

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

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 20, 2020. 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
3. **Approval of Agenda**
MOTION: A motion was made by Triplett and seconded by Bowersox to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience – None**
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the December 16, 2019 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. Jared Murray, Project Manager and Engineer with Civil Design Advantage, LLC, presented a site plan for Lot 2 of Edgewater Pointe Plat 3. He stated the main overview of the project is that 2 lots are being combined for marketability and utility purposes.
Kathleen Connor, City Engineering Representative, added that there has been an added landscape buffer as part of the site plan and the city attorney now has the easement document to approve.
Hankins commented that he was pleased with the landscaping buffer and questioned the potential headlight sweep and would like to see how it's addressed in the final plan.
Ohlfest confirmed with Connor that the curb has been included in the site plan.
MOTION: A motion was made by Hankins and seconded by Ohlfest to approve Site Plan for Lot 2 of Edgewater Pointe Plat 3 subject to engineer's comments dated January 16, 2020.
MOTION CARRIED UNANIMOUSLY
7. **Reports & Particulars**
Council Liaison Ron Anderson informed the Commission that Council and Staff are working on next year's budget.
Commission and City Manager had nothing to report.
8. **Adjournment**
MOTION: A motion was made by Hankins and seconded by Triplett to adjourn at 6:07 p.m.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – Monday, February 17, 2020.

Attest

Carol Thornburg