City of Bondurant
Planning and Zoning
Commission 200 2nd St NE,
PO Box 37
Bondurant, IA 50035

# Meeting Minutes

**DATE:** March 14, 2024 Karen Keeran, Chair

1. **Call to Order 6:00 pm**
   **Place** Bondurant City Hall (200 2nd St NE, PO Box 37)

   **Special Note:** Due to concerns of the COVID-19 virus and social distancing recommendations, access to the meeting was also provided through a virtual meeting.

2. **Roll Call**

   **Members Present:** Karen Keeran (Chairperson), Andy Mains (Vice-Chairperson), Kristin Brostrom, Brian Clayton, Ethan Pitt, Jesse Torres, Jason Vore
   **Members Absent:**

   **City Official & Staff Present:** Isaac Pezley, Maggie Murray, Matt Sillanpaa

3. **Perfecting and Approval of the Amended Agenda**

   Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the March 14, 2024, meeting agenda. Vote on Motion 7-0-0. Motion carried.

4. **Approval of Minutes**

   Motion by Commission Member Vore, seconded by Commission Member Mains to approve of the February 8, 2024, meeting minutes. Vote on Motion 7-0-0. Motion carried.

5. **Guests requesting to address the Planning and Zoning Commission**

6. **Action Items**

   a. PUBLIC HEARING – Text amendment to Section 181.13. of the Zoning Code regarding Electronic Message Displays.

      Public Hearing opened at 6:01.

Pezley stated this text amendment originated from City Council because the library is looking to update their existing sign and found the electronic message display sign they would like to install is not allowed per our code. Upon further research, staff found the electronic message display section of our code is out of date as compared to other Des Moines metro communities.

Pezley outlined the major code changes for the Commission. The major change is how often these types of signs can change; the proposed code would allow for electronic message displays signs to change every 8 seconds.

Keeran asked about an existing sign that is out of compliance with the current and suggested code. Pezley stated this sign is a wall sign and is currently considered a legal non-conforming sign.

Mains suggested striking LED screen from the code change as any type of sign proposed now would be an LED screen. The Commission considered and suggested striking the entire section 4 as the message type would dictate what type of sign is allowed.

Pitt asked if there are federal or state regulations regarding signage along state and federal roads. Pezley stated he is not aware of any but it would be up to those enforcement agencies to enforce their rules and/or request code changes from the local governing body.

Torres stated the City of Des Moines requiring electronic message displays signs to be installed with automatic dimmers in the sign. This way the display dims according to the natural light and not at a specific time every morning or evening.

Keeran stated as the City continues developing towards the interstate there may be a need for a video display sign. Would that require approval from Board of Adjustment, Pezley stated that is correct.

Torres asked for clarification on what residential properties could have this type of sign. Pezley stated institutions like schools and churches would be allow to have them. Torres stated Des Moines is the same way but requires a setback from residential uses. Commission discussed adding a setback provision to the code. Pezley stated staff will look at Des Moines's sign regulations and make alterations to the proposed code change before going to Council.

Public Hearing closed at 6:13.

b. Resolution PZ-240314-07 – Considering recommended approval of text amendment to Section 181.13 of the Zoning Code regarding Electronic Message Displays.

Motion by Commission Member Mains, seconded by Commission Member Torres to recommend approval of the amended Resolution PZ -240314-07.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom., Commission Member Torres, Commission Member Mains, Commission Member Vore Nays: none. Abstentions: none. Absent: Vote on Motion 7-0-0. Motion carried.

c. Resolution PZ-240208-05 – Considering recommended approval of site plan for Alan's Seamless Gutters.

Vic Piagentini, AEC of Iowa, presented the site plan to the Commission. Keeran asked if the parking along Garfield Street was going to be removed. Piagentini stated yes, it will be removed. Piagentini stated yes, it will be removed. Pezley stated staff will need a lot-tie agreement before releasing the site plan.

Paul Gehrke, Elevated Builders, LLC, stated the updated site plan includes quite a bit of concrete work. Gehrke asked the Commission if they could complete all of the work in a phased approach instead of requiring it to be done all at once. Pezley stated this is something staff has done in the past, Commission members stated they are okay with this as long as a deadline is set. Commission members and the applicant discuss the timeline further.

