Notice of Meeting<br>Polk City | Planning and Zoning Commission (P\&Z)<br>***************************

March 20, 2023|6:00 pm
City Hall | Council Chambers
Public Meeting participation in person or via phone Call in \#515-726-3598 Participant Code 535355
Public Members can provide comments directly to support@polkcityia.gov
*any comments received before the time of the meeting will be made a part of the minutes
IF YOU WISH TO ADDRESS THE COMMISSION DURING THE MEETING please contact the City Clerk by 6pm on the date of the meeting by email at jcoffin@polkcityia.gov with your name and address for the record. You will be recognized for five minutes of comment.

Broadcast live and playback will be available at https://www.youtube.com/c/polkcityiagovchannel
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Tentative Meeting Agenda
Deanna Triplett $\mid$ Chair
Justin Vogel | Vice Chair
P\&Z Commission Members: Ron Hankins | Krista Bowersox | Doug Sires | Doug Ohlfest | Amber Pringnitz

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comments
5. Approval of P\&Z Commission Meeting minutes for February 20, 2023
6. Recommend Council approve the Preliminary Plat for Lakeside Commercial Plat 1
7. Recommend Council approve the Preliminary Plat/Site Plan for Leonard Senior Living Plat 1
8. Reports \& Particulars

Council Liaison, City Manager, Staff, and Commission
9. Adjourn until April 17, 2023

MEETING MINUTES<br>The City of Polk City<br>Planning and Zoning Commission<br>6:00 p.m., Monday, February 20, 2023

Polk City, Planning and Zoning Commission (P\&Z) held a meeting at 6:00 p.m., on February 20, 2023, in City Hall Council Chambers.
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 | Sires called the meeting to order at $6: 00$ p.m.
2. Roll Call | Hankins, Bowersox, Vogel, Triplett, Ohlfest, Pringnitz, Sires (via Zoom)| In attendance
3. Approval of Agenda

MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. Public Comments | None
5. Approval of Meeting Minutes

MOTION: A motion was made by Bowersox and seconded by Pringnitz to approve P\&Z Commission Meeting Minutes for December 19, 2022
MOTION CARRIED UNANIMOUSLY
6. City Hall/Community Center Project
a. MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend Council approve the rezoning of property owned by the City located at 214 S $3^{\text {rd }}$ Street and 302 W Van Dorn Street from C-1 Central Business District to U-1 Utility District subject to Engineering and Staff comments dated February 15, 2023
MOTION CARRIED UNANIMOUSLY
b. MOTION: A motion was made by Hankins and seconded by Bowersox to recommend Council approve the Site Plan for the City Hall/Community Center Project subject to Engineering and Staff comments dated February 15, 2023

## MOTION CARRIED UNANIMOUSLY

7. Proposed Amendments to Zoning Districts | Engineer, Travis Thornburgh provided a report regarding several areas in Polk City with inconsistencies and oddities that staff is recommending be updated. The various areas were discussed with the Commission for their feedback prior to Council action.
8. Reports \& Particulars | None
9. Adjournment

MOTION: A motion was made by Ohlfest and seconded by Bowersox to adjourn at 6:40 p.m.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date - Monday March 20, 2023

Attest:

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# PRELIMINARY PLAT REVIEW 

Date: $\quad$ March 16, 2023

Project: Lakeside Commercial Plat 1

GENERAL INFORMATION:

| Applicant: | Vinton P. Watson Jr, |
| :---: | :---: |
| Property <br> Owner: | Vinton P. Watson Jr. |
| Requested <br> Action: | Approval of Preliminary <br> Plat; |
| Location | East of SE 14 <br> North of IA Highway 415 |
| Size: | 7.50 acres |
| Zoning: | M-1 (R) - Light Industrial |
| Proposed <br> Use: | 3 Light Industrial Lots, <br> including Marine Sales and <br> Mini-Storage |

