

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

CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
June 11, 2020
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 Kristin Brostrom, Commission Member Daniel Hoffman-Zinnel, Commission Member Andy Mains, Commission Member Brian Clayton, Commission Member Joe Phearman

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 Brostrom, seconded by Mains, to approve the agenda. Vote on Motion 7-0. Motion carried.

4. Approval of the Commission Minutes – May 28, 2020

Motion by Hoffman-Zinnel, seconded by Phearman, to approve the May 28, 2020 minutes. Vote on Motion 7-0. Motion declared carried unanimously.

5. Guests requesting to address the Commission – None

6. Presentation by Pat Conrad, EOR, regarding the Stormwater Master Plan.

Phearman asked if the Franklin Street SW area near Hubbell Avenue was included as part of this study? Phearman noted that this area was not shown in some of the mapping. Conrad noted yes, this area should have been included as part of the modeling but that he will look into it.

Hoffman-Zinnel asked for clarification on the social pinpointing. Conrad explained the process that social media and flyers were used to get resident feedback. Hoffman-Zinnel asked if they received much feedback from the Wolf Creek neighborhood since it was mentioned in the presentation that

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Wolf Creek had insufficient data? Conrad clarified that at the time the stormwater model was built, further information on the ponds of Wolf Creek was needed.

Clayton asked if other communities prohibit rear yard drainage easements? Conrad noted he hasn't seen grade change restrictions and that he has seen the opposite where fill is brought in to elevate a house and the stormwater plan then accommodates for rear yard drainage easement areas.

7. **RESOLUTION 200611-25:** Considering recommended approval of the proposed Quail Run Phase 2 Preliminary Plat.

Eric Cannon with Snyder & Associates summarized the Quail Run Phase 2 Preliminary Plat area. The uses and layout of this subdivision have not changed since the R-5 rezoning was approved. Vista is proposing construction of 157 single-family detached lots in phases as shown in the phasing exhibit that was sent out to the Commission. Outlots R and W will be sold for development of rowhome/multi-family use as listed on the preliminary plat. Outlot Z will be reserved for potential future commercial development. This subdivision accommodates for the City's Stream Buffer Ordinance in the areas of Outlots T, S, U, and V. This subdivision will include extension of Chayse Street SW west from the current Quail Run Plat 1 area. This extension will include construction of a culvert.

Elrod asked if this development will have basements? Dave Harmeyer with Vista noted that it is their intent to have basements within the single-family detached area. Cannon also noted that the updated version of the submitted preliminary plat shows a deeper sanitary depth near the Outlot R area and that this deeper sanitary main should address Bob Veenstra's comment regarding sanitary sewer depth.

Bob Veenstra, City Engineer, noted concerns on the ability to service the land west of NE 64th Street with sanitary sewer if this area west develops prior to Outlot R being developed. Veenstra noted that either the sanitary sewer main should be extended along Outlot R and west out to NE 64th Street, or at a minimum, a sanitary sewer easement be established on Outlot R to take into account this sewer connection if the area west develops first. Veenstra noted that the easement will need to be at least 30'-wide and that a wider 100' temporary construction easement would also need to be shown.

Brostrom asked if the City could also require bonds along with the easement? Harmeyer expressed concern over the bond requirement and noted that this is not typically what has been required for other communities. It was discussed by the Commission that a condition should be placed as part of the Commission's recommendation to require a 30'-wide sanitary sewer easement and a 100'-wide temporary construction easement along this Outlot R area.

Mains asked if there will be any public parkland within this development area? Murray noted that the developers are not proposing any public parkland and that they are opting to pay a fee in lieu. Murry noted that this fee in lieu is noted as part of the Code clarification list.

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Elrod asked if the School District has commented on the longer cul-de-sac? Murray noted that as part of the Code process requirement, the School District was notified of the preliminary plat. Murray explained that when she notifies entities, she only asks for comments back if there are concerns and no comments were received back from the School District. Murray noted that she can reach back out to the School District specifically regarding the cul-de-sac.

Murray reviewed the Code clarification items listed in the P&Z staff report. Murray noted that Snyder has since clarified that the cul-de-sac will be 757'-long. Murray noted that the preliminary plat is showing a public sidewalk along the NE 64th Street right-of-way. Murray noted that the City's Parks, Trails & Greenway Master Plan is showing that a public trail should exist within the east right-of-way of NE 64th Street. The Commission had discussion on this trail topic and agreed that the plat should show the trail since the Plan is showing this and that this future trail connection makes sense because the Chichaqua Valley Trail is within close proximity. Murray noted that the actual location and details on this trail will need to be figured out at a later date but by updating the preliminary plat, this will help to show that a trail will exist within this area in the future.

