

Planning and Zoning Commission

2022 Annual Report



BACKGROUND

Chapter 23 of the [Bondurant City Code](#) states that each year the Planning & Zoning Commission shall make a report to the Mayor and Council of its proceedings. This report will serve as the Commission's 2022 Annual Report.

The Bondurant Planning & Zoning Commission has seven members and met the 2nd and 4th Thursday of the month in 2022 at 6:00 p.m. in the Bondurant Community Center at 200 2nd Street NE. A Zoom meeting attendance option was/is also available to the Commission and public.

The Commission is primarily and routinely involved in land use planning topics, including: Comprehensive Plan and area plan reviews, rezonings, subdivisions, site plans, street and easement vacations, annexations, Zoning and Subdivision Code text amendments, and other miscellaneous development topics. The Commission researches each case and then reviews the information at a meeting. A recommendation for or against the case is subsequently made to the Bondurant City Council citing the Commission's basic reasoning.

MEMBERSHIP

In 2022 Torey Cuellar served as Chair, and Karen Keeran served as Vice-Chair. There were no changes in Planning & Zoning Commission membership in 2022. Councilman Matt Sillanpaa acted as the City Council liaison to the Commission in 2022.

Chapter 23 of the City Code notes that a review of attendance will be made at the end of each year. The Code notes that a member cannot exceed three unexcused absences within a 6-month period. The Code also notes that a Commission member cannot miss more than 40% of the total calendar meetings in a calendar year.

Below is a chart of 2022 member attendance.

2022 Member Attendance Chart

	Torey Cuellar	Karen Keeran	Lisa Cameron	Brian Clayton	Andy Mains	Wes Hoyer	Kristin Brostrom
1 - 1/13/2022	Present	Present	Present	Present	Present	Present	Present
2 - 1/27/2022	Present	Present	Absent	Present	Present	Present	Present
3 - 1/31/2022 (Joint Comp Plan Session)	Present	Present	Present	Present	Present	Present	Present
4 - 2/10/2022	Present	Present	Absent	Present	Present	Present	Present
5 - 3/24/2022	Present	Present	Present	Present	Present	Present	Present
6 - 4/14/2022	Present	Present	Present	Present	Present	Present	Present
7 - 4/28/2022	Absent	Present	Present	Present	Present	Present	Present
8 - 5/12/2022	Present	Present	Present	Present	Absent	Present	Present
9 - 5/26/2022	Present	Present	Present	Present	Present	Present	Present
10 - 6/9/2022	Present	Absent	Present	Present	Present	Present	Present
11 - 6/21/2022 (Joint Comp Plan Session)	Present	Present	Present	Present	Present	Absent	Absent (excused)
12 - 7/14/2022	Present (staff failed to admit from Zoom waiting room)	Present	Absent	Present	Present	Present	Absent (excused)
13 - 7/28/2022	Present	Present	Absent	Present	Absent	Present	Absent (excused)
14 - 8/11/2022	Present	Present	Present	Present	Present	Present	Absent (excused)

15 - 8/25/2022	Present	Present	Present	Present	Present	Absent	Present
16 - 9/6/2022	Present	Present	Absent	Present	Present	Present	Present
17 - 9/22/2022	Present	Present	Present	Present	Present	Present	Present
18 - 10/13/2022	Present	Present	Present	Present	Present	Present	Absent
19 - 10/27/2022	Present	Present	Present	Present	Absent	Present	Present
20 - 11/10/2022	Absent	Present	Absent	Present	Present	Present	Present
21 - 12/8/2022	Absent	Present	Absent	Present	Present	Present	Present
Total Meetings	21	21	21	21	21	21	21
Attended	18	20	14	21	18	19	16
% Attended	86%	95%	67%	100%	86%	90%	76%

SUMMARY OF REVIEWS:

1. Text Amendments:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2022.TA.1	Text amendments to Section 178.06.4.J to increase the minimum driveway length requirement within the R-5 District from 20' to 30'.	Recommended approval on 5/12/2022	Approved on 7/5/2022
2022.TA.2	Text amendments to Sections 175.02, 177.09, and 178.13 to allow Fitness Center and Dance Studio uses in M-1 (and M-2) Districts, establish parking standard for Fitness Center, remove fireworks regulations from M-1 District (since state does not allow cities to regulate by zoning).	Tabled on 7/28/2022 Recommended approval on 10/13/2022	Approved on 12/5/2022
2022.TA.3	Text amendments to Sections 175.02, 177.15 and 178 to update regulations regarding Home Occupations for consistency with 2022 State Code change which restricts how cities can regulate such uses.	Recommended approval on 9/22/2022	Approved on 11/21/2022
2022.TA.4	Text amendments to Sections 178.02, 178.03, 178.06, and 180.05 regarding requirement basements in the R-1 and R-2 Districts, and including language regarding this topic in the R-5 District. Also includes updates to sanitary sewer extension and size requirements in Subdivision Code.	Recommended approval on 11/10/2022	Approved on 12/19/2022
2022.TA.5	Text Amendments to Sections 177.10, 178.07, 178.08, 178.09, 178.10, 178.11, 178.13, 178.14, 179 regarding code cleanup related to the following topics: outdoor storage, screening, and landscaping.	Recommended approval on 11/10/2022	Approved on 11/21/2022
2022.TA.6	Text Amendments to Sections 177.07.8, 178.02, and 178.03 to increase minimum lot width in R-2 District from 65' to 70', increase minimum side yard setback to 7.5' on each side (was previously 5' for ranch and 7' for 2-story, with a minimum 15' combined for the 2 side yards), update for clarification that ZLL split is allowed in R-2 District.	Recommended approval on 11/10/2022	Approved on 12/5/2022

