

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, September 21, 2020

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on September 21, 2020 via ZOOM. 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 Dietz called the meeting to order at 6:02 p.m.
2. **Roll Call** | Hankins, Triplett, Bowersox, Dietz, Ohlfest, Vogel, | In attendance via ZOOM
Sires joined at 6:04 p.m.
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Bowersox to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the August 17, 2020 meeting minutes.
MOTION CARRIED UNANIMOUSLY
5. **Preliminary Plat and Final Plat for Stanley Plat 1** Chris Thompson, Cooper Crawford & Associates, LLC on behalf of First Choice Renovations was having technical difficulties so Kathleen Connor, City Engineering Representative provided a report on the project.
MOTION: A motion was made by Hankins and seconded by Triplett to recommend Council approval of the Preliminary Plat and Final Plat for Stanley Plat 1 subject to all staff and engineering comments dated September 16, 2020 being satisfactorily addressed.
MOTION CARRIED UNANIMOUSLY
6. **Big Creek Valley Plat 2 – Final Plat**, Kelsey Scallon, Shive-Hattery on behalf of MJR Development provided an overview of the continuation of the Big Creek Valley Development.
MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend Council approval of the Final Plat for Big Creek Valley Plat 2 subject to all staff & engineering comments dated September 16, 2020 being satisfactorily addressed.
MOTION CARRIED UNANIMOUSLY
7. **Lakes Early Learning Center – Site Plan**, Emily Feldman, Feldman Real Estate, reported she is looking to open a daycare in Polk City and has submitted a Site Plan to expand the existing building located in Lot 2 of Big Creek Technology Campus Plat 1 by 4,490 square feet to provide care of 118 kids from the Polk City and surrounding areas. She said Eric Thompson with Fox Engineering prepared the site plan submittal including parking, playground and updating drainage and all requirements. Kathleen Connor, Engineering representative said the applicant has addressed all the engineering comments including increasing detention and adding a second drive and updating light fixtures. Commission Member Hankins questioned the trail connection location and recommended deferral until a determination could be made. Emily Feldman requested a waiver for the cost of the improvements.
MOTION: A motion was made by Ohlfest and seconded by Sires to recommend Council approval of the Site Plan for Lakes Early Learning Center subject to deferral of the trail path.
MOTION CARRIED UNANIMOUSLY

- 8. Amendment to the Urban Renewal Plan for the Polk City Area II Urban Renewal Area,** Chelsea Huisman, City Manager reviewed proposal to add property into Polk City's URA II indicating it is mostly the Town Square area. The purpose would be to help further economic development of the Square. In addition to adding property the City would initiate an Administrative Program to capture TIF dollars to provide funds to Go Polk City/Chamber, pay Bond Counsel and pay a portion of salary and benefits of the City Manager and a portion of the cost of the City's Financial Advisor.

MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend Council amend the Urban Renewal Plan for the Polk City Area II Urban Renewal Area.

MOTION CARRIED UNANIMOUSLY

9. Reports & Particulars

- Council Member Anderson said he appreciates the Commission keeping trail connections a priority and ensuring developer involvement. Anderson reported the Council has been busy discussing a Staffing Plan and looks forward to discussing the Urban Renewal Plan Amendment with the rest of the Council as it is near and dear to his heart to benefit the City with TIF dollars in addition to developers.
- City Manager Huisman tasked the Commission to review the Draft Subdivision Ordinance submitted by Staff and Engineering for discussion in October with the P&Z Commission. Kathleen Connor, City Engineering Representative said she would supply the Commission with a bullet list of major changes. Council Member Anderson reiterated the importance of bringing an approved draft to Council that gets better participation from developers in Polk City.
- Commission Member Hankins provided a report from the last Community Visioning meeting and mentioned the committee's desire to have a public input meeting in the Square later this fall.

10. Adjournment

MOTION: A motion was made by Triplett and seconded by Bowersox to adjourn at 6:41 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, October 19, 2020

Attest:

Jenny Gibbons - City Clerk