtown strategic plan document in house, however, this capacity has not been the case. Murray noted the comprehensive plan can take into account these planning topics.

Brostrom – none.

Clayton – none.

Keeran – noted a neighbor relayed that construction vehicles are not adhering to the approved construction vehicle route as they exit the Prairie Point View development area. Murray noted she will notify the builder and will also let the Public Works Director know.

Hoyer – asked if the greenspace area on the east side of Main Street NE north of Railroad Street SE can develop as downtown? Murray noted that currently this land is owned by Landus, however, the upcoming comprehensive plan update may look at the development potential in this area for if this site is ever redeveloped in the future.

b. **Commission Chair Comments** – none.

c. **City Administrator Comments** – noted that development requests are now increasing since the weather is getting nicer.

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- d. **Planning & Community Development Director** – Murray noted Daniel Hoffman-Zinnel is moving to Des Moines, so the City will need to begin its search for his replacement.

Murray noted the City held its comprehensive plan consultant interviews – the City interviewed McClure, RDG, and Confluence. The RFP scoring committee will make its recommendation for City Council consideration.

Murray noted the City anticipates receiving several upcoming development requests. DR Horton is beginning work on preparing their detailed preliminary plat documents for the area north of the new Junior High site. Also, the City will meet next week to discuss a potential site plan application for a the development lot at 96 Paine Circle SE.

- e. **City Council Liaison** – absent.

9. Adjournment

**Moved by Mains, seconded by Brostrom, to adjourn the meeting at 6:45 p.m.
Vote on Motion 6-0. Motion carried.**

Maggie Murray, Planning & Community Development Director

ATTEST:

Torey Cuellar, Commission Chair