2. Easement & Right-of-Way Vacations – none.

3. Requests for Rezoning and/or Future Land Use Map Changes:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2022.R.1	Request for rezoning from Medium Density Residential (R-2) to Planned Unit Development (R-5) within the Highpoint Estates development area.	TABLED on 1/27/2022 Then pulled by Developer	N/A - Pulled by Developer
2022.R.2	Request for rezoning from Agricultural (A-1) to Limited Industrial (M-1) and Conservancy (U-1) at Parcel 170/00027-000-000 and update to the 2012 Future Land Use Plan from Reserve Office to Industrial.	Recommended approval on 2/10/2022	Approved on 3/7/2022
2022.R.3	Request for rezoning from Agricultural (A-1) to Limited Industrial (M-1) on Parcels 230/00453-002-000 & 230/00462-000-000 , excluding the west 140'; and update to the 2012 Future Land Use Plan from Reserve Industrial and Reserve Agricultural/Residential to Industrial.	Recommended approval on 5/12/2022	Approved on 6/20/2022
2022.R.4	Request for rezoning from Agricultural (A-1) to Medium Industrial (M-2) at the Civic Campus.	Recommended approval on 4/28/2022	Approved on 6/6/2022
2022.R.5	Request for rezoning from Agricultural (A-1) to Planned Unit Development (R-5) at Petocka Run .	Recommended approval on 8/11/2022	Approved on
2022.R.6	Request for rezoning from Conservancy (U-1) to Limited Industrial at Alan's Seamless Gutters at 1601 Garfield Street SW and on land to the north at Parcel 231/00020-007-009 , excluding land located within the 100-year floodplain.	Recommended approval on 10/27/2022	Approved on 9/6/2022
2022.R.7	Request for rezoning from Agricultural (A-1) to Medium Industrial (M-2) at Parcels 140/00062-000-000 and 140/00050-002-000 , pending annexation finalization.	Recommended approval on 11/10/2022	In Process
2022.R.8	Request for rezoning from Agricultural (A-1) to Limited Industrial (M-1) at Parcel 170/00002-000-000 , pending annexation finalization.	Recommended approval on 11/10/2022	In Process
2022.R.9	Request for rezoning from Agricultural (A-1) to Medium Industrial (M-2) at Parcels 140/00053-000-000 , 140/00052-005-000 , and 140/00054-001-000 , pending annexation finalization.	Recommended approval on 11/10/2022	In Process

2022.R.10	Request for rezoning from Agricultural (A-1) to Limited Industrial (M-1) within the Timmins Acres Final Plat area and on Parcels 140/00058-000-000 and 140/00057-001-000 , pending annexation finalization.	Recommended approval on 11/10/2022	In Process
2022.R.11	Request for rezoning from Agricultural (A-1) to Limited Industrial on Parcels 230/00463-000-000 , 230/00464-002-003 , 230/00466-003-000 , 230/00466-004-000 , and 230/00466-001-000 , pending annexation finalization.	Recommended approval on 11/10/2022	In Process
2022.R.12	Rezoning from Medium Industrial (M-2) to Central Business (C-4) and High Density Residential (R-3) on Parcel 231/00220-017-000 .	Recommended approval of 12/8/2022	In Process

4. Subdivisions and Plats of Survey:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2022.S.1	Everett Mauch Estate Preliminary Plat (unincorporated Polk County)	Recommended approval on 1/13/2022	Approved final plat on 4/4/2022
2022.S.2	Black Oak Farm Plat 1 Preliminary Plat (Polk County)	Recommended approval on 1/27/2022	Approved final plat on 4/4/2022
2022.S.3	Loren Mauch Plat of Survey (Polk County)	Recommended approval on 3/24/2022	Approved on 4/4/2022
2022.S.4	Shiloh Rose Business Park Plat 2, Lot 5 & 6 Reconfiguration	Recommended approval on 3/24/2022	Pulled by Developer
2022.S.5	Wisteria Crossing Preliminary Plat	Tabled on 7/28/2022 Tabled on 8/11/2022 Recommended approval on 8/25/2022	Tabled on 9/6/2022 Tabled on 9/26/2022 Pulled by Developer
2022.S.6	Fredrickson Plat of Survey	Recommended approval on 7/28/2022	Approved on 8/1/2022
2022.S.7	Petocka Run Preliminary Plat (formerly called Park Side Estates)	Recommended approval on 9/22/2022	Approved on 9/26/2022

