

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

CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
MAY 14, 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 Daniel Hoffman-Zinnel, Commission Member Andy Mains, Commission Member Brian Clayton

Absent: Commission Member Joe Phearman

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

4. Approval of the Commission Minutes – April 23, 2020

Motion by Clayton, seconded by Hoffman-Zinnel, to approve the April 23, 2020 minutes with a minor correction needed to clarify that Clayton stated that owners within the planning area should be notified of the Bondurant Regional Commercial Master Plan's intent in that it will guide potential zoning decisions in this area. Vote on Motion 6-0. Motion declared carried unanimously.

5. Guests requesting to address the Commission – None

6. **RECONSIDERATION OF RESOLUTION 200423-15:** Considering recommended adoption of the Bondurant Regional Commercial Master Plan.

Murray explained that as a result of the property owner notices, the City received some feedback on three potential updates to the plan. This feedback was received after the Commission's April 23, 2020 meeting. The Council still held their May 4, 2020 public hearing as scheduled, but Council voted to table until the Commission has had the opportunity to review the potential updates.

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Chris Shires with Confluence summarized the three potential updates proposed:

1. Update 1 – change the plan’s future land use map on Page 7 to reflect a light industrial future land use out to Grant Street South for the area of land that is currently zoned as Limited Industrial (M-1). The previous plan draft showed this area as being regional commercial.
2. Updated 2 – change the plan’s future land use map on Page 7 to reflect a mixed use future land use just east of the Wolf Creek neighborhood. The previous plan draft showed this area as being a multi-family future land use.
3. Update 3 – change the suggested permitted use table to allow drive-thrus and convenience stores in the community commercial and mixed use areas since the City’s General Commercial (C-2) District currently accommodates for these types of uses through a Conditional Use Permit.

The Commission had some discussion on these three updates. Hoffman-Zinnel noted some concerns over potential future uses adjacent to this neighborhood if the future land use is updated to mixed use just east of Wolf Creek. Oliver noted that this potential mixed use designation is actually considered less intense than the current Limited Industrial (M-1) zoning designation in this area. Cuellar noted that the mixed use future land use could present some unique opportunities to create a residential and mixed use type of development in this area but that the neighboring Wolf Creek neighborhood should be kept in mind if/when a development is proposed in this area. Murray explained that the Bondurant Regional Commercial Master Plan is guiding future land uses only and that if/when there is an actual development proposed, neighbors within 200’ would be notified for public comment. Murray also explained that the Zoning Code does take into account certain screening and buffering requirements when non-residential development is proposed near residential development.

Motion by Keeran, seconded by Brostrom, for recommended adoption of the Bondurant Regional Commercial Master Plan with the three updates as described in the May 14th staff report. Roll Call: Ayes: Hoffman-Zinnel, Clayton, Mains, Keeran, Cuellar, Brostrom. Nays: None. Absent: Phearman. Motion carried 6-0.

7. **RESOLUTION 200514-19:** Considering recommended approval of the Park Side Plat 2 Plat of Survey.

Murray summarized the staff report. This Park Side Plat 2 Plat of Survey has been submitted so that the apartment complex parcel in this subdivision gains additional square footage to ensure that the 24 units/acre requirement of this PUD is met. Murray noted that staff is recommending approval, subject to the following:

1. That this 14,527 SF split will not create a stand-alone parcel; meaning that this 14,527 SF area will be combined with or tied to the existing Lot 3 parcel.

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Motion by Mains, seconded by Brostrom, for recommended approval of the Park Side Plat 2 Plat of Survey subject to staff's recommendation. Roll Call: Ayes: Hoffman-Zinnel, Clayton, Mains, Keeran, Cuellar, Brostrom. Nays: None. Absent: Phearman. Motion carried 6-0.

8. **RESOLUTION 200514-20:** Considering recommended approval of the Kum & Go site plan.

Keith Weggen, Civil Design Advantage, summarized the submitted site plan. Kum & Go is proposing construction of a 5,600 SF building at 3015 Oxbow Court SW. Two gas canopy areas are proposed. This site will connect to public water and sanitary sewer mains. A stormwater report was submitted as part of this site plan submittal. This site will not be a truck stop. The site plan shows a potential future split of land just north of the Kum & Go development area.

Hoffman-Zinnel asked if there will be any electric charging stations incorporated into the site's design. Britini Andreassan, Kum & Go, explained that not at this point, but this is something Kum & Go is currently studying and this could be potentially be incorporated into the site in the future.

Keeran asked if this Kum & Go building will be of similar size to the one in Altoona. Weggen stated that yes, it would be of similar size.

Elrod asked about the location of the proposed underground storage tanks. Weggen explained that these tanks will be on the eastern portion of the site.

Motion by Hoffman-Zinnel, seconded by Keeran, for recommended Kum & Go site plan approval. Roll Call: Ayes: Hoffman-Zinnel, Clayton, Mains, Keeran, Cuellar, Brostrom. Nays: None. Absent: Phearman. Motion carried 6-0.

9. **RESOLUTION 200514-21:** Considering recommended approval of the Kaleidohope Learning & Resource Center site plan.

Daryl and Marci Bailey, owner/developers, summarized their proposed project at 109 Main Street SE. They noted that they are seeking approval of the Phase 1 project at this point and will come back to the Commission at a later date for the Phase 2 and Phase 3 projects. Phase 1 includes the rear 480 SF addition, the attached deck, and the parking area near the alley. Phase 2 will be the accessory structure. Phase 3 would be a tear down of the existing structure to construct back a 4,500 SF retail or office building.

