

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join: <https://us02web.zoom.us/j/85174942206>*

**NOTICE OF A REGULAR MEETING
BONDURANT PLANNING AND ZONING COMMISSION
JANUARY 11, 2024**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on January 11, 2024, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open and the public is encouraged to attend.

AGENDA

1. Call to Order
2. Roll Call
3. Perfecting and Approval of the Agenda
4. Approval of Minutes
 - a. December 14, 2023 Minutes
5. Guests requesting to address the Planning and Zoning Commission
6. Action Items
 - a. Public Hearing - Text amendment to Section 177.04. of the Zoning Code regarding setback requirements for accessory structures.
 - b. Resolution - Considering recommended approval of text amendment to Section 177.04 of the Zoning Code regarding setback requirements for accessory structures.
 - c. Public Hearing - Text amendments to the following sections of the Zoning Code: 179.01, 180.04, 180.05., 180.07. regarding setback requirements for stormwater detention and retention areas.
 - d. Resolution - Considering recommended approval of text amendments to the following sections of the Zoning Code: 179.01, 180.04, 180.05., 180.07. regarding setback requirements for stormwater detention and retention areas.
 - e. 2024 Election of Officers
 - f. 2023 Planning & Zoning Commission Annual Report
7. Discussion Items -
8. Reports / Comments and appropriate action thereon:
 - a. Mayor
 - b. Council Members
 - c. Administrator
 - d. Directors
9. Adjournment

City of Bondurant

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



Meeting Minutes

DATE: December 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, Kristin Brostrom

Members Absent: Andy Mains

City Official Present: Isaac Pezley, Maggie Murray

3. Perfecting and Approval of the Amended Agenda

Motion by Commission Member Vore, seconded by Commission Member Torres to approve of the December 14, 2023 amended meeting agenda. Vote on Motion 5-0-0. Motion carried.

4. Approval of Minutes

Motion by Commission Member Brostrom, seconded by Commission Member Torres to approve of the November 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 Introduction/Interview (Ethan Pitt)

Pitt introduced himself to the Commission and provided background regarding his family and work in the economic development world. Clayton asked Pitt about his thoughts on growth in the community. Pitt stated he is a proponent of smart growth, which is led by two main things, quality of life and focus on children. Pitt

stated any growth that comes needs to ensure that it is not taking away from the quality of life that attracts people to the community.

Clayton asked if Pitt has been put in a conflict of interest and how he would handle this issue. Pitt stated his firm works with utility companies and he works with the parent company of Mi-Fiber. Pitt stated he does not anticipate he would have any conflict of interests but he would abstain if it happened.

Vore asked what Pitt likes about the community and what are some opportunities for the community to capitalize on. Pitt stated the focus on childcare and schools are a huge draw for him. Pitt stated because Bondurant has not grown to the size of other metro communities there are opportunities to ensure Bondurant maintains its small-town feel even as it continues to grow.

6. Action Items

- a. PUBLIC HEARING – Request for rezoning from the Agricultural (A-1) District to the Planned Unit Development (R-5) District in the Morgan Estates Plat 3 Development Area.

Public Hearing opened at 6:10.

Vic Piagentini, with Associated Engineering Company of Iowa, addressed the Commission. Piagentini stated his clients are requesting to rezone the property from A-1 to R-5 to construct four single-family homes for their family members.

Pezley stated when the subdivision was first brought to the Commission for review the Commission expressed concern about the proposed turnaround and the placement of residential subdivisions in A-1 Agricultural Districts. The turnaround has been addressed with the proposed cul-de-sac, this will be a private drive. Private drives are only allowed in R-3 and R-5 districts, which is why the applicant is requesting to rezone the property to R-5.

Pezley stated staff received one email from an individual in the rezoning area. This individual asked for information regarding the rezoning request but did not specify if they were for or against the rezoning request.

Public Hearing closed at 6:13.

- b. RESOLUTION PZ-231214-39 – Considering recommended approval of the request to rezone the Morgan Estates Plat 3 Preliminary Plat area from the Agricultural (A-1) District to the Planned Unit Development (R-5) District.

The Commission, applicant and staff had additional conversation about whether farm animals will be allowed on these properties. It was determined no livestock has been requested by the applicant so no livestock will be allowed. If the applicants would like to have livestock on these properties they would need to request an amendment to their Planned Unit Development.

Motion by Commission Member Brostrom, seconded by Commission Member Vore to recommend approval of RESOLUTION PZ -231214-39.

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

- c. RESOLUTION NO. PZ-231214-40 – Considering recommended approval of the Morgan Estates Plat 3 Preliminary Plat

Pezley stated now the rezoning has been recommended for approval the Commission can move forward with considering the actual Preliminary Plat.

Motion by Commission Member Brostrom, seconded by Commission Member Vore to recommend approval of RESOLUTION PZ -231214-40.

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

- d. PUBLIC HEARING – Request to amend the City's Future Land Use Map from an Open Space/Agricultural designation to a Medium Density Residential designation for a portion of Area D of the 2019-approved Harvest Meadows Planned Unit Development Plan

Public Hearing opened at 6:21

Pezley stated this concept was brought before the Commission last month. The concept included the expansion of townhomes into area designated as Open Space/Agricultural on the Future Land Use Map. Prior to moving forward with considering the amendment to the Harvest Meadows Planned Unit Development Area, the Commission needs to consider amending the Future Land Use Map. The Medium Density Residential designation would allow for townhome development up to 12 units per acre. This specific area was designated as Open Space/Agricultural because of its location in the FEMA Floodplain.

Pezley stated one resident emailed staff for additional information but did not indicate if they were for or against the Future Land Use amendment.

