

Notice of Meeting
Polk City | Planning and Zoning Commission (P&Z)

April 15, 2019 | 6:00 pm
City Hall | Council Chambers

Tentative Meeting Agenda

Doug Ohlfest | Chair

Dennis Dietz | Pro Tem

P&Z Commission Members: Ron Hankins | Deanna Triplett | Krista Bowersox | Justin Vogel | Doug Sires

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience : *Items not on the agenda will be discussed at this time*
5. Approval of the P&Z Commission Meeting minutes for March 18, 2019
6. Consider motion to recommend Council approve the Preliminary Plat for Bridgeview Plat 2
7. Staff Report
8. Commission Report
9. Adjourn until May 20, 2019

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, March 18, 2019
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on March 18, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>P&Z Commission Members Present:</u> Doug Ohlfest Chair Dennis Dietz Pro Tem Ron Hankins P&Z Commission Member Deanna Triplett P&Z Commission Member Krista Bowersox P&Z Commission Member Justin Vogel P&Z Commission Member – via phone</p> <p><u>P&Z Commission Members Absent:</u> Doug Sires P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Jason Morse Mayor Kathleen Connor City Engineering Representative Becky Leonard Deputy City Clerk</p>
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1. **Call to Order** | Chair Hankins called the meeting to order at 6:00p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel (via phone) | In attendance
 Sires | 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** | No discussion items
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Dietz to approve the January 21, 2019 meeting minutes.
YES: Dietz, Ohlfest, Bowersox, Hankins, Triplett
ABSTAIN: Vogel
MOTION CARRIED
6. **Bridgeview Plat 2**
 Tom Wittman, Knapp Properties, presented the updated proposed Planned Unit Development Master Plan for Bridgeview Plat 2.
 - Met with neighbors and have a Memorandum of Understanding in which Knapp created seven outlots at the south end of the property adjacent to the residents on Seagrass to preserve trees and provide a buffer between the properties. The outlots will extend 50 feet long and will be individually owned by the abutting property owners, with each outlot the same width as the residents' existing lots.
 - 50 lots in total
 - Bridgeview Street will terminate in a cul-de-sac.
 - Pelican Drive will extend northeasterly to Parker Blvd between Phillips and Washington
 - Trail connection was extended to the street and added connector on opposite side of the street
 - 15-foot wide landscape buffer located along west side of Parker
 - Knapp will plan to submit preliminary plat as early as next week if Commission finds the plan favorable.

Engineer Comments

- City Engineering Representative Connor listed the three items the Commission was concerned with in January:
 - o Meet with the neighbors
 - o Extend the trail connection to the street
 - o Concern over the Pelican Drive access onto Parker Blvd.
- Connor advised that Justin Jackson, Traffic Engineer with Snyder & Associates, reviewed the proposed location for Pelican Drive and determined it meets SUDAS requirements.
- From Staff's perspective, all comments have been addressed.
- Current plan also relocates the storm sewer, in the vicinity of Outlots X and Y, to the north which will preserve trees along the south plat boundary

Commission Comments

- Concerned about Pelican Drive's access onto Parker not lining up with Phillips Street and not limiting access points on a main roadway
- This version saves more natural growth than the concept plan dated April 2014
- Expressed appreciation to developer for meeting with neighboring residents

Audience Comments

- Jared Foss, 1520 Seagrass Ave, was in attendance to support the revised plan and thanked the Commission and Knapp Properties for listening to their concerns.

MOTION: A motion was made by Bowersox and seconded by Triplett on the recommendation to Council to approve the Planned Unit Development (P.U.D.) Master Plan for Bridgeview Plat 2 subject to the recommendation and comments in the Engineer Memo dated March 13, 2019.

