

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

CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
APRIL 9, 2020
MINUTES

1. Call to Order

Commission Member Cuellar called the meeting to order at 6:02 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 Joe Phearman, Commission Member Kristin Brostrom, Commission Member Daniel Hoffman-Zinnel, Commission Member Andy Mains, Commission Member Brian Clayton

Absent: None

City Officials

Present: Maggie Murray, Planning & Community Development Director; Marketa Oliver, City Administrator, Council Member Doug Elrod

3. Perfecting and Approval of the Agenda

Motion by Hoffman-Zinnel, seconded by Phearman, to approve the agenda. Vote on Motion 7-0. Motion carried.

4. Approval of the Commission Minutes – March 26, 2020

Motion by Phearman, seconded by Mains, to approve the February 13, 2020 minutes with a minor correction needed to note that Commission Chair Cuellar called the meeting to order at not Commission Vice Chair Keeran. Vote on Motion 7-0. Motion declared carried unanimously.

5. Guests requesting to address the Commission – None

6. **RESOLUTION 200409-14** - Considering recommended approval of the Oxbow Developments Final Plat.

Murray presented the staff report. Staff is recommending approval of the Oxbow Developments Final Plat, subject to the following condition:

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1. That the required sidewalks as part of this Oxbow Developments subdivision be temporarily waived until if/when a logical connection exists. At such time a logical connection exists, it would be the responsibility of the property owner(s) to construct such sidewalk areas.

Murray explained that the reasoning for the recommended condition is because the current Highway 65 corridor just east does not accommodate for pedestrian crossing. Because of this, a temporary waiver could be considered acceptable due to no logical connection heading east or west along Franklin Street SW/32nd Street SW.

The Commission agreed that they would prefer installation of sidewalks within the Oxbow Developments subdivision sooner rather than later. The Commission does not want this sidewalk topic to get overlooked in this area.

Council Liaison Elrod noted that the City's Park, Trail & Greenway Master Plan shows a future segment of trail running along the Franklin Street SW area.

Murray explained that if sidewalks along Franklin Street SW were to be installed right now as part of this subdivision, they would be ripped out once the future trail does get installed. Once the trail does get installed, a logical connection would exist within the subdivision to connect down to this trail.

Murray explained that there is a section of the City Code that can require installation of sidewalks along any street or court in the City through the assessment process.

Brostrom asked if the City could require either performance bonds or payment upfront to be placed in a fund for future installation of sidewalks within this area. Murray noted that she can reach out to the City Engineer to discuss these options.

Motion by Brostrom, seconded by Mains, to recommend approval of the Oxbow Developments Final Plat, subject to that if sidewalks are not installed at time of subdivision, the City shall require public sidewalk performance bonds or payment up front by the developer for future installation of sidewalks by the City of Bondurant at such time the City of Bondurant would like to see establishment of such public sidewalks. Roll Call: Ayes: Cuellar, Keeran, Phearman, Brostrom, Hoffman-Zinnel, Mains, Clayton. Nays: None. Absent: None. Motion carried 7-0.

7. Reports/Comments and appropriate action thereon:

a. Commission Member Comments

Hoffman-Zinnel – Hoffman-Zinnel asked about the status of the Comprehensive Plan RFP. Murray noted that she has not yet released it, but she hopes to soon.

Keeran – None.

Mains – None.

Phearman – None.

Brostrom – None.

Clayton – Clayton noted that A-3 Auto is doing some outdoor lighting work on their property. Clayton noted that as part of this site's site plan approval process, the topic of not

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parking on gravel was discussed. Murray noted that she will research this. Clayton noted that there is a camper parked at the former Pezetti site at 902 2nd Street NE.

- b. **Commission Chair Comments** – Cuellar questioned City Council Liaison Elrod as to why the potential text amendment to Section 179.01.2.2 of the Zoning Code regarding potentially eliminating roof slope requirements was placed on the April 6th City Council agenda. Murray noted that it was staff that placed this on the agenda and not City Council. Elrod noted that general discussion was had by Council, but the Resolution of Intent was not voted on at the City Council meeting. Murray apologized to the Commission – she was hoping to have discussions with both the Council and Commission this week to help potentially expediate this potential review process. The City is in receipt of a building permit request for the second apartment complex in the Park Side Plat 2 subdivision. The submitted plans for this permit show that the apartment building will have a 4:12 roof slope. This roof slope does not meet the City’s minimum roof slope requirement of 5:12. The September 2019 building permit for the first apartment building was approved with a 4:12 roof slope – the roof slope requirement was inadvertently overlooked. The second apartment building permit is on hold for the time being.
- c. **City Administrator Comments** – Oliver provided an update on the City’s Northwest Trunk Sewer project.
- d. **Planning & Community Development Director** –
 - Murray summarized her staff report on the proposed potential text amendment of eliminating the minimum roof slope requirement for apartment buildings/townhomes. Staff is looking for guidance from the Commission since this is a new topic. The Commission had some discussion on this topic, and provided some general guidance in support of eliminating this requirement. Murray noted that the Commission will hold a public hearing on this potential text amendment during their meeting on April 23, 2020. Murray also noted that it is anticipated that City Council will hold their public hearing on May 4, 2020.
 - Murray provided an update on the status of the lack of sidewalks within the Quail Run Plat 1 area along 2nd Street NW. These sidewalks along 2nd Street NW were not specifically waived by the Commission and Council as part of the final plat approval process. These sidewalks were not shown as part of the construction drawings showing public improvements. The neighborhood’s recorded covenants note that owners of Lots 1-19 will be responsible for installation of sidewalks along 2nd Street NW within 18 months of closing on their property. The Commission suggested that the City be proactive in notifying owners of these lots of this requirement. Staff agreed but noted that staff will need to start discussions with the City Engineer on potential placement of this required sidewalk area, as this is a rural section of road with a ditch.
- e. **City Council Liaison** – Elrod provided an update on the Ohana Garden topic that was discussed by Council at their last meeting. Elrod asked about the status of the Commission’s discussion on requiring basements in Bondurant as part of new developments. Murray noted that if this is something that the City wants to require, it needs to be incorporated into the Zoning Code. The reasoning for this is so that development is fair and predictable for all. Basements should be not listed as a condition of subdivision plat approval. Commission members had discussions on whether or not basements should be required.

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Murray will do some research on this basement topic and will bring it back to the Commission at a later date for a more formal discussion.

10. Adjournment

Moved by Phearman, seconded by Hoffman-Zinnel, to adjourn the meeting at 6:45 p.m. Vote on Motion 7-0. Motion carried.

Maggie Murray, Planning & Community Development Director

ATTEST:

Torey Cuellar, Commission Chair