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

Meeting
Minutes

DATE: November 9, 2023 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), Brian Clayton, Jason Vore, Jesse Torres, Kristin Brostrom

Members Absent: Andy Mains

City Official Present: Isaac Pezley, Maggie Murray

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

Motion by Commission Member Clayton, seconded by Commission Member Vore to approve of the November 9, 2023 amended meeting agenda. Vote on Motion 5-0-0. Motion carried.

4. **Approval of Minutes**

Motion by Commission Member Clayton, seconded by Commission Member Vore to approve of the October 12, 2023 meeting minutes. Vote on Motion 5-0-0. Motion carried.

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

6. **Action Items**

a. RESOLUTION PZ-231109-38 – Considering recommended approval of Plat of Survey for 9790 NE 64th Street.

Pezley stated the Plat of Survey is separating the homestead from the agricultural portion of the property.

Terry Coady addressed the Commission. Coady stated he is representing John and Linda Jenson the interested party in this property. The owner of the property is Thomas Towers Estate, who recently passed. Coady described the location of the property to the Commission. Coady stated his client would like to separate the existing farmstead from the agricultural land. Coady stated he and his clients are currently working through comments from Polk County.

Clayton asked why someone is requesting a plat of survey for this property who is not the owner or part of the estate for the property. Coady stated his clients are the proprietors for this property.

Keeran asked if staff had any comments. Pezley stated staff requested a 50' one-side right-of-way to be shown on the Plat. Pezley clarified this is not dedicating any property for right-of-way, it is simply an acknowledgement that if this property is annexed into Bondurant city limits in the future there will need to be 50' of right-of-way required.

Motion by Commission Member Clayton, seconded by Commission Member Torres to recommend approval of RESOLUTION PZ -231109-38.

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 5-0-0. Motion carried.

b. RESOLUTION PZ-231109-35 – Regarding recommended approval of Dollar Tree First Addition Final Plat.

Pezley stated this is the first of two agenda items regarding the Dollar Tree site. Thie property is currently its own property, however, to clear things up Dollar Tree is creating a new Dollar Tree First Addition Preliminary Plat. Pezley stated there are representatives from Dollar Tree attending virtually.

Stephanie Ingels address the Commission. Ingels provided an overview of the plans for the site.

Motion by Commission Member Clayton, seconded by Commission Member Vore to recommend approval of RESOLUTION PZ -231109-35.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom., Commission Member Torres, Commission Member Vore Nays: none. Abstentions: none. Absent: Commission Member Mains. Vote on Motion 5-0-0. Motion carried.

c. RESOLUTION NO. PZ-231109-XX – Regarding recommended approval of Dollar Tree Site Plan.

Ingels stated they are planning to construct a 10,000 square foot commercial building with access from Dee Street SE. Stormwater detention is located in the northwest corner of the site. Pezley stated staff has two comments. There are outstanding landscaping issues to be resolved. Pezley stated the applicants are meeting the street frontage tree requirements however some of the trees are placed in the Hubbell Avenue right-of-way area and not in the front yard setback area. The applicant stated there are large existing utility lines and they have concerns about placing trees over these lines. Staff is working on a solution to address the placing of these trees.

Pezley stated this development has triggered the need for a traffic impact study along Hubbell Avenue. Staff anticipates this traffic impact study will determine if a deacceleration lane is required on Hubbell Avenue. It is anticipated that no site changes will be required as a result of the traffic impact study. However, if that changes staff will make a determination if the changes are significant enough to require additional Commission review.

Keeran asked if there will be a sidewalk on this property. Staff stated there will be a sidewalk along Dee Street SE.

Clayton asked if river Birch trees are allowed in this area. Staff stated they are not sure but believe they would be. Clayton stated this property is pretty wet and this type of tree would thrive in this area.

Torres asked if there will be a bike rack at this location. Murray stated code cannot require a bike rack but it can be a recommendation. Ingels stated they can look into adding a bike rack at this location.

Motion by Commission Member Clayton, seconded by Commission Member Torres to recommend approval of RESOLUTION PZ -231109-36.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom, Commission Member Torres, Commission Member Vore Nays: none. Abstentions: none. Absent: Commission Member Mains. Vote on Motion 5-0-0. Motion carried.

d. RESOLUTION PZ-231109-37 – Regarding recommended approval of Campus Industrial Park Preliminary Plat.

Wally Pelds, Pelds Design, addressed the Commission. Pelds Design is submitting a preliminary plat for an 80 acre site. The site will be divided into 5 lots and will be used for industrial use. Pelds stated the property is very flat which creates unique challenges servicing the property. Pelds Design is coordinating with City staff on the completion of Campus Drive.