Motion by Commission Member Mains, seconded by Commission Member Torres to recommend approval of the amended Resolution PZ -240208-05.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom., Commission Member Torres, Commission Member Mains, Commission Member Vore Nays: none. Abstentions: none. Absent: Vote on Motion 7-0-0. Motion carried.

d. Resolution PZ-240314-08 – Resolution considering recommended approval of Campus Industrial Park Plat of Survey.

Ed Pelds, Peds Design Services, detailed the submitted Plat of Survey for the Commission. Pelds stated this is a part of the Campus Industrial Park Subdivision however, MidAmerican has a faster timeline than the rest of the development. Pelds stated they are working on updating the Plat of Survey to reflect comments from staff regarding roadway easements.

Motion by Commission Member Vore, seconded by Commission Member Pitt to recommend approval of Resolution PZ-240314-08.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom, Commission Member Torres, Commission Member Vore Nays: none. Abstentions: Commission Member Mains. Absent: Vote on Motion 6-0-1. Motion carried.

e. Resolution PZ-240314-09 – Resolution considering recommended approval of the Major Streets Master Plan.

Greg Roth, Veenstra & Kimm, presented the updated Major Street Master Plan.

Keeran asked about the placement of a stop light along Hubbell and the accuracy of the placements. Roth stated the stop lights are to show a relative spot not exactly. Some future locations are known, others are estimated.

Brostrom stated she has concerns about 2nd Street's collector street status. Brostrom stated it should be labeled as an arterial to help control access points along 2nd Street. Brostrom acknowledged there are portions of 2nd Street that do not act as an arterial but it should be planned as arterial for future development. Mains asked what impact keeping it as a collector could have. Roth stated regardless of its designation, staff will try to limit access points on 2nd Street. Roth asked staff if they wanted the map to be updated to show the Commission's recommendation, Murray stated that is fine.

Clayton asked if the City is setting aside money to acquire properties in order to widen streets such as 2nd Street and Grant. Murray stated the City has future streets improvements but acquisition of properties will likely come down to each individual project. Clayton expressed concern about the city's older streets continuing to be bottlenecks as the community continues to grow.

Motion by Commission Member Mains, seconded by Commission Member Brostrom to recommend approval of Resolution PZ-240314-09.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom., Commission Member Mains, Commission Member Torres, Commission Member Vore Nays: none. Abstentions: none. Absent: Vote on Motion 7-0-0. Motion carried.

**7. Discussion Items –**

**8. Reports / Comments and appropriate action thereon**

a. Commission Members

Brostrom – encourage City staff to require full site compliance when new site plans are submitted and holding full certificate of occupancy until the changes are made. Brostrom updated the Commission on bill restricting community's ability to enforce stormwater management practices.

Clayton – asked about silt fence removal after projects are completed. Clayton and Mains asked if a text amendment requiring the removal of silt fences would be appropriate or if its an enforcement issue. Brostrom stated once the SWMP or GP2 is closed the erosion control measures should be removed from the property anyways. Murray stated she does not believe a text amendment is needed, a reminder needs to be sent to Public Works and Veenstra & Kimm to enforce this.

Clayton asked if the developer received permission to dump dirt on the property north of the high school. Staff stated they will look into it.

Mains – asked staff about City's requirements for downtown streetscape. Mains stated as downtown development begins to pick up he believes staff should address it now. Murray stated the City would leading or driving the public street enhancements and plantings. Commission and staff discussed responsibilities of streetscape.

Pitt – none.

Torres – none.

Vore – none.

Commission Chair – none.

b. City Administrator – none.

c. Community Development Director – University of Iowa IISC students will hold an open house for their Parks, Trails and Greenway Master Plan at Reclaimed Rails on April 24. The City is conducting a Special Census this summer and is currently recruiting for that Special Census. Pezley stated the Commission will be meeting at the library this summer as Special Census will be based in the Council Chambers.

d. City Planner – none.

e. City County Liaison – none.

## 7. Adjournment

Motion by Commissioner Mains, seconded by Commissioner Pitt to adjourn the meeting. Vote on Motion 7-0-0. Motion carried. Meeting adjourned at 7:28.