

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. 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/89541123777>*

**NOTICE OF A REGULAR MEETING
BONDURANT PLANNING AND ZONING COMMISSION
JULY 14, 2022**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on July 14, 2022, 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. June 9, 2022 Meeting Minutes
5. Guests requesting to address the Planning and Zoning Commission
6. Action Items
 - a. RESOLUTION NO. PZ-220714-18: Considering recommended approval of the Gholds LLC annexation area
7. Discussion Items - none
8. Reports / Comments and appropriate action thereon:
 - a. Commission Members
 - b. Commission Chair
 - c. Planning & Community Development Director
 - d. City Administrator
 - e. 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: June 9, 2022 Torey Cuellar, 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: Brian Clayton, Wes Hoyer, Kristin Brostrom,
Lisa Cameron, Torey Cuellar, Andy Mains

Members Absent: Karen Keeran

City Official Present: Planning and Community Development Director, Maggie Murray
City Council Liaison Matt Sillanpaa

3. Perfecting and Approval of the Agenda

Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the June 9, 2022, meeting agenda. Vote on Motion 6-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the May 26, 2022 meeting minutes. Vote on Motion 6-0-0. Motion carried.

5. Guests requesting to address the Planning and Zoning Commission

None

6. Action Items

- a. RESOLUTION NO. PZ-220609-17: Considering recommended approval of the 88 Paine Circle SE site plan.

Erin Ollendike, CDA, summarized the site plan. An office and restaurant use is proposed at 88 Paine Circle SE. Detention will be located in the northwest portion. Parking will wrap around the building. Ollendike noted they are working through staff's review comments and is requesting clarification on the masonry wall screening requirement for the portion of their site adjacent to the cemetery, which is zoned R-2.

Planning & Community Development Director Murray noted that there are several contradicting portions of the Zoning Code as it relates to residential screening and that upon further review of previous site plans in this area, it was found that another portion of the Zoning Code for screening requirements was required. Staff will reach back out tomorrow with these Type B screening requirements.

Dana Pedersen, Ethos Architecture, summarized the building elevations. She indicated they are meeting staff's clarification items.

Planning & Community Director Murray summarized the draft Zoning Code clarification items listed in P&Z's recommendation resolution.

Commission Member Clayton asked the developer for clarification on his other building being constructed at 96 Paine Circle SE and whether the window is considered just a pick up window or if he went to the Board of Adjustment for drive-through approval? Travis Scisson, developer, confirmed his building at 96 Paine Circle SE is not a drive-through and is just a pick up window.

Commission Member Clayton noted he would have concerns if the building at 96 Paine Circle SE wanted conditional use permit approval for a drive-through due to proximity to the neighborhood to the east, however, the layout of 88 Paine Circle SE is more suited for a drive-through use since the gym is to the west.

Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of Resolution No. PZ-220526-17 "*Considering recommended approval of the 88 Paine Circle SE site plan*" subject to the following Zoning Code clarification items:

1. That the site plan/preliminary plat be updated to address review comments provided by City Engineering, Public Works, and the Fire Department.
2. That the landscaping plan be updated to address the landscaping comments provided in the agenda statement.
3. That the site plan shall be updated to remove the proposed drive-through and on-site interactive menu station, or a conditional use permit shall be obtained through the City's Board of Adjustment where all code requirements of Section 178.08.7 shall be met. A pick-up window can remain if there is no on-site interactive menu station.
4. That the elevations shall be updated to address review comments noted in the agenda statement.

Roll Call – Ayes: Commission Member Hoyer, Commission Member Brostrom. Commission Member Clayton. Member Cameron. Member Cuellar. Member Mains. Nays: none. Abstentions: none. Vote on Motion 6-0-0. Motion carried.

7. Discussion Items – none

8. Reports / Comments and appropriate action thereon

a. Commission Members

Wes Hoyer – thanked City for opportunity to attend ISU training.

Kristin Brostrom – none.

Lisa Cameron – none.

Brian Clayton – none.

Andy Mains – asked for clarification on how tall grass can be in the ditches along Grant Street? Planning & Community Development Director Murray noted she will have to do some research on this topic.

