

City of Bondurant

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



Meeting Minutes

DATE: April 14, 2022
Torey Cuellar, Chair
Karen Keeran, Co-Chair

1. Call to Order 6:02pm

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

Members Absent:

City Official Present: Planning and Community Development Director, Maggie Murray
Associate Planner, Emily Rizvić
City Administrator, Marketa Oliver
City Council Liaison, Matt Sillanpaa

3. Perfecting and Approval of the Agenda

Motion by Commission Member Mains, seconded by Commission Member Keeran to approve of the April 14, 2022, meeting agenda. Vote on Motion 7-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Mains, seconded by Commission Member Keeran to approve of the March 24, 2022 meeting minutes. Vote on Motion 7-0-0. Motion carried.

5. Guests requesting to address the Planning and Zoning Commission

A resident of Bondurant, Daniel Clark, inquired about some changes regarding some properties on the East of the City. City Administrator Oliver noted that some areas have been annexed into the city on the east side of the town. She noted that there will be a city campus on these parcels and have recently received a master plan to build the facilities. There would be a public works facility for maintenance of the city and a potential law enforcement building. The resident asked about the zoning. City Administrator noted that it is currently zoned as A-1 but will be rezoned as Industrial for primarily civic uses. The adjacent property to this location is a certified site which is a tool for development for industrial properties. It would be a heavy industrial property. The applicant asked what could be placed there. City Administrator stated that the city could provide information regarding what would be permitted there by reaching out.

Clark asked if the city would be moving more east. City Administrator Oliver noted that there are more annexations to the South. Member Clayton noted that the annexations have been initiated by property owners and not the city. The resident asked if the City plans to annex in this general area. City Administrator noted that as part of the future land use plan for annexations, that the city does consider what areas would be in the future as part of land use. She noted that staff would be happy to share resources and information regarding comprehensive planning meetings so that they may attend and provide public input.

Clark also inquired about roads in this area. The City Administrator noted that there will be a master streets plan. Director Murray showed an aerial imagery of the area. The City Administrator stated that there will be a street east of Pleasant Street to prevent heavy traffic off of Pleasant and route it elsewhere.

Sheena asked if the road will still come down east. City Administrator stated that it will be a safer intersection to allow for car stacking and will also include a stop light. The City Administrator said that if there are any questions about the project or future land uses in this area to reach out to staff and she would be happy to address.

6. Action Items

- a. RESOLUTION NO. PZ-220414-12: Regarding recommended approval of the A-3 Auto site plan for an addition at 108 NE Hubbell Avenue

Sheena and Nathan Kannegieter. explained the nature of the request. They would like to add an addition to the shop side of A-3 Auto at 108 NE Hubbell Avenue. They would like to provide a detail bay to the shop and also utilize it as an area to take pictures of their vehicles.

Director Murray noted that there are still some items that need to be addressed as part of the application process. She noted that this site was approved a Conditional Use Permit in 2019. One item that is included in the agenda statement refers to pavement. There is currently an existing gravel area. As part of the conditional use permit, no gravel areas can be utilized as parking. She explained that if the gravel was permitted by right, that it would be allowed but because it is part of a conditional use permit, it is not permitted. Additionally, the site plan doesn't show any parking spots or ADA parking areas. There are minimum parking spaces that are required and landscaping requirements. Director Murray also noted that architectural elevations were not submitted as part of the application, as is required. There is also a on-site dumpster that is on the site that did not exist previously and would need to be shown on the site plan and be adequately screened.

Member Brostrom asked if the certificate of occupancy is reviewed as part of issuance for the outstanding items required for the site. Director Murray stated that yes, for site plans, certificates of occupancy review these items to ensure they are addressed prior to a final certificate being issued.

Sheena Kannegieter stated that the gravel area was pre-existing. She stated that they utilize this area when cars are leaking oil. She said that she wasn't sure if they needed to remove the gravel. She stated that she drove through town and noted other locations that have gravel or dirt that property owners were parking on. Director Murray indicated that there may be preexisting gravel sites that are non-conforming but that those would be permitted by right. This application and property differs because it is part of a conditional use permit.

