

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, November 18, 2019
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on November 18, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Ohlfest called the meeting to order at 6:00 p.m.

2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel, Sires | In attendance
Bowersox | arrived 6:02 p.m.

3. **Approval of Agenda**

MOTION: A motion was made by Triplett and seconded by Dietz to approve the agenda

MOTION CARRIED UNANIMOUSLY

4. **Approval of Meeting Minutes**

MOTION: A motion was made by Hankins and seconded by Vogel to approve the August 16, 2019 meeting minutes.

MOTION CARRIED UNANIMOUSLY

5. **Preliminary Plat for Creekview Estates**

Civil Design Advantage Civil Engineer, Josh Trygstad provided a summary of the preliminary plat on behalf of North Polk Development, stating the plans have not changed from initial concept plan presented at the rezoning from A-1 to R-2. All comments from Snyder & Associates have been addressed including leaving W. Trace Drive as a dead-end street. The plat includes 86 single family lots and a detention pond. Kathleen Connor, Snyder & Associates representative, added the developer will be increasing the 2-foot sidewalk to a 10-foot wide trail per staff request along 3rd Street.

P&Z Commission Member Hankins outlined a couple of options he'd prefer instead of W. Trace Drive remaining as dead-end street, suggesting a cul-de-sac Bulb be installed at the end of the existing stub on W. Trace Drive within the development or possible vacating the section of W. Trace Dr. and have it deeded from the City to Wolfe Creek Association

Connor added there has been a staff discussion and Public Works Director, Fire Chief and Police Chief are all in agreement with the option of leaving the short stub street as is.

Ohlfest asked Trygstad if grading was scheduled to begin this year. Trygstad replied yes, after the preliminary plat was approved. Connor added they have been advised to proceed at own risk after approval prior to final plat approval.

Vogel agreed that land at end of W. Trace Drive would be difficult to pave and agreed to leaving W. Trace as is for that reason.

Ohlfest asked for comments from the audience.

The following audience members spoke in support of West Trace Drive remaining as a non-through street:

1. Al Burrows, 532 W. Trace Drive
2. Brian Blaylock, 910 Chinock Way
3. Charlotte Loter, 913 W. Trace Drive
4. Jim Jensen, 530 N. Trace Court
5. Donna Jensen, 530 N. Trace Court
6. Betty Sikkink, 904 W. Trace Drive

MOTION: A motion was made by Dietz and seconded by Vogel to recommend Council approve the Preliminary Plat for Creekview Estates subject to all recommendation and comments in the Engineer Memo dated November 14, 2019 being satisfactorily addressed.

YES: Vogel, Sires, Dietz, Ohlfest, Bowersox

NO: Hankins, Triplett

MOTION CARRIED

6. Adjournment

MOTION: A motion was made Triplett and seconded by Dietz to adjourn at 6:43 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, December 16, 2019

Attest:

Carol Thornburg, Deputy City Clerk