Clayton noted that the Baileys have redeveloped several other downtown sites so they are familiar with Bondurant's downtown character.

Elrod asked for a summary of the use proposed as part of Phase 1. Marci Bailey noted that this site will be used for a tutoring and homework assistance center.

Murray noted that since this Phase 1 building addition is on the rear and not visible from the Main Street SE right-of-way, the commercial building material requirements do not apply for this current addition.

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Murray noted that staff is okay with approval of the Phase 1 addition area. However, Murray explained that both Bob Veenstra, City Engineer, and John Horton, Public Works Director, have expressed some concerns over the parking layout proposed as part of Phase 1. Both Veenstra and Horton will need to review this in further detail to see if there is sufficient space for the parking area proposed. Murray noted that the Commission could vote to recommend approval of the Phase 1 project at 109 Main Street SE, subject to the following code clarification item:

- 1.) That the City Engineer and Public Works Director will need to review the proposed parking in further detail, and may request changes to the parking layout proposed, prior to approving such parking within this area adjacent to the public alley.

Motion by Clayton, seconded by Brostrom, for recommended approval of the Kaleidohope Learning & Resource Center Phase 1 project at 109 Main Street SE, subject to staff's recommendation relative to parking. Roll Call: Ayes: Hoffman-Zinnel, Clayton, Mains, Keeran, Cuellar, Brostrom. Nays: None. Absent: Phearman. Motion carried 6-0.

10. **PUBLIC HEARING:** Regarding text amendments to Section 178.08.4.B and potentially Section 177.06 of the Zoning Code.

Motion by Hoffman-Zinnel, seconded by Brostrom, to open the public hearing. Motion carried 6-0.

Murray summarized Section 178.08.4.B. Staff has done some research which shows Bondurant's minimum front yard setbacks in the General Commercial (C-2) District are pretty restrictive when compared to other metro communities. The current minimum is 50'. Staff is proposing a reduction from 50' down to 30'.

Murray provided a status update on Section 177.06. This Section 177.06 means that if a subdivision exists which has greater setbacks than what the Zoning Code currently requires, the greater setbacks listed on the subdivision plat shall apply. When the public hearing was originally scheduled, staff was thinking that this section could potentially be eliminated altogether. However, further research shows that several other metro communities have this same exact verbiage in their codes. Staff is fine with leaving this section 177.06 as is for now but with an understanding that this section may need to be revisited in the future. Reasoning – if the C-2 setbacks are reduced from 50' to 30', the way Section 177.06 reads is that all currently recorded subdivisions will still need to adhere to this 50' setback and not the 30' setback. The Commission agreed with staff's thoughts on this Section 177.06.

Motion by Hoffman-Zinnel, seconded by Mains, to close the public hearing and move back to the regular meeting. Motion carried 6-0.

- a. **RESOLUTION 200514-21**– Considering recommended approval of the text amendment associated with agenda item 10.

Motion by Hoffman-Zinnel, seconded by Brostrom, for recommended approval of the text amendment as proposed to Section 177.08.4.B only with keeping 177.06 as is for now. Roll Call: Ayes: Hoffman-Zinnel, Clayton, Mains, Keeran, Cuellar, Brostrom. Nays: None. Absent: Phearman. Motion carried 6-0.

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11. Reports/Comments and appropriate action thereon:

- a. Commission Member Comments
 - Hoffman-Zinnel** – none.
 - Keeran** – none.
 - Mains** – none.
 - Phearman** – none.
 - Brostrom** – none.
 - Clayton** – asked if information on variances can be include as part of future staff reports. Murray noted that yes, she can include this information in future staff reports.
- b. **Commission Chair Comments** – none.
- c. **City Administrator Comments** – noted that the City is still keeping busy with receiving new build permits during this COVID time.
- d. **Planning & Community Development Director** – noted that the Sankey Summit Phase 2 Preliminary Plat was reviewed and approved by Council at their May 4th, 2020 meeting. This preliminary plat was updated by Snyder to show that Deer Ridge Drive NW will no longer extend up to the future NE 86th Avenue and that the NE 86th Avenue connection will now exist further west as discussed by the Commission. This Plat was also updated to show public park access points. Murray also noted that Council discussed V&K's Deer Ridge Drive NW Traffic Calming Study at their May 4th meeting. There should be some upcoming changes to the existing portion of Deer Ridge Drive NW as a result of this study to help calm traffic in the area; such changes will include alternating on-street parking and painting temporary bumpouts. Murray also noted that Snyder's updated Sankey Summit Phase 2 Preliminary Plat is now also showing a choker where the proposed trail crosses Deer Ridge Drive NW to help further calm traffic.
- e. **City Council Liaison** – noted that the I-80 Business Park Preliminary Plat was tabled at the May 4th, 2020 City Council meeting because not all members were attendance. This preliminary plat will be considered again at the May 18th meeting. Elrod noted that the Council did have some discussion in their review of the Sankey Summit Phase 2 Preliminary Plat relative to the potential future street access to the Outlot X area. If/when this future 15-acre Outlot X development area is proposed for development, street access up to NE 86th Avenue may need to be revisited by the Commission and Council.

10. Adjournment

Moved by Hoffman-Zinnel, seconded by Brostorm, to adjourn the meeting at 6:51 p.m. Vote on Motion 6-0. Motion carried.

Maggie Murray, Planning & Community Development Director

ATTEST:

Torey Cuellar, Commission Chair