YES: Triplett, Dietz, Ohlfest, Bowersox, Vogel

NO: Hankins

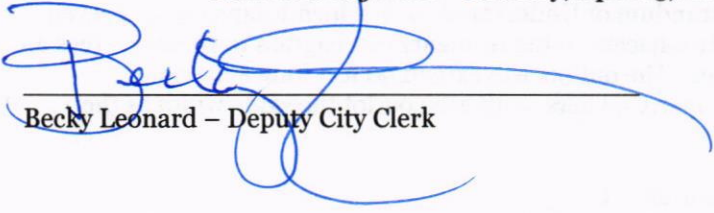
MOTION CARRIED

7. **Staff Report** | Connor shared that Fenders will be installing an outdoor refrigeration unit using a building permit since an amended site plan was not required due to the existing roof and foundation. Mayor Morse stated that Gary Mahannah retired and his last day was March 1, 2019. A search firm will be enlisted to assist with hiring a city administrator which may take several months.
8. **Commission Report** | The Commission members appreciated the information regarding a Planning & Zoning Workshop hosted by ISU Extension & Outreach in Johnson next month. Mayor Morse encouraged them to attend and to submit their receipt to the City for reimbursement. Hankins shared his appreciation for the Council Liaison position and Mayor Morse advised that discussions regarding the role are still underway.

9. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 6:19 p.m.

Next Meeting Date – Monday, April 15, 2019



Becky Leonard – Deputy City Clerk

PRELIMINARY PLAT REVIEW

Date: April 10, 2019

 Prepared by: Kathleen Connor, Planner
 Travis Thornburg, E.I.

Project: Bridgeview Plat 2

Project No.: 119.0294.01

GENERAL INFORMATION:

Applicant:	All Points Development L.C.
Property Owner:	All Points Development L.C.
Requested Action:	Approval of Preliminary Plat
Location	West of Parker Blvd., North of Bridgeview Plat 1
Size:	20.65 acres
Zoning:	Planned Unit Development
Proposed Use:	50 single family lots; 7 Outlots to be tied to Bridgeview Plat 1 lots



PROJECT BACKGROUND:

The subject property was rezoned to Planned Unit Development (PUD) in 1986. The Planning and Zoning Commission reviewed the PUD Master Plan for Bridgeview Plat 2 at their March 18th meeting and recommended its approval to Council. The PUD Master Plan was subsequently approved by City Council on March 25, 2019. All Points Development, LC now intends to move forward with development of Bridgeview Plat 2 and request approval of the Preliminary Plat.

PROJECT DESCRIPTION:

This Preliminary Plat is in conformance with the approved PUD Master Plan and includes 50 single family lots. These lots range in size from 8,986 sf to 35,040 sf. All lots are at least 65 feet wide. Front yard setbacks are 30' deep, providing the opportunity to save trees in rear yards. By agreement with the abutting property owners, Outlots Y-S will be individually and permanently tied to Lots 9-15 of Bridgeview Plat 1 respectively to provide a buffer to those existing residences.

The developer indicates this subdivision may be constructed in two separate phase

The public improvements associated with this plat include the extension of Pelican D northeasterly to Parker Blvd and the extension of Bridgeview Street northwesterly where it will terminate in a cul-de-sacs. Water mains, sanitary sewers, and storm sewers will be extended to provide service to each lot.

An 8' wide recreational trail will connect to the Neal Smith Trail from Pelican Drive. The park land dedication for this development will be satisfied through dedication of Lot 'C' and construction of the trail and sidewalk in front of Lot C. The remainder, if any, will be addressed via the Development Agreement for Big Creek Technology Campus Phase 2.

Parkway trees will be planted along Parker Blvd by the developer, including species selected from Polk City's approved tree list, with the exception of Maples and Willows due to proximity of the sanitary sewer, and will include a diversification of species. The property owners will be responsible for maintaining these parkway trees. In addition, construction fencing will be installed around the grading limits prior to issuance of a grading permit to protect the trees that are to be saved.

Detention basin will be located on Lot 18 and on Lots 35 and 36 to control runoff velocity and mitigate erosion. These basins will be designed to keep tree removal a minimum for these facilities. The property owners will be responsible for maintaining these detention basins while the city will be responsible for maintaining pipes and structures.

No subdivision identification signs are proposed. The developer has not determined if there will be a Homeowner's Association for this subdivision. Prior to Final Plat approval, the developer may wish to formally vacate the Temporary Construction Easement (Bk 15613 Page 186) on the south side of Lot 18.

