

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, May 18, 2020

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on May 18, 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 Ohlfest and seconded by Bowersox to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience | No comments**
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the April 20, 2020 meeting minutes.
YES: Ohlfest, Vogel, Sires, Hankins, Triplett, Bowersox
ABSTAIN: Dietz
MOTION CARRIED
6. **Zunkel Estates Plat 1**, Vic Piagentini, AEC Engineer for Zunkel Estates Plat 1 reported details on this plat within 2 miles of Polk City. All City Engineering comments were addressed.
 - a. **MOTION:** A motion was made by Ohlfest and seconded by Bowersox to recommend Council approval of the Preliminary Plat
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Ohlfest and seconded by Bowersox to recommend Council approval of the Final Plat
MOTION CARRIED UNANIMOUSLY
7. **Big Creek Technology Campus Plat 4**, Paul Claussen with CEC reported details on the Preliminary and Final Plat. Commission discussed zoning and trail easement.
 - a. **MOTION:** A motion was made by Hankins and Vogel by Bowersox to recommend Council approval of the Preliminary Plat subject to all engineering comments dated May 13, 2020 being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend Council approval of the Final Plat subject to all engineering comments dated May 14, 2020 being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY
8. **P&M Apparel Site Plan**, Mark Thiessen, Angelo Architectural Associates LLC, on behalf of Kay Ferin, P&M Owner presented the Site Plan for a new building located at the SW corner of W Bridge Rd and 5th Street. Kathleen Connor, City Engineering Representative commented on provisions for a sidewalk easement, lighting plan and storm water discharge. Dan Southwick, Bishop Engineering responded. Hankins expressed his desire to limit sidewalk deferments as much as possible because of the Community

Visioning Committee focusing on eliminating gaps. He also requested P&M reconsider installation of a bike rack in their parking lot. Hankins shared his concern regarding the single pitch roof and Commission discussed their thoughts and also discussed traffic patterns.

MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approval of the P&M Apparel Site Plan subject to the Engineering comments dated May 13, 2020 being satisfactorily addressed

MOTION CARRIED UNANIMOUSLY

- 10. Reports & Particulars** – Council Member Anderson reported hiccups at the Council meeting regarding the Snetselaar property, but he said he is confident it will be revisited at an upcoming Council meeting. Ohlfest asked for an update on HyVee and Kwik Star. City Manager Huisman said there was not an update to report on HyVee but Kwik Star has submitted plans and anticipates them moving forward at the June P&Z meeting.

11. Adjournment

MOTION: A motion was made by Ohlfest and seconded by Bowersox to adjourn at 6:44 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, June 15, 2020

Attest:

Jenny Gibbons - City Clerk