

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, April 20, 2020**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on April 20, 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** | Vice-Chair Bowersox called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Bowersox, Ohlfest, Vogel, Sires | In attendance via ZOOM  
Dietz | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Ohlfest and seconded by Vogel to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Hankins and seconded by Triplet to approve the February 17, 2020 meeting minutes.  
**YES: Triplet, Bowersox, Ohlfest, Vogel, Hankins**  
**ABSTAIN: Sires**  
**MOTION CARRIED**
5. **Domino Estates**, Terry Coady, Snyder Engineering representative for Domino offered a report 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 Sires to recommend Council approval of the Preliminary Plat  
**MOTION CARRIED UNANIMOUSLY**
  - b. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend Council approval of the Final Plat  
**MOTION CARRIED UNANIMOUSLY**
6. **Peterson Plat of Survey**, City Engineering Representative, Kathleen Connor, provided a report. Hankins asked if the new home would be in compliance with Fire Hydrant proximity requirements and Connor confirmed it would be because of the hydrant added during the Deer Haven Development construction.  
**MOTION:** A motion was made by Hankins and seconded by Vogel to recommend Council approval of the Peterson Plat of Survey subject to the Engineering comments dated April 10<sup>th</sup> being satisfactorily addressed  
**MOTION CARRIED UNANIMOUSLY**
7. **Carlton Plat of Survey**, Shive-Hattery Civil Engineer, Kelsey Scallon – Project Manager for MJR Development explained this parcel was offered to the current rental tenants for purchase. Hankins offered a correction on the 2<sup>nd</sup> page of the City Engineering memo and shared his delight with sidewalk connectivity on both ends of this project as it has been a concern with the Visioning Committee regarding gaps along farmsteads on NW Hugg Dr.  
**MOTION:** A motion was made by Hankins and seconded by Vogel to recommend Council approval of the Carlton Plat of Survey subject to the Engineering comments dated April 15<sup>th</sup> being satisfactorily addressed.  
**MOTION CARRIED UNANIMOUSLY**

**8 & 9. Amendment to the Comprehensive Plan revising future land use and Snetselaar/Lilliskau Petitions to Rezone property in the vicinity of NW 44<sup>th</sup> St. and E. Southside Dr.** were discussed together. Roger Silver, ASLA, Landscape Architect, with Nilles Associates, Inc., presented an updated concept plan for Snetselaar/Lilliskau property to address the comments of the Commission and Staff at the February P&Z Meeting including the increase of Commercial to 3 acres, relocation of parks to two separate areas for centralized neighborhood connectivity and added access to the commercial property. Audience member, Jerry Greenwell, 2620 E Southside Dr. spoke concerns surrounding this property including his desire to have Southside Dr. paved and the consideration of a park or better buffer between his property and the commercial area. City Manager, Chelsea Huisman explained a decision has not been made regarding if E Southside Dr. will be paved or asphalt and does not have a timeline. Hankins shared his appreciation that the developer has been willing to look at the land usage surrounding the larger area and willingness to bring multiple parcels to be considered at the same time. He did share his concerns about where lines were drawn on the concept but understands that a decision about the concept will be made later when the developer can address those concerns. Hankins asked for clarification on ownership of Outlot X, Roger Silver responded that it will be offered to the neighboring property owner or added to the residential lots to make them larger. Outlot T was discussed. Bowersox thanked Mr. Greenwell for sharing his concerns and asked if anyone had any additional comments, hearing none, asked for motions.

**8. Amendment to the Comprehensive Plan**

**MOTION:** A motion was made by Hankins and seconded by Triplett to recommend to the City Council approval of an amendment to the Comprehensive Plan revising future land use in the vicinity of NW 44<sup>th</sup> Street and E Southside Drive

**MOTION CARRIED UNANIMOUSLY**

**9. Snetselaar and Lilliskau Petitions to Rezone property in the vicinity of NW 44<sup>th</sup> St & E Southside Dr.**

- a. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend to the City Council approval of the rezoning of 82.82 acres from A-1 to R-1 subject to the Engineering comments dated April 14<sup>th</sup> being satisfactorily addressed

**MOTION CARRIED UNANIMOUSLY**

- b. **MOTION:** A motion was made by Hankins and seconded by Triplett to recommend to the City Council approval of the rezoning of 31.86 acres from A-1 to R-2 subject to the Engineering comments dated April 14<sup>th</sup> being satisfactorily addressed

**MOTION CARRIED UNANIMOUSLY**

- c. **MOTION:** A motion was made by Hankins and seconded by Triplett to recommend to the City Council approval of the rezoning of 14.60 acres from A-1 to R-2A subject to the Engineering comments dated April 14<sup>th</sup> being satisfactorily addressed

**MOTION CARRIED UNANIMOUSLY**

- d. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend to the City Council approval of the rezoning of 34.16 acres from A-1 to C-2 subject to the Engineering comments dated April 14<sup>th</sup> being satisfactorily addressed

**MOTION CARRIED UNANIMOUSLY**

**10. Reports & Particulars - None**

**11. Adjournment**

**MOTION:** A motion was made by Triplett and seconded by Vogel to adjourn at 6:43 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, May 18, 2020*

Attest:

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Jenny Gibbons - City Clerk