

CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
MINUTES

A meeting of the City of Bondurant Planning and Zoning Commission was held in the Community Room at the Bondurant City Center on March 29, 2011, at 6:00 p.m.

Present: Commission Chair David Higgins
 Commission Member Jennifer Keeler
 Commission Member Brian Lohse
 Commission Member Roland Mark
 Commission Vice Chair Roy McCleary
 Commission Member Jolyn Meehan
 Commission Member Judi Mendenhall
 City Administrator Mark J. Arentsen
 Finance Director Lori Dunham

Absent: None

Notice of the meeting was posted at the Bondurant City Center, Casey's General Stores, Legacy Bank and the Bondurant Post Office on March 25, 2011. All proceedings hereafter shown were taken while the convened meeting was open to the public.

Commission Vice Chair McCleary called the meeting to order at 6:02 p.m. Roll call was taken and a quorum was declared. Motion made by Commission Member Mark, seconded by Commission Member Keeler, to approve the agenda as presented. Roll call: Ayes: 5. Nays: 0. Motion carried.

Motion made by Commission Member Keeler, seconded by Commission Member McCleary, to approve the Planning and Zoning Commission Minutes of March 24, 2011. Roll call: Ayes: 5. Nays: 0. Motion carried.

Commission Chair Higgins arrived at 6:05 p.m.

Mr. Mike Wille, representative from Urbanscape, Mr. Bob Gibson and Mr. Gary Reed, representatives from Civil Design Advantage, presented their Comprehensive Plan ideas to the Commission Members.

Commission Member Meehan arrived at 6:10 p.m.

Mr. Wille has done consulting work with developers and worked for the City of West Des Moines. Mr. Reed has assisted with private land development for 30 years and has GIS mapping experience. Mr. Wille stated that Bondurant is the Northeastern Gateway to the Metro area. The Northeast Beltway will have a significant impact when it is built. Bondurant's population has doubled in last 10 years, has the advantage of having a small school district and easy access to Des Moines. Bondurant weaknesses include a lack of amenities and the tax base is 83% residential. The Comprehensive Plan objectives would be to apply SMART planning principles to improve quality of life and enhance the community's image and character. The scope of work would include community input, environmental issues including drainage, transportation issues, identify the planning study area, economic development and enhancement recommendations.

City Administrator Mark Arentsen and Commission Members interviewed the team about their experience. The group has planning experience in communities such as Cumming, Norwalk, Leon, Carroll and Indianola. They expect to spend around 600-700 hours on the plan. They would have one or two public meetings, sending postcards to notify residents. A website will also be utilized to keep the public informed and accept input. They would also interview key people in the community. The five most important subjects that need to be addressed in Bondurant is the drainage, land use, zoning ordinance, balancing the tax base, protecting property values and the Northeast Beltway. Trails, minor collector streets and land use between isolated neighborhoods can help to connect them with other areas. They felt that the right sites properly serviced can help attract commercial development.

Mr. Mark Land, Mr. Pat Callahan and Ms. Kathleen Connor, representatives from Snyder and Associates, presented their Comprehensive Plan ideas to the Commission Members. Mr. Jerald Searle, Snyder and Associates, would also be a part of the team preparing the Plan. Their philosophy for the Comprehensive Plan is to have measurable goals in the plan, take information that has already been collected, work with the staff and integrate that information. Ms. Connor's strengths are in developing the future land use plan, parks and recreation plan and the transportation plan. Infrastructure needs to be evaluated in regards to growth and environmental constraints. Transitional land use plans need to be established to buffer between industrial and residential. Mr. Callahan would be responsible for establishing public involvement. The organizational meeting would involve SWOT analysis, ranking projects, programs and proposals. He would interview key personnel, department heads and residents in one on one interviews. Facebook would be utilized. Mr. Callahan felt that the Comprehensive Plan should be utilized to develop an action plan, the City should have Open House to the community to show them where their dollars are being spent, staff should present quarterly updates to the Council on progress of the action plan, an annual town hall meeting to update residents and a semi-annual breakfast with community leaders to inform them of the progress. Mr. Land has done extensive work on drainage issues with Four Mile Creek near Ankeny and Mud Creek through Altoona. Development can really affect erosion, causing drainage issues five to ten years later.

City Administrator Mark Arentsen and Commission Members interviewed the team about their experience. The group has worked with the cities of Indianola, Boone, Polk City, Huxley and Cresco. The public meetings would include small groups, one on one interviews and public information meetings. They expect to spend about 400 hours on the plan. Five important subjects that need to be addressed are storm water, transportation, future industrial growth and residential buffers, action plan and financing the action plan. They felt that isolated neighborhoods could be connected using trails, green space, completing streets, and establishing park plans. Mistakes or problems Bondurant should avoid include having industrial next to residential areas, lack of access control and management, protecting the corridors, storm water planning and over committing with tax abatement and TIF.

