

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, June 15, 2020

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 15, 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, Dietz, Ohlfest, Vogel, Sires | In attendance via ZOOM
Bowersox | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Vogel to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Triplett and seconded by Vogel to approve the May 18, 2020 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Deer Haven Plat 3 Final Plat**, Jim Campney on behalf of Deer Haven Development presented the Final Plat. Kathleen Connor, City Engineering Representative confirmed the developer had addressed all engineering comments and this Final Plat had been discussed a couple of years ago but construction was just completed and a walk through was scheduled for this week.
MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approval of the Deer Haven Plat 3 Final Plat subject to the Engineering comments dated June 8, 2020 being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY
7. **Kwik Star**, Wade Dumond representing Kwik Trip reported details on the Preliminary and Final Plat and discussed the Site Plan. Kathleen Connor, City Engineering Representative discussed the upgraded black powder coated steel fence that would be added to the City Lift Station Easement area, and the public improvements of a storm sewer on Bridge Road and the reconfiguration of Edgewater Drive to ease the curve into the neighborhood. Commission discussed the design, landscaping, signage, traffic signal and traffic patterns and future connection to the Neal Smith Trail. Commission also discussed the hours of the car wash regarding the City's Noise Ordinance, the 30 ft buffer wrapping around to the north including a 6 foot vinyl fence and confirmed the signage on the building would not be lit
 - a. **MOTION:** A motion was made by Sires and seconded by Hankins to recommend Council approval of the Preliminary Plat for Kwik Trip #108 subject to all engineering comments being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Sires and seconded by Hankins to recommend Council approval of the Final Plat for Kwik Trip #108 subject to all engineering comments being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Sires and seconded by Ohlfest to recommend Council approval of the Site Plan for Kwik Star subject to all engineering comments being satisfactorily addressed

MOTION CARRIED UNANIMOUSLY

10. Reports & Particulars

- Council Member Anderson reported that Council had a Special Meeting to add asphalt overlay to E Broadway that would widen the road and still come in under budget for the overall project. He mentioned he had received lots of comments that the areas look nice.
- Commission Member Hankins said the Community Visioning Committee continues to get feedback regarding signage of trails and connectivity to the high trestle trail. He applauded the Commission for the efforts with new development to prevent sidewalk gaps and dead ends. Council Member Anderson interjected he was pleasantly surprised with how closely the CVC groups priorities mirrored that of the Council's CIP regarding beautification efforts of the town and he said it was important to hear those priorities from another source.

11. Adjournment

MOTION: A motion was made by Triplett and seconded by Hankins to adjourn at 6:37 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, July 20, 2020

Attest:

Jenny Gibbons - City Clerk