

**Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join: <https://us02web.zoom.us/j/88520022535>*

**NOTICE OF A REGULAR MEETING
BONDURANT PLANNING AND ZONING COMMISSION
JANUARY 9, 2025**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on January 9, 2025, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open, and the public is encouraged to attend.

AGENDA

1. Call to Order
2. Roll Call
3. Perfecting and Approval of the Agenda
4. Approval of Minutes
 - a. December 12, 2024 Minutes
5. Guests requesting to address the Planning and Zoning Commission
6. Action Items
 - a. Public Hearing - Considering request to rezone 1506 Garfield Street SW from the Conservancy (U-1) District to the Limited Industrial (M-1) District.
 - b. Resolution PZ-250109-01 - Considering request to rezone a portion of 1506 Garfield Street SW from the Conservancy (U-1) District to the Limited Industrial (M-1) District.
 - c. Public Hearing - Considering request to rezone 1920 2nd Street NE from the Agricultural (A-1) District to the Medium Industrial (M-2) District.
 - d. Resolution PZ-250109-02 - Considering request to rezone 1920 2nd Street NE from the Agricultural (A-1) District to the Medium Industrial (M-2) District.
 - e. Election of Officers.
 - f. 2024 Planning & Zoning Commission Annual Report
7. Discussion Items -
8. Reports / Comments and appropriate action thereon:
 - a. Commission Chairperson
 - b. Commission Members
 - c. City Administrator and Staff
 - d. City Council Liaison.
9. Adjournment

City of Bondurant

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



Meeting Minutes

DATE: December 12, 2024 Karen Keeran, Chair

1. Call to Order 6:00 pm

Place Bondurant City Hall (200 2nd St NE, PO Box 37)

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: Marketa Oliver, Maggie Murray, Isaac Pezley (present at Item 7a.)

3. Perfecting and Approval of the Agenda

Motion by Commission Member Mains, seconded by Commission Member Torres to approve of the December 12, 2024, meeting agenda. Vote on Motion 7-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Mains, seconded by Commission Member Pitt to approve of the October 2, 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. Resolution PZ-241212-31 – Resolution considering recommended approval of the 8295 Ne Santiago Drive Plat of Survey located in unincorporated Polk County within two miles of Bondurant's city limits.

Murray and Wally Pelds provided summary of the proposed Plat of Survey.

Motion by Commission Member Mains, seconded by Commission Member Brostrom to recommend approval of Resolution PZ -241212-31.

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

- b. Resolution PZ-241212-32 – Resolution considering recommended approval of the Plat of Survey creating Parcel ‘2024-191’ in unincorporated Polk County within two miles of Bondurant’s city limits.

Murray and Marty Dostalík provided a summary of the Plat of Survey to the Commission. MidAmerican is requesting the proposed split for a future substation that will be installed sometime in the future, no construction timeline has been identified yet. Murray stated the City is requesting the Plat be updated to take into account right-of-way needs along NE 56th Street. Brostrom asked about the future E/W street in this area. Murray stated the Streets Master Plan does show a future E/W street in this area (16th Street NW). The City Engineer has confirmed this future street can be shifted to the north or south accordingly. Murray added the Sankey Summit Phase 2 preliminary plat shows this future E/W street further to the north.

Motion by Commission Member Clayton, seconded by Commission Member Brostrom to recommend approval of Resolution PZ -241212-32.

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

- c. Resolution PZ-241212-33 – Resolution considering recommended approval of the site plan for Shiloh Rose Business Park Phase 2.

Murray provided a summary of the proposed site plan. Pitt asked for clarification on the use of the buildings, Dillon Temple, applicant, confirmed they will be flex industrial buildings. Mains asked for clarification on the gravel noted on the site plan, Korey Marsh, Snyder & Associates, stated there will not be any gravel on site, all surfaces will be paved.

Motion by Commission Member Pitt, seconded by Commission Member Mains to recommend approval of Resolution PZ -241212-33.

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

carried.

7. Discussion Items –

a. Zoning Code Rewrite

Chris Shires, Confluence, introduced himself and gave the Commission an overview of the Zoning Code listening sessions with the public and key stakeholders.

Clayton asked if there was a way to limit how much a property is raised prior to or during development. Shires stated if the property is platted and has an approved stormwater management plan, then the City could come in and prevent additional fill if it is in violation of the stormwater management plan. If the property is undeveloped the answer gets more difficult, and he would need to do more research.

Torres asked about open space standards for residential lots. Shires stated he could bring something for the Commission to review. If the intent is to look at the front yard, setting driveway standards would be the most common way. Murray stated she wanted to make sure if there are any new standards to make it very clear as to not create a large amount of additional work for staff.

Sillanpaa asked about street trees and using this to create diversity in residential areas. Sillanpaa asked if the street tree requirements can be amended to require larger caliper trees to be planted in new residential developments. Sillanpaa also asked about requiring a diversity in size and shape of street trees. Shires stated this can be required, but cities need to be careful as to not negatively affect existing utilities and not create nuisances for pedestrians and/or vehicles. Shires stated he would want to work closely with the Public Works Department on developing street tree and front yard tree standards.

8. Reports / Comments and appropriate action thereon

a. Commission Members

Brostrom – Absent.

Clayton – stated he looks for quality of product when reviewing plans as a way to control the growth of Bondurant.

Mains – asked for status of property north of junior high, Oliver stated the City's legal team has contacted the property owner.

Pitt – none.

Torres – None.

Vore – None.

Commission Chair – Michael Street SE in the original plat seems very dark

at night, asked staff to look into the street lighting in this area.

- b. Community Development Director – Provided the Commission updates on the Station schematic design and the Grain District. There will be a January meeting and an Intro to Planning & Zoning session hosted by Iowa State Extension will take place on the 2nd Tuesday of February.
- c. City Planner – none.
- d. City Administrator – The City has received the Bravo grant to install the melting bicycle art piece. The City Park Phase 2 has also begun.
- e. City County Liaison – None.

7. Adjournment

Motion by Commissioner Mains, seconded by Commissioner Vore to adjourn the meeting. Vote on Motion 7-0-0. Motion carried. Meeting adjourned at 7:20.



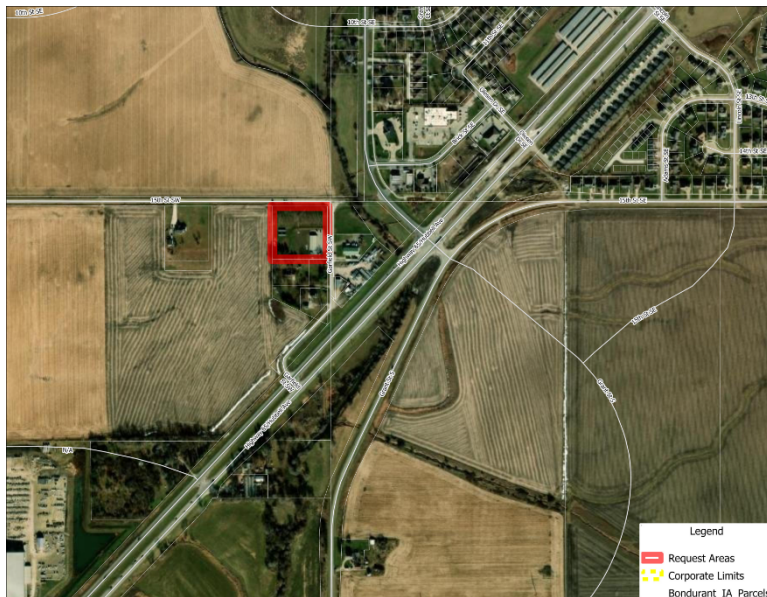
**BUSINESS OF THE PLANNING AND ZONING COMMISSION
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 6.a.
For Meeting of 1/9/2025
Public Hearing

TITLE: Public Hearing - Considering request to rezone 1506 Garfield Street SW from the Conservancy (U-1) District to the Limited Industrial (M-1) District.

