

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

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on March 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.**

<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 Krista Bowersox   P&Z Commission Member Justin Vogel   P&Z Commission Member – via phone  <b><u>P&amp;Z Commission Members Absent:</u></b> Doug Sires   P&Z Commission Member	<b><u>Staff Members Present:</u></b> Jason Morse   Mayor Kathleen Connor   City Engineering Representative Becky Leonard   Deputy City Clerk
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1. **Call to Order** | Chair Hankins called the meeting to order at 6:00p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel (via phone) | In attendance  
Sires | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | No discussion items
5. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Hankins and seconded by Dietz to approve the January 21, 2019 meeting minutes.  
**YES:** Dietz, Ohlfest, Bowersox, Hankins, Triplett  
**ABSTAIN:** Vogel  
**MOTION CARRIED**
6. **Bridgeview Plat 2**  
Tom Wittman, Knapp Properties, presented the updated proposed Planned Unit Development Master Plan for Bridgeview Plat 2.
  - Met with neighbors and have a Memorandum of Understanding in which Knapp created seven outlots at the south end of the property adjacent to the residents on Seagrass to preserve trees and provide a buffer between the properties. The outlots will extend 50 feet long and will be individually owned by the abutting property owners, with each outlot the same width as the residents' existing lots.
  - 50 lots in total
  - Bridgeview Street will terminate in a cul-de-sac.
  - Pelican Drive will extend northeasterly to Parker Blvd between Phillips and Washington
  - Trail connection was extended to the street and added connector on opposite side of the street
  - 15-foot wide landscape buffer located along west side of Parker
  - Knapp will plan to submit preliminary plat as early as next week if Commission finds the plan favorable.

#### Engineer Comments

- City Engineering Representative Connor listed the three items the Commission was concerned with in January:
  - o Meet with the neighbors
  - o Extend the trail connection to the street
  - o Concern over the Pelican Drive access onto Parker Blvd.
- Connor advised that Justin Jackson, Traffic Engineer with Snyder & Associates, reviewed the proposed location for Pelican Drive and determined it meets SUDAS requirements.
- From Staff's perspective, all comments have been addressed.
- Current plan also relocates the storm sewer, in the vicinity of Outlots X and Y, to the north which will preserve trees along the south plat boundary

#### Commission Comments

- Concerned about Pelican Drive's access onto Parker not lining up with Phillips Street and not limiting access points on a main roadway
- This version saves more natural growth than the concept plan dated April 2014
- Expressed appreciation to developer for meeting with neighboring residents

#### Audience Comments

- Jared Foss, 1520 Seagrass Ave, was in attendance to support the revised plan and thanked the Commission and Knapp Properties for listening to their concerns.

**MOTION:** A motion was made by Bowersox and seconded by Triplett on the recommendation to Council to approve the Planned Unit Development (P.U.D.) Master Plan for Bridgeview Plat 2 subject to the recommendation and comments in the Engineer Memo dated March 13, 2019.

**YES:** Triplett, Dietz, Ohlfest, Bowersox, Vogel

**NO:** Hankins

**MOTION CARRIED**

7. **Staff Report** | Connor shared that Fenders will be installing an outdoor refrigeration unit using a building permit since an amended site plan was not required due to the existing roof and foundation. Mayor Morse stated that Gary Mahannah retired and his last day was March 1, 2019. A search firm will be enlisted to assist with hiring a city administrator which may take several months.
8. **Commission Report** | The Commission members appreciated the information regarding a Planning & Zoning Workshop hosted by ISU Extension & Outreach in Johnson next month. Mayor Morse encouraged them to attend and to submit their receipt to the City for reimbursement. Hankins shared his appreciation for the Council Liaison position and Mayor Morse advised that discussions regarding the role are still underway.

#### 9. **Adjournment**

**MOTION:** A unanimous motion was made to adjourn at 6:19 p.m.

*Next Meeting Date – Monday, April 15, 2019*



Becky Leonard – Deputy City Clerk