

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

CITY OF BONDURANT  
PLANNING AND ZONING COMMISSION  
OCTOBER 22, 2020  
MINUTES

1. Call to Order

Commission Member Cuellar called the meeting to order at 6:00 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 Kristin Brostrom, Commission Member Andy Mains, Commission Member Brian Clayton, Commission Member Daniel Hoffman-Zinnel.

Absent: Commission Member Joe Phearman

City Officials

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

3. Perfecting and Approval of the Agenda

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

4. Approval of the Commission Minutes – September 24, 2020

Motion by Brostrom, seconded by Hoffman-Zinnel, to approve the September 24, 2020 minutes. Vote on Motion 6-0. Motion declared carried unanimously.

5. Guests requesting to address the Commission – None

6. **RESOLUTION 201022-37:** Considering recommended approval the Santiago Creek Plat 1 Final Plat.

Murray summarized the staff report. This split proposed is for an area outside of Bondurant's city limits but adjacent to city limits. Since outside city limits, Polk County will have zoning jurisdiction. This final plat is being brought to the Commission as its review also includes waiver of review of the preliminary plat.

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**Motion by Mains for recommended approval of Resolution 201022-37 regarding the Sanitago Creek Plat 1 Final Plat, which includes the following:**

- 1. That this final plat approval also includes waiver of review of the preliminary plat.**

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

7. **RESOLUTION 201022-38:** Considering recommended approval the Elizabeth Pope Plat of Survey (Parcel 2020-164).

Murray summarized the staff report. This plat of survey is for a split located within Bondurant's city limits. The split proposes to separate the existing dwelling at 1205 15<sup>th</sup> Street SW away from the remaining farmland. This area is zoned Agricultural (A-1). A single-family dwelling on its own is a permitted use of the A-1 District.

**Motion by Mains for recommended approval of Resolution 202010-38 regarding the Elizabeth Pope Plat of Survey, seconded by Keeran. Roll Call: Ayes: Cuellar, Mains, Keeran, Hoffman-Zinnel, Brostrom, Clayton. Nays: None. Absent: Phearman. Motion carried 6-0.**

8. **RESOLUTION 201022-39:** Considering recommended approval the Harvest Meadows Plat of Survey (Parcel 2020-170).

Murray clarified that the staff report notes that Outlot V is zoned Planned Unit Development (R-5); however, this area is actually zoned General Commercial (C-2).

Erin Ollendike, Civil Design Advantage, described the split proposed. Kimberley Development Corporation is proposing this plat of survey so that Outlot V and Outlot X can be placed in a different LLC name which Kimberley Development will still be involved with.

Elrod asked for clarification on who will be developing the single-family detached development portion of the Harvest Meadows Subdivision? Murray clarified that Kimberley Development Corporation will be developing the single-family detached portion and that they will be transferring LLC ownership of the Outlot X and Outlot V areas which are not single-family development.

Murray noted that she had included a condition of recommended approval as part of the staff report's resolution of recommendation, but that this may or may not be necessary since whoever develops the multi-family site will be bound by the requirements of the existing PUD requirements of the area.

**Motion by Brostrom for recommended approval of Resolution 201022-39 regarding the Harvest Meadows Plat of Survey (without any conditions), seconded by Mains. Roll Call: Ayes: Cuellar, Mains, Keeran, Hoffman-Zinnel, Brostrom, Clayton. Nays: None. Absent: Phearman. Motion carried 6-0.**

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9. **RESOLUTION 201022-40:** Considering recommended approval of waiving the Dvorak Plat of Survey (Parcels 2020-120 & 2020-121).

Murray summarized the staff report. This plat of survey proposes to reconfigure the shapes of two lots outside of Bondurant's city limits but within 2 miles. Since outside of city limits, Polk County has zoning jurisdiction. Polk County is reviewing this as a boundary line adjustment only and is not requiring a formal plat of survey review process since no new parcel is proposed. Because of this, the enclosed resolution of recommendation is for approval of waiving Bondurant's review.

Larry Hyler, Bishop Engineering, noted that this split is also within 2 miles of Altoona's and Ankeny's city limits.

