

**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/84767994567>*

**NOTICE OF A REGULAR MEETING
BONDURANT PLANNING AND ZONING COMMISSION
AUGUST 10, 2023**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on August 10, 2023, 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. July 13, 2023 Minutes
5. Guests requesting to address the Planning and Zoning Commission
6. Action Items
 - a. RESOLUTION PZ-230810-24 Considering Plat of Survey to create Parcel '2023-122'.
7. Discussion Items -
 - a. Bondurant-Farrar Community School District - Future Sites Discussion
 - b. City Park Zoning
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: July 13, 2023

Karen Keeran, 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: Karen Keeran (Chairperson), Brian Clayton, Jason Vore, Kristin Brostrom, Jesse Torres

Members Absent: Lisa Cameron, Andy Mains

City Official Present: Isaac Pezley, Maggie Murray

3. Perfecting and Approval of the Agenda

Keeran amends the agenda to include election of a new chairperson and vice-chairperson.

Motion by Commission Member Clayton, seconded by Commission Member Keeran to approve of the July 13, 2023 amended meeting agenda. Vote on Motion 5-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Clayton, seconded by Commission Member Torres to approve of the June 8, 2023 meeting minutes. Vote on Motion 5-0-0. Motion carried.

5. Guests requesting to address the Planning and Zoning Commission

Branden Stubbs, Stubbs Engineering, addresses the Commission to discuss the potential Bluejays Crossing Subdivision. Murray states the Commission is not discussing the subdivision due to questions regarding stormwater detention.

6. Action Items

- a. RESOLUTION NO. PZ-230713-23 – Considering recommended approval of the Civic Campus Master Plan Plats of Survey.

Pezley stated Veenstra & Kim has submitted six Plats of Survey on behalf of the City of Bondurant. Three of the plats are acquisition plats and three are vacation plats. The acquisition plats are to acquire right-of-way for the proposed Campus Drive SE, Pleasant Street and 2nd Street. The vacation plats are disposing existing right-of-way area for the portions of Pleasant Street and 2nd Street that will be removed when the Civic Campus area is built out. At this time the City will maintain ownership of the right-of-way areas that are proposed to be vacated.

Keeran asked for clarification that the Plats do not have anything to do with the Civic Campus Master Plan Site Plan and placements of building and this is still just a concept site plan. Pezley stated that is correct, the roads shown on the concept site plan will be placed here, the buildings and property boundary lines may be altered prior to any site development.

Motion by Commission Member Clayton, seconded by Commission Member Torres to recommend approval of RESOLUTION PZ -230713-23.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom, Commission Member Cuellar, Commission Member Torres Nays: none. Abstentions: none. Absent: Commission Member Cameron, Commission Member Mains. Vote on Motion 5-0-0. Motion carried.

- b. RESOLUTION PZ -230713-22 – Considering recommended approval of the Webb Family Estates Preliminary Plat, a subdivision in unincorporated Polk County within two miles of Bondurant's city limits.

Pezley stated this Preliminary Plat would create two outlots and three residential lots. Lot 1 would have access from NE 106th Street, Lot 2 is located in the northeast corner of the proposed subdivision and will have access from NE 112th Street and NE 78th Street. Outlot Y and Lot 3 have access from NE 112th Street. Outlot Y has an existing residential pole barn house that is located directly south of the proposed Lot 2. The remainder of the property will maintain its current use of Agriculture. Future Land Use shows this area as Open Space and Agriculture.

Keeran asked if there are family members looking to build, Pezley stated that is staff's understanding. Brostrom asked if V&K sees a need for a wider right-of-way of NE 78th Avenue. Pezley stated staff did not receive any feedback from V&K regarding this plat. Brostrom stated she would leave it to V&K's review but she would like to see a wider right-of-way be dedicated now so that the City would not have to go back later and acquire additional property. Murray stated NE 78th Avenue is not identified as a future arterial

or collector street on the City's Streets Master Plan but staff can reach out to V&K.