Clayton asked about how raising the floodplain would affect the flow of water both upstream and downstream from this property. Brostrom detailed the LOMR-f process through the Iowa DNR. Brostrom asked if this area is floodplain or floodway, Pezley confirmed this is floodplain. Brostrom asked how this affects the City's Stream buffer ordinance. Pezley stated the stream buffer overlay is not in this area. However, they are not doing any work in the actual stream area just adjacent to it. Pezley stated this would be similar to the work that will happen for the new Casey's development. Staff will hold building permits until they receive the LOMR-f documents

from the developer. Clayton expressed additional concerns about how this potential development would affect properties upstream.

Erin Ollendike, CDA, stated this development is not affecting the ditch or stream buffer area just the property adjacent to it. CDA has been in contact with the DNR to find their base flood elevations. Clayton stated the properties to the west is a wet area and wanted to ensure this work will not negatively affect those neighbors.

Brostrom asked if the streets within the townhome area are private, Ollendike confirmed they are.

Public Hearing closed at 6:30

- e. RESOLUTION NO. PZ-231214-41 – Considering recommended approval of a request to amend the City's Future Land Use Map from Open Space/Agricultural to Medium Density Residential for a portion of Area D of the 2019-approved Harvest Meadows Planned Unit Development Plan

Motion by Commission Member Clayton, seconded by Commission Member Torres to recommend approval of amended RESOLUTION PZ -231214-41.

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

- f. PUBLIC HEARING – Request for a substantial modification to the 2019-approved Harvest Meadows Planned Unit Development related to Area D.

Public Hearing opened at 6:31.

Ollendike addressed the Commission. Ollendike the new conceptual plan is consistent with what was discussed at last month's meeting. While the number of units have been increased the density remains right at that 12 units per acre. Ollendike stated the driveways have been increased to 30', the number of dead-end streets have been reduced and they have added additional parking for visitors. Ollendike stated there is quite a bit of greenspace as the detention is further southeast.

Keeran stated in a previous Harvest Meadows Plat showed a park and wanted to ensure that was still be constructed with multiple entrances. Pezley stated the PUD being shown is an old version of the PUD but it had the previously approved Area 'D'. Other portions of the Harvest Meadows Planned Unit Development area have been amended and this proposed amendment would not affect those areas.

Public Hearing closed at 6:34

- g. RESOLUTION NO. PZ-231214-42 – Considering recommended approval of a substantial modification request to alter Area D of the Harvest Meadows

Planned Unit Development.

Motion by Commission Member Brostrom, seconded by Commission Member Vore to recommend approval of amended RESOLUTION PZ - 231214-42.

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

- h. RESOLUTION NO. PZ-231214-43 – Considering recommended approval of the Bondurant Industrial Park Plat 2 Preliminary Plat.

Wally Pelds, Pelds Design, addressed the Commission. Pelds stated this is version 2 of the Bondurant Industrial Park Plat 2 Plat. This subdivision will have 19 industrial lots to the north and east of the Bondurant Industrial Park Plat 1 area. The first plat is sold out and the property owners are anxious to move forward with extending infrastructure to this area in the spring.

Keeran asked if a deacceleration lane will be added to Hubbell Avenue. Greg Roth, Veenstra & Kim, stated at this time a deacceleration lane at this intersection is not needed. Roth stated it will likely be added at some point in the future but is not currently needed.

Motion by Commission Member Vore, seconded by Commission Member Brostrom to recommend approval of amended RESOLUTION PZ -231214-43.

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

- i. RESOLUTION NO. PZ-231214-44 – Considering recommended approval of the City of Bondurant's Major Streets Master Plan

Roth presented the Major Streets Master Plan to the Commission.

Brostrom asked why Second Street NE/NW is being labeled as a collector when the map is being shown as a five-lane street. Roth stated it comes out of the Comprehensive Plan, Roth stated it could be reclassified. Roth stated the street classification is determined by anticipated traffic volumes and he recommended amending the Comprehensive Plan to reflect that.

Clayton stated Bondurant is still a agricultural town and wants to make sure intersections are constructed in order for ag-traffic to still safely navigate them. Roth stated many intersections will be constructed so that semi-trailers can navigate intersections, regardless if the street is designated as a truck route or not. If a semi-trailer can make it through an intersection then ag-traffic should also be able to navigate them.

Motion by Commission Member Brostrom, seconded by Commission Member Torres to recommend approval of amended RESOLUTION PZ - 231214-44.

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

- j. Considering recommended approval of Ethan Pitt's appointment to the Planning and Zoning Commission.

Motion by Commission Member Brostrom, seconded by Commission Member Torres to recommend appointment of Ethan Pitt to the Planning and Zoning Commission.

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

7. Discussion Items –

8. Reports / Comments and appropriate action thereon

- a. Commission Members

Brostrom – none.

Clayton – none.

Mains – absent.

Torres – asked staff if a speed study is planned by the Parkside development. Pezley stated he is not sure but will look into it.

Vore –.none.

Commission Chair – Keeran asked staff if code was ever approved not allowing water shut-offs to be placed in sidewalk. Pezley stated he is unsure. Keeran stated City Code currently states the homeowner is responsible for water lines all the way to the main instead of to the water shut-off. Many communities in the Des Moines area have code stating homeowners are only responsible for water lines to the shut-off and the City is responsible from the shut-off to the main. Keeran asked staff to look at this section of code.

- b. City Administrator – Oliver stated the Council settled a settlement with the developers regarding the Pleasant Grove issue. A new mural is being unveiled on the side of the Emergency Services building. Final presentations from the

University of Iowa Engineering students were made before the Council at the last City Council meeting. The law students also made their final presentations to staff. Generally, staff is very pleased with the work being done by the university students.

- c. Community Development Director – none.
- d. City Planner – none.
- e. City County Liaison – Sillanpaa stated he appreciates the work of the Commission and praised the work of the Future Land Use map. Sillanpaa also asked Oliver to provide Council members with information on how to address citizens asking about the Major Streets Master Plan.

