

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

Bondurant Planning and Zoning Commission
Minutes
June 24, 2021

1. Call to Order
2. Roll Call
3. Perfecting and Approval of the Agenda

Motion by Commission Member Brostrom, seconded by Commission Member Clayton, to approve the June 24, 2021 agenda. Vote on Motion 5-0. Motion carried.
4. Approval of Minutes
 - a. May 27th, 2021 Meeting Minutes

Motion by Commission Member Brostrom, seconded by Commission Member Hoyer, to approve the May 27, 2021 meeting minutes. Vote on Motion 5-0. Motion carried.
5. Guests requesting to address the Planning and Zoning Commission

Discussion item - Lisa Cameron, 1009 14th Street SE, introduced herself. She is interested in joining the Planning & Zoning Commission. Cameron has been a resident of Bondurant since 2001. She is employed at Kimberley Development Corporation. She works with the custom home build requests. Lisa noted she could bring a new perspective to the Commission. She feels it is important to keep the main corridors into Bondurant looking good.

Cuellar asked if there will be any conflict of interest concerns? Murray explained this is something Lisa should be aware of. If there is ever a conflict of interest, or a perceived conflict of interest, Lisa will need to remove herself from vote.
6. Action Items
 - a. RESOLUTION NO. PZ-210624-12 - Considering recommended approval of the Commerce Crossings Phase 2 site plan.

Chris Bauer, Shive-Hattery, presented the Commerce Crossings Phase 2 site plan.

Hoyer asked if there will be a tree line between the south side of Wolf Creek and this new development area? Oliver noted the City will be doing a tree planting project this year. Murray also noted that the Zoning Code will require a buffer between the Wolf Creek residential zoning and

the future industrial development north of Commerce Parkway SW.

Brostrom asked for clarification on the cul-de-sac's right-of-way, as it appears there will be parking lot paving out in the right-of-way. Bauer clarified that the cul-de-sac will be temporary only until the connection of Commerce Parkway SW gets established linking up with Altoona's Ziegler Drive.

Murray noted the updated site plan was received June 23rd. This updated plan addresses staff's previous landscaping comments. Murray noted the enclosed P&Z recommendation resolution includes notes regarding the stream buffer ordinance area and also a note that Bob Veenstra must still review the site plan.

Motion by Commission Member Keeran, seconded by Commission Member Clayton, to Approve P&Z Resolution 21-0624-12 subject to conditions listed in resolution. Roll Call: Ayes: Commission Member Clayton, Commission Member Cuellar, Commission Member Keeran, Commission Member Hoyer, Commission Member Brostrom. Nays: None. Absent: Commission Member Mains. Motion carried 5-0.

- b. RESOLUTION NO. PZ-210624-13 - Considering recommended approval of the Dvorak Preliminary Plat.

Murray summarized the staff report. This Dvorak Preliminary Plat document replaces the boundary line adjustment document previously reviewed by the Commission back in October 2020. This is for a split in unincorporated Polk County. This preliminary plat document now includes a 50-acre Outlot X area, which is undevelopable per Polk County.

Brostrom asked for clarification on if the 50'-wide street portion will be by easement since it's in the County or if it will be by fee title?

Larry Hyler, Bishop Engineering, noted they were showing easement, as this is what was requested by the City. Murray explained this is what she had noted in her feedback. Hyler noted he will update the preliminary plat to instead call this out as roadway right-of-way and not an easement.

Motion by Commission Member Clayton, seconded by Commission Member Brostrom, to Approve P&Z Resolution 21-0624-13 . Roll Call: Ayes: Commission Member Clayton, Commission Member Cuellar, Commission Member Keeran, Commission Member Hoyer, Commission Member Brostrom. Nays: None. Absent: Commission Member Mains. Motion carried 5-0.

7. Discussion Items -

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

- a. Potential text amendment - parking space requirements of retail sales establishments.

Murray explained the City has received a draft site plan for a Dollar General site off of Highway 65 at Hawthorne Crossing Drive SE and Courtyard Drive SE. Dollar General anticipated submitting a variance request to reduce the total number of parking spaces required for this location, however, they were able to meet our current parking space requirements of 1 space per each 200 SF of gross floor area. Even though Dollar General was able to meet the City's current standards, staff did do some research to see how Bondurant compares to other communities for regulating parking space requirements for retail uses. It appears that cities commonly either require 1 per 200 SF or 1 per 250 SF for similar retail uses. It was agreed on by the Commission that staff should leave the current parking space requirements for retail as is for now at 1 per 200 SF, but if this number require becomes a continuing issue in the future, then staff can begin further research to consider potentially reducing from 1 per 250 SF.

- b. Agenda Statement

Murray noted that the City has received a draft updated site plan for the Casey's site at 1455 Grant Street S. Back in 2018 the Planning & Zoning Commission reviewed a previous site plan for this location where a reconstructed building was going to be near their south property line and the gas pumps were going to be between the new building and Brick Street SE. This updated draft plan shows the building being constructed along the north property line and facing south with the gas canopy south of the building. A variance to reduce the minimum front yard setback requirements will be required with this updated concept. Casey's is wanting this new site layout in order to better account for the City's Highway 65 underpass trail connection that will route south along their property. Murray also explained the City will be holding a rezoning public hearing to consider rezoning a portion of this Casey's site away from Conservancy (U-1) to General Commercial (C-2), as this is consistent with the City's Future Land Use Map. Casey's has no immediate plans to move forward with reconstruction but may revisit this topic in the future.

- c. Potential New Member
Moved to 5 on agenda.

8. Reports / Comments and appropriate action thereon:

- a. Commission Members

Clayton - noted that he has heard recent concerns from nearby farmers that developers are not fixing broken tiles when development occurs. Oliver encouraged the owners to contact the City if there are current

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

concerns.

Keeran - none.

Brostrom - none.

Hoyer - none.

b. Commission Chair

None

c. City Administrator

None

d. Planning & Community Development Director

Noted she is going to begin the process of trying to coordinate the first Comprehensive Plan Advisory Committee meeting. The Commission reviewed the draft list of committee members. Murray noted she anticipates having three members from the Commission on this committee.

e. City Council Liaison

9. Adjournment

Motion by Commission Member Hoyer, seconded by Commission Member Keeran, to adjourn meeting at 6:45 p.m. Vote on Motion 5-0. Motion carried.