

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.