

**CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
December 17, 2015
MINUTES**

1. Call to Order

Commission Chair Dave Higgins called the meeting to order at 6:01 p.m.

2. Roll Call

Roll call was taken and a quorum was declared.

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

Absent: Commission Member Tamara Russell

City Officials City Administrator Mark Arentsen, City Clerk Shelby Hagan, Mayor Curt Sullivan, City
Present: Council Member Doug Elrod

3. Perfecting and Approval of the Agenda

Motion made by McCleary, seconded by Wood, to approve the agenda as presented. Vote on Motion 6-0. Motion declared carried unanimously.

4. Approval of the Commission Minutes

Motion made by Hudson, seconded by McCleary, to approve the minutes of November 12, 2015. Vote on Motion 6-0. Motion declared carried unanimously.

5. Guests requesting to address the Commission – None

6. PRESENTATION - Brad Scheib, Hoisington Koegler Group, Inc.

Brad Scheib presented the Commission with a draft of the "North Collector Street Plan." It involved discussion on the value of planning, roadway network, the 2012 Comprehensive Plan, a "complete street" model, collector street designs, land use and development policy, and neighborhood connectors.

Two Collector Street Corridors were presented to the Commission; simple and responsive. Examples of each roadway network was shown and explained. The Commission discussed the pros and cons of each roadway network.

Brad Scheib encouraged next steps and implementation strategies to the Commission, as well as raising awareness of the City's Comprehensive Plan to developers.

7. Discussion

a. Seasonal Businesses - Commission Chair Higgins stated that the City needs to provide guidance to seasonal businesses. Commission Member Clayton discussed that the City of Des Moines has two categories (Mobile and Immobile) and it has been very well received. The vendors have to follow state guidelines.

JC Obrecht and Jeremy Boka of Reclaimed Rails described their plans with on site food trucks at their business. They plan to have one available for their patrons on weekends (Thursday, Friday and Saturday).

City Administrator Arentsen stated the possibility of four categories (i.e. ice cream truck, produce vendors, food trucks, food shacks), and a draft ordinance for mobile and immobile vendors will be at the January 14, 2016 meeting.

b. Appointment to Bondurant Development, Inc. (BDI) - Jeff Kromrie has volunteered to serve as the appointee. BDI meets once a month at the City Center.

c. Installation of Utility Lines by Developers in City Parks - Commission Chair Higgins discussed the benefits of installing utility lines in City Parks, which opens up more options. City Administrator Arentsen stated this would be less costly to the City if we plan to add more amenities to parks (i.e. water fountain).

Motion made by Commission Member McCleary, seconded by Commission Member Wood, to fully support the installation of utility lines by developers in City Parks. Vote on Motion 6-0. Motion declared carried unanimously.

City Clerk Shelby Hagan will draft a letter of the Commission's support for the December 21, 2015 City Council Meeting.

d. Tree Installation Requirement in New Subdivisions - Commission Member Hudson sent out an email regarding requiring installing trees in new subdivisions. Renaud Ridge's covenant requires a certain number of trees per house. The possibility of enforcing future developers to require trees was also discussed. Commission Member Clayton discussed the possibility of allowing trees planted in the parking. Commission Chair Higgins stated that the water and sewer are installed in the parking and the issues that could arise by allowing trees to be planted in that area. Mayor Curt Sullivan suggested to bring the concept to the Tree Board; Commission Member Hudson stated that she forwarded the proposal to the Board.

8. Reports and Comments

a. Commission Member Comments

Commission Member Kromrie- Questioned if there was a new business in town, and if developers call about the land on the southern edge of Bondurant.

Commission Member Wood – Questioned the rock on the main roads.

Commission Member Clayton– None

Commission Member McCleary - Comments regarding John Wright and his proposal, believes we should have handled that differently.

Commission Member Hudson - Community Vision Program has come to an end, and the report is available.

b. Commission Chair Comments – Welcomed Council liaison, Doug Elrod.

c. City Administrator Comments – Regardless of the changes in tax abatement, developers are still inquiring about land in Bondurant. 117 single family permits pulled this year.

9. Adjournment

Moved by McCleary, seconded by Hudson, to adjourn the meeting at 8:10 p.m.

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Commission Chair, David Higgins	City Clerk, Shelby Hagan