5. Site Plans:

Case #	Proposal Summary	P&Z Recommendation	Council Action	Project Summary
SP22-01	2510 Robinson Avenue NE Site Plan	Recommended approval on 1/13/2022	Approved on 2/7/2022	15,840 SF structure for M-2 use in the Bondurant Industrial Park
SP22-02	Temple Industrial Site Plan	Recommended approval on 2/10/2022	Approved on 2/22/2022	The first two buildings of a phased M-1 industrial flex development in the Shiloh Rose Business Park. Building A is 32,280 SF and Building B is 20,800 SF.
SP22-03	A-3 Auto Expansion Site Plan, 108 NE Hubbell Avenue	Tabled on 4/14/2022 Recommended approval on 4/28/2022	Approved on 5/2/2022	1,296 SF addition to existing A-3 Auto building and expansion of paved parking/drive area
SP22-04	1001 23 rd Street SW Site Plan	Recommended approval on 3/24/2022	Pulled by Developer	Pulled by Developer
SP22-05	Edgeland Villas Site Plan/Preliminary Plat	Recommended approval on 3/24/2022	Tabled on 4/4/2022 Approved on 4/18/2022	47 townhome units
SP22-06	Featherstone Townhomes Plat 1 Site Plan/Preliminary Plat	Recommended approval on 5/26/2022	Approved on 6/6/2022	74 townhome units
SP22-07	88 Paine Circle SE Site Plan	Recommended approval on 6/9/2022	Approved on 6/20/2022	19,313 SF building to be used for C-2 use in the Bondurant Commercial Business Park

Case #	Proposal Summary	P&Z Recommendation	Council Action	Project Summary
SP22-08	3410 Henry Street SW Site Plan	Recommended approval on 8/11/2022	Approved on 8/15/2022	10,700 SF building to be used for C-2 use in the Clement Estates Subdivision
SP22-09	Amazon Truck Wash Site Plan, 2300 Shiloh Rose Parkway SW	Recommended approval on 9/8/2022	Approved on 9/26/2022	3,671 SF truck wash bay at the Amazon site at 2300 Shiloh Rose Parkway SW
SP22-10	Midstates Precast Products Expansion Site Plan, 2340 SW Hubbell Avenue	Recommended approval on 9/8/2022	Approved on 9/26/2022	5,512 SF office building and paved parking lot at Midstates Precast Products
SP22-11	2514 Robinson Avenue NE Site Plan	Recommended approval on 9/22/2022	Approved on 9/26/2022	14,000 SF structure for M-2 use in the Bondurant Industrial Park

6. Annexations:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2022.A.1	57.77-acre Civic Campus annexation area (formerly owned by Knuth), a 100% voluntary annexation within 2 miles of the City of Altoona's city limits	1/13/2022	2/7/2022
2022.A.2	37.38-acre Gholds LLC annexation area, a 100% voluntary annexation within 2 miles of the City of Altoona's city limits	7/14/2022	7/18/2022
2022.A.3	1,009.09-acre SE Water Study annexation area, an 80/20 annexation within 2 miles of the City of Altoona's and the City of Mitchellville's city limits	11/10/2022	12/19/2022 Currently being reviewed by the City Development Board

7. Other Planning Items Reviewed/Discussed:

- A. 2022 Annual Election of Officers during 1/13/2022 meeting.
- B. 2021 P&Z Annual Report during 1/13/2022 meeting.
- C. Acknowledgement of minor Quail Run Phase 2 PUD Conceptual Plan Amendment during the Commission's 2/10/2022 meeting. Outlot Z originally approved for commercial use, minor amendment allows the option for single-family detached lot use in accordance with already-approved lot size & bulk regulations with remaining single-family detached lots of the Phase 2 area. Since not considered a substantial amendment, no formal P&Z or Council review/approval necessary.
- D. A status update of the Central District Stormwater Improvements Master Plan was provided to the Commission on 5/12/2022. City Council adopted this [Plan](#) during their meeting on 11/7/2022.
- E. Welcomed Isaac Pezley, City Planner, and Tiffany Luing, Economic Development Coordinator, to the Planning & Community Development Department in August 2022.
- F. Provided feedback to the property owner of the Highpoint Estates development area on expectations that proposed uses shall comply with the Future Land Use Plan included as part of the Building Bondurant Comprehensive Plan on 9/8/2022.
- G. Reviewed and recommended approval of the [Building Bondurant Comprehensive Plan](#) on 9/8/2022. City Council adopted the Building Bondurant Comprehensive Plan on 9/26/2022.

