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

Meeting Minutes

DATE: June 8, 2023 Torey Cuellar, Chair

1. **Call to Order** **6:01 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: Torey Cuellar (Chairperson), Brian Clayton, Karen Keeran, Kristin Brostrom, Andy Mains, Jesse Torres

   Members Absent: Lisa Cameron

   City Official Present: City Planner Isaac Pezley

3. **Perfecting and Approval of the Agenda**

   Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the June 8, 2023 meeting agenda. Vote on Motion 6-0-0. Motion carried.

4. **Approval of Minutes**

   Motion by Commission Member Mains, seconded by Commission Member Brostrom to approve of the May 11, 2023 meeting minutes. Vote on Motion 6-0-0. Motion carried.

5. **Guests requesting to address the Planning and Zoning Commission**

6. **Action Items**

   a. PUBLIC HEARING – Regarding recommended approval of a text amendment to Section 177.10 of the Zoning Code regarding Outdoor Storage Surface Requirements.

Cuellar opened the public hearing at 6:02.

Pezley stated staff is suggesting to add a section to the off-street parking portion of the Zoning Code. The text amendment arose from the submission of a site plan showing the majority of the property have gravel surfacing and being used for outdoor storage of equipment. The Zoning Code does not specifically specify outdoor storage area must be paved and found many metro communities have the same requirements. Norwalk allows up to 30% of a property being used for outdoor storage area may be gravel or loose rock. Staff felt that allowing 30% was a good compromise to allow for some gravel storage yard area but the entire site would not be gravel. Pezley noted 11.A. allows for the Public Works Director to review and approve new materials, this section allows staff the leeway to allow for new surfacing materials. 2404 Robinson Avenue is an example of this, they have ashalt milling surface material which was not an allowable material at the time of construction. The Public Works Director allowed it as a test site to see how the material would hold up to heavy equipment traffic and it has done quite well.

Oliver stated this process also would give more control to the Planning and Zoning Commission as they would be responsible for approving or denying the site plan. Previously, if a property owner wanted to have gravel or loose rock surface for outdoor storage areas they were required to submit a variance request with the Board of Adjustment.

Keeran asked if there needs to be more verbiage regarding the placement of the allowable gravel/loose rock area. Olive stated the Commission would have the ability to dictate that during the site plan approval process. Oliver also stated 30% is based on Norwalk's City Code and staff is open to changing that number.

Pezley stated developers are currently showing outdoor storage area on submitted site plans. This code would require the developer to state the square footage of the outdoor storage area and then designate how much of the area will be hard surfaced and how much will be gravel or loose rock. All other site plan requirements, including off-street parking requirements, would remain the same.

Torres asked if the City falls under any of the EPA regulations. Oliver stated no, the City does not. Torres stated when he was in Texas, there was gravel storage areas everywhere compared to Des Moines where there are no gravel outdoor storage areas allowed.

Keeran asked how this would affect stormwater. Pezley stated they would need take into account these areas in their stormwater report.

Oliver stated the text amendment is geared towards allowing gravel outdoor storage areas for companies that have legitimate reasons to not use hard surface materials. Oliver stated there are multiple heavy equipment users in town that prefer to use gravel parking lots.

The Commission and staff clarified the proposed Section 11.B.. Clayton expressed concerns regarding dust control of gravel and/or loose rock surfacing. Clayton also expressed concern about the 30% becoming a default for industrial users. Mains asked for clarification the variance process, staff explained that process. Staff and the Commission had discussion regarding the variance process.

Sillanpaa stated the Council would not be in favor of approving a special exception to the Zoning Code for the reason of saving money on the development. City Council would look at how the exception would affect neighboring properties, as well as issues such as stormwater runoff. Cuellar stated developers would find reasons to request the exception, other than just cost.