CONTACT PERSON:

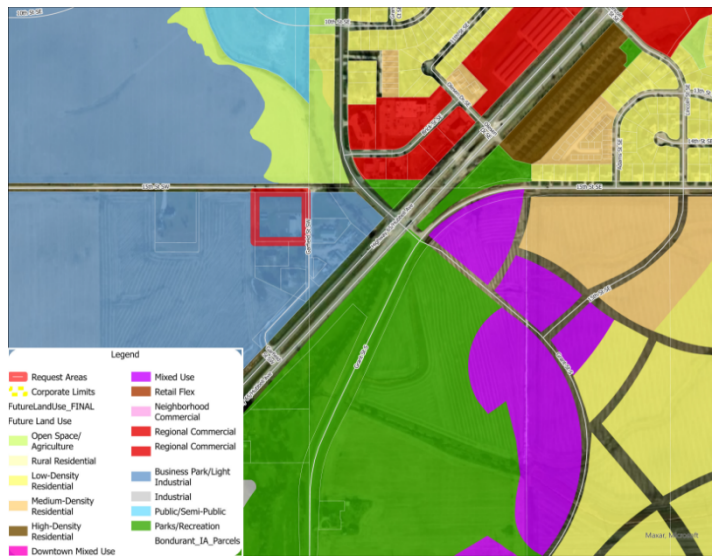
BRIEF HISTORY & ANALYSIS: The City has received a rezoning request for 1506 Garfield Street SW. The rezoning request proposes to change the zoning from U-1 Conservancy to Limited Industrial. This property is developed and has been operating as a legal non-conforming use. The current use of the property is an allowable use in the Limited Industrial District. The request area is highlighted below.



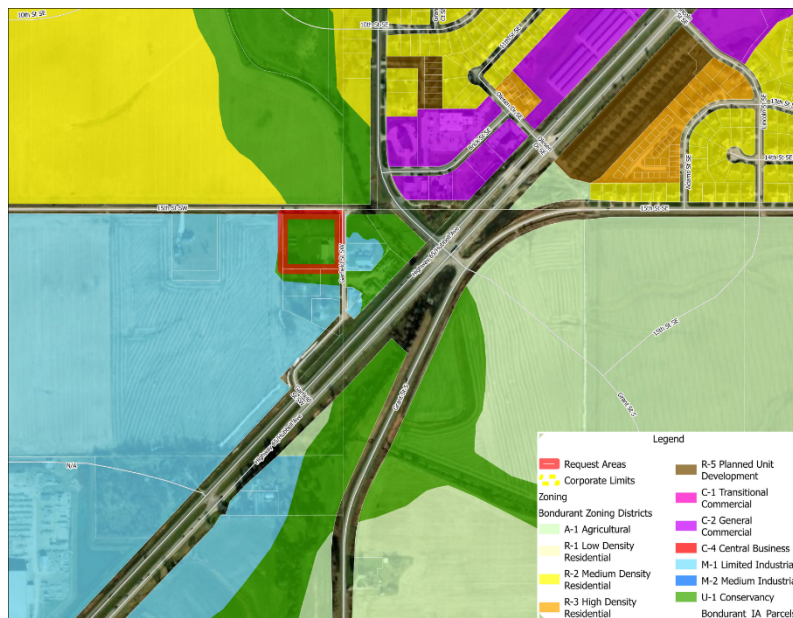
When considering rezoning requests, the Planning & Zoning Commission and City Council should take into account the following: the Comprehensive Plan/Future Land use Map, Zoning, Parkland Dedication, Streets, Pedestrian Connections, Utilities, the FEMA Floodplain, the City's Stream Buffer Ordinance, and Comments from City Officials and Private Utilities.

Comprehensive Plan/Future Land Use Map – the property is currently designated for

Business Park/Light Industrial. There is existing Business Park/Limited Industrial use on adjacent properties. The request area is outlined below on the 2022 Future Land Use Map.



Zoning – 1506 Garfield Street SW is currently zoned U-1 Conservancy. Since the property was zoned U-1 Conservancy, the FEMA Flood Plain Map has been amended and the majority of the property is no longer located in the 100-year flood plain. The current use of the property is permitted in the M-1 District. The property in questions is outlined in red below on the City’s existing Zoning Map.



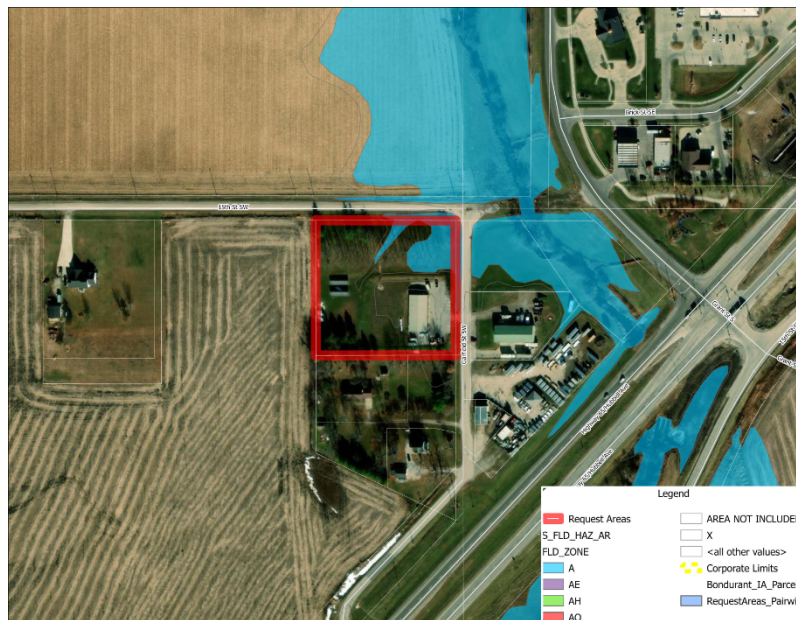
Parkland Dedication – This site is fully developed and has no parkland dedication requirements to fulfill.

Streets – The property has one access point from Garfield Street.

Pedestrian Connections – There is currently no pedestrian sidewalks on site along Garfield Street or 15th Street SW.

Utilities – All utilities have been expanded to this site.