7. Adjournment

Motion by Commissioner Clayton, seconded by Commissioner Vore to adjourn the meeting. Vote on Motion 5-0-0. Motion carried. Meeting adjourned.



**BUSINESS OF THE PLANNING AND ZONING COMMISSION
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 6.a.
For Meeting of 1/11/2024
Public Hearing

TITLE: Public Hearing - Text amendment to Section 177.04. of the Zoning Code regarding setback requirements for accessory structures.

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: City staff received a building permit for an accessory structure located closer than 6' to the primary structure. The proposed accessory structure featured firewalls facing the two sides it abutted the primary structure. City staff reviewed accessory structure/building code from other Des Moines metropolitan communities and found the majority of those communities do not have separation requirements for accessory and primary structures/buildings. City staff drafted the proposed amendment and submitted it to the Bondurant Fire Marshal and Veenstra & Kim for fire and building review. Both parties indicated they are okay with the proposed text amendments but would like to review all accessory structures with firewalls moving forward.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Proposed Accessory Structure Text Amendment

177.04 ACCESSORY BUILDINGS. No accessory building shall be erected in any required court or in any yard other than a rear yard. Accessory buildings shall meet the appropriate bulk regulations for the zoning district listed in Chapter 178. Only one (1) detached garage and one (1) yard shed shall be allowed in a rear yard (this is not to be construed as not allowing gazebos, greenhouses, shelters and “children’s playhouses,” as long as the total aggregate building area does not exceed 30% of the rear yard). In A-1, R-1, R-2, R-4 Zoned Districts and for One & Two family dwelling lots in an R-3 and R-5 Zoning District, accessory garages shall be no larger than 1,000 square feet and yard sheds shall not be larger than 160 square feet. Accessory buildings shall be distant at least three (3) feet from alley lines, and/or lot lines of adjoining lots. However, in no case shall any eave or overhang extend closer than twelve (12) inches to a rear or side yard line and no accessory structure(s), except those permitted pursuant to the provisions of Ordinance Section 177.02 (fences), shall be permitted to be constructed, placed, located or built in and/or on any flowage easement. Accessory buildings may be built in utility easements; however, the property owner will be responsible for any additional costs incurred by a utility company in working around, removing, relocating, altering or dealing in any way with an accessory building placed in a utility easement. Accessory buildings must be erected separately from and six (6) feet distant (into rear yard) from the principal structure except in R-4 districts where accessory building shall be no closer than four (4) feet to the principal structure providing they meet all applicable fire and building codes as adopted. Accessory buildings may be three (3) feet from the principal structure if the abutting side wall(s) have a firewall and approved by the Fire Marshall. Any building so connected to the principal building shall be considered a part of the principal building and must meet the space requirements thereof. This regulation shall not be interpreted to prohibit the construction of a minimum two hundred forty (240) square foot, detached garage on a rear yard. No accessory building shall be constructed upon a lot until the construction of the principal building has been actually commenced, and no accessory building shall be used unless the principal building on the lot is being used. Accessory buildings exceeding 160 square feet in area shall be constructed of materials that are the same or similar to the principal building. Accessory buildings may be connected to the principal building by a breezeway with setbacks for the principal structure. An addition may be made to an existing principal structure which extends past the front of an existing legally established detached accessory structure, provided no connection or attachment is made between the existing detached structure and the addition, unless setbacks can be met as required for a principal structure.

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-240111-01

RESOLUTION REGARDING RECOMMENDED APPROVAL OF ZONING CODE TEXT
AMENDMENTS TO SECTION 177.04. OF THE ZONING CODE REGARDING
ACCESSORY STRUCTURE SETBACK REQUIREMENTS.

WHEREAS, Action Item 1C of the Building Bondurant Comprehensive Plan notes: Update the zoning and subdivision regulations to support the Future Land Use Plan and any goals, policies, or action items included in the plan; AND

WHEREAS, the following Zoning Code text amendments help complement Action Item 1C of the Building Bondurant Comprehensive Plan;

177.04 ACCESSORY BUILDINGS. No accessory building shall be erected in any required court or in any yard other than a rear yard. Accessory buildings shall meet the appropriate bulk regulations for the zoning district listed in Chapter 178. Only one (1) detached garage and one (1) yard shed shall be allowed in a rear yard (this is not to be construed as not allowing gazebos, greenhouses, shelters and “children’s playhouses,” as long as the total aggregate building area does not exceed 30% of the rear yard). In A-1, R-1, R-2, R-4 Zoned Districts and for One & Two family dwelling lots in an R-3 and R-5 Zoning District, accessory garages shall be no larger than 1,000 square feet and yard sheds shall not be larger than 160 square feet. Accessory buildings shall be distant at least three (3) feet from alley lines, and/or lot lines of adjoining lots. However, in no case shall any eave or overhang extend closer than twelve (12) inches to a rear or side yard line and no accessory structure(s), except those permitted pursuant to the provisions of Ordinance Section 177.02 (fences), shall be permitted to be constructed, placed, located or built in and/or on any flowage easement. Accessory buildings may be built in utility easements; however, the property owner will be responsible for any additional costs incurred by a utility company in working around, removing, relocating, altering or dealing in any way with an accessory building placed in a utility easement. Accessory buildings must be erected separately from and six (6) feet distant (into rear yard) from the principal structure except in R-4 districts where accessory building shall be no closer than four (4) feet to the principal structure providing they meet all applicable fire and building codes as adopted. Accessory buildings may be three (3) feet from the principal structure if the abutting side wall(s) have a firewall and approved by the Fire Marshall. Any building so connected to the principal building shall be considered a part of the principal building and must meet the space requirements thereof. This regulation shall not be interpreted to prohibit the construction of a minimum two hundred forty (240) square foot, detached garage on a rear yard. No accessory building shall be constructed upon a lot until the construction of the principal building has been actually commenced, and no accessory building shall be used unless the principal

building on the lot is being used. Accessory buildings exceeding 160 square feet in area shall be constructed of materials that are the same or similar to the principal building. Accessory buildings may be connected to the principal building by a breezeway with setbacks for the principal structure. An addition may be made to an existing principal structure which extends past the front of an existing legally established detached accessory structure, provided no connection or attachment is made between the existing detached structure and the addition, unless setbacks can be met as required for a principal structure.

