

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, May 20, 2019**  
**City Hall**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on May 20, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<b><u>P&amp;Z Commission Members Present:</u></b> Doug Ohlfest   Chair Dennis Dietz   Pro Tem Ron Hankins   P&Z Commission Member Deanna Triplett   P&Z Commission Member Justin Vogel   P&Z Commission Member  <b><u>P&amp;Z Commission Members Absent:</u></b> Krista Bowersox   P&Z Commission Member Doug Sires   P&Z Commission Member	<b><u>Staff Members Present:</u></b> Don Sandor   Interim City Administrator Kathleen Connor   City Engineering Representative Becky Leonard   Deputy City Clerk  <b><u>Additional Attendees:</u></b> Rob Sarchet   Councilmember
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1. **Call to Order** | Chair Ohlfest called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel | In attendance  
Bowersox, Sires | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Dietz and seconded by Triplett to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | No discussion items
5. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Dietz and seconded by Hankins to approve the March 18, 2019 meeting minutes.  
**MOTION CARRIED UNANIMOUSLY**
6. **Beautiful Savior Lutheran Church**  
Matt Boelman was in attendance on behalf of North Polk United Soccer Board and presented the amended site plan for Beautiful Savior Lutheran Church. Boelman shared he previously came before the Commission a couple years ago when he presented the amended site plan for Lakeside Fellowship Church in providing irrigation, field restoration and seeding to an area of land the church designated for soccer field space. Beautiful Savior approached him to do something similar for a soccer field at their location. The work will occur in stages to lessen the impact. They plan to kill off a portion of the field that is weeds and undesirable grass and reshape the field without changing the slope and watershed. Erin Ollendike with CDA was enlisted to submit the plan to ensure requests from the City were met. The process will take place in three phases starting with the north half of the field so less than 1 acre will be disturbed and to stay within the SWPP requirements. They plan to start renovating the area once approval is given with light grading and tilling, reshaping to a level surface and then seeding the area with soccer play to begin this time next year.

**Commission Comments**

- Asked if there would be temporary toilets as provided when the soccer field was added to Lakeside Fellowship and Boelman confirmed there will be a unit there.
- Boelman advised they will have minimal impact to the church regarding equipment and additional dirt that may be brought in and the area will be roped off. Boelman doesn't expect it to be a long process and hopes to complete the project in 4 – 5 days if the conditions are ideal.



- Asked if the phases will be independent of each other. Due to limited space, they are proceeding with the phased approach
- Good use of the area and location
- Believes these steps will be an improvement

#### Engineer Comments

City Engineering Representative Connor stated the only outstanding comment was to ensure the Church approved so the site plan didn't proceed without the approval of the property owner which was received. In addition, notes were added to call out that the space is for one soccer field would only due to limited amount of parking.

**MOTION:** A motion was made by Hankins and seconded by Vogel on the recommendation to Council to approve the Amended Site Plan for Beautiful Savior Lutheran Church subject to the recommendation and comments in the Engineer Memo dated January 16, 2019.

**MOTION CARRIED UNANIMOUSLY**

#### 7. Lakeside Fellowship Church

Chair Ohlfest disclosed that he had a conflict with this agenda item since he is a member and elder of Lakeside Fellowship church and turned the meeting over to Pro Tem Dietz to facilitate the discussion.

Jason McIlravy with Lakeside Fellowship was in attendance and presented the proposed amended site plan.

- Plantings would take place in two road ditches and west of the driveway and drainage to the west
- Erosion problems prompted the church to look at options
- Prairie plantings will consist of a mix of grass and forbs plants with a variety of color that will change throughout the year as the different plants bloom
- Road ditch will have a different seed mix and not exceed 3-foot tall
- Prairie plantings can take several years to get established

#### Engineer Comments

City Engineering Representative Connor stated all concerns have been addressed. She recommended adding language in the Resolution for Council approval that if the plantings aren't established in a certain amount of time, Council will have the ability to direct them to mow.

#### Commission Comments

- Prairie plantings have been successful in some areas and unsuccessful in others
- The Commission agreed they want language included in the Resolution to allow the City to require mowing if the area becomes unsightly.

