1. **Call to Order**  
Commission Chair Dave Higgins called the meeting to order at 6:00 p.m.

2. **Roll Call**  
Roll call was taken and a quorum was declared.

Present: Commission Chair Dave Higgins, Commission Member Jeff Kromrie, Commission Member Brian Clayton, Commission Member Roy McCleary, Commission Member Karen Hudson  
Absent: Commission Member Laura Wood, Commission Member Tamara Russell

City Officials Present: City Administrator Mark Arentsen, City Clerk Shelby Hagan, Administrative Assistant Nicole Van Houten

3. **Perfecting and Approval of the Agendas**  
Moved by McCleary, seconded by Hudson, to approve the agenda. Vote on Motion 5-0. Motion declared carried unanimously.

4. **Approval of the Commission Minutes**  
Moved by McCleary, seconded by Hudson, to approve the October 27, 2016 minutes. Vote on Motion 5-0. Motion declared carried unanimously.

5. **Guests requesting to address the Commission** – None.

6. **RESOLUTION NO. PZ-16-40** – Resolution approving the Preliminary Plat for Wolf Creek Plats 9 & 10  
The Commission questioned the parkland dedication for the PUD. City Attorney Brick will be contacted to research the requirements based on the current provisions of the City Code or whether the original PUD provisions control this issue through the remainder of the build out for this subdivision.


7. **RESOLUTION NO. PZ-16-41** – Resolution approving the Site Plans for Bondurant-Farrar CSD Bondurant High School Additions  
Moved by McCleary, seconded by Clayton, to amend and approve RESOLUTION PZ-16-41 adding that the approach may be modified when the project goes out for bid. Roll Call: Ayes: Kromrie, Hudson, Higgins, Clayton, McCleary. Nays: None. Absent: Russell, Wood. Motion Carried 5-0.
8. Interviews for the Upcoming Vacant Position

The Commission interviewed Nicole Van Houten and Angela McKenzie for the upcoming vacant position. After interviews were conducted, the Commission discussed the candidates.

9. RESOLUTION NO. PZ-16-42 – Resolution of recommendation to appoint __________ to the Planning and Zoning Commission


10. Discussion Items –
   a. Hoisington-Koegler Planning Services Proposal

Moved by McCleary, seconded by Hudson, to accept the proposal. Vote on Motion 5-0. Motion declared carried unanimously.

11. Reports and Comments
   a. Commission Member Comments
      Commission Member Clayton – Suggests that PUD needs a sunset due to changing standards.
      Commission Member Kromrie – Comments on three lanes for Grant and 2nd Street and questioned future plans.
      Commission Member Hudson – Recommends a land use map for meetings when discussing plats, Gateway Park almost complete, Iowa Great Places.
      Commission Member McCleary – Questioned the trail on Grant Street over waterway.
   b. Commission Chair Comments – None.
   c. City Administrator Comments – None.

12. Adjournment
Moved by McCleary, seconded by Clayton, to adjourn the meeting at 7:56 p.m. Vote on Motion 5-0. Motion declared carried unanimously.

[Signature]
Commission Chair, David Higgins

[Signature]
City Clerk, Shelby Hagan