FEMA Floodplain – this development is located in the FEMA Floodplain area. A portion of the site is located in the 500-year flood plain, and a portion of the northeast corner of the property is located within the 100-year flood plain. The applicant is proposing to rezone the portions of the property located outside the 100-year floodplain. The property is shown below, outlined in red, with the 100-year floodplain showing.



Stream Buffer Ordinance - this development is not subject to the City's Stream Buffer Ordinance.

Comments from City Officials and Utilities -

- City Engineering – No comments received at this time.
- Public Works – No comments received at this time.
- Emergency Services – No comments received at this time.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-250109-01

RESOLUTION REGARDING RECOMMENDED APPROVAL OF THE REQUEST FOR
REZONING FROM THE CONSERVANCY (U-1) DISTRICT TO THE LIGHT
INDUSTRIAL (M-1) DISTRICT, ON PORTIONS OF THE PROPERTY LOCATED AT
1506 GARFIELD STREET SW.

WHEREAS, on January 9, 2025, the Planning and Zoning Commission held a Public Hearing to consider a request to rezone property from the Conservancy (U-1) District to the Limited Industrial (M-1) District, on a portion of the property located at 1506 Garfield Street SW and further described as follows:

THE NORTH 397.45 FEET OF THE EAST 400 FEET OF SECTION 1, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., NOW INCLUDED IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA.

WHEREAS, the Planning and Zoning Commission has made the following findings:

1. That the rezoning request will create consistency between the City's Future Land Use Map and Official Zoning Map.
2. That the change in zoning will maintain a consistency with adjacent land uses and provide a transition for adjacent zoning.
3. That the zoning change will not negatively impact the character of the neighborhood.

NOW, THEREFORE, BE IT RESOLVED, that the Planning and Zoning Commission of the City of Bondurant, Iowa, recommends City Council approval of the rezoning request from Conservancy (U-1) District to Limited Industrial (M-1) District for a portion of the property located at 1506 Garfield Street SW

Moved by _____ Seconded by _____ to adopt.

ATTEST: I, Isaac J. Pezley, City Planner, hereby certify that at a meeting of the Planning and Zoning Commission held on January 9, 2025, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Isaac J. Pezley, City Planner

Action	Yay	Nay	Abstain	Absent
Keeran				
Mains				
Brostrom				
Clayton				
Pitt				
Torres				
Vore				

Karen Keeran, Commission Chair



**BUSINESS OF THE PLANNING AND ZONING COMMISSION
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 6.c.
For Meeting of 1/9/2025
Public Hearing

TITLE: Public Hearing - Considering request to rezone 1920 2nd Street NE from the Agricultural (A-1) District to the Medium Industrial (M-2) District.

CONTACT PERSON:

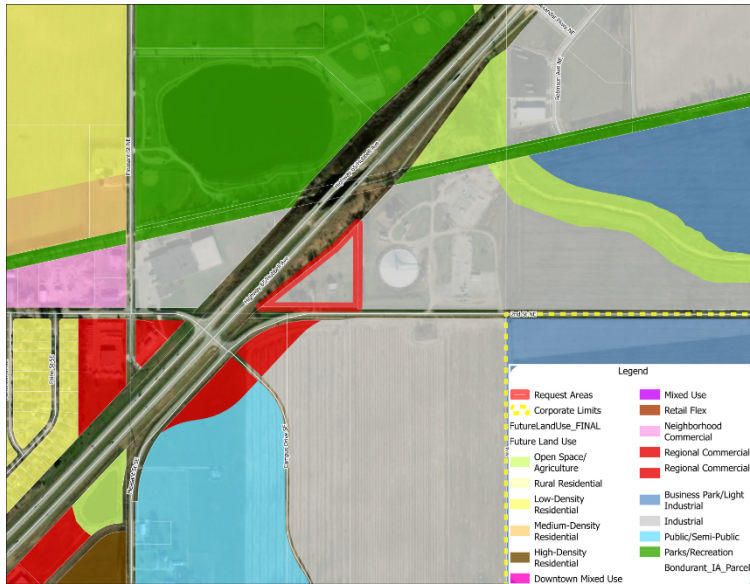
BRIEF HISTORY & ANALYSIS: The City has received a rezoning request for 1920 2nd Street NE. The rezoning request proposes to change the zoning from A-1 Agricultural to Medium Industrial. This property is currently developed as a single-family residential property. The property owner anticipates the removal of the single-family home and the property will be redeveloped as industrial. The request area is highlighted below.



When considering rezoning requests, the Planning & Zoning Commission and City Council should take into account the following: the Comprehensive Plan/Future Land use Map, Zoning, Parkland Dedication, Streets, Pedestrian Connections, Utilities, the FEMA Floodplain, the City's Stream Buffer Ordinance, and Comments from City Officials and Private Utilities.

Comprehensive Plan/Future Land Use Map – the property is currently designated for

Industrial. There is existing Industrial use on adjacent properties to the east and south. Regional Commercial use is located to the southwest of the subject property. The request area is outlined below on the 2022 Future Land Use Map.



Zoning – 1920 2nd Street NE is currently zoned A-1 Agricultural. The current property has a single-family residence that the property plans to remove from the property. There is existing Medium Industrial located to the east and south of the subject property. The property in questions is outlined in red below on the City’s existing Zoning Map.



Parkland Dedication – This site is not currently being proposed for development. There are no parkland dedication requirements for industrial developments. The City is actively working with the property owner to locate a pedestrian trail along the eastern

property line.

Streets – The property is accessible from 2nd Street NE.

Pedestrian Connections – There is currently no pedestrian sidewalks on site, the City is currently working with the property owner to locate a pedestrian trail along the eastern property line.

Utilities – All utilities have been expanded to this site. The City is currently completing additional projects to expand utility services to the east.

FEMA Floodplain – this property is not located within the FEMA Floodplain area.

Stream Buffer Ordinance - this development is not subject to the City's Stream Buffer Ordinance.

Comments from City Officials and Utilities -

- City Engineering – No comments received at this time.
- Public Works – No comments received at this time.
- Emergency Services – No comments received at this time.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-250109-02

RESOLUTION REGARDING RECOMMENDED APPROVAL OF THE REQUEST FOR
REZONING FROM THE AGRICULTURAL (A-1) DISTRICT TO THE MEDIUM
INDUSTRIAL (M-2) DISTRICT, ON THE PROPERTY LOCATED AT 1920 2ND STREET
NE.

WHEREAS, on January 9, 2025, the Planning and Zoning Commission held a Public Hearing to consider a request to rezone property from the Agricultural (A-1) District to the Medium Industrial (M-2) District, on property located at 1920 2nd Street NE and further described as follows:

THAT PART OF THE SOUTHWEST ¼ OF SECTION 29, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SW ¼ THAT IS 866.3 FEET EAST OF THE SOUTHWEST CORNER OF SAID SW ¼; THENCE EAST, ALONG THE SOUTH LINE OF SAID SW ¼, 729.55 FEET; THENCE NORTH, NORMAL TO THE SOUTH LINE OF SAID SW 1/4, 633.95 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 65, SAID RIGHT-OF-WAY LINE BEING 345 FEET DISTANT FROM AND PARALLEL TO THE CENTERLINE OF SAID U.S. HIGHWAY NO. 65, THENCE SOUTHWESTERLY, ALONG SAID RIGHT-OF-WAY LINE, 219.63 FEET TO AN ANGLE IN SAID RIGHT-OF-WAY LINE; THENCE TURNING ANGLE TO THE RIGHT OF 7°40'30" AND CONTINUING ALONG SAID RIGHT-OF-WAY, 748.4 FEET TO THE POINT OF BEGINNING, SUBJECT TO A ROAD ALONG THE SOUTH SIDE OF THE TRACT HEREIN DESCRIBED.