Mr. Brad Scheib and Mr. Bryan Harjes, representing Hoisington Kogler Group Inc., and Mr. Douglas Ernst and Ms. Molly Long, representing Foth Infrastructure and Environment, presented their Comprehensive Plan ideas to the Commission Members. Mr. Scheib would be responsible for the day to day service on the project and the public meetings. Mr. Harjes will be responsible for the graphics in the plan. Mr. Earnst, a Civil Engineer, has extensive experience in infrastructure and Ms. Long, also a Civil Engineer, is experienced in traffic issues. Ms. Long has worked on the Alice's Road corridor in Waukee and has experience in grant writing. Other personnel from Hoisington Kogler that will be working on the plan include Rita Trapp, specializing in environmental and sustainability, and Gabrielle Grinde, doing graphic design. The group has recently completed a Comprehensive Plan for the City of Johnston. The process the group will take to complete the plan includes the organizing process which includes interviewing Planning and Zoning Commission Members, key community member and understanding the community, establishing an understanding of Bondurant today, exploring community vision, identifying key issues, exploring future scenarios, developing a draft comprehensive plan and implementation strategies, approval and finalizing the plan. The group has done 30 comprehensive plans in the last 10 years.

City Administrator Mark Arentsen and Commission Members interviewed the team about their public information meetings. The meetings will have a multi-pronged approach. They felt that residents will respond to personal invitations to attend meetings. Information should be distributed at Summerfest. Business cards could be handed out with the informational website on it. Surveys could be done and a network built. Previous plans have utilized high school students to get the word out. The group felt that it was important to get people's input ahead of putting together concepts. They expect to work about 500-600 hours on the plan. Five important subjects that need to be addressed in Bondurant include revitalizing the core of the City, strategic growth, greenways, waterways, utility expansion and street connections. The City needs to have a logical pattern of development and a mix of housing availability. A balance of sidewalks, trails, improving the walkability of the community can help connect isolated neighborhoods. Also, storm water patterns in back yards, bike facilities and safe, quality intersections help connect neighborhoods. Attracting commercial development can be accomplished by continuing to add rooftops, promoting the community, conceding some

terms of a development agreement to get initial developer, and getting the market and residents excited about the development. The City needs to establish where it wants commercial growth and find development that increases the job base, tax base and services to the residents. Mistakes that Bondurant should avoid include not thinking through the public process, being unable to adapt and establishing implementation strategies that are unrealistic. Negative attributes observed in Bondurant include street corridors, storm water and the lack of parks. Positive attributes include opportunity downtown and Highway 65, Northeast Beltway, parks and greenways and City and school facilities.

City Administrator Arentsen and Commission Members held a discussion on the four presentations for the Comprehensive Plan, one on March 24 and three this evening. Hoisington Koegler Group's presentation was 20 minutes in length and gave a lot of information. They were excited about the opportunity and also have a successful grant writer on staff. Houseal Lavigne was very professional and had impressive technology available. Snyder and Associates' strength was dealing with the financial side of planning but Commission Members felt that technology was lacking. Commission Member McCleary, seconded by Commission Member Mark, made a motion to accept the Comprehensive Plan proposal from Hoisington Koegler Group Inc. Roll Call: McCleary-Yes, Mark-Yes, Lohse-Yes, Keeler-Yes, Higgins-Yes, Meehan-Yes, Mendenhall-Yes. Motion carried.

The following items were discussed as part of Commission Members' comments:

- Commission Member Meehan – No comment.
- Commission Member Lohse – No comment.
- Commission Member Mark – No comment.
- Commission Member Mendenhall – No comment.
- Commission Member Keeler – No comment.
- Commission Member McCleary – Commission did a good job with the interviews.

The following items were discussed as part of City Administrator Arentsen's comments:

- No comment.

The following items were discussed as part of Commission Chair Higgins' comments:

- Last Comprehensive Plan pretty much sat on the shelf when completed. The Planning and Zoning Commission was not involved with the plan. Felt it was a good idea to look at the plan on an annual basis.

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Motion made by Commission Member McCleary, seconded by Commission Member Lohse, to adjourn the meeting. Roll call: Ayes: 7. Nays: 0. Motion carried. Commission Chair Higgins declared the meeting adjourned at 9:30 p.m.

David Higgins
Chair

ATTEST:

Lori Dunham
Finance Director