WHEREAS, the Planning and Zoning Commission held a public hearing on January 11, 2024 to hear public comments on the proposed text amendments to Sections 177.04.

NOW, THEREFORE, BE IT RESOLVED, that the Planning and Zoning Commission of the City of Bondurant, Iowa recommends City Council approval of the text amendments as presented in this recommendation resolution.

Moved by _____, Seconded by _____ to adopt.

ATTEST: I, Isaac Pezley, City Planner, hereby certify that at a meeting of the Planning and Zoning Commission held on January 11, 2024; among other proceedings the above was recommended for approval.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Isaac J. Pezley, City Planner

Action	Yay	Nay	Abstain	Absent
Brostrom				
Clayton				
Keeran				
Mains				
Pitts				
Torres				
Vore				

Karen Keeran, Commission Chair



**BUSINESS OF THE PLANNING AND ZONING COMMISSION
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 6.c.
For Meeting of 1/11/2024
Public Hearing

TITLE: Public Hearing - Text amendments to the following sections of the Zoning Code: 179.01, 180.04, 180.05., 180.07. regarding setback requirements for stormwater detention and retention areas.

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: The Planning and Zoning Commission requested staff look into amending the Zoning Code in regards to stormwater detention and retention basin setback requirements. Currently, the Zoning Code does not address setbacks for such basins. Staff is proposing all grading for stormwater detention and retention basins to be at least 5' from all property lines. Staff's recommended text amendments specifically state the setback requirement in Sections 179.01.2.D and 180.05.4.J. The proposed text amendments also require these setbacks are included on all proposed preliminary plats (Section 180.07.2.U), area general plans (Section 180.04.6) and construction documents (Section 180.05.4.J.). The proposed text amendments can be seen in the attached document and attached resolution.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Proposed Detention Pond Setback Text Amendments

Section 179.01.2.D.

D. The proposed development shall be designed with adequate water mains, provisions for sanitary sewage facilities, storm sewers (storm sewers to be designed for 5-year storm calculations) and drains and flood control, in accordance with the ordinances and regulations of the City and statutes and regulations of the State and good engineering practice to protect the public health and welfare and not overload any existing public utilities. Surface drainage shall be directed to on-site detention, where required, and to storm sewers in accordance with applicable design standards, including the requirement to extend public storm sewer if deemed necessary. All storm drainage calculations shall include capacity of downstream facilities and be sized to accommodate existing facilities.

- a. The grading for all on-site detention areas shall be located at least five (5) feet from all property lines

Section 180.04.6

6. An Area General Plan may be prepared and submitted by the Developer, for approval by the Reviewing Authority, prior to the submission of the initial Preliminary Plat. The Review Authority shall determine that either of the following conditions exists to warrant a requirement and submission of an Area General Plan

- a) The parcel initially proposed for platting constitutes a portion of a larger tract of land owned, or under option to purchase by the Developer.
- b) The parcel initially proposed for platting constitutes a portion of a larger land area, the development of which will be complicated by unusual problems of drainage, street layout, utility services, land usage, or land ownership pattern.

The Area General Plan shall show property boundaries, land characteristics including wetlands, drainage patterns, flood prone areas as identified on Flood Prone Area Maps of the Federal Emergency Management Agency, wooded areas and major topographic features, existing streets, existing buildings, sewer lines, water lines and pipelines. Also to be shown in the Area General Plan are the proposed sanitary sewage collection, stormwater transportation and stormwater detention and detention pond setbacks; proposed location of commercial areas, residential areas, and parks or other public areas. The Area General Plan shall be prepared to a proper scale of one (1) inch equals one hundred (100) feet (1 inch equals 100 feet) or larger, and to proper accuracy.

The Zoning Administrator / City Administrator and / or City Engineer shall review the Area General Plan for compliance with these regulations and its consistency with the City's Land Use Plan and applicable municipal development plans, or parts

thereof. Upon review, the Area General Plan shall be presented to the Planning and Zoning Commission; Action from said Commission shall take the form of approval or denial within thirty (30) days following the review of the Zoning Administrator / City Administrator and / or City Engineer.

The Area General Plan may serve as the Developer's official Preliminary Plat, provided that the Area General Plan submitted as the official Preliminary Plat by the Developer, conforms to the requirements as set forth in these regulations.

A portion of the Area General Plan may serve as the Developer's official Preliminary Plat, provided that this portion is clearly designated and provided that this portion of the Area General Plan submitted as the official Preliminary Plat conforms to the regulations for Preliminary Plats.

The approval of the Area General Plan by the City shall be in effect for a period of at least one (1) year from the approval date, but the approval is subject thereafter to withdrawal by the City upon notice to the Developer after that date.

The approval of the Area General Plan shall confer upon the Developer the right to proceed with the subdivision platting process set forth in this Ordinance for the lands depicted in the Area General Plan.

Section 180.05.4.J

J. Construction Plans. Detailed construction plans showing the grading plan and all required public and private improvements including streets, stormwater detention facilities and setbacks, storm sewers, water main, sanitary sewer, and other applicable improvements. The construction plans must show all areas designated as overland flow swales or drainage courses. The construction plan shall include spot design elevations along the flow line of all drainage swales at each property line and mid-lot location exceed 50 feet. The City may require spot elevations to be added at additional locations deems critical to the proper performance of drainage path. Construction of improvements within a subdivision shall not commence prior to the approval of the construction plans unless the City authorizes the start of construction prior to the approval of the construction plans.

