

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, December 19, 2019**  
**City Hall**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on December 19, 2019. 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 Ohlfest called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel, Bowersox, Sires | In attendance
3. **Approval of Agenda**  
Chair Ohlfest requested the Agenda be modified to reflect item order to read 6, 8 and 9 with 7 being after 9 due to McClure representative coming from another meeting.  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to approve the modified agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience – None**
5. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Dietz and seconded by Bowersox to approve the October 10, 2019 meeting minutes.  
**YES:** Hankins, Dietz, Ohlfest, Bowersox, Sires  
**ABSTAIN:** Triplett, Vogel  
**MOTION CARRIED**
6. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Dietz and seconded by Vogel to approve the November 18, 2019 meeting minutes.  
**MOTION CARRIED UNANIMOUSLY**
7. Roger Silver, ASLA, Landscape Architect, with Nilles Associates, Inc., presented an updated concept plan for Snetselaar/Lilliskau property. Kathleen Connor, City Engineering Representative, provided a summary report regarding engineering comments on the project. Commission discussed the Comprehensive Plan Amendment for the revision of future land use and the rezoning requests from Snetselaar/Lilliskau to rezone. Commission questioned the reduction of size for commercial use. Potential traffic flow issues and layout/size of parkland area were also discussed.  
Ohlfest asked for comments from the audience.  
The following audience members spoke regarding concerns of commercial property, increased traffic flow, park land plan and not receiving notification for the meeting. Conner explained that meeting notices are only sent to Polk City residents that live within 250 feet radius of the proposed property.
  1. Jim and Connie Johnson, 10398 NW 44<sup>th</sup> Street
  2. Dave Mulder, 1312 NW 44<sup>th</sup>
  3. Doug and Marla Layton, 1420 E Southside Drive
  4. Steve Moeckly, 11395 NW 44<sup>th</sup> Street
  5. Eric Hill, 5069 NW 110<sup>th</sup> Avenue
  6. Scott Cherry, 1412 E Southside DriveAt the request of the Developer, Commission voted to table the amendment and rezoning request until next P&Z meeting.  
**MOTION:** A motion was made by Hankins and seconded by Vogel to table agenda items 8 and 9 until next Planning and Zoning meeting on January 20, 2020.  
**MOTION CARRIED UNANIMOUSLY**

8. Caleb Smith, McClure Engineering Project Manager, presented an updated P.U.D. reflecting a change of 25 instead of 28 residential units and the addition of a clubhouse. Kathleen Connor, Snyder & Associates Senior Planner, added that the revised plan has addressed all concerns.

**MOTION:** A motion was made by Dietz and seconded by Vogel to approve P.U.D. Master Plan amendment to TCI Parcel K PUD for Vintage Estates.

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

**ABSTAIN:** Hankins

**MOTION CARRIED UNANIMOUSLY**

9. **Confirm Chairperson for 2020**

**MOTION:** A motion was made by Hankins and seconded by Bowersox for Pro -Tem Commission member Dennis Dietz to be 2020 Planning and Zoning Commission Chairperson.

**MOTION CARRIED UNANIMOUSLY**

10. **Appoint Pro-Tem for 2020**

**MOTION:** A motion was made by Sires and seconded by Triplett for Commission member Krista Bowersox to be 2020 Planning and Zoning Commission Pro-Tem.

**MOTION CARRIED UNANIMOUSLY**

11. **Reports & Particulars**

Council Liaison Rob Sarchet informed the Commission that his rotation with the P&Z Commission will be over with the new year. He thanked the commission for their work.

Hankins updated the commission on his representation with the Community Vision Committee and invited everyone to the next meeting on the 29<sup>th</sup>.

Chelsea Huisman, City Manager, thanked the Commission for their professionalism.

12. **Adjournment**

**MOTION:** A motion was made Triplett and seconded by Dietz to adjourn at 7:10 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, January 20, 2020.*

Attest

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Carol Thornburg, Accounting Specialist