**Motion by Mains for recommended approval of Resolution 2020-40 regarding waiving review of the Dvorak Plat of Survey, seconded by Hoffman-Zinnel. Roll Call: Ayes: Cuellar, Mains, Keeran, Hoffman-Zinnel, Brostrom, Clayton. Nays: None. Absent: Phearman. Motion carried 6-0.**

10. **RESOLUTION 201022-41:** Considering recommended approval of the site plan request for 2404 Robinson Avenue NE.

Wally Pelds, Pelds Design Services, summarized the development proposed. Pelds described the general development area. Pelds noted that they have reached out to Snyder & Associates regarding Snyder's floodplain study in this area and Pelds feels that their development proposed will be situated 2' above the base flood elevation but understands that this will be factored in as part of a recommendation.

Murray noted that she would like feedback from the Commission relative to public sidewalk expectations of this site. Sidewalks were not required at the time the subdivision was constructed out, so the topic of whether or not they should be required should be discussed at the site plan level.

Elrod described the area trail plans.

Keeran noted that she is typically in favor of sidewalks, but that this area may not make sense requiring them due to the industrial use.

Pelds noted that it is typical and preferable that sidewalks do not get installed in industrial areas like this.

Elrod asked if the City would be able to require a payment from the developer to go toward construction of the trail in-lieu of public sidewalk construction? Murray and Oliver noted that they will need to reach out to the City Attorney to discuss if this is feasible or not to require.

Pelds noted that he will relay this payment in lieu topic to his client. Pelds noted that this could make sense but that they would want confirmation from the City that the public sidewalk requirement is permanent.

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Elrod asked if this area is zoned Planned Unit Development (R-5)? Murray noted that no, this area has been zoned Medium Industrial (M-2) and that not rezoning was required as part of the subdivision or site plan review process.

**Motion by Keeran for recommended approval of Resolution 201022-41 regarding the site plan request for 2404 Robinson Avenue NE, subject to the following Code conditions:**

- 1. That no building permit may be issued and no on-site grading shall occur until after the developer has provided documentation that all requirements of Chapter 165 (Floodplain Management) will be met.**
- 2. That data on the total number of employees for each tenant area must be provided to the City prior to occupancy of each tenant to ensure Section 177.09 of the Zoning Code is met for this development site.**
- 3. That if it can be required, a payment in-lieu of the public sidewalks should be required to aid in construction of the public trail; but if this is not allowed, then construction of this site may move forward without construction of a public sidewalk at this time.**
- 4. That as required by Section 182.05.A of the Zoning Code, the site plan shall be updated to show that 5 general trees will be planted.**
- 5. That as required by Section 179.01.2.I.6.h.i of the Zoning Code, the elevations shall be updated to show that 2 primary building materials are proposed along the east elevation.**
- 6. That the elevations be updated so that the elevations correctly label the east and west elevations.**
- 7. That the development will need to meet Section 177.10.8 of the Zoning Code: parking spaces required shall be provided with bumper guards, raise curbing, or equivalent.**

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

11. Reports/Comments and appropriate action thereon:

**a. Commission Member Comments**

**Mains** – noted that the new Grant Street and 2<sup>nd</sup> Street turn lanes are great.

**Brostrom** – none

**Clayton** – none

**Hoffman-Zinnel** – none

**Keeran** – none

**b. Commission Chair Comments** – thanked Karen for acting as chair in September.

**c. City Administrator Comments** – noted that Midstate Precast Products received a site plan letter regarding their landscaping. They will be working on their landscaping tomorrow.

**d. Planning & Community Development Director** – noted that the missing sidewalk adjacent to Burke's Outsourcing along Washington Avenue SE should be installed soon.

**e. City Council Liaison** – noted that in an effort to foster continued education amongst Council members, he is stepping away from the P&Z liaison and Bob Pepper will be taking his place. Doug noted that he has appreciated the last six years serving as the liaison. The

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Commission thanked him. Murray noted that she will begin including Peffer in her P&Z email correspondence.

10. Adjournment

**Moved by Mains, seconded by Hoffman-Zinnel, to adjourn the meeting at 6:38 p.m. Vote on Motion 6-0. Motion carried.**

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Maggie Murray, Planning & Community Development Director

ATTEST:

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Torey Cuellar, Commission Chair