

City of Bondurant

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



Meeting Minutes

DATE: March 9, 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, Lisa Cameron

Members Absent:

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 March 9, 2023 meeting agenda. Vote on Motion 5-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the February 9, 2023 meeting minutes, subject to updating them to remove out the unnecessary roll call vote sections. Vote on Motion 5-0-0. Motion carried.

5. Guests requesting to address the Planning and Zoning Commission

- a. Murray introduced Jesse Torres as a potential Planning and Zoning Commission member. Torres introduced himself, he is new to the area, he is originally from Abilene, Texas and his wife is from Marshalltown. Torres stated he has 7 years

of planning and zoning experience and he currently works for the City of Des Moines. Mains asked Torres why he wants to be on the Commission, Torres said he is new to the city and wanted to provide some help and guidance to a growing community. Clayton asked about pros and cons of the community, Torres stated his family really enjoys the community and how it is growing. Torres stated they frequent other communities as well but enjoys the small town feel. Cuellar stated she has a friend who works in the legal department for the City of Des Moines who had nothing but great things to say about Mr. Torres.

6. Action Items

- a. RESOLUTION PZ-230309-07 – Considering recommended approval of the Civic Campus Master Plan.

Thad Long, SVPA Architects, addressed the Commission and audience to discuss the Civic Campus Master Plan. Long stated the City started this process back in December and have held three planning meeting. Long stated they have also met with the Fire Department to create a fire department with twelve bays, or six drive through bays. Part of the future fire department includes a gym that would be accessible to the fire department staff as well as City staff. Long stated they met with the Public Works Department about the new Public Works Department building, this building would include parking bays for vehicles, wash bays, maintenance bays, and a thirty-person training center. Long stated they have looked at other city hall buildings around the metro to come up with an appropriate sized city hall building. Part of the site plan process was also addressing stormwater on the site and providing walking paths to help access the campus site. The size of the lot provides the city with the ability to react to development as the community grows. The site will include five retail commercial lots, a medical center lot, along with City Hall, Fire Department, Public Works building, and a future law enforcement site. Retail and medical lots are toward the highway located in the highly visible locations. The stormwater retention pond is located between the medical center and city hall which adds to the aesthetics of the site. The site provides flexibility for the public works lot as there has been discussion about the City and the School District sharing a maintenance employee. There is an additional drive allowing for private access to the back of the fire department and the public works department. The site plan also shows the continuation of the City's trail system throughout the site.

Keeran asked if there was a need for two lots for the shared mechanic and bus storage. Long stated he is not sure if having the mechanic located in the same place as where the school district stores their buses. Long stated the key was saving civic lots for future growth if the City needs it. The planning committee discussed the possibility of having a tree nursery on the open lots until they are needed. There was also a desire to locate the law enforcement by the fire department and public

works drive so they also have access to the rear of their building.

Murray stated this master planning project is likely 30-40 years until completion. The public works department and fire department would be the first lots to be developed, but this master planning will provide the City with a design for when the new City buildings are needed. Construction of the road extension to the fire department could be sent out for bid as early as this year.

Oliver stated the neighbor to the south has a agricultural buffer, so the city is planning on placing a trail in this buffer area. The property to the west is also currently being developed for multi-family residential, however the site topography made the inclusion of a sidewalk system was not plausible. This plan allows for the residents of this project to be able to hop across and access the trail.

Clayton expressed concern about the scattering of the stormwater ponds. Clayton asked if the pond being placed behind the fire department is deep enough for them to do training, Long stated he is not sure. Clayton stated he thinks it makes more sense to combine all the ponds together into one larger pond, this would also provide the opportunity for something unique like a couple of par-3 golf holes, as well as making it easier to mow and maintain. Keeran stated she likes the walking trail around the smaller pond and larger pond as they provide different walking distances.

Cueller asked if the Commission needed to pick a plan or to approve the resolution for the plan as a whole.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of RESOLUTION PZ -230309-07.

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 6-0-0. Motion carried.

- b. RESOLUTION PZ -230309-08 Considering recommended approval of the PRKG 2470 LLC Annexation, a 100% voluntary annexation request within 2 miles of the City of Mitchellville's city limits.

Murray provided the Commission with an overview of the annexation request. Murray stated the property owner has submitted a voluntary request. The property is included in the City's long-term planning boundary. Murray stated the property owner also owns the property to the south and the City holds a request for annexation for this property. However, the City cannot proceed as annexation of this property would create an illegal island.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of RESOLUTION PZ -230309-08.

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 6-0-0. Motion carried.

- c. PUBLIC HEARING – Request for rezoning from the Agricultural (A-1) District to the Low Density Residential (R-1) District at Parcel 230/00469-002-000 and from the Agricultural (A-1) District to the High Density Residential (R-3) District at Parcel 230/00478-001-000, pending annexation finalization.

Commission Chair Cuellar opened the public hearing at 6:26 p.m.

Murray stated as part of the property owner's annexation petitions was to proactively rezone these properties to R-1 and R-3. Murray stated the Future Land Use Map shows the northern property as low density residential and medium density residential for the southern parcel. Murray stated the City's current zoning districts do not completely match the Future Land Use Map's medium residential density. The rezoning request will limit the residential density to 12 units per acres. Murray stated staff received one phone call for additional information but did not state if they were for or against the rezoning request.

LeMar Koethe, the property owner. Koethe stated he is excited to continue working in the community and thanked the Commission for their consideration.

Commission Chair Cuellar closed the public hearing at 6:29 p.m.

- d. RESOLUTION NO. PZ-230309-09 Considering recommended approval of the rezoning from the Agricultural (A-1) District to the Low Density Residential (R-1) District at Parcel 230/00469-002-000 and from the Agricultural (A-1) District to the High Density Residential (R-3) District at Parcel 230/00478-001-000, pending annexation finalization.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval RESOLUTION NO. PZ-230309-09.

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 6-0-0. Motion carried.

- e. RESOLUTION PZ-230309-10 – Considering recommended approval of the

5251 NE 94th Avenue Plat of Survey, a plat of survey in unincorporated Polk County within two miles of the City of Bondurant's city limits.

Murray stated since this property is located within two miles of the Bondurant's city limits the City has the right to review property splits. Murray stated this property was recently rezoned and Polk County will enforce their zoning regulations on any development of the site. Murray stated the City shows this property as neighborhood commercial on the City's Future Land Use Map. Murray stated the City Engineer has NE 94th as a future arterial and requested the right of way be expanded.

Murray stated staff reached out to Polk County staff about comments addressing the future NE Beltway corridor area. Polk County stated they are not requiring any preservation of land for the NE Beltway.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval RESOLUTION NO. PZ-230309-10.

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 6-0-0. Motion carried.

7. Discussion Items – None.

8. Reports / Comments and appropriate action thereon

- a. Commission Members
 - Brostrom – none.
 - Mains – none.
 - Clayton – none.
 - Keeran – none.
 - Cameron – none.
- b. Commission Chair – none.
- c. City Administrator – The City will conduct interviews with contractors for the future City Park. The City is also in the pre-application phase for a brick grant? Oliver stated the Community has also seen an uptick in industrial development recently.
- d. Community Development Director – the 1,000+ annexation will become official tomorrow. Today the City released an RFP for an Art Master Plan.

This plan will be mostly through the Parks and Recreation Board but wanted to keep the P&Z Commission in the loop. RFP for downtown landscaping and maintenance.

- 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.