

# Planning and Zoning Commission

## 2023 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 2023 Annual Report.

The Bondurant Planning & Zoning Commission has seven members and met the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month in 2023 at 6:00 p.m. in the Bondurant Community Center at 200 2<sup>nd</sup> 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 2023 Karen Keeran served as Chair, and Andy Mains served as Vice-Chair. Jesse Torres was appointed to the Commission by Council on May 1, 2023 to fill Wes Hoyer's vacancy. Jason Vore was appointed to the Commission by Council on May 1, 2023 to fill Torey Cuellar's vacancy. 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 2023 member attendance.

## 2023 Member Attendance Chart

	Kristin Brostrom	Lisa Cameron	Brian Clayton	Torey Cuellar	Wes Hoyer	Karen Keeran	Andy Mains	Jesse Torres	Jason Vore
1 - 1/12/2022	Present	Present	Present	Present	Present	Present	Present	N/A	N/A
2 - 2/9/2023	Present	Absent	Present	Present	N/A	Present	Present	N/A	N/A
3 - 3/9/2023	Present	Present	Present	Present	N/A	Present	Present	N/A	N/A
4 - 4/13/2023	Present	Absent	Present	Present	N/A	Present	Present	N/A	N/A
5 - 5/11/2023	Present	Absent	Present	Present	N/A	Present	Present	Present	N/A
6 - 6/8/2023	Present	Absent	Present	Present	N/A	Present	Present	Present	N/A
7 - 7/13/2023	Present	Absent	Present	N/A	N/A	Present	Absent	Present	Present
8 - 8/10/2023	Absent	Absent	Present	N/A	N/A	Present	Present	Present	Present
9 - 9/14/2023	Present	N/A	Present	N/A	N/A	Present	Present	Present	Present
10 - 10/12/2023	Present	N/A	Present	N/A	N/A	Present	Present	Present	Present
11 - 11/9/2023	Present	N/A	Present	N/A	N/A	Present	Absent	Present	Present
12 - 12/14/2023	Present	N/A	Present	N/A	N/A	Present	Absent	Present	Present
Total Meetings	12	8	12	6	1	12	12	12	12
Attended	11	2	12	6	1	12	9	12	12
% Attended	92%	25%	100%	100%	100%	100%	75%	100%	100%

## **SUMMARY OF REVIEWS:**

### **1. Text Amendments:**

<b>Case #</b>	<b>Proposal Summary</b>	<b>P&amp;Z Recommendation</b>	<b>Council Action</b>
<b>2023.TA.1</b>	Off-street parking regulations for restaurants, bars, and drive-thrus (Chapter 177)	Recommended approval on 5/11/2023	Approved on 7/10/2023
<b>2023.TA.2</b>	Outdoor Storage Surface Material Text Amendment	Recommended approval on 6/8/2023	Approved on 7/10/2023
<b>2023.TA.3</b>	Park Structure Setbacks Text Amendment (Chapter 177.07)	Tabled on 9/14/2023 Recommended approval on 10/12/2023	Approved on 11/20/2023
<b>2023.TA.4</b>	Parkland Dedication and Street Frontage Requirements Text Amendment (Chapter 180.06.8)	Recommended approval on 9/14/2023	Pulled by City Staff

### **2. Easement & Right-of-Way Vacations:**

<b>Case #</b>	<b>Proposal Summary</b>	<b>P&amp;Z Recommendation</b>	<b>Council Action</b>
<b>2023.V.1</b>	Vacation of a portion of right-of-way adjacent to 100 Main Street SE (Parcel ID 231/00096-003-000)	Recommended denial on 5/11/2023	Approved on 6/5/2023

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

<b>Case #</b>	<b>Proposal Summary</b>	<b>P&amp;Z Recommendation</b>	<b>Council Action</b>
<b>2023.R.1</b>	Tim George Rezoning (Parcels 231/00214-002-000 and 231/00214-004-000), A-1 to M-1	Recommended approval on 1/12/2023	Approved on 3/20/2023
<b>2023.R.2</b>	Highpoint Estates Rezoning, R-2 to C-1 at NW corner	Recommended approval on 1/12/2023	Approved on 6/5/2023
<b>2023.R.3</b>	PRKG 2470 LLC (Koethe) Rezoning, A-1 to R-1 at Parcel 230/00469-002-000 and A-1 to R-3 at Parcel 230/00478-001-000, pending annexation finalization	Recommended approval on 3/9/2023	Approved on 4/17/2023

<b>2023.R.4</b>	Hollebrands/Von Stein Rezoning, A-1 to M-1	Recommended approval on 5/11/2023	Approved on 6/19/2023
<b>2023.R.5</b>	Morgan Estates Rezoning, A-1 to R-5	Recommended approval on 12/14/2023	In Process
<b>2023.R.6</b>	Future Land Use Amendment – Harvest Meadows PUD Area D, Open Space/Ag to Medium Density Residential	Recommended approval on 12/14/2023	Approved on 1/2/2024
<b>2023.R.7</b>	Harvest Meadows Area D PUD Substantial Modification Request	Recommended approval on 12/14/2023	In Process

