

City of Bondurant

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



Meeting Minutes

DATE: March 13, 2025 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 (arrived at 6a), Brian Clayton, Ethan Pitt, Jesse Torres, Jason Vore

Members Absent:

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

3. Perfecting and Approval of the Agenda

Motion by Commission Member Mains, seconded by Commission Member Vore to approve of the March 13, 2025, meeting agenda. Vote on Motion 6-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Mains, seconded by Commission Member Torres to approve of the February 11, 2025, meeting minutes. Vote on Motion 6-0-0. Motion carried.

5. Guests requesting to address the Planning and Zoning Commission

6. Action Items

- a. Resolution PZ-250313-05 – Resolution regarding site plan for Lot 4 of Commerce Crossing Plat 1.

Kelsey Scallon, Shive-Hattery, provide the Commission an overview of the proposed site plan. Clayton asked what type of storage will be on-site. Scallon stated she was unsure what type of business was planning on moving into the

proposed building. Clayton asked if the outdoor storage area is gravel or if it is paved, Scallon confirmed it is paved.

Keeran asked what side elevation is the “pretty” side. Scallon stated the entrance will be the southeast corner. Pezley stated they are proposing to meet the Highway 65 overlay architecture design standards as staff is proposing to make these standards the industrial design standards. If that code change does not happen, new design elevations will be submitted. Murray stated the overlay allows for a few more materials as primary materials.

Motion by Commission Member Mains, seconded by Commission Member Pitt to table Resolution PZ - 250313-05.

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

- b. Public Hearing – considering rezoning request by Bondurant-Farrar Community School District to rezone multiple parcels from the Agricultural (A-1) District to the Medium Density (R-2) District.

Public Hearing opened at 6:07.

Matt Carlile, with Confluence, presented the rezoning request on behalf of Bondurant-Farrar Community School District. Carlile stated the School needed to rezone the property from Agricultural to Residential in order to construct a school.

Public Hearing closed at 6:08.

- c. Resolution PZ-250313-06 – Resolution regarding rezoning request by Bondurant-Farrar Community School District to rezone multiple parcels from the Agricultural (A-1) District to the Medium Density (R-2) District.

Motion by Commission Member Mains, seconded by Commission Member Vore to table Resolution PZ - 250313-06.

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

- d. Resolution PZ-250313-07 – Resolution regarding Bondurant-Farrar Community School District Baseball, Softball and Tennis Site Plan.

Carlile, provided the Commission an overview of the submitted site plan.

Pezley stated the only comment staff has is the property needs to be rezoned from Agricultural to Residential, which was just voted on, and staff is meeting with Confluence to discuss stormwater. Any comments that come out of that meeting will need to be reflected.

Pitt asked if BFCSD currently has a tennis team, Powers stated the school currently sends student athletes to Roosevelt High School. Vore asked what the timeline is, Powers stated they are hoping to be playing baseball and softball next summer (2026). Powers stated the tennis court may take a little longer.

Keeran asked if there are traffic concerns in regards to the public using the southern parking lot. Carlile stated they are trying to develop the Aspen extension and parking lot expansion to reduce traffic congestion. Keeran asked for confirmation the sidewalk will be extended to the southern parking lot, Carlile and staff confirmed it will be.

Brostrom asked about maintenance responsibilities. Powers stated it will be addressed in the 28E agreement between the School and the City.

Clayton asked about lights spilling onto neighboring properties. Powers stated the tennis court will not have lights right away. The softball and baseball fields will be lit, and the lights will be pretty intense based on the type of lighting needed for those sports. Carlile stated the conduits will be there to install lights at the tennis courts, it just will not be installed on day one.

Motion by Commission Member Mains, seconded by Commission Member Torres to table Resolution PZ - 250313-07.

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

- e. Resolution PZ-250313-08 – Resolution regarding Plat of Survey to create Parcel 2025-25.

Pezley provided the Commission an overview of the submitted Plat of Survey. Pezley stated the east line may move a little bit depending upon the placement of Truman Drive. Carlile stated he believes the eastern property line should be set at this point.

Mains asked if this is the same portion of land the School was previously looking to swap with another property owner. Powers stated that is correct.

Keeran asked about traffic flow. Carlile stated he believes we are mixing sites a little bit. Powers stated with the extension of Truman all the way north and addition of east-west connections will hopefully help alleviate any

traffic issues. Carlile added the most recent school rendering would allow for approximately 100 vehicles to stack before it would spill onto Truman.

Motion by Commission Member Mains, seconded by Commission Member Vore to table Resolution PZ - 250313-08.

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

- f. Public Hearing – regarding rezoning of multiple properties located within the Grain District Downtown Redevelopment Plan area from Central Business (C-4) District and Medium Industrial (M-2) District to Planned Unit Development (R-5).

Public Hearing opened at 6:31

Derek Johnson, ISG, provided a brief overview of the proposed rezoning request. The proposed PUD would place each area into different areas which would have slightly different bulk regulations and use allowances. Pezley provided the Commission with more of a breakdown of each area and examples uses that would be allowed in each area. Pezley stated the Downtown (C-4) District was used as the base zoning for each district.

Keeran asked if there is a timeline for the development. Murray stated Lincoln Street extension and the arboretum bike trail and currently in engineering and construction will begin this summer. Murray stated the distillery site plan is slated to be on the April Planning and Zoning agenda and construction to begin later this year or early next year.