**MOTION:** A motion was made by Hankins and seconded by Triplett on the recommendation to Council to approve the Amended Site Plan for Lakeside Fellowship church subject to the recommendation and comments in the Engineer Memo dated May 10, 2019; and include language in the Resolution that allows the City to require the area to be mowed if it is deemed unsightly after a specific period of time.

**YES:** Triplett, Dietz, Vogel, Hankins

**ABSTAIN:** Ohlfest

**MOTION CARRIED**

#### 8. Bridgeview Plat 2

Tom Wittman, Knapp Properties, presented the Preliminary Plat for Bridgeview Plat 2 which was revised from the version included in the Commission packets.

- Knapp sent the original preliminary plat out to some builders whom they respect and have worked with in the past and asked for feedback. The feedback received indicated the plat should have bigger lots. The PUD concept plan included 50 lots that were 65 to 70-feet wide with 50-feet buildable width; and the feedback was to have a buildable width of 70-feet which pushed the lot size to 86-feet wide
- The revised map now shows a total of 43 lots with 27 with width of 85 – 86-feet wide; and the remaining 16 would be 65 to 70-feet wide.
- Utilities, road alignment and detention areas are the same design as the version depicting 50-lots
- Timing to move forward will depend on pre-sales



- Plan would lend itself to a phased approach depending on pre-sales

#### Commission Comments

- Would like to see phased approach especially with road development to minimize construction traffic with the preference for traffic to come in from the north vs. south if possible
- Asked for the status of the of the purchase agreements for the outlots with the nearby residents to ensure there aren't any stranded properties. Knapp's attorney prefers to finalize the purchase agreements once the final platting stage is closer.
- Concerned with property owners being responsible to maintain the detention pond/basin on their respective properties and asked if the developer could be required to have a Homeowners Association be responsible. Connor advised that with the current Subdivision Ordinance doesn't give the City authority to require the developer to establish an HOA. Easement documents list who is responsible for maintenance.
- The revised plan was received on Monday, May 23, 2019 and was accepted by the Commission because the revisions were minor with less lots and no impact to the utilities and street locations. The Commission asked that this direction be reflected in the minutes as not to set precedence that revised plans would normally be accepted after the agenda and packets have been published.

#### Engineer Comments

- Connor reviewed revised plan and didn't have any concerns. The less lots and lower density offers an opportunity to save more trees. The utilities and street layout didn't change.

We did have a late change and the City Engineer felt the changes were minor and did a quick review and the Commission agreed we should accept the late changes and include in tonight's meeting.

**MOTION:** A motion was made by Hankins and seconded by Triplett on the recommendation to Council to approve the Preliminary Plat Bridgeview Plat 2 subject to the recommendation and comments in the Engineer Memo dated May 20, 2019.

**MOTION CARRIED UNANIMOUSLY**

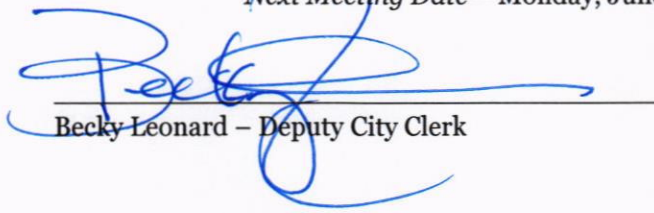
9. **Staff Report** | Interim City Administrator, Don Sandor, introduced himself to the Commission and shared that a permanent position is in the works and hopes to have it filled by the first of September. Councilmember Sarchet shared that Sandor has done a great job so far. Sarchet would like the Commission to be involved in any updates to be made to the Subdivision ordinance. Lastly, Sarchet shared that the work the Commission does gets noticed.

10. **Commission Report** | Dietz will miss the June and July meetings.

#### 11. **Adjournment**

**MOTION:** A unanimous motion was made to adjourn at 6:41p.m.

*Next Meeting Date – Monday, June 17, 2019*



Becky Leonard – Deputy City Clerk