Motion by Commission Member Clayton, seconded by Commission Member Vore to recommend approval of RESOLUTION PZ -230713-22.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom, Commission Member Cuellar, Commission Member Torres Nays: none. Abstentions: none. Absent: Commission Member Cameron, Commission Member Mains. Vote on Motion 5-0-0. Motion carried.

c. Election of Officers.

Motion by Commission Member Clayton, seconded by Commission Member Brostrom to elect Karen Keeran as Chairperson and Andy Mains as Vice-Chairperson.

Roll Call – Ayes: Commission Member Clayton, Commission Member Keeran, Commission Member Brostrom, Commission Member Cuellar, Commission Member Torres Nays: none. Abstentions: none. Absent: Commission Member Cameron, Commission Member Mains. Vote on Motion 5-0-0. Motion carried.

7. Discussion Items –

8. Reports / Comments and appropriate action thereon

a. Commission Members

Brostrom – none.

Clayton – Clayton stated he has seen potential site plans for a new school. The site plans shows the potential for school traffic having access to Aspen Drive. Clayton stated he and his neighbors are concerned about school traffic and believes all school traffic should be routed south to 2nd Street NE.

Mains – absent.

Torres – Torres had questions regarding the development north of Parkside. Murray stated staff can send him the approved plats.

Cameron – absent.

Vore – none.

b. Commission Chair –

c. City Administrator – absent.

d. Community Development Director – none.

- e. City Planner – none.
- f. City County Liaison – absent.

7. Adjournment

Motion by Commissioner Clayton, seconded by Commissioner Vore to adjourn the meeting. Vote on Motion 5-0-0. Motion carried. Meeting adjourned at 6:17.



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

Item No. 6.a.
For Meeting of 8/10/2023
Resolution

TITLE: RESOLUTION PZ-230810-24 Considering Plat of Survey to create Parcel '2023-122'.

CONTACT PERSON:

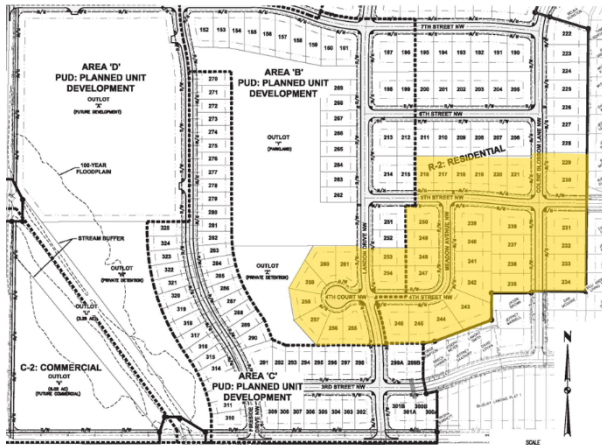
BRIEF HISTORY & ANALYSIS: Civic Design Advantage, on behalf of Kimberley Development Corporation, has submitted a Plat of Survey to create Parcel '2023-122' for review. The proposed parcel is located partially in Area 'B' Planned Unit Development and partially in area designated as R-2 Residential, of the Harvest Meadows Preliminary Plat area.

The Plat of Survey proposes creating a new parcel in order to transfer the ownership of the created parcel to a new LLC. The remainder of the property Parcel '2023-122' would be created out of would remain under the ownership of Kimberley Development Corporation. Final Plat approval would be required before any development takes place on the proposed Parcel '2023-122', CDA acknowledges this on Page 1 of the Plat of Survey. The Plat of Survey area is shown below.



The Plat of Survey would have three access points, Landon Drive NW, Colbie Blossom Lane NW and 5th Street NW. The Plat of Survey does not contain Outlot Z which has been designated for as detention. The map below shows the proposed Plat of Survey

overlayed on the approved Harvest Meadows Preliminary Plat.



