

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, January 21, 2019
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 21, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<u>P&Z Commission Members Present:</u> Dennis Dietz Pro Tem Ron Hankins P&Z Commission Member Doug Sires P&Z Commission Member Deanna Triplett P&Z Commission Member <u>P&Z Commission Members Absent:</u> Doug Ohlfest Chair Krista Bowersox P&Z Commission Member Justin Vogel P&Z Commission Member	<u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Becky Leonard Deputy City Clerk <u>Additional Attendees:</u> Rob Sarchet City Council Liaison
--	---

1. **Call to Order** | Chair Hankins called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Triplett, Hankins, Sires | In attendance
Ohlfest, Bowersox, Vogel | Absent
3. **Approval of Agenda**
Chair Hankins advised that item 9 was removed from the agenda at the request of the petitioner.
MOTION: A motion was made by Triplett and seconded by Sires to approve the agenda as amended.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Sires and seconded by Dietz to approve the October 15, 2018 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Planning & Zoning Commission Elections**
MOTION: A motion was made by Sires and seconded by Triplett to elect Ohlfest as Chair for 2019
MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Triplett and seconded by Sires to elect Dietz as Pro Tem for 2019
MOTION CARRIED UNANIMOUSLY
7. **Bridgeview Plat 2**
Jerry Oliver, Civil Engineering Consultants, presented the proposed Planned Unit Development Master Plan for Bridgeview Plat 2. Tom Wittman, Knapp Properties was also in attendance.
 - Area consists of 20 acres and is located on the westside of Parker Blvd and north of Bridgeview Plat 1
 - The 2014 concept plan for Bridgeview Plat 2 (in which the Master Plan had not been approved) depicted more interconnecting streets than the version presented.

- Current Master Plan doesn't include as many streets in an effort to reduce the amount of streets on this property and lessen the amount of tree clearing for streets
- The plan shows connecting Pelican Drive to Parker Blvd as well as extending Bridgeview Street into a cul-de-sac
- 35' Buffer all along USACE property
- Parkway trees to be in easement area along Parker Blvd
- Connect to the sanitary sewer and water connections that come up from Bridgeview Plat 1 and connect to the water main on Parker Blvd
- A 20-ft trail connection going from the sidewalk on Pelican Drive to Neal Smith Trail (closest to the north property line) would be installed as part of the parkland dedication
- City Engineering Representative Connor advised that all engineer comments have been addressed.

The following residents addressed the Commission and expressed concern to the proposed Master Plan.

- Joe Bru, 1620 Seagrass Ave
- Chad Baker, 1530 Seagrass Ave
- Jared Foss, 1520 Seagrass Ave

Oliver addressed comments

- Only 4 lots would be adjacent to residential structures in Bridgeview Plat 1, others would be back yards.
- Expects most construction traffic to use access from Parker, however there will be some traffic at the current dead-end streets of Bridgeview Plat 1 as those streets are extended and connection to the sanitary sewer, water and storm sewer occurs
- If Master Plan is approved, the developer will return to share the Preliminary Plat which would include more detail
- Developer intends to save as many trees as possible, but the area will look different than it is today

Commission Comments

- The developer or property owner could tear trees down unless there is some type of covenant put on the property
- There is no requirement to have a buffer between residential developments
- Concerned about the trail connection ending at the sidewalk instead of at the street
- Concerned with the location of Pelican Drive and Parker Blvd intersection; preferred to see intersection align with Phillips Street instead of adding another access point onto Parker Blvd.
- Parkway tree maintenance would belong to the developer until such time that the adjacent lots are sold at which time the responsibility would transition to the property owner
- Encouraged the residents in attendance to talk with the developer directly to see what type of buffer options could be considered
- Concerned about imposing requirements onto future property owners of Lots 19, 35 and 50 that aren't required of anyone else
- Liked the way the Master Plan is laid out

MOTION: A motion was made by Dietz 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 January 16, 2019; and subject to extending the trail connection to the street.

YES: Triplett, Dietz

NO: Hankins

ABSTAIN: Sires

MOTION NOT APPROVED

8. Stewart Plat of Survey

Connor presented the proposed plat of survey and added that this will alleviate a non-conforming lot on Ruth Stewart's property. With the Plat of Survey, there will be a lot tie agreement to consolidate Parcel 2018-160 with Parcel D belonging to Michael and Cari Stewart. Cari Stewart, property owner of Parcel D, was in attendance.

MOTION: A motion was made by Dietz and seconded by Sires on the recommendation to Council to approve the Plat of Survey for Parcel 2018-160 belonging to Ruth Stewart subject to the recommendation and comments in the Engineer Memo dated January 16, 2019.

MOTION CARRIED UNANIMOUSLY

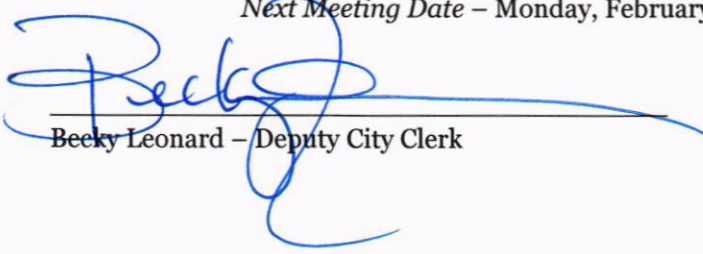
MOTION: A motion was made by Dietz and seconded by Sires on the recommendation to Council to approve the Lot Tie Agreement consolidating Parcel 2018-160 with existing Parcel D owned by Michael and Cari Stewart subject to the recommendation and comments in the Engineer Memo dated January 16, 2019.

MOTION CARRIED UNANIMOUSLY

9. **Council Liaison Report** | Councilmember Sarchet reported that Council is heavy into budget season. Sarchet discussed the upcoming water rate increase and shared the Council Liaison roles may be discontinued.
10. **Staff Report** | Connor introduced Travis Thornburg with Snyder and Associates, who was in attendance, as he assists with the Engineer Review Memos that come before the Commission.
11. **Commission Report** | No report
12. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 6:57 p.m.

Next Meeting Date – Monday, February 18, 2019



Becky Leonard – Deputy City Clerk