WHEREAS, the Planning and Zoning Commission has made the following findings:

1. That the rezoning request will create consistency between the City's Future Land Use Map and Official Zoning Map.
2. That the change in zoning will maintain a consistency with adjacent land uses and provide a transition for adjacent zoning.
3. That the zoning change will not negatively impact the character of the neighborhood.

NOW, THEREFORE, BE IT RESOLVED, that the Planning and Zoning Commission of the City of Bondurant, Iowa, recommends City Council approval of the rezoning request from Agricultural (A-1) District to Medium Industrial (M-2) District for the property located at 1920 2nd Street NE.

Moved by _____ Seconded by _____ to adopt.

ATTEST: I, Isaac J. Pezley, City Planner, hereby certify that at a meeting of the Planning and Zoning Commission held on January 9, 2025, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Isaac J. Pezley, City Planner

Action	Yay	Nay	Abstain	Absent
Keeran				
Mains				
Brostrom				
Clayton				
Pitt				
Torres				
Vore				

Karen Keeran, Commission Chair



**BUSINESS OF THE PLANNING AND ZONING COMMISSION
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 6.e.
For Meeting of 1/9/2025
Resolution

TITLE: Resolution PZ-250109-03 - Resolution considering recommended approval of the site plan for BonduBikes at 13 Main Street SE

CONTACT PERSON:

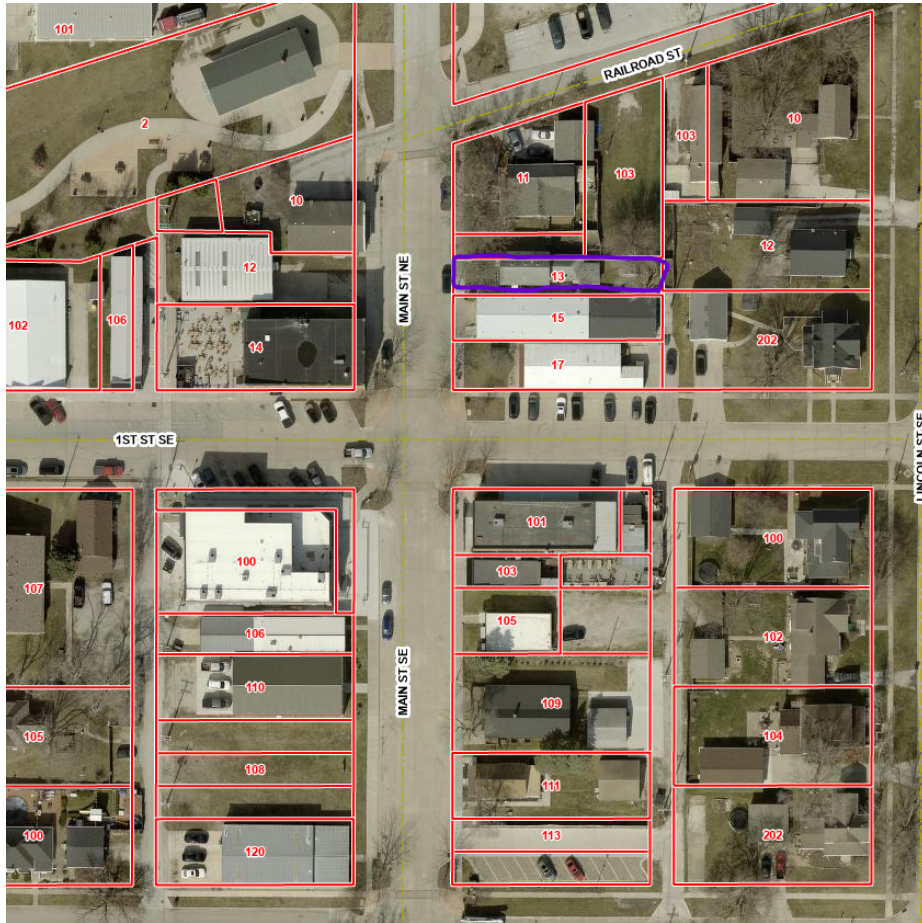
Isaac Pezley, City Planner

BRIEF HISTORY & ANALYSIS: The City is in receipt of a site plan for review by the Planning & Zoning Commission and City Council for the proposed renovation work at 13 Main Street SE by the current owners and site plan applicants Joshua & Dawn LaRue. The site plan was prepared by Sequel Architecture, with survey work performed by Lee Chamberlin Engineers. The applicants are proposing a 20.5' X 18.5' addition comprised of 379 SF onto the western front facade of this 1870-constructed structure that was most recently used for residential purposes. The applicants are also proposing to renovate the existing structure. Together, the existing area and the new addition will be 1,872 SF, with 1,372 SF on the first floor and 500 SF on the second floor. 990 SF of this building will be used as BonduBikes (electrical bicycle rental, sales, and service), 684 SF of the building will be used as a commercial kitchen and lounge, and 198 SF of the building will be shared space including the entry and restrooms.

The applicants successfully collaborated with the City of Bondurant to secure a \$100,000 reimbursable grant from the Iowa Economic Development Authority to assist the applicants in moving forward with this project. The Authority determined that the proposed work at 13 Main Street SE has the potential to serve as a catalyst for inspiring future investment in downtown Bondurant.

13 Main Street SE is zoned as being within the City's Central Business (C-4) District. The uses proposed are permitted uses of the C-4 District per Sections 178.10.1.A.6, Bicycle shops, sales, and repairs, or like business and Section 178.10.1.A.43, Restaurants, night clubs, cafes, taverns, or like business.