FUNDING SOURCE:

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

1. Recommended approval of RESOLUTIONS NO. PZ-230810-24.
2. Recommended approval of RESOLUTION NO. PZ-230810-24, subject to certain Subdivision Code clarification items being addressed.
3. Recommended denial of RESOLUTION NO. PZ-230810-24.
4. Table pending additional information.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Plat of Survey
2. RES. PZ-230810-24

PLAT OF SURVEY

INDEX LEGEND

LOCATION: PT. PARCEL '2020-170' OF SW1/4 SEC 25-80-23
BONDURANT, POLK COUNTY, IOWA

REQUESTOR: KIMBERLEY DEVELOPMENT CORPORATION

PROPRIETOR: KIMBERLEY DEVELOPMENT CORPORATION
2785 N. ANKENY BLVD STE. 22
ANKENY, IA 50023

SURVEYOR: MICHAEL A. BROONER

SURVEYOR COMPANY: CIVIL DESIGN ADVANTAGE

PREPARED BY & RETURN TO: CIVIL DESIGN ADVANTAGE
4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
PH: 515-369-4400

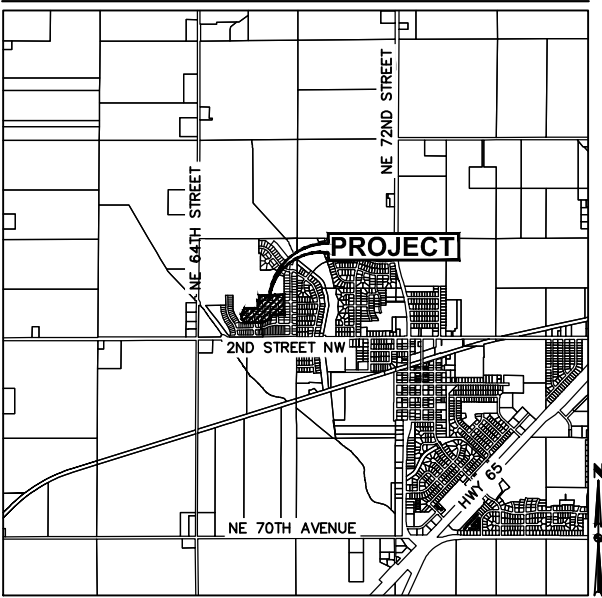
PARCEL '2023-122' DESCRIPTION

A PART OF PARCEL '2020-170' AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 18193, PAGE 980, BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 80 NORTH, RANGE 23 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF BONDURANT, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 17, BLUEJAY LANDING PLAT 1, AN OFFICIAL PLAT IN SAID CITY OF BONDURANT; THENCE NORTH 89°37'55" WEST ALONG THE NORTHERLY LINE OF SAID BLUEJAY LANDING PLAT 1, A DISTANCE OF 213.88 FEET; THENCE SOUTH 00°09'06" EAST ALONG SAID NORTHERLY LINE, 7.23 FEET; THENCE SOUTH 89°50'54" WEST ALONG SAID NORTHERLY LINE, 155.00 FEET; THENCE SOUTH 00°09'08" EAST ALONG SAID NORTHERLY LINE, 105.71 FEET; THENCE SOUTH 69°22'55" WEST ALONG SAID NORTHERLY LINE, 236.73 FEET; THENCE SOUTH 79°44'29" WEST ALONG SAID NORTHERLY LINE, 45.73 FEET TO THE NORTHEAST CORNER OF LOT 40B, HARVEST MEADOWS PLAT 1, AN OFFICIAL PLAT IN SAID CITY OF BONDURANT; THENCE SOUTH 89°50'11" WEST ALONG THE NORTHERLY LINE OF SAID HARVEST MEADOWS PLAT 1, A DISTANCE OF 206.12 FEET; THENCE SOUTHERLY ALONG SAID NORTHERLY LINE AND A CURVE CONCAVE WESTERLY WHOSE RADIUS IS 620.00 FEET, WHOSE ARC LENGTH IS 7.09 FEET AND WHOSE CHORD BEARS SOUTH 06°59'21" EAST, 7.09 FEET; THENCE SOUTH 89°50'11" WEST ALONG SAID NORTHERLY LINE, 212.23 FEET; THENCE NORTH 42°11'34" WEST, 131.72 FEET; THENCE NORTH 09°09'01" WEST, 126.44 FEET; THENCE NORTH 29°36'52" EAST, 191.31 FEET; THENCE NORTH 89°50'11" EAST, 232.28 FEET; THENCE SOUTH 00°09'49" EAST, 7.42 FEET; THENCE NORTH 89°50'11" EAST, 130.00 FEET; THENCE NORTH 00°09'49" WEST, 223.00 FEET; THENCE NORTH 89°50'11" EAST, 37.58 FEET; THENCE NORTH 00°09'49" WEST, 135.00 FEET; THENCE NORTH 89°50'11" EAST, 452.53 FEET; THENCE NORTH 00°09'06" WEST, 12.65 FEET; THENCE NORTH 89°50'54" EAST, 218.80 FEET TO THE NORTHERLY LINE OF SAID BLUEJAY LANDING PLAT 1; THENCE SOUTH 00°22'05" WEST ALONG SAID NORTHERLY LINE, 543.28 FEET TO THE POINT OF BEGINNING AND CONTAINING 13.54 ACRES (590,011 SQUARE FEET).

THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

VICINITY MAP (NOT TO SCALE)



BONDURANT, IOWA

LEGEND

	FOUND	SET
SECTION CORNER AS NOTED	▲	△
1/2" REBAR, YELLOW PLASTIC CAP#15980 (UNLESS OTHERWISE NOTED)	●	○
1/2" REBAR, YELLOW PLASTIC CAP#16747 (UNLESS OTHERWISE NOTED)	■	
MEASURED BEARING & DISTANCE	M	
RECORDED BEARING & DISTANCE	R	
DEEDED BEARING & DISTANCE	D	
CENTERLINE	---	
SECTION LINE	----	
EASEMENT LINE	- - - -	

NOTE:

1. THE INTENT OF THIS SURVEY IS TO CREATE A NEW TAX PARCEL FOR TRANSFER OF PROPERTY.
2. PROPERTY TO BE FINAL PLATTED PRIOR TO DEVELOPMENT.

DATE OF SURVEY

JULY 18, 2023



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

MICHAEL A. BROONER, P.L.S. DATE

LICENSE NUMBER 15980
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024
PAGES OR SHEETS COVERED BY THIS SEAL:

SHEETS 1 AND 2

DATE

REVISIONS

4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
PHONE: (515) 369-4400

REVIEW:

TECH:

ENGINEER:

