

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

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on August 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, Sires | In attendance
Bowersox | arrived 6:01 p.m.
3. **Approval of Agenda**
MOTION: A motion was made by Triplett and seconded by Dietz to approve the agenda
YES: Dietz, Ohlfest, Bowersox, Sires, Hankins, Triplett
ABSTAIN: Vogel
MOTION CARRIED
4. **Audience Items** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Triplett and seconded by Sires to approve the July 15, 2019 meeting minutes
YES: Sires, Hankins, Triplett, Ohlfest, Bowersox
ABSTAIN: Dietz, Vogel
MOTION CARRIED
6. **Preliminary and Final Plat for Mary Kirkwood Acres Plat 2**
Snyder Engineering Representative, Kathleen Connor provided a summary of this plat, stating the property owners are asking to divide 1.25 acres off the 11.11 acres they own to build a separate house with a shared driveway through a joint access easement. Both lots will be septic served and the existing water main will be extended along the easement with rural water. The property owners have addressed all Polk City Engineering comments. Connor noted that the street is identified as a collector street in Polk City's Comprehensive Plan and it is sufficiently wide and the property owners have met Polk City's set back requirements based on the review of the closest Polk City zoning district, which is R-1. Property Owner, Jean Dyer had nothing to add to Connor's statements, and said Kathleen presented the idea well.
MOTION: A motion was made by Bowersox and seconded by Bowersox to recommend Council approve the Preliminary Plat and Final Plat for Mary Kirkwood Acres Plat 2
MOTION CARRIED UNANIMOUSLY
7. **Staff Report** | Council Member Sarchet reported the new City Manager is Chelsea Huisman from Center Point Urbana and she will be at the next P&Z meeting. He said Interim City Administrator, Don Sandor, has done a great job, and already has a strategy planning meeting schedule in October and will overlap with Chelsea as needed.
8. **Commission Report** | Commission Member Hankins reported he will be unable to attend the September meeting. Hankins said he was contacted by the Polk City Visioning Committee and asked to join the group in the efforts to create a vision plan, gain access to design assets and funding for future projects associated with transportation, but more specifically trails and trail connections. The Commission members gave their concurrence for Hankins to participate as the P&Z representative for this Visioning Committee. Commission Member Dietz reported he will also be unavailable for the September 16th meeting.
9. **Adjournment**
MOTION: A motion was made Triplett and seconded by Bowersox to adjourn at 6:12 p.m.
Next Meeting Date – Monday, September 16, 2019