Area Map - 13 Main Street SE circled in purple

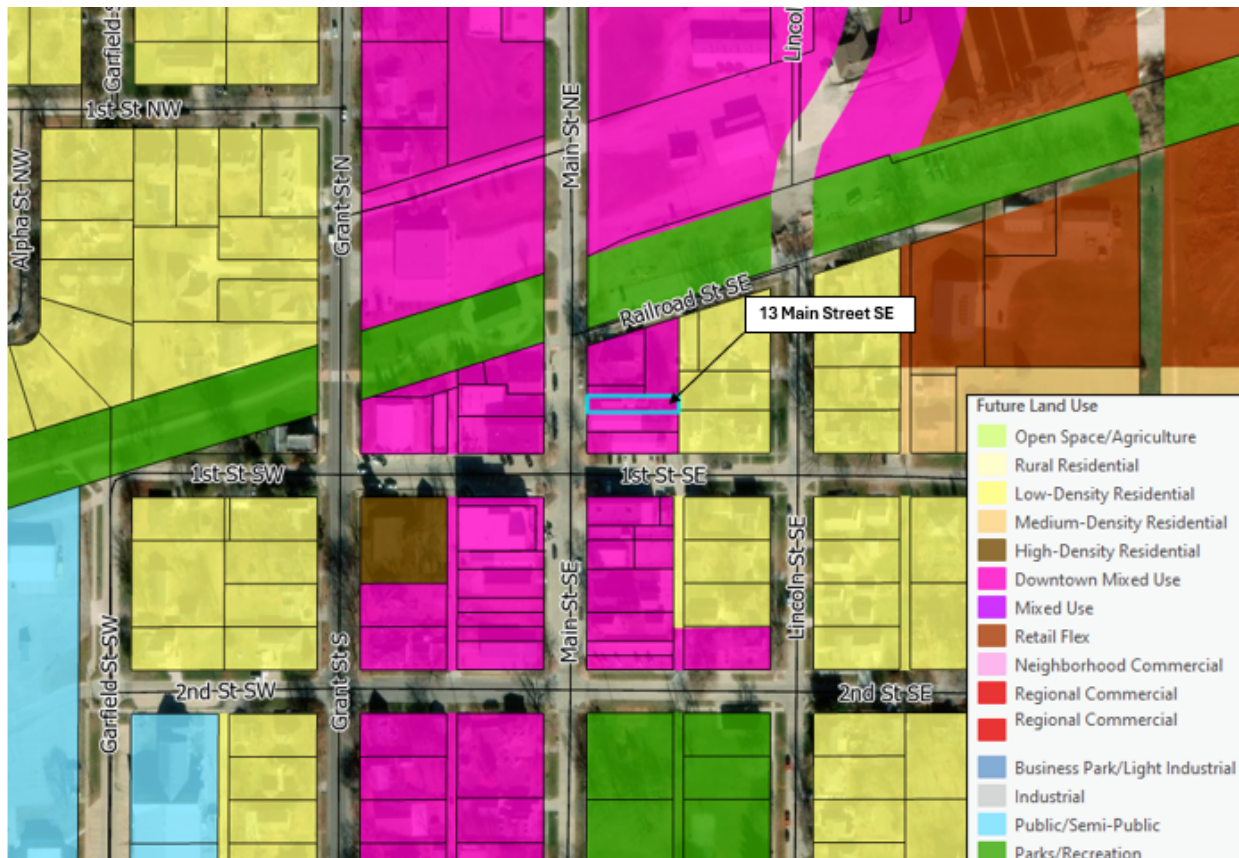


Existing Site Photo



When the Planning & Zoning Commission and City Council review site plans, they review for consistency with the following documents: Comprehensive Plan; Zoning Code; and Comments from City Officials.

Consistency with the City's Comprehensive Plan: The proposed C-4 redevelopment at this location is consistent with the 2022 Comprehensive Plan which guides for Downtown Mixed Use at this location. Additionally, this project is supported by Policy 16C of the Building Bondurant Comprehensive Plan, which reads: Encourage retail, restaurant, and entertainment uses on the first floor of downtown buildings to promote all-day activity and a vibrant street frontage.



Consistency with the City's Zoning Code: Below are notes detailing how the Zoning Code is met for this request or what additional information is needed to ensure the Code will be met for this development.

C-4 District General Use & Bulk Standards

- Uses permitted per Sections 178.10.1.A.6, Bicycle shops, sales, and repairs, or like business and Section 178.10.1.A.43, Restaurants, night clubs, cafes, taverns, or like business.
- The C-4 District has no minimum front, side, and rear yard setbacks.
- Maximum height of the C-4 District is 4 stories. Proposed addition will be 2 stories.

Parking/Drive Areas

- No parking/drive areas are proposed on site. Parking requirements in the C-4 District shall be exempt from parking requirements defined by Section 177.09 of the Zoning Code. Rather, parking for C-4 District uses shall be determined on a case-by-case basis. Establishing on-site parking given the site's existing/proposed layout would not be possible at this location. The City has made efforts in recent years in helping to increase the amount of public parking

spaces available in downtown Bondurant, and these efforts are expected to continue over the following years. In 2025 the City will be constructing a paved public parking lot approximately 200' north of this 13 Main Street SE site that will have approximately 36 parking spaces. Additionally, in 2025 the City will also begin renovation efforts at The Station (soon-to-be former Bondurant Emergency Service Facility) which such renovation efforts will look to increase the amount of public parking available at 101 Grant Street North.

- The site plan shows that 4 loop-style bicycle racks are proposed for patron use in the outdoor patio space.

Stormwater, Utilities & Natural Features

- Greg Roth, City Engineer with Veenstra & Kimm, has reviewed the submitted site plan and has noted the stormwater impact will be minimum, thus no formal stormwater management report will be required for this project.
- This property is not located within any utility connection fee districts.
- The site is not situated within FEMA's 100-year floodplain.
- This site is not situated within the City's Stream Buffer Ordinance area.

Architectural Standards

- Architectural elevations for the proposed front elevation facing Main Street SE have been submitted and are attached.
- The submitted elevations show that 67% of the west facade will be comprised of a combination of brick and glass. This exceeds the minimum 30% primary building material requirement for the west facade. The submitted elevations show that 33% of the west facade will be comprised of architectural metal panels, which is an acceptable secondary building material.
- Section 179.01.2.1.4.c of the Zoning Code states that, "Buildings proposed or developed in the downtown area, as designated by the City Council and/or the comprehensive plan, shall maintain the historic nature, and incorporate architectural elements and designs which complement and preserve the character of the area". Staff feels this requirement has been met. The applicants have eliminated a pre-existing, nonconforming first floor residential space and are proposing to transform this building into an active commercial use by creating a storefront along the Main Street SE public sidewalk area.
- Section 179.01.2.1 of the Zoning Code requires that colored elevations be submitted showing the design of all sides of the building being improved. For these non-street facing facades, the Zoning Code will require that the proposed primary building materials (brick or glass) must be present as at least trim materials. Additionally, these elevations for the non-street facing facades must show that facade modulations are incorporated into all elevations; this can be achieved via physical offsets, or by the use of color, pattern, or texture. Staff has

communicated that elevations are required for the side and rear elevations. This has been included as a condition in the attached resolution.

Other Site Plan Features

- Section 182.04 of the Zoning Code requires that at least 10% of this site remain as open space. The submitted site plan shows that 54% of the site will remain as open space.
- The submitted site plan notes no know easements.
- There is an existing 6'-tall wood privacy fence installed in the rear of this property. This existing fence screening meets the Type B screen requirement for this C-4 District development adjacent to the single-family residential use east of the property.
- The submitted site plan shows a masonry trash enclosure toward the eastern rear portion of the property. The applicants have indicated they will coordinate with the business to the south (Off the Rails Quilting) on establishing an easement to grant paved access to this enclosure for hauling purposes. This is included as part of a condition of approval in the attached resolution.
- The site plan proposes a wall sign over the pedestrian entrance along the Main Street SE entrance. Not needed for site plan updating, but a general note that all signs require submittal of a sign permit first and are reviewed separately by staff for code compliance.