(1) The grading for all on-site detention areas shall be located at least five (5) feet from all property lines.

180.07 PRELIMINARY PLAT REQUIREMENTS. (See example of preliminary plat in the Appendix.) The preliminary plat of a subdivision is not intended to constitute approval of the preliminary plat serve as a record plan. Its purpose is to show on a map all

facts needed to enable the Commission to determine whether the proposed layout of the land in question is satisfactory from the standpoint of the public interest. The subdivider, or any representative of the subdivider may call at the City offices in advance of the preliminary plat in order to discuss the proposed subdivision and in order to obtain information as to the requirements necessary for approval of the plat.

1. **Number of Copies and Scale.** Fourteen (14) copies of the preliminary plat shall be submitted as prescribed for review. The scale of the map shall be one (1) inch equals fifty (50) feet on small subdivisions, and one (1) inch equals one hundred (100) feet on large subdivisions, unless otherwise approved by the Commission.

2. **Contents of Preliminary Plat.**

- A. Name of subdivision
- B. Date
- C. Point of compass
- D. Scale
- E. Legal description of the property being platted
- F. Name and address of recorded owner and of developer
- G. Name and address of Engineer and/or Land Surveyor
- H. Existing buildings, railroads, underground utilities, and other [right-of-way](#)
- I. Location, names and widths of all existing and proposed roads, [alleys](#), streets, and highways in or adjoining the area being subdivided
- J. Location and names of adjoining subdivisions, and the names of the owners of adjoining acreage parcels.
- K. Building setback lines
- L. Areas dedicated for public use, such as schools, parks and playgrounds
- M. Contour lines at intervals of not more than two (2) feet
- N. Proposed lot lines with approximate dimensions and the square foot area of non-rectangular lots
- O. Boundaries of the proposed subdivision shall be indicated by a heavy line
- P. Zoning classification of the area
- Q. Proposed utility service:
 - (1) Source of water supply
 - (2) Provision for sewage disposal
 - (3) Provision for storm water drainage, including calculations of storm water runoff from the site

- R. A vicinity sketch at a legible scale showing the relationship of the plat to its general surroundings
- S. Lot numbers
- T. Proposed street widths
- U. Stormwater Drainage Plan. Detailed report setting forth the design parameters for any water detention facility required to reduce the release rate to a five (5) year release rate. The report must include the initial analysis of the storm sewer system and overland flow has to ensure the stormwater drainage plan is adequate to accommodate the runoff from a 5-year storm in storm sewers with overland flow paths to accommodate the runoff from a 100-year storm without adverse ponding.

(1) Setbacks for all proposed on-site detention ponds

- V. Location, character, and dimension of all existing and proposed [easements](#) to be used for utility purposes
- W. Name, certification and seal of registered land surveyor who prepared the plat
- X. Provide bench mark information indicating city datum is being used
- Y. Show all existing site features and proposed water courses
- Z. Zoning Change Agreement. Where a zoning change is requested in conjunction with or prior to the subdivision process, the city may require the subdivider to provide a Zoning Change Agreement which relegates authority to the City to revert the property back to the original zoning classification if the schedule or requirements set forth by the City are not fully in compliance by a date mutually agreed to by the subdivider and City.
- AA. Narrative demonstrating how the proposed project is consistent with the land use plan, infrastructure system plans, park plans, and the general goals and policies of the [comprehensive plan](#) and any approved infrastructure system or area master plans.

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-240111-02

RESOLUTION REGARDING RECOMMENDED APPROVAL OF ZONING CODE TEXT
AMENDMENTS TO MULTIPLE SECTIONS OF THE ZONING CODE REGARDING
STORMWATER DETENTION AND RETENTION BASIN SETBACK REQUIREMENTS.

WHEREAS, Action Item 1C of the Building Bondurant Comprehensive Plan notes: Update the zoning and subdivision regulations to support the Future Land Use Plan and any goals, policies, or action items included in the plan; AND

WHEREAS, the following Zoning Code text amendments help complement Action Item 1C of the Building Bondurant Comprehensive Plan;

Section 179.01.2.D.

D. The proposed development shall be designed with adequate water mains, provisions for sanitary sewage facilities, storm sewers (storm sewers to be designed for 5-year storm calculations) and drains and flood control, in accordance with the ordinances and regulations of the City and statutes and regulations of the State and good engineering practice to protect the public health and welfare and not overload any existing public utilities. Surface drainage shall be directed to on-site detention, where required, and to storm sewers in accordance with applicable design standards, including the requirement to extend public storm sewer if deemed necessary. All storm drainage calculations shall include capacity of downstream facilities and be sized to accommodate existing facilities.

a. The grading for all on-site detention areas shall be located at least five (5) feet from all property lines

Section 180.04.6

6. An Area General Plan may be prepared and submitted by the Developer, for approval by the Reviewing Authority, prior to the submission of the initial Preliminary Plat. The Review Authority shall determine that either of the following conditions exists to warrant a requirement and submission of an Area General Plan
- a) The parcel initially proposed for platting constitutes a portion of a larger tract of land owned, or under option to purchase by the Developer.
 - b) The parcel initially proposed for platting constitutes a portion of a larger land area, the development of which will be complicated by unusual problems of drainage, street layout, utility services, land usage, or land ownership pattern.

