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

Meeting Minutes

DATE: April 13, 2023 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: Torey Cuellar (Chairperson), Brian Clayton, Karen Keeran, Kristin Brostrom, Andy Mains

   Members Absent: Lisa Cameron

   City Official Present: City Administrator Marketa Oliver, 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 April 13, 2023 meeting agenda. Vote on Motion 5-0-0. Motion carried.

4. **Approval of Minutes**

   Motion by Commission Member Mains, seconded by Commission Member Brostrom to approve of the March 9, 2023 meeting minutes. Vote on Motion 5-0-0. Motion carried.

5. **Guests requesting to address the Planning and Zoning Commission**
   a. P&Z Vacancy – potential new member introductions – Austin Sullivan, Jason Core

      Austin Sullivan introduced himself to the Commission. Sullivan is a residential real estate agent in town and would like to be more involved with the community. Sullivan stated he believes the City is growing and wants to help ensure the growth is appropriate and sustainable.

Jason Vore introduced himself to the Commission. Vore stated he lives here in town and has been a member of the Board of Adjustment for a couple of years. However, the Board of Adjustment has not met very often and Vore would like to be more involved with the City. Clayton asked what Vore did not like about the Commission or things they should do differently. Vore stated he believes the Commission should be more stringent with Home Owner's Association, stormwater retention and detention standards and also believes the Commission needs to look more into fronting rear yards to major thoroughfares. Vore acknowledged the community is growing and the Commission needs to ensure the growth is good for the community.

6. Action Items

a. RESOLUTION PZ-230413-11 – Considering recommended approval of the Fox Ridge Estates Plat 2 Final Plat, a subdivision in unincorporated Polk County within two miles of Bondurant's city limits.

   Pezley provided the Commission with an overview of the annexation request. Pezley stated the preliminary plat would create two new parcels one accessed from NE 82nd Avenue and the other from a private access easement. Currently the property is undeveloped and does not appear to be used for agricultural purposes. The City's Future Land Use map shows this property as Rural Residential, the proposed parcels both meet the property size defined by the Rural Residential District. Pezley stated staff has no recommendation on the preliminary plat.

   Motion by Commission Member Mains, seconded by Commission Member Brostrom to recommend approval of RESOLUTION PZ - 230413-11.

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

b. RESOLUTION PZ -230413-12 Considering recommended approval of the Civic Campus/Myers 1 Plats of Survey.

   Pezley provided the Commission with an overview of the annexation request. Pezley stated the plats of survey are for parcels that would not be used in the Civic Campus Master Plan. The plats of survey would be used as land swaps with the adjacent property owner. Oliver stated the City has an agreement with the adjacent property owner to swap properties, the approval of the plats of survey are necessary to make the swaps possible.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of RESOLUTION PZ -230413-12.

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

7. Discussion Items –

a. Edgeland Development – All multi-family and townhome building elevations shall contain windows, except when their omission is necessary to assure privacy for adjacent property owners.
Pezley stated the Edgeland townhome development is located on the west side of town along NE 64th Street. The townhome development includes 11 townhome structures and 47 individual residential units. The approved Edgeland Townhome development shows windows in the side elevations of the outer townhome units. These windows are required per Section 179.01.02.I.2.b.ii.3 which requires windows unless "… their omission is necessary to assure privacy for adjacent property owners…". Pezley stated City staff has been in contact with John Nieland who has proposed installing windows in the outer townhome units as shown on the attached site plan. The townhome units that directly face another townhome unit would not have windows installed.

Nieland addressed the Commission. Nieland stated they initially removed the windows for privacy and decided to remove the side windows from all of the outer townhome units for consistency. Nieland stated they did not realize they were included because of the provided code section. Nieland stated they have no issue with installing the windows in the units identified.

Brostrom asked if the windows would be located in the entryways of the townhome units, Nieland stated that is correct. Cuellar asked how large the windows would be, Nieland stated they would be roughly 16"x16". Keeran stated she did not feel that overlooking the installation of a window was a good excuse for not installing the windows but feels the installation of the windows was not vital to the townhome. Brostrom agreed with Keeran, stating the windows are quite small and do not provide much added value to the townhome units.

Keeran asked if they would need to go to the Board of Adjustment to only install the windows in some of the units and not all of them. Murray stated since the code states the windows could be omitted if they were for privacy reasons, staff felt that review by the Planning and Zoning Commission and City Council was sufficient. The Commission asked staff if their discussion provided staff with enough direction, Murray stated yes however staff would take the issue to City Council for discussion as well.

b. P&Z Vacancy

Clayton stated his first choice is Jesse Torres. Clayton believes Torres background in code enforcement would provide a new perspective that is not currently present on the Commission. Clayton stated each Commission member has their own strengths and weaknesses that are covered by other Commission members. Torres would be a great addition to the Commission. Clayton stated he believes that Vore's outspokenness would be a good thing for the board. Clayton stated that he believes that Sullivan would be a good member but the Commission and Council already have multiple realtors and developers and believes Vore would make for a better choice.

Cuellar stated she knows a colleague of Torres's that stated he is an excellent employee that is a self-starter and is very detail oriented. This co-worked believes Torres would make an excellent addition.

Brostrom agrees with Cuellar and Clayton regarding Torres. Brostrom stated she did not have an issue with Sullivan being a realtor because he is a residential real estate agent and not a commercial real estate agent.

Motion by Commission Member Brostrom, seconded by Commission Member Keeran to appoint Jesse Torres to the vacant Planning and Zoning Commission position.

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

Motion by Commission Member Mains, seconded by Commission Member Clayton to appoint Jason Vore to the Planning and Zoning Commission position that will be vacated by Torey Cullar.

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

8. Reports / Comments and appropriate action thereon

a. Commission Members

Brostrom –Thank Torey for her service on the Commission and wished her luck.

Mains – Mains stated an industrial user has storage all over their site.

Mains also asked staff to contact residential developers and builders about tracking dirt onto streets and not cleaning the streets.

Clayton – Clayton asked staff to look into a text amendment about pond setbacks. Clayton stated Bondurant Auto Body has changed hands and the new owners are expanding their outdoor storage onto unimproved surfaces. Clayton brought to the attention of City staff a site layout for a new school building. The site layout includes residential and commercial development as well as the routing of school traffic through residential neighborhoods. Clayton stated the neighborhood would not be happy about their routing plan and also urged staff to require a construction entrance off of 2nd Avenue or through the existing school site. Clayton stated he heard a rumor the City was actively trying to purchase the grain elevator site and wanted more information. Oliver stated the City applied for an earmark that would provide funds for a master plan of the entire Landus area. Part of this plan would include the City purchasing portions of that property.

Keeran – Thanked Torey for her service on the Commission. Keeran asked about when the trail will be completed behind the houses on Landon Drive approaching 2nd Avenue. Keeran wanted to bring attention to Amazon trucks using Grant Street again. Keeran also wanted to inform staff about a contractor using a broken skid loader to haul dirt near her house. Keeran stated the skid loader appears to be doing damage to the road and wanted staff to be aware of it.

Cameron – absent.

b. Commission Chair – stated if this is her last meeting “It’s been real, if not I’ll see you next month”.

c. City Administrator – Oliver informed the Commission of different projects the City is undertaking as well as different items going to City Council for consideration.

d. Community Development Director – Murray stated this will be her last Commission meeting until after her maternity leave, she anticipates being out until July.

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.