City of Bondurant

Planning and Zoning Commission 200 2nd St NE,

PO Box 37

Bondurant, IA 50035

Meeting Minutes

DATE: September 14, 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, Jesse Torres, Andy Mains, Kristin Brostrom

   Members Absent:

   City Official Present: Isaac Pezley, Maggie Murray, Marketa Oliver, Matt Sillanpaa

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

   Motion by Commission Member Mains, seconded by Commission Member Clayton to approve of the September 14, 2023 amended meeting agenda. Vote on Motion 6-0-0. Motion carried.

4. **Approval of Minutes**

   Motion by Commission Member Mains, seconded by Commission Member Torres to approve of the August 10, 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 text amendment to Section 177.07 regarding setback requirements for public parks.

Public Hearing opened at 6:03 p.m.

Pezley stated the Commission discussed four different options for this text amendment at their August regular meeting. The first option was no change, requiring all parks to meet setback requirements for whichever zoning district they are located in. Option 2 was to create a new Zoning district Parks and Open Spaces with their own bulk regulation standards. Option 3 was to require all parks go through the Conditional Use process, requiring approval from the Board of Adjustment. Option 4 was to create a zoning exemption for public parks and park-related buildings. The Commission felt that Option 2 was the ultimate goal, but in the meantime Option 4 would be the best short-term answer. Pezley stated the proposed text amendment reflects Option 4 presented to the Commission. Pezley stated the only change was the inclusion that no building shall be placed in the visibility triangle. This triangle is 15’ in either direction from where streets intersect one another.

Keeran asked if there were to be any setback requirements for playgrounds. Pezley stated staff discussed this, but ultimately decided not to include any setback requirements. Pezley stated if the Commission believes setback requirements should be included, he recommends they make a motion including it. Commission had further discussion about inclusion of setback requirements.

The Commission discussed if this would apply to private parkland. The Commission was in favor of removing “public” and setback should apply to all parkland.

Pezley gave additional information on what the current requirements are for park development as interpreted by staff. Pezley stated the current City Park master plan shows structures that are closer than 30’, which would be the current setback regulations. Keeran asked if fences and screenings can be closer than 30’. Pezley stated currently the Zoning Code does not have setback requirements for fences and/or screenings other than what is related to intersection visibility.

Clayton stated the main City Park should be treated differently due to the size of the park. Setback requirements may not be needed for this park, but smaller neighborhood parks should have setback requirements. Commission had additional conversation about differentiating between public and private parks.

Pezley recommended tabling this issue in order for staff to look more into private park setback regulations.

Public Hearing closed at 6:15 p.m.

b. RESOLUTION PZ-230914-25 – Regarding recommended approval of text amendment to Section 177.07 regarding setback requirements for public parks.

Motion by Commission Member Brostrom, seconded by Commission Member Mains to table RESOLUTION PZ -230914-25.

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

c. PUBLIC HEARING – Regarding recommended approval of text amendment to Section 180.06.8 of the Zoning Code regarding street frontage requirements for public parks.

Public Hearing opened at 6:16 p.m.

Pezley stated this text amendment is also in regards to parks. This text amendment proposes increasing the amount of public access to public parks from 10% of the park's perimeter to 25% of the park's perimeter. Additionally, all parks must have at least one access point 50' in width to allow for vehicular access.

Mains stated the Commission has talked about requiring two access points to all parks. Mains recommends including at least two access points, he feels that the second access point could be 20' wide.

Brostrom asked if there needs to be verbiage about the size of the park, as small neighborhood parks may not need two access points where larger parks would need them. Commission discussed the two access point requirement and who has the authority to allow for one access point.

Additional conversations about park access points as they are related to trail connections. Commission is in agreeance with requiring two access points. Keeran stated she believes there should be at least two 50' access points. The Commission has further discussion about access requirements and enforcement mechanisms.

Public Hearing closed at 6:30 p.m.

d. RESOLUTION PZ-230914-26 – Regarding recommended approval of amended text amendment to Section 180.06.8 of the Zoning Code regarding street frontage requirements for public parks.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of amended RESOLUTION PZ -230914-26.

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

e. RESOLUTION PZ-230914-27 – Regarding recommended approval of the amended site plan for AA&E Hauling at 601 23rd Street SW.

Pezley stated the Commission approved this site plan in August. The applicants are wanting to build a larger building in their first phase. The changes include a 70'x140' instead of a 70'x120', the entrance from 23rd Street SW will be 49' wide instead of 31' and the site will have 29 parking stalls instead of 30. The site plan shows these changes with red triangles.

Mains asked about the setback of the diesel tank, 20' seems pretty close. Pezley stated diesel tanks would be accessory structure setback requirements, any additional requirements would be subject to review by the fire marshal.