## BACKGROUND \& DESCRIPTION:

A Plat of Survey for this entire property, then described as Parcel "G", was approved by City Council on November 26, 2007. On March 10, 2008, the north 5.09 acres only of Parcel ' $G$ " was rezoned to M-1 (R) Light Industrial with restrictions on use, permitting only boat, RV, and mini-storage facilities in addition to C-2 uses. The Site Plan for the five storage buildings on the northern portion of the parcel was approved on May 27, 2008 in two phases. On February 28, 2011, Council approved rezoning of the south 2.42 acres to M-1 (R) Light Industrial, with restrictions regarding the use of the property, architectural design standards based on C-2 requirements, and phasing of the project. At that meeting, the Phase 3 Site Plan was approved for the marine retail/service building and two storage buildings. The improvements associated with all three phases, including the deferred paving between the two Phase 3 storage buildings, are complete.

The storage buildings on Lot 3 were deemed an acceptable use of the lot as accessory structures for the retail/service building on Lot 2. However, storage facilities are not permitted to be the principal use of any lot per the zoning restrictions applied to this parcel. As a result, the developer will need to sign a Record of Lot Tie Agreement permanently tying Lot 3 to Lot 2 in order for these buildings to continue to be used for storage. If the use of the buildings on Lot 3 should ever change to a principal use that is permitted in this M-1 (Restricted) district, the Lot Tie Agreement could be amended to allow the lots to be under independent ownership.

The property owner plans to sell the marine retail/service business on the south side of their parcel while continuing to own the mini-storage business on the north side of the property. Per Code, this lot split requires a Plat of Subdivision since the property has already been split via Plat of Survey. Per the Plat of Survey, a rear yard setback of $40^{\prime}$ was required along the north property line. However, by splitting the lot, the $40^{\prime}$ rear yard would then be moved to the east side of the lot where the existing buildings are set only $10^{\prime}$ from the property line.
On January 26, 2023, the Board of Adjustment granted a variance of the rear yard setback for this property, which reduced the rear yard setback for the mini-storage parcel to 10 ' in order to allow this existing parcel to be subdivided. The existing uses and structures will remain compliant with zoning regulations and this variance.

At this time, Vinton P. Watson Jr. requests approval of a minor Plat of Subdivision that will allow the mini-storage facility and existing boat sales facility to be split and sold separately. No public improvements are required in conjunction with this Plat of Subdivision, thus allowing this plat to be considered a minor Plat of Subdivision.

PRELIMINARY PLAT REVIEW COMMENTS: Pursuant to our review of Submittal \#3 of the Preliminary Plat for conformance to applicable city code, we offer the following comments:

1. Add a note stating that a Record of Lot Tie Agreement will be provided for Lots $2 \& 3$ prior to approval of the Final Plat.
2. We question how trash enclosures will be handled. If the trash enclosure will be shared, an agreement regarding such sharing will need to be approved by the city and recorded and a note to that effect added to the Preliminary Plat. If the trash enclosure will not be shared, a Site Plan Amendment will need to be provided for Administrative approval showing the location of the proposed trash enclosures on Lot 2 and Lot 3.

## RECOMMENDATION:

Based on the foregoing, we recommend P\&Z approval of the Preliminary Plat for Lakeside Commercial Plat 1. This approval shall be subject to the following:

1. All P\&Z and staff comments, including legal documents, being addressed prior to this item being placed on the City Council agenda.
2. Missing trees as required per the approved Site Plan shall be replaced prior to May 31, 2023 in order for this site to be in compliance with City Code, particularly the evergreen trees screening the storage building on Lot 3 and the street trees on Lot 2.
3. Payment of all applications and review fees for the Preliminary Plat.

4. 