The Area General Plan shall show property boundaries, land characteristics including wetlands, drainage patterns, flood prone areas as identified on Flood

Prone Area Maps of the Federal Emergency Management Agency, wooded areas and major topographic features, existing streets, existing buildings, sewer lines, water lines and pipelines. Also to be shown in the Area General Plan are the proposed sanitary sewage collection, stormwater transportation and stormwater detention and detention pond setbacks; proposed location of commercial areas, residential areas, and parks or other public areas. The Area General Plan shall be prepared to a proper scale of one (1) inch equals one hundred (100) feet (1 inch equals 100 feet) or larger, and to proper accuracy.

The Zoning Administrator / City Administrator and / or City Engineer shall review the Area General Plan for compliance with these regulations and its consistency with the City's Land Use Plan and applicable municipal development plans, or parts thereof. Upon review, the Area General Plan shall be presented to the Planning and Zoning Commission; Action from said Commission shall take the form of approval or denial within thirty (30) days following the review of the Zoning Administrator / City Administrator and / or City Engineer.

The Area General Plan may serve as the Developer's official Preliminary Plat, provided that the Area General Plan submitted as the official Preliminary Plat by the Developer, conforms to the requirements as set forth in these regulations.

A portion of the Area General Plan may serve as the Developer's official Preliminary Plat, provided that this portion is clearly designated and provided that this portion of the Area General Plan submitted as the official Preliminary Plat conforms to the regulations for Preliminary Plats.

The approval of the Area General Plan by the City shall be in effect for a period of at least one (1) year from the approval date, but the approval is subject thereafter to withdrawal by the City upon notice to the Developer after that date.

The approval of the Area General Plan shall confer upon the Developer the right to proceed with the subdivision platting process set forth in this Ordinance for the lands depicted in the Area General Plan.

Section 180.05.4.J

- J. Construction Plans. Detailed construction plans showing the grading plan and all required public and private improvements including streets, stormwater detention facilities and setbacks, storm sewers, water main, sanitary sewer, and other applicable improvements. The construction plans must show all areas designated as overland flow swales or drainage courses. The construction plan shall include spot design elevations along the flow line of all drainage swales at each property line and mid-lot location exceed 50 feet. The City may require spot elevations to be added at additional locations deems critical to the proper performance of drainage path. Construction of improvements within a

subdivision shall not commence prior to the approval of the construction plans unless the City authorizes the start of construction prior to the approval of the construction plans.

- (1) The grading for all on-site detention areas shall be located at least five (5) feet from all property lines.

180.07 PRELIMINARY PLAT REQUIREMENTS. (See example of preliminary plat in the Appendix.) The preliminary plat of a subdivision is not intended to constitute approval of the preliminary plat serve as a record plan. Its purpose is to show on a map all facts needed to enable the Commission to determine whether the proposed layout of the land in question is satisfactory from the standpoint of the public interest. The subdivider, or any representative of the subdivider may call at the City offices in advance of the preliminary plat in order to discuss the proposed subdivision and in order to obtain information as to the requirements necessary for approval of the plat.

1. **Number of Copies and Scale.** Fourteen (14) copies of the preliminary plat shall be submitted as prescribed for review. The scale of the map shall be one (1) inch equals fifty (50) feet on small subdivisions, and one (1) inch equals one hundred (100) feet on large subdivisions, unless otherwise approved by the Commission.
2. **Contents of Preliminary Plat.**
 - A. Name of subdivision
 - B. Date
 - C. Point of compass
 - D. Scale
 - E. Legal description of the property being platted
 - F. Name and address of recorded owner and of developer
 - G. Name and address of Engineer and/or Land Surveyor
 - H. Existing buildings, railroads, underground utilities, and other [right-of-way](#)
 - I. Location, names and widths of all existing and proposed roads, [alleys](#), streets, and highways in or adjoining the area being subdivided
 - J. Location and names of adjoining subdivisions, and the names of the owners of adjoining acreage parcels.
 - K. Building setback lines
 - L. Areas dedicated for public use, such as schools, parks and playgrounds
 - M. Contour lines at intervals of not more than two (2) feet

- N. Proposed lot lines with approximate dimensions and the square foot area of non-rectangular lots
- O. Boundaries of the proposed subdivision shall be indicated by a heavy line
- P. Zoning classification of the area
- Q. Proposed utility service:
 - (1) Source of water supply
 - (2) Provision for sewage disposal
 - (3) Provision for storm water drainage, including calculations of storm water runoff from the site
- R. A vicinity sketch at a legible scale showing the relationship of the plat to its general surroundings
- S. Lot numbers
- T. Proposed street widths
- U. Stormwater Drainage Plan. Detailed report setting forth the design parameters for any water detention facility required to reduce the release rate to a five (5) year release rate. The report must include the initial analysis of the storm sewer system and overland flow has to ensure the stormwater drainage plan is adequate to accommodate the runoff from a 5-year storm in storm sewers with overland flow paths to accommodate the runoff from a 100-year storm without adverse ponding.
 - (1) Setbacks for all proposed on-site detention ponds
- V. Location, character, and dimension of all existing and proposed [easements](#) to be used for utility purposes
- W. Name, certification and seal of registered land surveyor who prepared the plat
- X. Provide bench mark information indicating city datum is being used
- Y. Show all existing site features and proposed water courses
- Z. Zoning Change Agreement. Where a zoning change is requested in conjunction with or prior to the subdivision process, the city may require the subdivider to provide a Zoning Change Agreement which relegates authority to the City to revert the property back to the original zoning classification if the schedule or requirements set forth by the City are not fully in compliance by a date mutually agreed to by the subdivider and City.
- AA. Narrative demonstrating how the proposed project is consistent with the land use plan, infrastructure system plans, park plans, and the general goals and policies of the [comprehensive plan](#) and any approved infrastructure system or area master plans.

WHEREAS, the Planning and Zoning Commission held a public hearing on January 11, 2024 to hear public comments on the proposed text amendments to Sections 179.01, 180.04., 180.05., and 180.07.