Keeran stated she would prefer to reduce the percentage from 30% to 20% and add special use to help ensure the outdoor storage area is reviewed by the Commission during the Site Plan approval process. Brostrom agreed, she also stated she believes by strictly defining outdoor storage surface requirements it makes it more difficult for a user to acquire a variance from the Board of Adjustment. Keeran asked if a user requests a variance would the request go to the Board of Adjustment or Commission first. Oliver stated likely it would go to the Commission first.

Commission made edits to the proposed text amendments.

Cuellar closed the public hearing at 6:34.

b. RESOLUTION PZ -230608-16 Regarding recommended approval of a text amendment to Section 177.10 of the Zoning Code regarding outdoor storage surface requirements.

Motion by Commission Member Mains, seconded by Commission Member Torres to recommend approval of RESOLUTION PZ -230608-16.

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

c. RESOLUTION PZ – 230608-19 Regarding recommended approval of the site plan for 601 23rd Street SW.

Pezley stated the applicant is AA&E Hauling and the architect is present online for any questions. The applicant is proposing a 70’x120’ building with semi-tractor trailer parking spaces. The site plan shows a phase 2 portion for the site. Pezley stated the resolution recommends approval contingent upon submittal of required architectural elevations and approval of the placement of a fuel tank on-site. The applicants submitted the architectural elevations today and have been in contact with the Fire Chief regarding the fuel tank.

Keeran asked about the colors of the elevations, Pezley stated the building will look very similar to the building across Shiloh Rose Parkway to the east. Keeran asked about overnight parking of semi-trucks on this property. Pezley stated all the truck traffic being parked on this site will be in connection to the business and no camping will take place.

Mains asked if the phase 2 area of the site plan will be green open space. Paul Clausen confirmed that is correct. Torres asked about what would be located in the warehouse. Clausen stated the warehouse will be used for routine maintenance of the trucks.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of RESOLUTION PZ -230608-19.

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

d. RESOLUTION PZ – 230608-20 Considering recommended approval of the site plan for 1306 Prairie Drive SW.

Pezley stated the site plan is for the construction of two new storage buildings and the expansion of the office building to the west. The site plan also shows increased landscaping along the property lines. The parking lot will not be expanded.

Clayton asked about how much construction will happen under grade. Korey Marsh stated all construction will take place on grade.

Motion by Commission Member Mains, seconded by Commission Member Torres to recommend approval of RESOLUTION PZ -230608-20.

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

7. Discussion Items –

8. Reports / Comments and appropriate action thereon

a. Commission Members

Brostrom – Brostrom thanked Cuellar for her service and stated her presence will be missed.

Mains – none.

Clayton – Clayton asked staff about who is responsible for installing water mains in residential subdivisions. Pezley stated the developer is responsible for installing the utilities. Clayton informed the Commission about a water issue with the Edgeland Bondurant subdivision. Clayton stated the City should explore code requiring developers to fix tile lines that are damaged during development.

Keeran – Keeran stated her displeasure with the vacation of the downtown property and the parking that was installed. Pezley stated the City is actively pursuing additional parking downtown. Keeran also expressed concern about the potential title work tied to that property. Keeran asked if the Commission's concern were relayed to City Council, Pezley stated the Commission's vote and reason for its vote was included in the agenda statement. Keeran stated if this was pre-determined the Commission should have been informed. The Commission had a lengthy conversation about the topic and the Council seemed to not take it into consideration.

Torres – none.

Cameron – absent.

b. Commission Chair – Thanked the Commission for everything.

c. City Administrator – Oliver stated she needed to leave the Commission meeting early and wanted to know if any Commission member had a question for her. Keeran asked if we know who is developing the new certified site property, Oliver stated there is a company with right of first refusal but no plans at this time. Mains asked about the status of the downtown parking property. Oliver stated the vacation of property has been approved.

d. City Planner – none.

e. City County Liaison – none.

7. Adjournment

Motion by Commissioner Mains, seconded by Commissioner Clayton to adjourn the meeting. Vote on Motion 6-0-0. Motion carried. Meeting adjourned at 6:50.