

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, August 17, 2020

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on August 17, 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 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Bowersox, Dietz, Ohlfest, Vogel, Sires | In attendance via ZOOM
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Bowersox to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Ohlfest and seconded by Hankins to approve the July 20, 2020 meeting minutes.
MOTION CARRIED UNANIMOUSLY
5. **Big Creek Technology Campus Plat 5 – Final Plat** Paul Clausen, Civil Engineering Consultants, Inc on behalf of Knapp Properties provided an overview of the 2 outlots left over from previous plats. Kathleen Connor, City Engineering Representative expanded that the Plat would wait for confirmation of conservation jurisdiction before going to Council.
MOTION: A motion was made by Hankins and seconded by Triplett to recommend Council approval of the Final Plat for Big Creek Technology Campus subject to all staff and engineering comments dated August 12, 2020 being satisfactorily addressed.
MOTION CARRIED UNANIMOUSLY
6. **Comp Plan amendment and rezoning petition for 31.8 acres east of 220 E Vista Lake Avenue known as Big Creek Technology Campus from M-1, C-2, R-2, and R-3 to R-1, Single Family Detached**, Erin Ollendike, Civil Design Advantage on behalf of North Polk CSD reviewed the rezoning request. Kathleen Connor, Engineering representative reviewed the changes that would be required to amend the Comp Plan reducing the M-1 zoning by approximately 15 acres and the Commercial zoning by about 2 acres in reduction. P&Z Commissioners expressed concern for the continuation of reducing commercial zoning areas and suggested that the City should investigate future Comp Plan amendments to deal with the accumulative reduction in the commercial zoning.
MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approval to amend the Comp Plan and approve the rezoning petition for 31.8 acres east of 220 E Vista Lake Avenue known as Big Creek Technology Campus from M-1, C-2, R-2, and R-3 to R-1, Single Family Detached subject to all staff & engineering comments dated August 7, 2020 being satisfactorily addressed.
MOTION CARRIED UNANIMOUSLY
10. **Reports & Particulars**
 - Council Member Anderson shared the recent discussions Mayor and Council have had concerning returning to live meetings. He solicited the opinions of the P&Z Commission members. Hankins indicated he would be uncomfortable meeting live based on the size of the Council Chambers but suggested that using a larger facility like Luana Community Room might be more comfortable with in person meetings. Dietz said the number of COVID cases in Iowa are not reducing and until that

- changes he suggests being careful on anything in person, but if there is a large enough space to social distance it might be ok.
- Several Commission Members shared their appreciation for the quick response of clean up efforts by the City Staff from last week's storm and said they were grateful Polk City residents have the ability to use the brush pile.

11. Adjournment

MOTION: A motion was made by Bowersox and seconded by Triplett to adjourn at 6:21 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, September 21, 2020

Attest:

Jenny Gibbons - City Clerk