

CITY OF BONDURANT

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



Meeting Minutes

DATE: January 13, 2022
Torey Cuellar, Chair
Karen Keeran, Co-Chair

1. Call to Order 6:03pm

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: Brian Clayton, Lisa Cameron, Torey Cuellar, Karen Keeran, Andy Mains, Wes Hoyer, Kristin Brostrom

Members Absent: None

City Official Present: Planning and Community Development Director, Maggie Murray
Associate Planner, Emily Rizvic
Marketa Oliver, City Administrator
Doug Elrod, Mayor of Bondurant
Matt Sillanpaa, City Council Liaison

3. Perfecting and Approval of the Agenda

Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of January 13, 2022, meeting agenda. Vote on Motion 7-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the December 9, 2021 meeting minutes. Vote on Motion 7-0-0. Motion carried.

5. Guests requesting to address the Planning and Zoning Commission

None

6. Action Items

a. 2022 Annual Election of Officers

Motion by Commission Member Clayton, seconded by Commission Member Mains to elect Cuellar as Chair and Keeran as Vice Chair. Vote on Motion 7-0-0. Motion carried.

b. 2021 P&Z Annual Report

Director Murray presented the 2021 P&Z Annual Report. Member Keeran and Cuellar indicated that the report looked good. No formal motion is needed for this item.

c. 2022 Planning & Zoning Commission Meeting Dates

Director Murray presented the 2022 Planning and Zoning meeting dates. No formal motion is needed for this item. Member Brostrom asked if the meetings are consistent with past meeting dates. Director Murray said that they were but highlighted that there will be a joint meeting regarding the comprehensive plan on January 31st at 6:00PM. No formal motion is needed for this item.

d. RESOLUTION NO. PZ-220113-01: Considering recommended approval of the Knuth 100% voluntary annexation request within the 2-mile urbanized area of another city (Altoona).

Director Murray presented the annexation request. This area is a spot that the city is looking at to establish the city campus. When land is proposed for an annexation request, it is automatically pulled into A-1 Agricultural Zoning until a rezoning request is submitted and approved. Member Keeran inquired about why the street is not included. Director Murray explained that state code requires it.

Motion by Commission Member Mains, seconded by Commission Member Brostrom, for recommended approval of Resolution No. PZ-220113-01 *"Considering recommended approval of the Knuth 100% voluntary annexation request within the 2-mile urbanized area of another city (Altoona)"*.

Roll Call – Ayes: Commission Member Cuellar, Commission Member Keeran, Commission Member Mains, Commission Member Hoyer, Commission Member Brostrom, Commission Member Cameron. Commission Member Clayton. Vote on Motion 7-0-0. Motion carried.

e. RESOLUTION NO. PZ-220113-02: Considering recommended approval of the site plan for 2510 Robinson Avenue NE

Wally Pelds presented the development that was proposed for the industrial park. Wally explained that another industrial park they worked on was full and that there was a need for a second one. Member Keeran asked what lot 1 and 3 adjacent to the subject property were. They currently do not have any development. Member Clayton inquired about the façade of the building. Director Murray answered that they will be the same and that it is compliant with code requirements. Member Keeran asked about the garage color and treating it so that it looks similar to the façade. Wally said that they would not have a problem with ordering the same color for the garage doors as the exterior walls.

Motion by Commission Member Mains, seconded by Commission Member Hoyer, for recommended approval of Resolution No. PZ-220113-02 *"Considering recommended approval of the site plan for 2510 Robinson Avenue NE"*.

Roll Call – Ayes: Commission Member Cuellar, Commission Member Keeran, Commission Member Mains, Commission Member Hoyer, Commission Member Brostrom, Commission Member Cameron. Commission Member Clayton. Vote on Motion 7-0-0. Motion carried.

f. RESOLUTION NO. PZ-220113-03: Considering recommended approval of the Everett Mauch Estate Preliminary Plat, a subdivision in unincorporated Polk County within two miles of Bondurant's city limits.

Director Murray presented the request. She noted that lots A and B will be dedicated to Polk County for street maintenance. Currently, Polk County has zoning authority on the parcel(s) but according to the future land use map, the request is consistent with future planning.

Motion by Commission Member Mains, seconded by Commission Member Hoyer, for recommended approval of Resolution No. PZ-220113-03 *“Considering recommended approval of the Everett Mauch Estate Preliminary Plat, a subdivision in unincorporated Polk County within two miles of Bondurant’s city limits”*.

Roll Call – Ayes: Commission Member Cuellar, Commission Member Keeran, Commission Member Mains, Commission Member Hoyer, Commission Member Brostrom, Commission Member Cameron. Commission Member Clayton. Vote on Motion 7-0-0. Motion carried.

7. Discussion Items

None

8. Reports / Comments and appropriate action thereon

a. Commission Members

Wes Hoyer – Thankful for the opportunity to be on the commission

Kristin Brostrom – Welcomed new staff/members

Andy Mains – Welcomed new staff/members

Brian Clayton – None

Karen Keeran - None

Lisa Cameron - None

b. Commission Chair – None

c. Planning & Community Development Director

There is a Central Park survey that is available on the city website. Maggie will follow up with a reminder about the joint meeting on January 31st, 2022 at 6:00PM about the comprehensive plan update.

d. City Administrator –

Will be bringing in the future plats for downtown locations. They are looking at establishing larger lots.

e. City Council Liaison –

Matt expressed that he is excited to be here; Doug said he is looking forward to the meeting in January.

7. Adjournment

Motion by Commission Member Mains, seconded by Commission Member Clayton to adjourn the January 13, 2022, meeting. Vote on Motion.

Roll Call – Ayes: Commission Member Cuellar, Commission Member Keeran, Commission Member Mains, Commission Member Hoyer, Commission Member Brostrom, Commission Member Cameron. Commission Member Clayton. Vote on Motion 7-0-0. Motion carried.

Meeting adjourned at 6:34PM