

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