

BONDURANT CITY COUNCIL AND
PLANNING AND ZONING COMMISSION
Minutes
October 12, 2015 6:00 P.M.
Bondurant City Center

1. Roll Call Planning and Zoning Commission and City Council

Present: Mayor Curt Sullivan, Mayor Pro-Tem Brian Lohse, Council Member Doug Elrod,
Council Member Wes Enos, Council Member Jennifer Keeler

Absent: Council Member Bob Peffer

City Officials

Present: Assistant to City Administrator Mary Rork-Watson, City Attorney David Brick

Present: Commission Chair Dave Higgins
Commission Member Brian Clayton
Commission Member Jeff Kromrie
Commission Member Roy McCleary
Commission Member Tamara Russell
Commission Member Karen Hudson
Commission Member Laura Wood

2. Perfecting and Approval of the Agenda

Moved by McCleary, seconded by Wood, to approve the agenda as presented. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

Moved by Enos, seconded by Elrod, to approve the agenda as presented. Vote on Motion 4-0. Absent: Peffer. Motion declared carried unanimously.

3. Review of Planning and Zoning Commission Statutory Powers and Duties

City Attorney David Brick explained that the Commission is independent of the Council and makes recommendations to the Council. Mayor Pro-Tem Lohse asked if the Comprehensive Plan was enforceable; for example, if a project meets City Code but not the Comprehensive Plan, can the project be turned down?

City Attorney Brick said the Comprehensive Plan is extremely important and can be relied on for decisions as long as those decisions are made consistently.

Council and Commission members discussed the review process and the difficulty of getting all the details needed to make informed decisions. The current Planning and Zoning Commission meeting minutes aren't available to Council so the members' concerns aren't known by Council. Suggestions included slowing the process down and requiring all outstanding items on the City Engineer's checklist be completed before coming to Planning and Zoning. The Council and Commission also want to find a means for Planning and Zoning to communicate their decisions for each plat.

Council Member Enos and Commission Member Clayton both suggested creating strong administrative rules regarding the procedures so there is clarity for future Council and Commission members as well as the City Administrator and developers.

Council and Commission members want to develop a checklist for developers that details the procedure for presenting a plat to the City and also explains the vision and guiding principles to be considered for a development.

4. Residential Lot Sizes / Sideyard Setbacks

Specific points the Council and Commission members wanted addressed at the Preliminary Plat stage of review were lot sizes and diversity of housing, improving transportation within the City and eliminating parking in cul-de-sacs.

Mayor Sullivan joined the meeting at 7:12 p.m. Mayor Pro-Tem Lohse continued to lead the meeting.

Council and Commission members discussed the importance of communicating to developers the City's goal of creating housing diversity with multi-unit residences and larger lot sizes.

City Attorney Brick will research ideas for operating procedures for Planning and Zoning meetings, cover sheets and zoning for lots one acre or larger.

5. Tax Abatement Review Committee Recommendations

Mayor Pro-Tem Lohse detailed the Tax Abatement Review Committee's recommendations. He said it is important to balance residential growth with the needs of the retail community. The Committee encouraged the City to invest in shovel-ready property for industrial and warehouse business. BDI researched the City's water / sewer maps and found 4 lots that had water and sewer available and only one lot was near Hwy. 65. The Council and Commission both thought the remodeling valuation needed to be addressed by the State legislature.

The goal of the Committee was to bring the full valuation on the tax roll sooner. The Council will continue to research whether the three-year plan works with the Iowa Code which allows for a 2-year grace period.

Council Member Elrod said that additionally the City needs to continue working to lower the tax rate. Council and Commission members also want to support the School District which is being challenged by residential growth and tax abatement.

6. Site Plan Review for Porch Swings and Fireflies Public Art Project

According to City Code 23.05.4, the Site Plan for this project should have been submitted to the Commission. The members of the BDI Arts & Recreation Committee said that in the future this step will be followed and there will be better communication with the public. The availability of free fill dirt and the deadlines for grants required starting the project as soon as possible.

A veterans' memorial is being planned at another location, a flag pole is included in the public art installation and the time capsule will be buried at the City Sign's new location.

7. Adjournment of Planning and Zoning Commission

Moved by McCleary, seconded by Russell, to adjourn the meeting at 8:13 p.m. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

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Commission Chair, David Higgins	Mary Rork-Watson, Assistant to City Administrator

8. City Clerk job description

Council members agreed that the job title change wasn't a problem; however, the increased salary range didn't seem appropriate at this time. The job description didn't seem to include additional duties or responsibilities that warranted a higher salary range. The Council recommended re-posting the position with a lower salary range.

9. Adjournment

Moved by Enos, seconded by Elrod, to adjourn the meeting at 8:29 p.m. Vote on Motion 4-0. Absent: Peffer. Motion declared carried unanimously.

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Mayor, Curt Sullivan	Mary Rork-Watson, Assistant to City Administrator

(SEAL)

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the Mayor and City Council on October, 12, 2015, that all the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for the public inspection at the Office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten business days and prior to the next convened meeting of said body.

Curt Sullivan, Mayor