Motion by Keeran, seconded by Mains, for recommended approval of the Quail Run Phase 2 Preliminary Plat, subject to the following:

- 1. That a fee in lieu of parkland dedication will be considered acceptable for this Quail Run Phase 2 Preliminary Plat area. The current fee being required is for the proposed 157 single-family detached lots. The required fee for the future Outlot R and W lots will be calculated once preliminary plat concepts have been received for these areas.**
- 2. That the comments noted as part of Bob Veenstra's memo be addressed as part of a preliminary plat resubmittal and/or as part of the submitted construction drawings, with further clarification on his comment #13 being: that a minimum 30'-wide sanitary sewer easement and wider temporary construction easement be shown on an updated preliminary plat along Outlot R out to the NE 64th Street right-of-way.**
- 3. That the Public Works comment relative to the box culvert crossing calculations be addressed prior to construction drawing approval.**
- 4. That documentation of FEMA's LOMR-F must be submitted to the City if/when approved by FEMA.**
- 5. That a waiver to Section 180.05.1.E be granted to allow for a construction of the 757'-long Street C cul-de-sac, where the Subdivision Code notes a 600' maximum length.**
- 6. That the 2nd Street NW sidewalks are to be installed at the time the adjacent phase of development occurs and after the 2nd Street NW right-of-way gets established in this area.**
- 7. That as noted as part of the approved Development Agreement, the property owners shall convey the amount of land necessary along 2nd Street NW for construction of the future turn lanes within this 2nd Street NW area.**
- 8. That the preliminary plat be updated to show Outlot V is privately owned and maintained due to the detention pond within this area. As part of this plat update, if the future City trail project crosses onto Outlot V, an easement shall be accommodated for in this Outlot V area. While this Outlot V will be privately owned/maintained, the maintenance requirements of the City's Stream Buffer Ordinance shall apply.**
- 9. That the private utility company comments be addressed as part of the preliminary platting and/or construction drawing process.**

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10. **That the preliminary plat be updated to show a trail portion along the NE 64th Street right-of-way instead of sidewalks. The actual location of this trail within the right-of-way and the timing of trail installation is to be determined at a later date once the adjacent phase(s) of development are proposed.**

Roll Call: Ayes: Hoffman-Zinnel, Clayton, Mains, Keeran, Cuellar, Phearman, Brostrom. Nays: None. Absent: None. Motion carried 7-0.

8. **RESOLUTION 200611-26:** Considering recommended approval of the Bondurant Community Library site plan at 104 2nd Street NE.

John Karmann with FEH Design summarized the Bondurant Community Library addition site plan. This project will include three building addition areas and construction of a parking area south and east of the building.

Elrod asked if the parking south of the building will remain in its current location or if it will be shifted south? Karmann noted that the lot is being shifted south and that some greenspace areas will exist between the new parking area and the building.

Elrod noted that the ADA parking will now be further away from the building. Elrod asked if there will be an entrance on the addition's east side? Karmann noted that yes, there will be an entrance to the east.

Brostrom asked if the City has a plan in place to maintain the permeable pavers? Murray noted that John Horton, Public Works Director, is familiar with these types of parking lots but that she can discuss this with Horton to clarify.

Mains asked how or if the 2nd Street turn lane project will impact this library addition project? Greg Roth with Veenstra & Kimm explained that the 2nd project will stay in the current right-of-way area, so the library site should be unimpacted.

Motion by Mains, seconded by Brostrom, for recommended approval of the Bondurant Community Library addition site plan, subject to the following:

1. **That this site plan approval is contingent upon a plat of survey being created which notes that the setback along 2nd Street NE will be 30' instead of the 100' noted as part of a historic subdivision of the area.**
2. **That the screening proposed along the north property line shall adhere to any drainage flowage easement requirements, if applicable.**

Call: Ayes: Hoffman-Zinnel, Clayton, Mains, Keeran, Cuellar, Phearman, Brostrom. Nays: None. Absent: None. Motion carried 7-0.

9. Reports/Comments and appropriate action thereon:

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Murray noted that Erin Ollendike with Civil Design Advantage is seeking some preliminary feedback from the Commission regarding a potential amendment to the Harvest Meadows Planned Unit Development Master Plan. Ollendike summarized the potential amendment proposed – the original Master Plan showed 58 lots for duplex development in the Area C portion of the development. The owners are wanting to potential change the type of development within the Type C area from duplex development to small single-family detached development lots. This change would involve a decrease in density from 58 units to 53 units. The single-family detached lots will range from 52'-55' wide. The Commission discussed this potential amendment and agreed that it could be a reasonable amendment request. Murray noted that no formal vote is required at this time and staff will bring this back to the Commission at a later date.

a. Commission Member Comments

Hoffman-Zinnel – asked if the MWA is still offering their recycle bin clip program? Oliver noted that staff will look into this.

Keeran – nothing.

Mains – asked if the Stormwater Master Plan has been or will be presented to City Council? Murray noted it was presented to Council at their June 1st meeting and the Council mentioned at this meeting that it would also be good to have this presentation made to the Commission as well.

Phearman – noted that some of the ditches of the Amazon site have not been mowed. Oliver noted that this is something staff can look into.

Brostrom – nothing.

Clayton – noted that some residents of the Sankey Summit development may be unaware that there is an HOA that has been established for this neighborhood. Also asked how deep the sanitary sewer will be along Grant Street North in the Junior High area? Oliver noted staff can reach out the Bob Veenstra to track down an answer to this question.

b. **Commission Chair Comments** – nothing.

c. **City Administrator Comments** – nothing.

d. **Planning & Community Development Director** – mentioned that the Board of Adjustment is seeking applications to fill a current vacancy.

e. **City Council Liaison** – noted that the temporary fireworks site plan was approved by Council. Noted that Council is currently in the process of potentially considering an amendment to the Board of Adjustment Chapter of the City Code regarding the 200' notification requirement and welcomed feedback.

10. Adjournment

Moved by Mains, seconded by Phearman, to adjourn the meeting at 7:38 p.m. Vote on Motion 7-0. Motion carried.

Maggie Murray, Planning & Community Development Director

ATTEST:

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Torey Cuellar, Commission Chair