Sheena Kannegieter noted that when they went to Planning and Zoning in 2019 for the conditional use permit, that parking lot lines were not required. Member Brostrom noted that the conditional use permit states that there will be designated areas for customers and employees

that are differentiated from the display vehicle areas. Director Murray indicated that stripes would only be required for customer and employee parking areas and would not be required for designated display areas.

Member Keeran stated that the dirt/gravel area cannot be parked. Member Mains asked if the recommendation installing curbing or other permanent barriers was attempting to address the parking on the grassed areas. Director Murray indicated that the Conditional Use Permit approval process requires it, but that it would address the encroachment of parking in the grassed areas.

Member Mains asked where new garage doors will be faced for the detail bays. Director Murray noted that the paving will be required to the doors and the site plan will need to be updated to show that. Member Cuellar instructed the applicants to meet with city staff to update the site plan so that it meets all code requirements. She also expressed that the commission seems to not be opposed to the proposal but rather that it just needs to meet the requirements in the code. The next Planning and Zoning meeting will be on the 28th of April. Director Murray indicated that the Engineer would need to be looped into the conversation for stormwater management of impervious surfaces since there are additional areas that will be paved that are not shown on the current site plan. She stated that she will reach out to the applicants to set up the meeting.

The applicant Sheena stated that there was a variance for the landscaping requirements along the area fronting Hubbell Avenue (Highway 65). Member Cuellar and City Administrator Oliver indicated that she remembered that variance. The applicant stated that she will send that information to staff. Director Murray indicated that during initial review, that this variance wasn't found so that is why it was not incorporated into the review process for the site plan.

Motion by Commission Member Mains, seconded by Commission Member Keeran to table Resolution No. PZ-220414-12 *"Regarding recommended approval of the A-3 Auto site plan for an addition at 108 NE Hubbell Avenue"*

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

7. Discussion Items

8. Reports / Comments and appropriate action thereon

a. Commission Members

Wes Hoyer – None

Kristin Brostrom – She thanked staff for reviewing the City's zoning code and applying them.

Lisa Cameron – She asked about the trees that are failing near the Amazon and who oversees that. City Administrator noted that the city has been working with Amazon to meet code requirements for the site.

Andy Mains – None

Brian Clayton – He noted that the town has been struggling with providing affordable housing options. On the news, there was an Iowan Company building homes for under \$200,000. He noted that the city should be able to provide flexibility to allow for

affordable housing options and seek ought opportunities for bringing in affordable housing in Bondurant.

Karen Keeran – Wisteria Heights noted that there are no signs in the neighborhood regarding construction sites early in the morning. She noted that there is a lot of traffic and debris in the area. Construction is not allowed to start before 7:00am in the morning. The area is in Wisteria Heights and Prairie Point. City Administrator noted that there have been complaints regarding debris throughout the city.

She also asked if there is any plan for a sidewalk off of Grant St S as there has been recent developments in the general area. The City Administrator indicated that the city will be meeting with the City of Altoona to meet regarding the connection of the two areas. She also indicated that the Public Works Director, John Horton, noted that the area was graded so that it would allow for a public trail connection. Director Murray stated that the City of Altoona was waiting for the City of Bondurant to develop close by so that the trail connection can be made.

- b. Commission Chair – None
- c. Planning & Community Development Director – Director Murray noted that Edgeland Bondurant was tabled at the last City Council meeting on April 4th, 2022.
- d. City Administrator – City Administrator Oliver noted that the city is currently working on some plans.
- e. City Council Liaison – City Council Liaison Sillanpaa congratulated the city for the tree award that was granted to Bondurant. City Administrator Oliver stated that the city is in the Tree USA program again.

Sillanpaa also noted that the Edgeland Bondurant resolution that was tabled was due to some outstanding items that are needing to be addressed by the Engineer.

7. Adjournment

Motion by Commission Member Mains, seconded by Commission Member Keeran to adjourn the April 14, 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 Clayton. Commission Member Cameron. Vote on Motion 7-0-0. Motion carried.

Meeting adjourned at 6:39 PM