Mains expressed concerns about the landscaping in the northeast corner of the site. Mains asked if additional buffering needs to be added to help screen this portion of the site. Pezley asked if shifting the existing trees to the east would be acceptable. Mains and Clayton expressed concern about screening from the intersection.

There were technical difficulties, whereas the Commission could not hear the applicant and the applicant's engineer. Keeran stated the site plan meets landscaping requirements, but they are asking for additional landscaping to help screen from the 23rd Street and Shiloh Rose Parkway intersection.

Pezley stated he recommends the Commission approves the site plan with the understanding staff will work with the applicants to address the Commission's landscaping concerns.

Motion by Commission Member Mains, seconded by Commission Member Clayton to recommend approval of the amended RESOLUTION PZ - 230914-27.

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

f. RESOLUTION NO. PZ-230914-29 – Regarding recommended approval of the removal of certain areas from the 1988 Urban Renewal Area and recommended approval of 2023 Bondurant Urban Renewal Area and Plan Amendment

Oliver stated the city is removing land and then re-adding the same land into the Urban Renewal Area. In 1988, they did not review if parcels were full parcels. When the City was trying to add portions of parcels to the Urban Renewal Area and the City was told to just remove and then re-add the entire parcel. Some of the land requires ag-land consent forms and the City has all consent forms except one. Oliver and Murray were meeting with that particular landowner tonight.

Oliver stated there are multiple projects included with this Plan including the Grant Street S project, 16th Street improvement, the water tower project, and others. Oliver stated there is a large amount at the end of the Urban Renewal amount and it is important to understand this amount will be spread across many years. The City will continue to review and make financial projections to ensure the City is balancing this amount with other financial factors.

Oliver stated many of these projects the City is bonding for this November. Clayton asked if the City and the School will have bonds on the November ballot. Oliver stated the City's bonds are not voted on by the public, just the City. Clayton asked if the City's bonds will have any effect on the City's tax rates, Oliver stated no. Oliver stated the City typically bonds every other year, as the City pays off other loans the City is replacing that amount with new loans.

Motion by Commission Member Mains, seconded by Commission Member Torres to recommend approval of RESOLUTION PZ -230914-29.

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

7. Discussion Items –

8. Reports / Comments and appropriate action thereon

a. Commission Members

Brostrom – None.

Clayton – Asked staff if they have heard anything about the former Webb property. Oliver stated staff has heard conflicting stories. Clayton was curious if the current owner had reached out to the owner. Oliver stated no, but the City has reached out to the owner and not heard back.

Mains – None.

Torres – Asked once a certificate of occupancy is issued what is the process of monitoring to make sure landscaping is installed. Oliver stated at the one-year level the City inspects, otherwise the City is complaint driven.

Vore – Asked if the strip mall behind the post office has announced who is moving in. Oliver stated they announced this morning that a medical office will be moving into it. Vore asked if there was any movement on the building downtown, Oliver stated staff has not heard from the owner.

Vore asked about rumors regarding a future water treatment plant. Oliver stated the City has completed a financial analysis and rates will go up regardless. However, if the City constructs our own water treatment plant the rates will decrease. Oliver stated Central Iowa Water currently does not have a way to get water to Bondurant, meaning Bondurant would be required to also build piping to connect into their system.

b. Commission Chair – Keeran congratulated the City on the completion of the underpass, she has already seen people using it.

c. City Administrator – Oliver stated the City received grant dollars for the roadway project near the Myers 1 certified site. The City has engaged a manager at-risk for the Civic Campus site. Keeran asked if the sale has gone through yet, Oliver stated yes, it just has not transferred to the City's name yet. The Hubbell intersection improvement is a part of that road project. The City has applied for additional grant dollars for this project as well.

Vore asked if the speed limit on Hubbell will be reduced, Oliver stated she does not anticipate that will happen soon. The City has regularly engaged the DOT to reduce the speed limit in this area and they have stated the current traffic and development in this area does not warrant a speed reduction. Oliver stated if it was up to the City, the speed limit would have already been reduced.

Oliver stated the City is moving forward with the realignment of Grant Street S and Central Park. The City has been actively engaging with local property owners.

Oliver stated the Commission is invited to the City's Developer's Conference in November. The City will also be doing a ribbon cutting for the opening of the BRSC parking lot.

d. Community Development Director – Murray stated the City is partnering with a potential developer to create a downtown Landus Master Plan. Staff is anticipating this Master Plan will be reviewed by the Commission before the end of the year.

Murray stated the IISC projects are underway and staff is starting to meet with University of Iowa students. One of the projects that will be starting soon is the mural that will be installed on the side of the Bondurant Emergency Services Building. Staff showed the Commission the current mural design.

e. City Planner – none

f. City County Liaison – absent.

7. Adjournment

Motion by Commissioner Mains, seconded by Commissioner Vore to adjourn the meeting. Vote on Motion 6-0-0. Motion carried. Meeting adjourned at 7:14.