CIVIL DESIGN ADVANTAGE

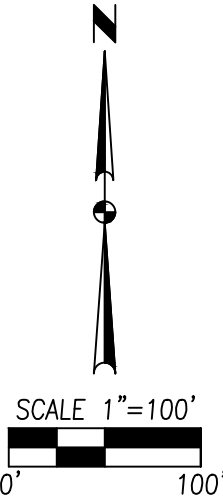
BONDURANT, IOWA

PT. SW1/4 SEC 25-80-23
PLAT OF SURVEY

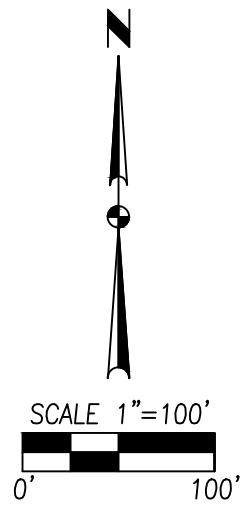
1/2

2302.106

FILE: H:\2023\2302106\2302106-PLAT OF SURVEY.DWG
DATE PLOTTED: 7/20/2023 3:08 PM
PLOTTER: HP DesignJet 4440C



PLAT OF SURVEY



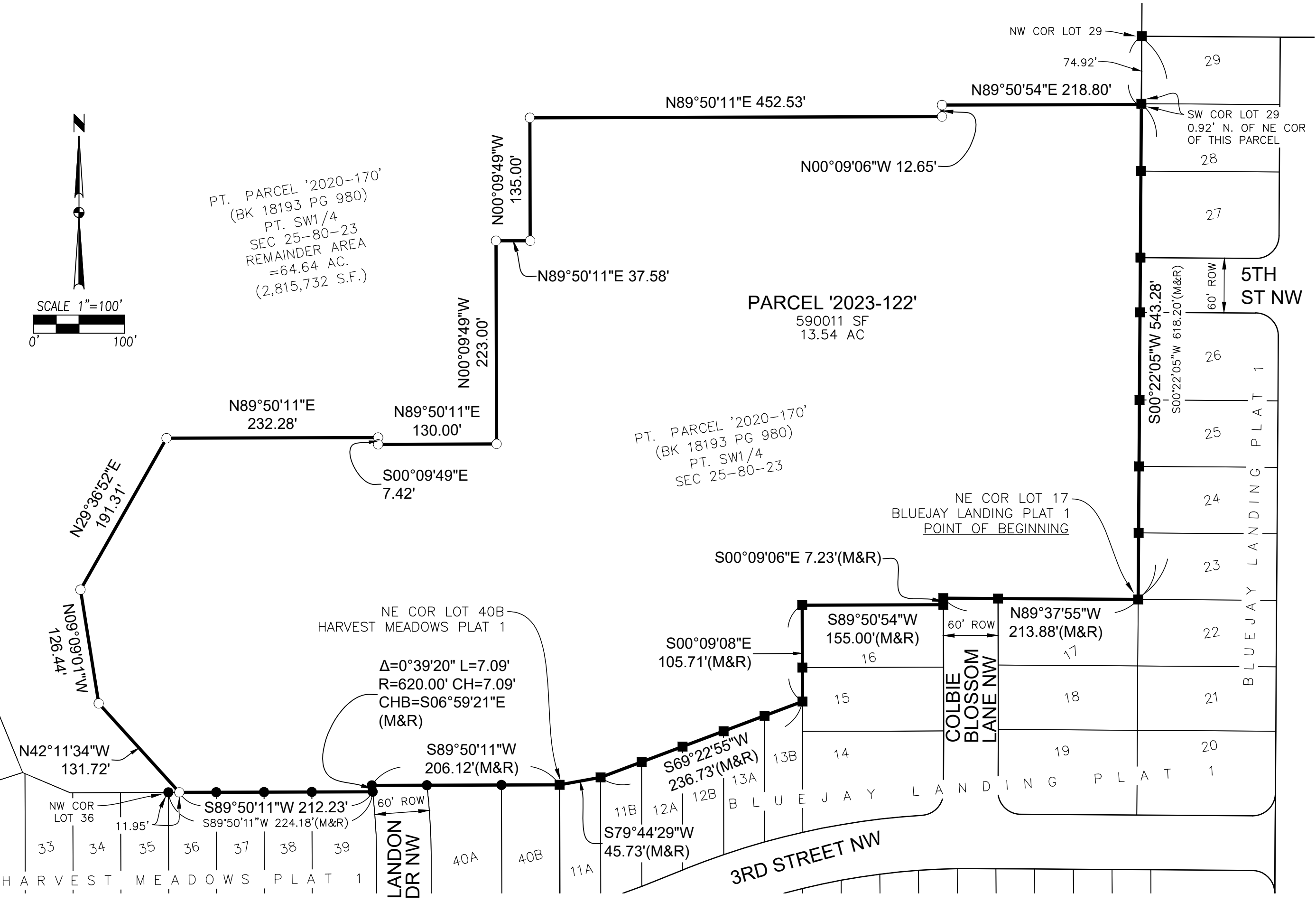
PT. PARCEL '2020-170'
(BK 18193 PG 980)
PT. SW1/4
SEC 25-80-23
REMAINDER AREA
=64.64 AC.
(2,815,732 S.F.)

PARCEL '2023-122'
590011 SF
13.54 AC

PT. PARCEL '2020-170'
(BK 18193 PG 980)
PT. SW1/4
SEC 25-80-23

NE COR LOT 40B
HARVEST MEADOWS PLAT 1
 $\Delta=0^{\circ}39'20''$ L=7.09'
R=620.00' CH=7.09'
CHB=S06°59'21"E
(M&R)

NE COR LOT 17
BLUEJAY LANDING PLAT 1
POINT OF BEGINNING



FILE: H:\2023\2302106\2302106-PLAT OF SURVEY.DWG
DATE: 7/20/2023 3:08 PM
DRAWN BY: JAW/EDW/AL
CHECKED BY: JAW/EDW/AL

DATE

REVISIONS

4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
PHONE: (515) 369-4400

REVIEW:

TECH:

ENGINEER:

CIVIL DESIGN ADVANTAGE
BONDURANT, IOWA

PT. SW1/4 SEC 25-80-23
PLAT OF SURVEY

2
2
2302.106

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-230810-24

RESOLUTION REGARDING RECOMMENDED APPROVAL OF THE PLAT OF
SURVEY CREATING PARCEL '2023-122'.