Comments from City Officials:

The following City departments were notified of the submitted site plan:

1. Public Works - reviewed and noted no additional comments/concerns.
2. Engineering – reviewed and noted no additional comments/concerns.
3. Fire Department - reviewed and noted no additional comments/comments/concerns.
4. Building Official - reviewed and noted that the applicants will need to confirm that the temporary ramp is ADA-compliant and that the applicants will also need to establish an acceptable timeline for moving forward with constructing a permanent ADA ramp.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: The following options exist for the Planning & Zoning Commission:

1. Recommended approval of RESOLUTION NO. PZ-250109-03.

2. Recommended approval of RESOLUTION NO. PZ-250109-03, subject to certain Zoning Code clarification items being addressed.
3. Recommended denial of RESOLUTION NO. PZ-250109-03.
4. Table pending additional information.

Staff recommends approval of PZ250109-03, regarding recommended approval of the site plan at 13 Main Street SE, subject to the following Zoning Code clarification items being addressed:

1. That colored building elevations must be submitted for the side and rear facades and that such improvements must meet the building design/material requirements of Section 179.01.I.4 of the Zoning Code.
2. That documentation of a signed and recorded access easement for access to the proposed masonry trash enclosure area must be submitted prior to beginning construction of this proposed trash enclosure area.
3. That confirmation must be provided that the temporary ramp is ADA compliant and that the site plan must assign an acceptable timeline for constructing the permanent ADA ramp.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. PZ-250109-03 - BonduBikes Site Plan
2. Site Plan & Front Elevations

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-250109-03

RESOLUTION REGARDING RECOMMENDED APPROVAL OF THE SITE PLAN FOR
BONDUBIKES AT 13 MAIN STREET SE

WHEREAS, Sequel Architecture, on behalf of the applicants Joshua & Dawn LaRue, has submitted the site plan for BonduBikes at 13 Main Street SE described as follows; AND :

LOT 4 AND THE NORTH 3 FEET OF LOT 3 IN BLOCK 2 AND THE WEST ½ OF THE VACATED ALLEY LYING EAST OF AND ADJOINING THEREOF IN THE ORIGINAL PLAT OF THE TOWN OF BONDURANT, NOW INCLUDING IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA.

WHEREAS, the zoning for the property is Central Business (C-4) and the uses proposed are permitted uses of the following sections of the C-4 District: Sections 178.10.1.A.6, Bicycle shops, sales, and repairs, or like business and Section 178.10.1.A.43, Restaurants, night clubs, cafes, taverns, or like business; AND

NOW, THEREFORE, BE IT RESOLVED, that the Planning & Zoning Commission recommends approval of the submitted site plan for BonduBikes at 13 Main Street SE subject to the following City Code/Policy clarification recommendation items:

1. That colored building elevations must be submitted for the side and rear facades and that such improvements must meet the building design/material requirements of Section 179.01.I.4 of the Zoning Code.
2. That documentation of a signed and recorded access easement for access to the proposed masonry trash enclosure area must be submitted prior to beginning construction of this proposed trash enclosure area.
3. That confirmation must be provided that the temporary ramp is ADA compliant and that the site plan must assign an acceptable timeline for constructing the permanent ADA ramp.

Moved by _____, Seconded by _____ to adopt.

ATTEST: I, Isaac Pezley, City Planner, City of Bondurant, hereby certify that at a meeting of the Planning and Zoning Commission held on January 9, 2025; among other proceedings the above was recommended.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Isaac J. Pezley, City Planner

Action	Yay	Nay	Abstain	Absent
Keeran				
Mains				
Brostrom				
Clayton				
Pitt				
Torres				
Vore				