- b. Commission Chair – none
- d. Planning & Community Development Director – reminded the Commission of the upcoming Comprehensive Plan meetings – there is a joint session on the 21st and a public open house on the 22nd. Also noted the City is seeking applications for an Economic Development Coordinator position and also an Associate Planner.
- d. City Council Liaison – none

7. Adjournment

Motion by Commission Member Mains, seconded by Commission Member Clayton to adjourn the June 9, 2022, meeting. Vote on Motion. Motion carried unanimously.

Meeting adjourned at 6:14 PM



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

Item No. 6.a.
For Meeting of 7/14/2022
Resolution

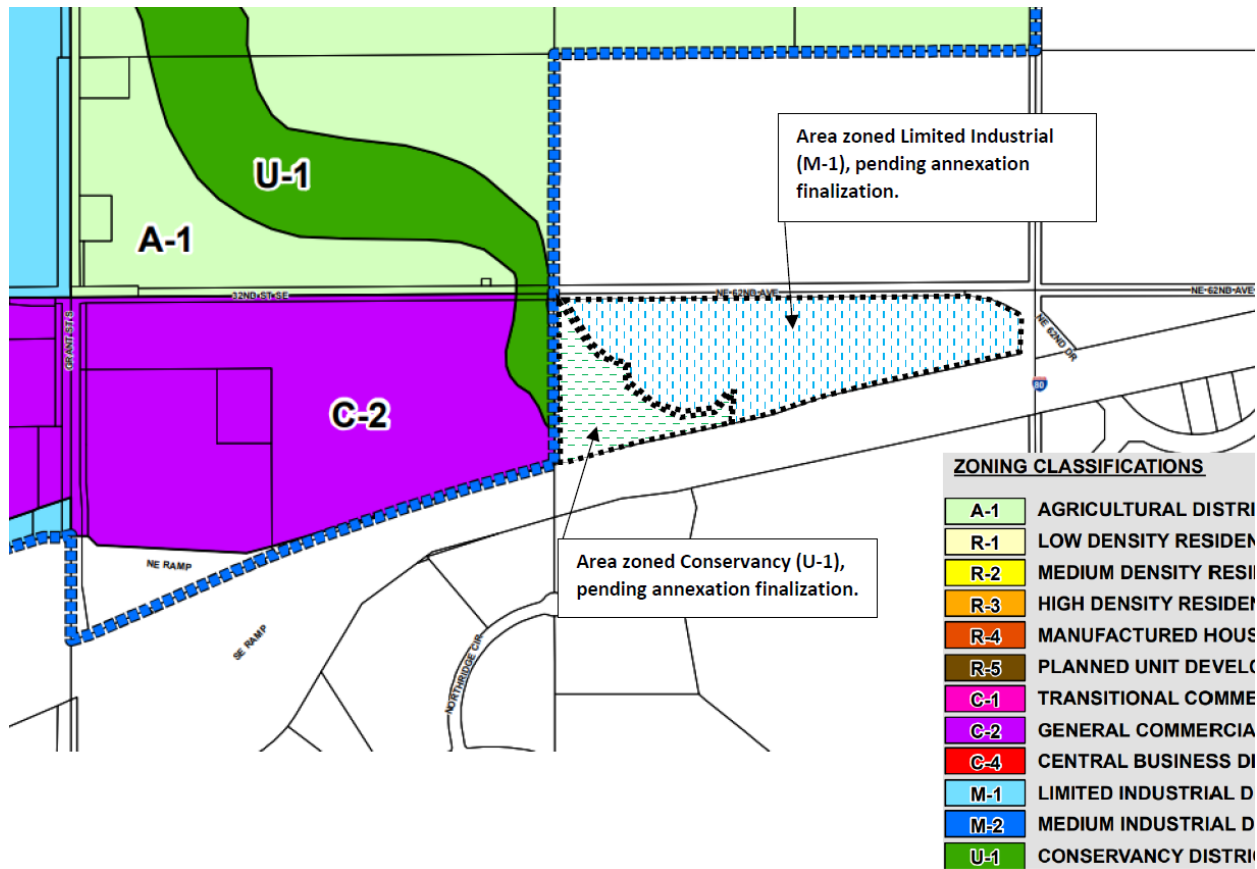
TITLE: RESOLUTION NO. PZ-220714-18: Considering recommended approval of the Gholds LLC annexation area

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: The City of Bondurant has received the attached request for annexation submitted by Gholds LLC, property owner. This annexation is considered a 100% voluntary annexation request. Since this annexation area is located within 2 miles of Altoona's city limits, after the request has been reviewed by Bondurant's Planning & Zoning Commission and City Council, it must also be considered for approval by the State's City Development Board before it becomes official.