WHEREAS, Civic Design Advantage has submitted a plat of survey on the behalf of the property owner, Kimberley Development Corporation, to create Parcel '2023-122' a part of the Harvest Meadows Preliminary Plat area, which is described as follows:

A PART OF PARCEL '2020-170' AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 18193, PAGE 980, BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 80 NORTH, RANGE 23 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF BONDURANT, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 17, BLUEJAY LANDING PLAT 1, AN OFFICIAL PLAT IN SAID CITY OF BONDURANT; THENCE NORTH 89°37'55" WEST ALONG THE NORTHERLY LINE OF SAID BLUEJAY LANDING PLAT 1, A DISTANCE OF 213.88 FEET; THENCE SOUTH 00°09'06" EAST ALONG SAID NORTHERLY LINE, 7.23 FEET; THENCE SOUTH 89°50'54" WEST ALONG SAID NORTHERLY LINE, 155.00 FEET; THENCE SOUTH 00°09'08" EAST ALONG SAID NORTHERLY LINE, 105.71 FEET; THENCE SOUTH 69°22'55" WEST ALONG SAID NORTHERLY LINE, 236.73 FEET; THENCE SOUTH 79°44'29" WEST ALONG SAID NORTHERLY LINE, 45.73 FEET TO THE NORTHEAST CORNER OF LOT 40B, HARVEST MEADOWS PLAT 1, AN OFFICIAL PLAT IN SAID CITY OF BONDURANT; THENCE SOUTH 89°50'11" WEST ALONG THE NORTHERLY LINE OF SAID HARVEST MEADOWS PLAT 1, A DISTANCE OF 206.12 FEET; THENCE SOUTHERLY ALONG SAID NORTHERLY LINE AND A CURVE CONCAVE WESTERLY WHOSE RADIUS IS 620.00 FEET, WHOSE ARC LENGTH IS 7.09 FEET AND WHOSE CHORD BEARS SOUTH 06°59'21" EAST, 7.09 FEET; THENCE SOUTH 89°50'11" WEST ALONG SAID NORTHERLY LINE, 212.23 FEET; THENCE NORTH 42°11'34" WEST, 131.72 FEET; THENCE NORTH 09°09'01" WEST, 126.44 FEET; THENCE NORTH 29°36'52" EAST, 191.31 FEET; THENCE NORTH 89°50'11" EAST, 232.28 FEET; THENCE SOUTH 00°09'49" EAST, 7.42 FEET; THENCE NORTH 89°50'11" EAST, 37.58 FEET; THENCE NORTH 00°09'49" WEST, 135.00 FEET; THENCE NORTH 89°50'54" EAST, 218.80 FEET TO THE NORTHERLY LINE OF SAID BLUE JAY LANDING PLAT 1; THENCE SOUTH 00°22'05" WEST ALONG SAID NORTHERLY LINE, 543.28 FEET TO THE POINT OF BEGINNING AND CONTAINING 13.54 ACRES (590,011 SQUARE FEET).

THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

NOW, THEREFORE, BE IT RESOLVED, that the Planning & Zoning Commission recommends approval of the submitted Plats of Survey:

Moved by _____, Seconded by _____ to adopt.