Karen Keeran, Commission Chair

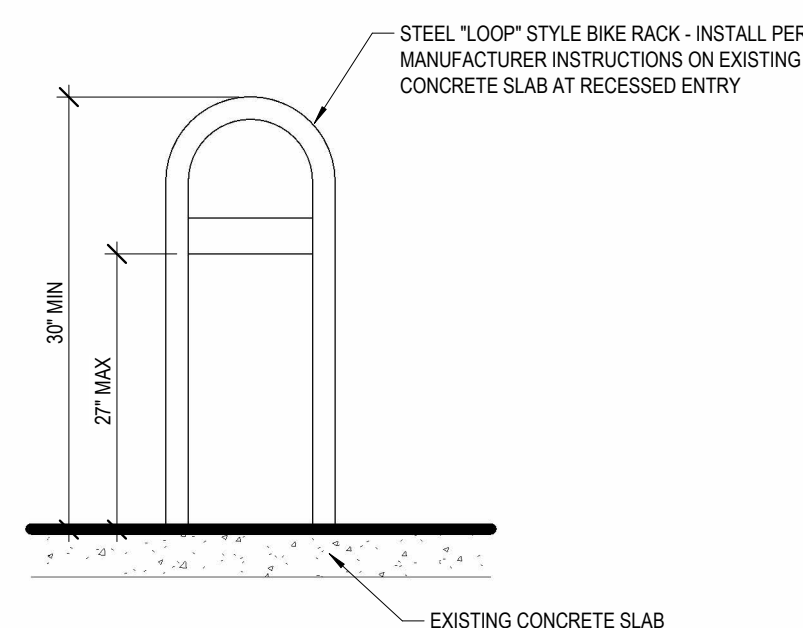
NOT TO SCALE



SEQUEL ARCHITECTURE
2513 WOODLAND AVENUE
DES MOINES, IA 50312
STEVE WILKE-SHAPIO

JOSHUA LARUE
12044 NE 66TH ST
BONDURANT, IA 50035-1362

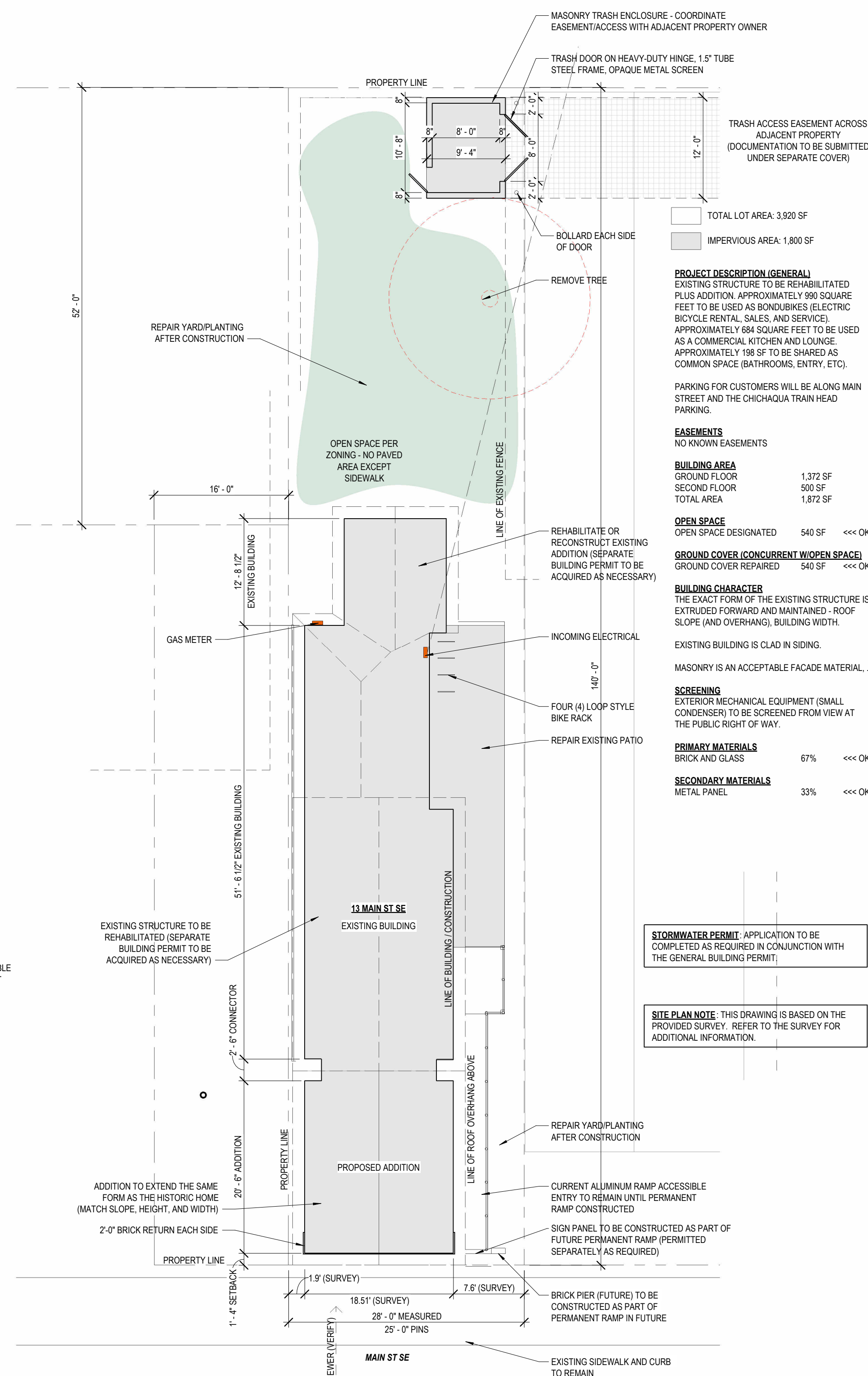
TBD



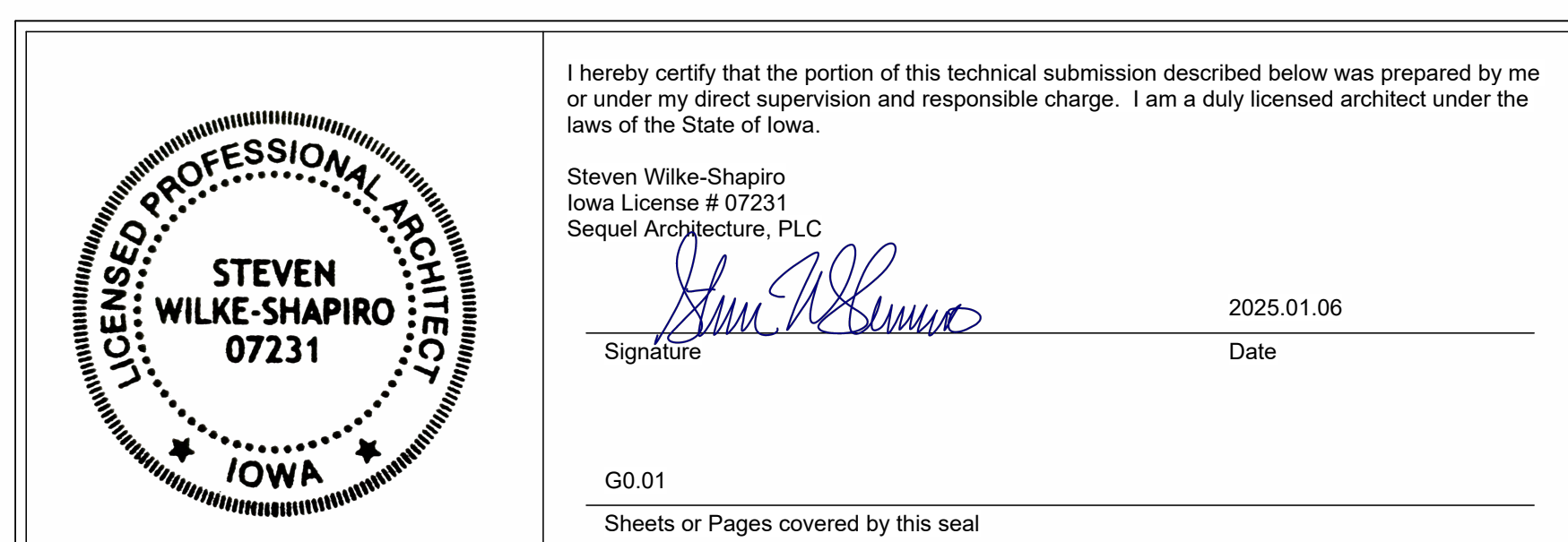
3	BIKE RA
	$3/4" = 1'-0"$



2 | WEST EX
3/8" = 1'-0"



1 SITE PLAN
1" = 10'-0"





**BUSINESS OF THE PLANNING AND ZONING COMMISSION
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 6.f.
For Meeting of 1/9/2025
Motion

TITLE: Election of Officers.

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: Chapter 23 states the Planning and Zoning Commission shall choose a Chairperson and a Vice Chairperson. The current Chairperson is Karen Keeran, the current Vice-Chairperson is Andy Mains.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



**BUSINESS OF THE PLANNING AND ZONING COMMISSION
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 6.g.
For Meeting of 1/9/2025
Receive and File

TITLE: 2024 Planning & Zoning Commission Annual Report

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: Attached is the 2024 Planning & Zoning Commission Annual Report. This report highlights the work completed by the Commission during the 2024 calendar year. The Commission had 11 total meetings during 2024, and boasted an attendance rate of 87%. The Commission reviewed and made recommendations on 5 text amendments, 6 rezoning and/or future land use map revisions, 9 subdivisions/plats of survey, and 11 site plans. The Commission also reviewed and made a recommendation on three City plans including the Grain District Master Plan, Streets Master Plan and Urban Renewal Plan Amendment. The Commission is also spearheading the Zoning and Subdivision Code Rewrite process that kicked off in October.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. 2024 P&Z Annual Report

Planning and Zoning Commission

2024 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 2024 Annual Report.

The Bondurant Planning & Zoning Commission has seven members and met the 2nd Thursday of the month in 2024 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 also met in the Bondurant Public Library at 106 2nd Street NE in 2024.

