

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, July 15, 2019**  
**City Hall**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on July 15, 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 6:00p.m.
2. **Roll Call** | Hankins, Triplett, Ohlfest, Bowersox, Sires | In attendance  
Dietz, Vogel | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None
5. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Bowersox and seconded by Sires to approve the June 17, 2019 meeting minutes  
**MOTION CARRIED UNANIMOUSLY**
6. **Rezoning Parcel B of 506 E Broadway from U-1 to R-1**  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend Council approve the rezoning request for Parcel B of 506 E Broadway from U-1 to R-1 subject to the recommendation and comments in the Engineer Memo dated July 10, 2019  
**MOTION CARRIED UNANIMOUSLY**
7. **Berggren Farms Development Concept Plan**  
Jerrod Ruckle, MJR Development, and Kelsey Scallon, Shive-Hattery, presented two Concept Plans for the future development of the Berggreen Farms land  
  
Engineer Comments
  - This project would require that more active park land be dedicated
  - The details of the extension of White Tail Parkway should be finalized with an agreement prior to approval of any plans
  - The area to the west of 72<sup>nd</sup> may need to be vacated by the City and then sidewalk easements along that area of Hugg Drive would need to be created
  - Hydrant locations would need to be reviewed  
Commission Comments
  - Request the location and timeline of plans for White Tail Parkway be brought back before the Commission
  - Recreational trail locations need to be in accordance with the Comp Plan or an amendment should be done to the Comp Plan
  - Larger park area would be preferred
  - Connectivity for this area will be a necessity  
**Conclusion:** The commission was split on the preference of concepts; they would like to see a hybrid of the two with a definite agreement of a timeline for the development of White Tail Parkway to ensure traffic flows do not increase any further on NW Hugg Drive. Increased park acreage was recommended, and it was suggested the trails need to be designed in a way to tie the whole area together. Hankins thanked Jarrod for taking this approach and being open to having discussions and working together on the planning.
8. **Staff Report** | No report

9. **Commission Report** | No report

**10. Adjournment**

**MOTION:** A motion was made Triplett and seconded by Sires to adjourn at 6:45 p.m.

*Next Meeting Date* – Monday, August 19, 2019

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Jenny Gibbons - City Clerk