ATTEST: I, Isaac Pezley, City Planner, City of Bondurant, hereby certify that at a meeting of the Planning and Zoning Commission held on August 10, 2023; among other proceedings the above was recommended.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Isaac J. Pezley, City Planner

Action	Yay	Nay	Abstain	Absent
Brostrom				
Cameron				
Clayton				
Keeran				
Mains				
Torres				
Vore				

Karen Keeran, Commission Chair



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

Item No. 7.a.
For Meeting of 8/10/2023
Discussion Item

TITLE: Bondurant-Farrar Community School District - Future Sites Discussion

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

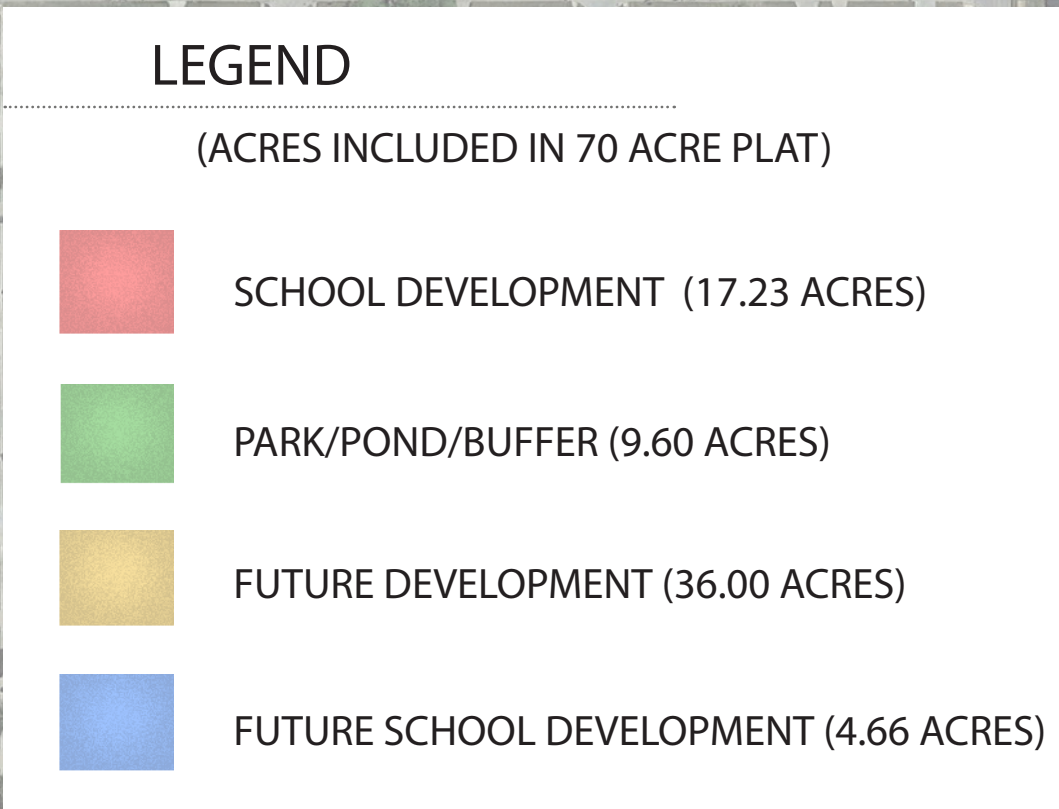
FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. 2023 Bond Planning_08-02-2023





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

Item No. 7.b.
For Meeting of 8/10/2023
Discussion Item

TITLE: City Park Zoning

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: The City of Bondurant currently is undergoing multiple large City park related projects. Currently, City parks have no specific park related zoning district and are instead subject to whichever residential zoning district they are located within. This has created a situation where some City parks have park-related buildings that violate residential setback requirements. City staff would like guidance on resolving these issues. When looking at other communities in the Des Moines metropolitan area there seem to be four options the City could take.

1. Require parks to meet regulations of whichever Zoning District they are located in.
2. Create a Open Space/Park zoning district and create new bulk regulations for City parks and park related buildings.
3. Permit City parks through Special Conditional Use process.
4. Create zoning exemptions for City parks and park-related buildings

Currently, the City is utilizing option 1 and all new parks and park-related buildings should comply with zoning regulations. Option 2 would require extensive work by City staff and likely take place sometime in the future when the Zoning Code is overhauled and a new City Zoning Map is created. Option 3 would require approval from the Board of Adjustment for any and all new and/or improved parks. Option 4 would require a text amendment and be subject to City staff review.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None