The annexation area is comprised of 37.38 acres - this includes south 1/2 of NE 62nd Avenue/32nd Street SE adjacent to the annexation area. The following map identifies the annexation area in orange. This map shows that Bondurant's current existing city limits exist immediately adjacent to the west of the Gholds LLC parcel.



When the Planning & Zoning Commission and City Council review annexation requests, they review the following topics: Consistency with the Comprehensive Plan, Street & Utility Connectivity, and Outreach.

Consistency with the Comprehensive Plan

Consistency with the Comprehensive Plan was considered as part of the March 2022 rezoning ordinance consideration process. As part of the March 2022 rezoning ordinance review process, an amendment to the City's 2012 Future Land Use Map was approved - the amendment was from a future use designation of Reserve Office to a future use designation of Industrial for these areas located outside the future use designation area of Open Space along the Mud Creek corridor.

Annexation of this Ghods LLC land is also consistent with the following policy of the 2012 Comprehensive Plan:

4.10: Locate industrial and office land uses so as to minimize traffic conflicts with the rest of the community.

Street & Utility Connectivity

This annexation area fronts the existing NE 62nd Avenue/32nd Street SE street corridor and also the existing NE 80th Street/Pleasant Street SE street corridor.

This annexation area is located along the City's planned water main route along NE 62nd Avenue/32nd Street SE. A 36" sanitary sewer main is located along the Mud Creek corridor on this parcel.

Outreach

As required by Chapter 368 of the Iowa Code, in June 2022, the City mailed annexation notices to the following entities: City of Altoona, Polk County Board of Supervisors, Polk County Attorney, public utilities, and the Des Moines Area Metropolitan Planning Organization. No public comments have been received to date.

The Bondurant City Council will hold their required public hearing during their meeting on July 18, 2022. After this public hearing, the City will send the annexation application materials to the State's City Development Board so they can begin their review process.

FUNDING SOURCE: N/A

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

1. Recommended approval of the Gholds LLC annexation area.
2. Recommended denial of the Gholds LLC annexation area.
4. Table pending additional information.

Staff recommends approval of the attached P&Z resolution regarding recommended approval of the Gholds LLC annexation area.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Signed George Annexation Petition - Received 01252022

ANNEXATION PETITION
TO THE CITY COUNCIL
BONDURANT, IOWA

MAYOR AND COUNCIL MEMBERS:

I the undersigned, hereby make application to the City of Bondurant, Iowa, pursuant to Iowa Code Section 368.7 for annexation by voluntary petition the following described real estate to-wit:

See Exhibit A

I hereby respectfully request and solicit the Council of the City of Bondurant, Iowa to adopt a resolution assenting to the annexation of the above-described real estate to the City of Bondurant, Iowa, subject to the following conditions:

1. The City agrees to provide water service to the property within 24 months of City Council's approval of the annexation, including water access brought under the roadway to the property side.
2. The City agrees to rebate any water, stormwater, or sewer connection fees (both individual and connection fee district fees) so long as the property maintains its current ownership.
3. The City agrees to waive any street assessments so long as the property maintains its current ownership.
4. The property owners may continue to open burn as long as the property remains in agricultural use.
5. The City agrees to amend the Future/Proposed Land Use map from Reserve Office to Industrial.
6. The City agrees to initiate a rezone of this property from Agricultural (A-1) to Industrial (M-1).
7. The City agrees to take the lead in accumulating the same information that would be developed under the Site Certification process and conduct activities, including wetlands delineation, utility mapping, geotechnical study documenting property's soil characteristics, recordable survey, title search, Phase I Environmental Site Assessment, and Endangered Species review at no cost to the property owner. Additionally, the City will submit the information and request it be highlighted on the regional Economic Development marketing website.

Respectfully submitted,


Timothy J. George
G4olds LC

1/26/2022
Date Signed

Exhibit A

ALL N & W OF INTERSTATE HWY 80 LESS 1.71 A RD NE 1/4 SECTION 7-79-22 AND INCLUDING ANY
AND ALL COUNTY ROAD RIGHT-OF-WAY TO THE CENTERLINES OF THE ADJACENT ROADS.



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

Item No. 8.e.
For Meeting of 7/14/2022
Reports and Comments

TITLE: City Council Liaison

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None