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 2024 Karen Keeran served as Chair, and Andy Mains served as Vice-Chair. Kristin Brostrom, Karen Keeran, Ethan Pitt and Jason Vore were re-appointed to the Commission by Council on December 2, 2024. Councilman Matt Sillanpaa has 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 2024 member attendance.

2023 Member Attendance Chart

	Kristin Brostrom	Brian Clayton	Karen Keeran	Andy Mains	Ethan Pitt	Jesse Torres	Jason Vore
1 – 1/11/2024	Present	Present	Present	Present	Present	Present	Absent
2 - 2/8/2024	Present	Present	Present	Present	Present	N/A	Present
3 – 3/14/2024	Present	Present	Present	Present	Present	N/A	Present
4 - 4/11/2024	Present	Present	Present	Present	Present	N/A	Present
5 - 5/9/2024	Present	Present	Present	Present	Present	Present	Present
6 - 6/13/2024	Present	Present	Present	Present	Absent	Present	Present
7 - 7/11/2024	Present	Present	Present	Absent	Present	Present	Present
8 - 8/8/2024	Absent	Present	Present	Present	Present	Absent	Present
9 - 9/12/2024	Present	Present	Present	Present	Present	Present	Present
10 - 10/2/2024	Absent	Present	Present	Present	Present	Present	Present
11 - 12/12/2024	Present	Present	Present	Present	Present	Present	Present
Total Meetings	11	11	11	11	11	11	11
Attended	9	11	11	10	10	10	11
% Attended	82%	100%	100%	91%	91%	91%	91%

SUMMARY OF REVIEWS:

1. Text Amendments:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2024.TA.1	Accessory Structure Setback Requirements (Section 177.04)	Tabled on 1/11/2024 Recommended approval on 2/08/2024	Approved on 4/1/2024
2024.TA.2	Stormwater Basin Setback Requirements (Sections 179 & 180)	Tabled on 1/11/2024 Recommended approval on 2/08/2024	Approved on 4/1/2024
2024.TA.3	Electronic Message Displays (Section 181.13)	Recommended approval on 3/14/2024	Approved on 3/18/2024
2024.TA.4	Bike Parking Requirement (Section 177.09)	Recommended approval on 6/13/2024	Approved on 10/5/2024
2024.TA.5	Business Park Text Amendment	Recommended approval on 9/12/2024	Approved on 10/21/2024

2. Easement & Right-of-Way Vacations:

Case #	Proposal Summary	P&Z Recommendation	Council Action
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3. Requests for Rezoning and/or Future Land Use Map Changes:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2024.R.1	Featherstone PUD Outlot W substantial modification	Recommended denial on 5/9/2024	Pulled by Applicant
2024.R.2	Ethel Sankey Trust Rezoning – A-1 to R-2 and C-1	Recommended approval on 7/11/2024	Approved on 9/3/2024

2024.R.3	319 Washington Avenue SE FLU Map Amendment	Recommended approval on 9/12/2024	Approved on 10/7/2024
2024.R.4	319 Washington Avenue SE Rezoning – C-2 to BP	Recommended approval on 9/12/2024	Approved on 10/21/2024
2024.R.5	Civic Campus FLU Map Amendment	Recommended approval on 9/12/2024	Approved on 10/7/2024
2024.R.6	Civic Campus Rezoning – M-2 to C-2	Recommended approval on 9/12/2024	Approved on 11/4/2024

4. Subdivisions and Plats of Survey:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2024.S.1	Campus Industrial Park Plat of Survey	Recommended approval on 3/14/2024	Approved preliminary plat on 3/18/2024
2024.S.2	Towers Estates Plat of Survey (Polk County)	Recommended approval on 4/11/2024	Approved final plat on 4/15/2024
2024.S.3	Maloney Plat of Survey (Polk County)	Recommended approval on 5/9/2024	Approved on 5/20/2024
2024.S.4	1 st Street SW Acquisition Plat	Recommended approval on 5/9/2024	Approved final plat on 5/20/2024
2024.S.5	7282 and 7278 NE 105 th – Boundary Line Adjustments (Polk County)	Recommended approval on 6/13/2024	Approved on 6/17/2024
2024.S.6	2020 2 nd Street NE Plat of Survey	Recommended approval on 8/8/2024	Approved final plat on 9/3/2024
2024.S.7	Civic Campus North Preliminary Plat	Recommended approval on 9/12/2024	Approved on 9/16/2024
2024.S.8	8295 NE Santiago Drive Plat of Survey (Polk County)	Recommended approval on 12/12/2024	Approved on 12/16/2024
2024.S.9	Plat of Survey creating Parcel '2024-191' (Polk County)	Recommended approval on 12/12/2024	Approved on 12/16/2024

5. Site Plans:

Case #	Proposal Summary	P&Z Recommendation	Council Action	Project Summary
SP24-01	BFCSD High School Arts Addition Site Plan	Recommended approval on 2/8/2024	Approved on 2/20/2024	Addition to art and athletic rooms as well as additional parking
SP24-02	KLDS Site Plan	Recommended approval on 2/8/2024	Approved on 2/20/2024	Proposed building for Dance Studio
SP24-03	Alan's Seamless Gutters Site Plan	Recommended approval on 2/8/2024	Approved on 3/18/2024	Addition to Alan's Seamless Gutters
SP24-04	US Equipment Site Plan	Recommended approval on 4/11/2024	Approved on 4/15/2024	Building and Storage yard for heavy construction equipment
SP24-05	Wild Willy's Fireworks Site Plan	Recommended approval on 5/9/2024	Approved on 5/20/2024	Fireworks stand.
SP24-06	2416 Robinson Avenue Site Plan	Recommended approval on 5/9/2024	Approved on 5/20/2024	Industrial building.
SP24-07	Bondurant Emergency Services Building Site Plan	Recommended approval on 5/9/2024	Approved on 5/20/2024	Emergency Services Building in Civic Campus area
SP24-08	2502 Robinson Avenue NE Site Plan	Recommended approval on 7/11/2024	Approved on 7/15/2024	Industrial building.
SP24-09	2020 2 nd Street NE Site Plan	Recommended approval on 8/8/2024	Approved on 8/19/2024	First phase of storage units business.
SP24-10	Featherstone Apartments	Recommended denial on 8/8/2024	Tabled on 8/19/2024	Proposed multi-family development in Featherstone Subdivision
SP24-11	Shiloh Rose Business Park Phase 2	Recommended approval on 12/12/2024	Approved on 12/16/2024	Second Phase of industrial flex buildings.

6. Annexations:

Case #	Proposal Summary	P&Z Recommendation	Council Action
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7. Other Planning Items Reviewed/Discussed:

- A. 2024 Annual Election of Officers during 1/11/2024 meeting.
- B. 2023 P&Z Annual Report during 1/11/2024 meeting.
- C. Commission recommended approval of the Grain District Master Plan during their February 8, 2023 meeting.
- D. Commission recommended approval of the Streets Master Plan during their March 14, 2023 meeting.
- E. Commission recommended approval of the Urban Renewal Plan Amendment (2024 Amendment) during their August 8, 2024 meeting.
- F. Commission kicked off the Zoning and Subdivision Code Re-write at their October 2, 2024 meeting.