Murray stated the City's Future Land Use Map shows this area as industrial and last year the City rezoned this property to M-1 Industrial District. Part of that rezoning was rezoning the western 50' of the property as A-1 to be used as a green buffer from the industrial use and the residential properties to the west. There will be a trail constructed in this buffer area and this is shown on the submitted preliminary plat. Murray stated this property is currently in the final stage of the state's certified site process. Staff anticipates this process to be completed in early 2024.

Murray added Campus Drive will access these lots and the property subdivision will not be buildable until this street is completed. Connection of Campus Drive to 15th Street SE will be development driven. Staff anticipates Campus Drive will eventually connect down to the interstate.

Brostrom asked if Campus Drive will have a turn-around in the meantime. Murray stated staff has not discussed that at this time but it will likely be addressed during the site plan approval process. Brostrom asked if the ponds will be installed now or when the lots are developed. Pelds stated some of the ponds will be installed in lots 1 and 2, the rest of the ponds will be installed as the rest of the subdivision is installed. Murray stated this development will rely on a stormwater project to pump water to the east.

Brostrom stated ponds 2 and 3 are very close to the proposed street right-of-way and was wondering if the elevations are already locked in. Pelds stated they are working with the City in the development of Campus Drive and basing their elevations off the street design.

Clayton stated Lot 5 does not have a pond, he asked Pelds if there is a reason for that. Pelds stated there is uncertainty about that lot in how it will be developed. Pezley stated V&K identifies this issue as well as acknowledges an additional stormwater report will be required when/if it is developed.

Brostrom asked if Lot 1 and Lot 2 are sharing an access point. Pelds stated that is correct. Brostrom asked if there will be an ingress/egress easement, Pelds stated that will be shown on the final plat.

Motion by Commission Member Clayton, seconded by Commission Member Vore to recommend approval of amended RESOLUTION PZ -231109-37.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom., Commission Member Torres, Commission Member Vore Nays: none. Abstentions: none. Absent: Commission Member Mains. Vote on Motion 5-0-0. Motion carried.

7. Discussion Items –

a. Downtown Landus Development Master Plan Presentation by ISG Inc.

Derek Johnson from ISG addresses the Commission. Also in attendance is Danielle Probst and Scott Turczynski. Johnson stated they are presenting a draft master plan of the downtown Landus development area and looking for additional feedback. Johnson began to describe the draft master plan to the Commission.

Johnson stated they will be presenting this draft to City Council with the hopes of finalizing the master plan in January. Murray stated ISG has been tasked with creating a master plan that aligns with the Comprehensive Plan while also feeling like an extension of the existing downtown area.

Brostrom asked about the size of sidewalks in this area. Johnson stated at this time the plan is not that detailed but he anticipates the sidewalks will be normal sidewalk widths. Brostrom stated she understands the plan is very conceptual but would like to see more information regarding the right-of-way and sidewalks.

Clayton stated he likes the extension of the trail. Clayton stated Summerfest is held in this area every year and wondered how this master plan is affected or takes into account Summerfest and other events that take place downtown. Clayton recommended reaching out to the Friends of Chichaqua Valley Trail and the Bondurant Men's Club. Keeran added the Farmer's Market and the winter market may be interested in utilizing this space. Johnson stated part of this plan takes into account the ability to close off Lincoln Street for downtown events to be hosted in the street.

Clayton asked about the space around the silos. Johnson stated they are still working through this area but they anticipate it will be green space. Johnson stated they understand the silos are unable to be reutilized for agricultural purposes but they are looking other ways to reuse them. The Commission had additional conversation regarding the reuse of the silos.

8. Reports / Comments and appropriate action thereon

a. Commission Members

Brostrom – none.

Clayton – Asked if when a developer brings dirt onto a property is there a certain point when the City comes in and tells them to stop. Murray asked if there is a particular property he is asking about. Clayton stated yes. Murray stated this property owner does not have an approved site plan, approved stormwater report or a grading permit and the City has issued a stop work order. Clayton expressed concern about potential stormwater issues arising from the grading that has already taken place on site.

Mains – absent.

Torres – none.

Vore –none.

Commission Chair – Keeran stated there are not "no parking" signs on Dee Street SE. Keeran asked if staff could look into adding signs before Dollar Tree starts construction and before Dee Street residential construction is completed.

b. City Administrator – absent.

c. Community Development Director – There is still a vacancy on the Commission and asked the commission members if there are any individuals that may be interested. Murray stated the University of Iowa's Initiative for Sustainable Communities will have presentations on April 29, 2024. Murray stated staff will give reminders as that date gets closer. Murray stated at last month's meeting the Commission tabled the Morgan Estates Plat 3, staff anticipates the subdivision and a rezoning request will be on the December agenda.

d. City Planner – none.

e. City County Liaison – absent.

7. Adjournment

Motion by Commissioner Clayton, seconded by Commissioner Vore to adjourn the meeting. Vote on Motion 5-0-0. Motion carried. Meeting adjourned.