Keeran asked if a sunset was needed for this development. Murray state the language in the PUD, in staff's opinion, is strong enough that if the current developer were to leave, any new development would still need to meet what is shown in master plan.

Sillanpaa, asked about Area F and the discussion of placing townhomes in this area. Murray stated this area is currently owned by the City and the city does not currently feel like the development of this area is crucial for the development of the Grain District. The area is still shown as future townhome development, but it would like be developed after other Grain District development takes places. Sillanpaa asked if this would eliminate the need for road connection to Area F. Murray stated it depends on the development of Area F, but north-south extension of Filmore would not take place until Area F is developed.

Sillanpaa asked if the road development affects the bike trail extension down to 2nd Street SE. Murray stated the City is seeking grant funding to install that north-south bike trail connection. Keeran asked if the street will

stub, will there be assurances to allow for emergency vehicle to turn around. Murray stated the City will coordinate with ISG to facilitate this road development. Johnson agreed with Murray and provided additional information to the Commission regarding this stub.

Pitt asked if small commercial is intended for the incubator area. Johnson stated that is correct. The goal is uses that activate the plaza area and promote local businesses. Johnson added this area will include the possibility for a drive through food service use. Johnson added that this final design is still being ironed out and may change between now and site plan submittal.

Murray stated the draft PUD for areas A and B are using the bulk regulation height for the C-4 district (4 stories). Murray stated the developer is wanting direction on if the Commission would be open to allowing for taller structures. Johnson stated the plan right now has no plans for structures larger than four stories but the developer wants to stay flexible to address market needs. Pitt asked what would be allowed in the upper stories. Murray stated traditionally it is residential, but could allow for office space.

Mains stated he would prefer four stories in Area A but may be open to taller as it moves east and gets closer to the taller grain silo structures. Pitt agreed with Mains's comment. Staff stated Prairie Trail in Ankeny is a mix of 2-4 stories, Altoona has 4-story structures and the western suburbs have a greater mix. Sillanpaa stated his concerns with allowing 4-story structures, he asked staff if four-story structures had previously been discussed. Murray stated four-story structures are currently allowed in the C-4 district by right. Johnson reiterated, the developer is not proposing four-story or taller structures, they simply want to remain flexible to the needs of the market. Clayton stated he would prefer to keep it at four-stories, with the understanding if the developer has a unique idea they can bring it forward for consideration.

Johnson asked the Commission for guidance on drive-through in the business incubator area. Murray stated the developer is asking for guidance on allowing the pick-up window to also operate as a pick-up window with designated spaces for pick-up customers. Johnson explained the site plan in this area to the commission. Mains stated the ask is for two drive-throughs, Johnson confirmed that is correct. Keeran stated concerns with taking away potential parking areas. Johnson stated customer parking is seen as being along Lincoln Street. Keeran asked where employees will park, Johnson stated those parking numbers would be included in the overall parking count of the district.

Pezley stated staff and the developer are also seeking direction for the providence of bike racks for upper-story residential users being used inside the structures. The Commission agreed providing bike racks on the inside of the building for residents but bike racks should still be provided for commercial users. Johnson stated that should be something that can be

accommodated.

Public Hearing closed at 7:02.

- g. Resolution PZ-250313-09 – Resolution regarding rezoning request for multiple properties located within the Grain District Downtown Redevelopment District area from Central Business (C-4) District and Medium Industrial (M-2) District to Planned Unit Development (R-5).

Motion by Commission Member Mains, seconded by Commission Member Pitt to table Resolution PZ - 250313-09.

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

- h. Resolution PZ-250313-10 – Resolution regarding 1920 2nd Street NE Plat of Survey to create Parcel '2025-2' and '2025-3'.

Pezley stated the Plat of Survey is creating a parcel to allow for the construction of a bike trail. This proposed bike trail will eventually serve as the connection between the Chichaqua Valley Trail and Civic Campus.

Motion by Commission Member Mains, seconded by Commission Member Pitt to table Resolution PZ – 250313-10.

Roll Call – Ayes: Member Brostrom, Commission Member Clayton, Commission Member Mains, Commission Member Keeran, 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 –

8. Reports / Comments and appropriate action thereon

- a. Commission Members

Brostrom – none.

Clayton – none.

Mains – asked about a property next to the Bird's Nest. Staff stated they have been made aware of nuisances on their property and action is underway.

Pitt – has a question about fencing on a corner lot. Pezley stated all fences in the street side yard can only be 4', however that requirement may

change with the zoning code update. Board of Adjustment has set a precedent of allowing 6' fences that are located 10' from the sidewalk.

Torres – none.

Vore – none.

Commission Chair – Keeran asked about snow ordinance and cars being parked on the road. Keeran asked if vehicles are actually going to be towed. Pezley stated he does not know how much towing was completed, but the Sheriff's office did issue quite a bit of tickets. Typically he chooses a part of town and tries to hit that part of town pretty hard.

- b. Community Development Director – none.
- c. City Planner – Murray stated the City will receive the National Best Practice in Economic Development Planning Award at the National APA Conference.
- d. City Administrator – stated the City was featured in the Government Finance Operators magazine this past month. The City received grant funding for trees in City Park.
- e. City County Liaison – Sillanpaa asked about home occupation, specifically about a property adjacent to City Park. Staff stated this is actively being addressed.

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 7:24.