#### 4. Subdivisions and Plats of Survey:

<b>Case #</b>	<b>Proposal Summary</b>	<b>P&amp;Z Recommendation</b>	<b>Council Action</b>
<b>2023.S.1</b>	Heartland LM Kellogg Plat 1 Preliminary Plat (Polk County)	Recommended approval on 1/12/2023	Approved preliminary plat on 1/17/2023
<b>2023.S.2</b>	Nehring Estates Plat of Survey (Boundary Line Adjustment)	Recommended approval on 1/12/2023	Approved final plat on 1/17/2023
<b>2023.S.3</b>	5251 NE 94 <sup>th</sup> Avenue Plat of Survey (Polk County)	Recommended approval on 3/9/2023	Approved on 3/20/2023
<b>2023.S.4</b>	Fox Ridge Estates Plat 2 Preliminary Plat (Polk County)	Recommended approval on 4/13/2023	Approved final plat on 7/17/2023
<b>2023.S.5</b>	City Campus/Myers 1 Plats of Survey	Recommended approval on 4/13/2023	Approved on 4/17/2023
<b>2023.S.6</b>	Doe Run Plat 3 Preliminary Plat (Polk County)	Recommended approval on 5/11/2023	Approved final plat on 5/22/2023
<b>2023.S.7</b>	Brown Plat of Survey (Polk County)	Recommended approval on 5/11/2023	Approved on 5/22/2023
<b>2023.S.8</b>	Webb Family Estates Preliminary Plat (Polk County)	Recommended approval on 7/13/2023	Approved preliminary plat on 7/17/2023
<b>2023.S.9</b>	Civic Campus Master Plan Plats of Survey	Recommended approval on 7/13/2023	Approved acquisition Plats of Survey on 12/4/2023  Approved vacation Plats of Survey on 12/18/2023

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.S.10	Harvest Meadows Parcel '2023-122' Plat of Survey	Recommended approval on 8/10/2023	Approved Plat of Survey on 8/21/2023
2023.S.11	Harvest Meadows Commercial Plat 1 Preliminary Plat	Recommended approval on 10/12/2023	Approved preliminary plat on 10/16/2023
2023.S.12	Morgan Estates Plat 3 Preliminary Plat	Tabled on 10/12/2023  Recommended approval on 12/14/2023	In process
2023.S.13	Dollar Tree First Addition Final Plat	Recommended approval on 11/9/2023	Approved final plat on 11/20/2023
2023.S.14	Campus Industrial Park Preliminary Plat	Recommended approval on 11/9/2023	Approved preliminary plat on 11/20/2023
2023.S.15	9790 NE 64 <sup>th</sup> Street Plat of Survey (Polk County)	Recommended approval on 11/9/2023	Approved Plat of Survey on 11/20/2023
2023.S.16	Bondurant Industrial Park Plat 2 Preliminary Plat	Recommended approval on 12/14/2023	Approved preliminary plat on 1/2/2024

## 5. Site Plans:

Case #	Proposal Summary	P&Z Recommendation	Council Action	Project Summary
SP23-01	Hawthorne Crossing 2 Site Plan/Preliminary Plat	Recommended approval on 1/12/2022	Approved on 1/17/2022	Three multi-family residential apartment buildings
SP23-02	AA&E Hauling, 601 23 <sup>rd</sup> Street SW	Recommended approval on 6/8/2023  Recommended approval on amended site plan 9/14/2023	Approved on 6/19/2023  Amended site plan approved on 9/18/2023	First phase includes 70'X140' building with semi-tractor trailer parking spaces.

Case #	Proposal Summary	P&Z Recommendation	Council Action	Project Summary
SP23-03	Kwik Lock Storage, 1306 Prairie Drive SW	Recommended approval on 6/8/2023	Approved on 6/19/2023	Two new storage buildings and expansion of existing office building.
SP23-04	Skol Trucking, 2465 Robinson Avenue NE	Recommended approval on 10/12/2023	Approved on 10/16/2023	Heavy truck parking and concrete crushing area
SP23-05	Casey's General Store, 1130 2 <sup>nd</sup> St NW	Recommended approval on 10/12/2023	Approved on 10/16/2023	Gas station
SP23-06	Dollar Tree, 801 Dee Street SE	Recommended approval on 11/9/2023	Approved on 11/20/2023	10,000 square building for new Dollar Tree store

#### 6. Annexations:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.A.1	PRKG 2470 LLC (Koethe) Annexation, 100% Voluntary within 2 miles of the City of Mitchellville's city limits	3/9/2023	4/17/2023

## **7. Other Planning Items Reviewed/Discussed:**

- A. 2023 Annual Election of Officers during 1/12/2023 meeting.
- B. 2022 P&Z Annual Report during 1/12/2023 meeting.
- C. Commission recommended approval of the Civic Campus Master Plan during their March 9, 2023 meeting.
- D. Reviewed the request to omit required side elevation windows in the Edgeland Bondurant Townhome development during their April 13, 2013 meeting.
- E. Bondurant-Farrar Community School District and the Commission discussed future school expansion during their August 10, 2023 meeting.
- F. Commission recommended approval of the removal of certain areas from the 1988 Urban Renewal Area and recommended approval of the 2023 Bondurant Urban Renewal Area and Plan Amendment at their September 14, 2023 meeting.
- G. Reviewed and provided feedback for potential Harvest Meadows PUD Conceptual Plan at their October 12, 2023 meeting.
- H. Reviewed and provided feedback for Downtown Landus Development Master presented by ISG Inc and Scott Turczynski at their November 9, 2023 meeting.
- I. Reviewed and recommended approval of City of Bondurant's Major Streets Master Plan at their December 14, 2023 meeting.