NOW, THEREFORE, BE IT RESOLVED, that the Planning and Zoning Commission of the City of Bondurant, Iowa recommends City Council approval of the text amendments as presented in this recommendation resolution.

Moved by _____, Seconded by _____ to adopt.

ATTEST: I, Isaac Pezley, City Planner, hereby certify that at a meeting of the Planning and Zoning Commission held on January 11, 2024; among other proceedings the above was recommended for approval.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Isaac J. Pezley, City Planner

Action	Yay	Nay	Abstain	Absent
Brostrom				
Clayton				
Keeran				
Mains				
Pitts				
Torres				
Vore				

Karen Keeran, Commission Chair

Planning and Zoning Commission

2023 Annual Report



BACKGROUND

Chapter 23 of the [Bondurant City Code](#) states that each year the Planning & Zoning Commission shall make a report to the Mayor and Council of its proceedings. This report will serve as the Commission's 2023 Annual Report.

The Bondurant Planning & Zoning Commission has seven members and met the 2nd and 4th Thursday of the month in 2023 at 6:00 p.m. in the Bondurant Community Center at 200 2nd Street NE. A Zoom meeting attendance option was/is also available to the Commission and public.

The Commission is primarily and routinely involved in land use planning topics, including: Comprehensive Plan and area plan reviews, rezonings, subdivisions, site plans, street and easement vacations, annexations, Zoning and Subdivision Code text amendments, and other miscellaneous development topics. The Commission researches each case and then reviews the information at a meeting. A recommendation for or against the case is subsequently made to the Bondurant City Council citing the Commission's basic reasoning.

MEMBERSHIP

In 2023 Karen Keeran served as Chair, and Andy Mains served as Vice-Chair. Jesse Torres was appointed to the Commission by Council on May 1, 2023 to fill Wes Hoyer's vacancy. Jason Vore was appointed to the Commission by Council on May 1, 2023 to fill Torey Cuellar's vacancy. Councilman Matt Sillanpaa acted as the City Council liaison to the Commission in 2022.

Chapter 23 of the City Code notes that a review of attendance will be made at the end of each year. The Code notes that a member cannot exceed three unexcused absences within a 6-month period. The Code also notes that a Commission member cannot miss more than 40% of the total calendar meetings in a calendar year.

Below is a chart of 2022 member attendance.

2023 Member Attendance Chart

	Kristin Brostrom	Lisa Cameron	Brian Clayton	Torey Cuellar	Wes Hoyer	Karen Keeran	Andy Mains	Jesse Torres	Jason Vore
1 - 1/12/2022	Present	Present	Present	Present	Present	Present	Present	N/A	N/A
2 - 2/9/2023	Present	Absent	Present	Present	N/A	Present	Present	N/A	N/A
3 - 3/9/2023	Present	Present	Present	Present	N/A	Present	Present	N/A	N/A
4 - 4/13/2023	Present	Absent	Present	Present	N/A	Present	Present	N/A	N/A
5 - 5/11/2023	Present	Absent	Present	Present	N/A	Present	Present	Present	N/A
6 - 6/8/2023	Present	Absent	Present	Present	N/A	Present	Present	Present	N/A
7 - 7/13/2023	Present	Absent	Present	N/A	N/A	Present	Absent	Present	Present
8 - 8/10/2023	Absent	Absent	Present	N/A	N/A	Present	Present	Present	Present
9 - 9/14/2023	Present	N/A	Present	N/A	N/A	Present	Present	Present	Present
10 - 10/12/2023	Present	N/A	Present	N/A	N/A	Present	Present	Present	Present
11 - 11/9/2023	Present	N/A	Present	N/A	N/A	Present	Absent	Present	Present
12 - 12/14/2023	Present	N/A	Present	N/A	N/A	Present	Absent	Present	Present
Total Meetings	12	8	12	6	1	12	12	12	12
Attended	11	2	12	6	1	12	9	12	12
% Attended	92%	25%	100%	100%	100%	100%	75%	100%	100%

SUMMARY OF REVIEWS:

1. Text Amendments:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.TA.1	Off-street parking regulations for restaurants, bars, and drive-thrus (Chapter 177)	Recommended approval on 5/11/2023	Approved on 7/10/2023
2023.TA.2	Outdoor Storage Surface Material Text Amendment	Recommended approval on 6/8/2023	Approved on 7/10/2023
2023.TA.3	Park Structure Setbacks Text Amendment (Chapter 177.07)	Tabled on 9/14/2023 Recommended approval on 10/12/2023	Approved on 11/20/2023
2023.TA.4	Parkland Dedication and Street Frontage Requirements Text Amendment (Chapter 180.06.8)	Recommended approval on 9/14/2023	Pulled by City Staff

2. Easement & Right-of-Way Vacations:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.V.1	Vacation of a portion of right-of-way adjacent to 100 Main Street SE (Parcel ID 231/00096-003-000)	Recommended denial on 5/11/2023	Approved on 6/5/2023

3. Requests for Rezoning and/or Future Land Use Map Changes:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.R.1	Tim George Rezoning (Parcels 231/00214-002-000 and 231/00214-004-000), A-1 to M-1	Recommended approval on 1/12/2023	Approved on 3/20/2023
2023.R.2	Highpoint Estates Rezoning, R-2 to C-1 at NW corner	Recommended approval on 1/12/2023	Approved on 6/5/2023
2023.R.3	PRKG 2470 LLC (Koethe) Rezoning, A-1 to R-1 at Parcel 230/00469-002-000 and A-1 to R-3 at Parcel 230/00478-001-000, pending annexation finalization	Recommended approval on 3/9/2023	Approved on 4/17/2023