## LAKESIDE COMMERCIAL

## PLAT I

SHEET I OF




 . ${ }^{\text {Hold }}$





OWNER/DEVELOPER


 ZONING $\qquad$
BULK REGULATIONS





LEGAL DESCRIPTION


TOTAL AREA OF PLAT $=7.5$ ACRES
PLAT PREPARER
Associal envirerin compan of Towa

BENCHMARK
bcs zone e. iona dot network


VICINITY SKETCH


## PRELIMINARY PLAT/SITE PLAN REVIEW

Date:

Project: Leonard Senior Living Plat 1
GENERAL INFORMATION:

| Owner: | Clifford Leonard |
| :---: | :---: |
| Applicant: | Maven Crux Development |
| Requested <br> Action: | Approval of Preliminary <br> Plat/Site Plan |
| Location | 1421 W Washington Ave <br> Polk City, IA 50226 |
| Size: | 5.86 acres |
| Zoning: | PUD Planned Unit <br> Development with <br> Underlying R-3 Zoning |
| Proposed <br> Use: | Senior Living Center |



## BACKGROUND:

Bryan Schnurr on behalf of Maven Crux Development proposes construction of a senior living community that will total 164,868 square feet. The proposed community will consist of a mix of 1story, 2-story, and 3-story areas, within a single connected structure, that will provide a continuum of senior care, including Independent Living, Assisted Living, and Memory Care. The proposed location has been under the same ownership and in use as a single-family residence since at least 1987. The property was rezoned to a Planned Unit Development, with underlying R-3 Zoning, on January 9, 2023

The proposed community will include a Town Center, which will house on-site meal service and essential services for the residents of the senior living community. The proposed use of the lot is in general conformance with the approved P.U.D. Master Plan as approved by City Council.

The developer is proposing a single parking lot south of the main entrance. The parking stalls provided meet the requirements of the P.U.D. Master Plan, and the parking regulations included therein.

As part of the site plan construction, the developer proposes construction of a private detention basin, that will outlet into a single 15 " pipe that will be connected to an existing storm sewer structure along Parker Boulevard in the southwest corner of the subject property. The developer will plug and abandon the existing outlet point of the property to protect the pavement of W. Washington Avenue.

Plant materials will be installed as part of the site plan to meet Polk City's open space and headlight screening requirements. Additionally, the developer will install Type ' $B$ ' buffers along the east and north property lines, which are categorized as "semi-opaque" and shall be completely opaque up to a height of 3' at maturity.

The developer proposes removal of any trail/sidewalk pavement along their frontage to W .
Washington Avenue and Parker Boulevard that is less than $8^{\prime}$ in width and will replace it with a 10 , shared use path/trail in accordance with the Polk City Comprehensive Plan.

## PRELIMINARY PLAT/SITE PLAN REVIEW COMMENTS:

All staff review comments have been addressed.

## RECOMMENDATION:

Based on the foregoing, we recommend approval of the Preliminary Plat/Site Plan for Leonard Senior Living Plat 1. This approval shall be subject to the following:

1. All P\&Z comments being addressed prior to these items being placed on the City Council agenda.
2. City Attorney review and approval of all legal documents, including easements, prior to Council action on the Final Plat.
3. Recordation of the Resolution approving the P.U.D. Master Plan for Leonard Senior Living prior to Council action on the Final Plat.
4. Recordation of the Final Plat for Leonard Senior Living Plat 1 and associated Easement Documents prior to issuance of any Building Permits for said plat.
5. Payment of all application and review fees for the Final Plat and the Preliminary Plat/Site Plan prior to issuance of a Building Permit.
6. Payment of parkland dedication fee prior to Council action on the Final Plat, said fee to be based upon fair market value of the land as determined by the City Manager.

## PRELIMINARY PLAT/SITE PLAN FOR:

## LEONARD SENIOR LIVING











POLK CITY, IOWA
STABILIZATION QUANTITIES


NOTES:



DISCHARGE POINT SUMMARY


TEMPORARY STAND PIPE DETAIL \#


SWPPP LEGEND


LEON/ARD SENNIOR LIVING
EROSION AND SEDIMENT CONTROLPLAN








GRASSPAVE

## GRAVELPAVE

base course material recommendation
Sandy Gravel material from local sources commonly used for road base construction
passing sieve analysiss.




INVISIBLE



GRASSPAVE2 NOTES






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LANDSCAPE BUFFER REQUIREMENTS
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${ }_{\substack{43 \\ 127 \\ \text { RTEESEVBS }}}$












[^0]:    Jenny Coffin - City Clerk