2023.R.4	Hollebrands/Von Stein Rezoning, A-1 to M-1	Recommended approval on 5/11/2023	Approved on 6/19/2023
2023.R.5	Morgan Estates Rezoning, A-1 to R-5	Recommended approval on 12/14/2023	In Process
2023.R.6	Future Land Use Amendment – Harvest Meadows PUD Area D, Open Space/Ag to Medium Density Residential	Recommended approval on 12/14/2023	Approved on 1/2/2024
2023.R.7	Harvest Meadows Area D PUD Substantial Modification Request	Recommended approval on 12/14/2023	In Process

4. Subdivisions and Plats of Survey:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.S.1	Heartland LM Kellogg Plat 1 Preliminary Plat (Polk County)	Recommended approval on 1/12/2023	Approved preliminary plat on 1/17/2023
2023.S.2	Nehring Estates Plat of Survey (Boundary Line Adjustment)	Recommended approval on 1/12/2023	Approved final plat on 1/17/2023
2023.S.3	5251 NE 94 th Avenue Plat of Survey (Polk County)	Recommended approval on 3/9/2023	Approved on 3/20/2023
2023.S.4	Fox Ridge Estates Plat 2 Preliminary Plat (Polk County)	Recommended approval on 4/13/2023	Approved final plat on 7/17/2023
2023.S.5	City Campus/Myers 1 Plats of Survey	Recommended approval on 4/13/2023	Approved on 4/17/2023
2023.S.6	Doe Run Plat 3 Preliminary Plat (Polk County)	Recommended approval on 5/11/2023	Approved final plat on 5/22/2023
2023.S.7	Brown Plat of Survey (Polk County)	Recommended approval on 5/11/2023	Approved on 5/22/2023
2023.S.8	Webb Family Estates Preliminary Plat (Polk County)	Recommended approval on 7/13/2023	Approved preliminary plat on 7/17/2023
2023.S.9	Civic Campus Master Plan Plats of Survey	Recommended approval on 7/13/2023	Approved acquisition Plats of Survey on 12/4/2023 Approved vacation Plats of Survey on 12/18/2023

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.S.10	Harvest Meadows Parcel '2023-122' Plat of Survey	Recommended approval on 8/10/2023	Approved Plat of Survey on 8/21/2023
2023.S.11	Harvest Meadows Commercial Plat 1 Preliminary Plat	Recommended approval on 10/12/2023	Approved preliminary plat on 10/16/2023
2023.S.12	Morgan Estates Plat 3 Preliminary Plat	Tabled on 10/12/2023 Recommended approval on 12/14/2023	In process
2023.S.13	Dollar Tree First Addition Final Plat	Recommended approval on 11/9/2023	Approved final plat on 11/20/2023
2023.S.14	Campus Industrial Park Preliminary Plat	Recommended approval on 11/9/2023	Approved preliminary plat on 11/20/2023
2023.S.15	9790 NE 64 th Street Plat of Survey (Polk County)	Recommended approval on 11/9/2023	Approved Plat of Survey on 11/20/2023
2023.S.16	Bondurant Industrial Park Plat 2 Preliminary Plat	Recommended approval on 12/14/2023	Approved preliminary plat on 1/2/2024

5. Site Plans:

Case #	Proposal Summary	P&Z Recommendation	Council Action	Project Summary
SP23-01	Hawthorne Crossing 2 Site Plan/Preliminary Plat	Recommended approval on 1/12/2022	Approved on 1/17/2022	Three multi-family residential apartment buildings
SP23-02	AA&E Hauling, 601 23 rd Street SW	Recommended approval on 6/8/2023 Recommended approval on amended site plan 9/14/2023	Approved on 6/19/2023 Amended site plan approved on 9/18/2023	First phase includes 70'X140' building with semi-tractor trailer parking spaces.

Case #	Proposal Summary	P&Z Recommendation	Council Action	Project Summary
SP23-03	Kwik Lock Storage, 1306 Prairie Drive SW	Recommended approval on 6/8/2023	Approved on 6/19/2023	Two new storage buildings and expansion of existing office building.
SP23-04	Skol Trucking, 2465 Robinson Avenue NE	Recommended approval on 10/12/2023	Approved on 10/16/2023	Heavy truck parking and concrete crushing area
SP23-05	Casey's General Store, 1130 2 nd St NW	Recommended approval on 10/12/2023	Approved on 10/16/2023	Gas station
SP23-06	Dollar Tree, 801 Dee Street SE	Recommended approval on 11/9/2023	Approved on 11/20/2023	10,000 square building for new Dollar Tree store

6. Annexations:

Case #	Proposal Summary	P&Z Recommendation	Council Action
2023.A.1	PRKG 2470 LLC (Koethe) Annexation, 100% Voluntary within 2 miles of the City of Mitchellville's city limits	3/9/2023	4/17/2023

7. Other Planning Items Reviewed/Discussed:

- A. 2023 Annual Election of Officers during 1/12/2023 meeting.
- B. 2022 P&Z Annual Report during 1/12/2023 meeting.
- C. Commission recommended approval of the Civic Campus Master Plan during their March 9, 2023 meeting.
- D. Reviewed the request to omit required side elevation windows in the Edgeland Bondurant Townhome development during their April 13, 2013 meeting.
- E. Bondurant-Farrar Community School District and the Commission discussed future school expansion during their August 10, 2023 meeting.
- F. Commission recommended approval of the removal of certain areas from the 1988 Urban Renewal Area and recommended approval of the 2023 Bondurant Urban Renewal Area and Plan Amendment at their September 14, 2023 meeting.
- G. Reviewed and provided feedback for potential Harvest Meadows PUD Conceptual Plan at their October 12, 2023 meeting.
- H. Reviewed and provided feedback for Downtown Landus Development Master presented by ISG Inc and Scott Turczynski at their November 9, 2023 meeting.
- I. Reviewed and recommended approval of City of Bondurant's Major Streets Master Plan at their December 14, 2023 meeting.