REVIEW COMMENTS:

Pursuant to our review of Submittal #1, we offer the following comments:

1. Per Fire Code, the rear yard setback lines need to be revised so the entire buildable area of each lot falls within the 250' hydrant radii. (The building envelopes were revised on Submittal #2 but the setback lines were not.)
2. Revise the outlet for the detention basin on Lot 18 such that it discharges into the 35' wide buffer easement, rather than toward the residence, on Lot 16 of Bridgeview Plat 1. This alignment will be reviewed in more detail on the construction drawings.
3. Show and label two 20' Storm Sewer Easements on Lot 18. Revise the Storm Sewer Easement on Lot 35 to include the north pipe. For both basins, the Stormwater Detention Easement will be a separate, private easement from the public Storm Sewer easement straddling the pipes.
4. Understanding the developer's desire to minimize grading to save as many trees as possible, we will evaluate the need for swales and Overland Flowage Easements in conjunction with the more detailed Construction Drawings and Storm Water Management Plan for the full development. Rear yard and side yard drainage will be of particular concern such as the existing swale on Lots 23, 40 and 41.
5. On the future construction drawings, the cluster mailbox near Lot 35 will need to be relocated so it does not fall on top of the storm sewer.

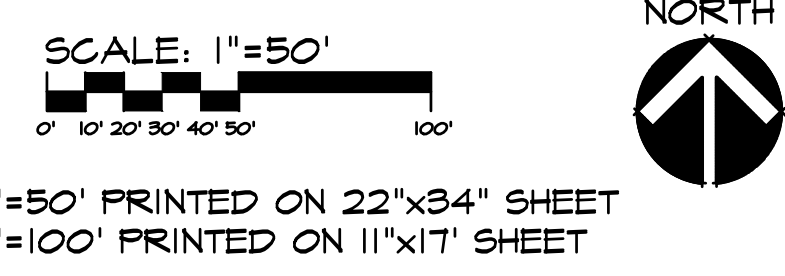
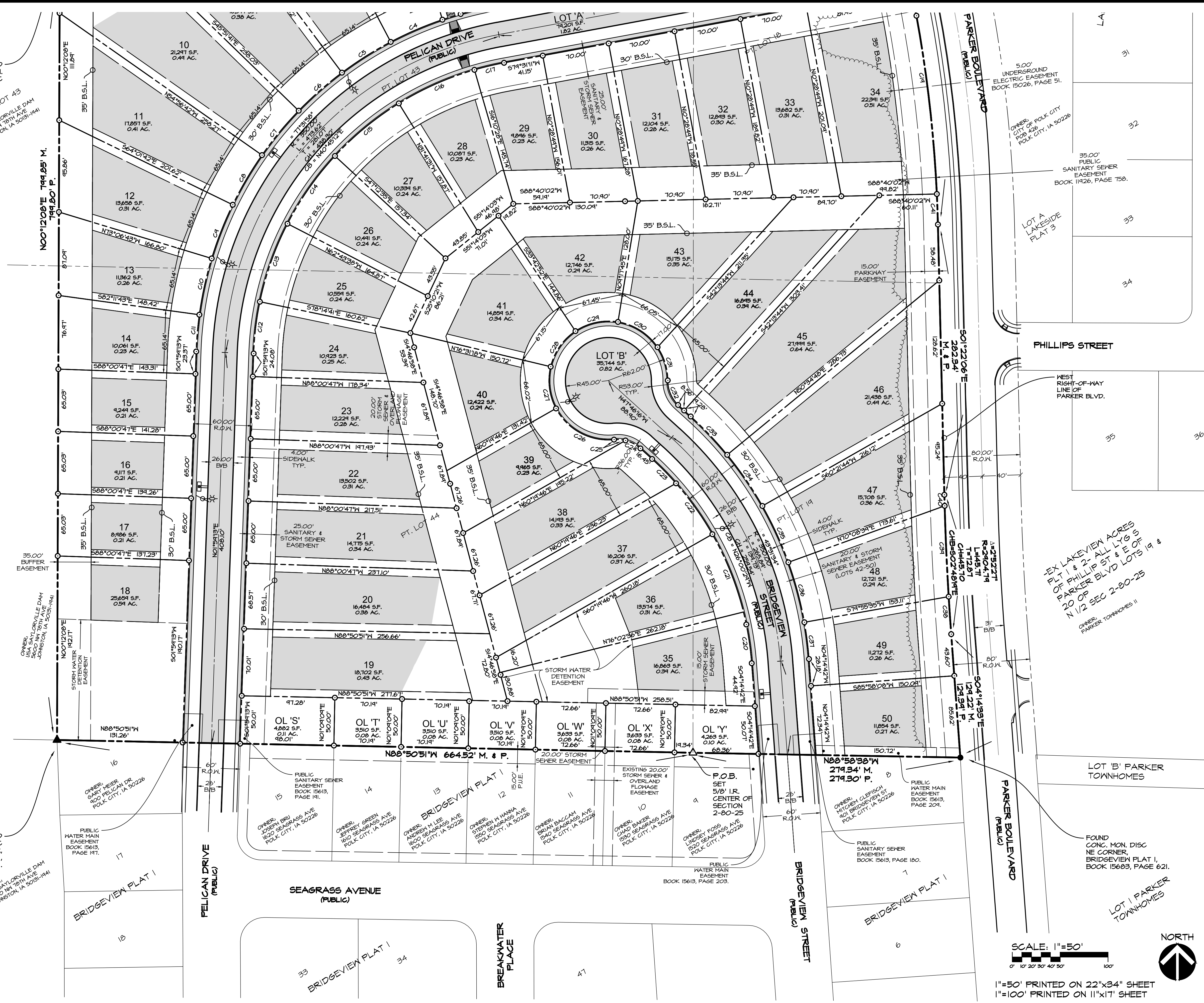
RECOMMENDATION:

Based on the satisfactory resolution of the aforementioned review comments, we recommend P&Z approval of the Preliminary Plat for Bridgeview Plat 2, subject to:

1. All outstanding review comments shall be addressed prior to the item being placed on the Council agenda.
2. P&Z comments, if any, shall be addressed prior to this item being placed on the Council agenda.
3. All fees being paid in full to the City Clerk prior to Council approval.

CURVE DATA - LOTS

CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH. BEARING
C1	44°58'02"	30.00'	44.72'	32.72'	44.23'	S82°02'10"W
C2	5°14'21"	380.00'	35.31'	17.67'	35.30'	S76°51'27"W
C3	3°01'00"	380.00'	20.01'	10.01'	20.01'	S72°41'13"W
C4	8°52'23"	380.00'	58.85'	24.48'	58.71'	S66°44'31"W
C5	9°05'01"	380.00'	60.24'	30.19'	60.18'	S57°45'50"W
C6	9°05'01"	380.00'	60.24'	30.19'	60.18'	S48°40'44"W
C7	9°05'01"	380.00'	60.24'	30.19'	60.18'	S39°35'44"W
C8	9°05'01"	380.00'	60.24'	30.19'	60.18'	S30°30'48"W
C9	9°05'01"	380.00'	60.24'	30.19'	60.18'	S21°25'48"W
C10	9°05'01"	380.00'	60.24'	30.19'	60.18'	S12°20'47"W
C11	5°44'04"	380.00'	38.54'	19.31'	38.57'	S04°53'45"W
C12	9°46'06"	320.00'	54.56'	27.34'	54.44'	S06°52'16"W
C13	15°31'03"	320.00'	86.67'	43.60'	86.40'	S19°30'50"W
C14	15°31'03"	320.00'	86.67'	43.60'	86.40'	S35°01'54"W
C15	15°31'03"	320.00'	86.67'	43.60'	86.40'	S50°32'51"W
C16	15°31'03"	320.00'	86.67'	43.60'	86.40'	S66°04'00"W
C17	5°41'34"	320.00'	31.20'	15.91'	31.71'	S76°40'21"W
C18	90°05'08"	30.00'	47.17'	30.04'	42.46'	N55°26'15"W
C19	7°42'56"	1342.40'	187.50'	93.84'	187.36'	S06°32'13"E
C20	9°42'42"	320.00'	54.24'	27.14'	54.18'	S04°06'03"E
C21	15°42'50"	320.00'	87.16'	44.16'	87.41'	S21°48'44"E
C22	11°43'11"	320.00'	65.46'	32.84'	65.34'	S35°31'50"E
C23	6°22'51"	320.00'	35.64'	17.84'	35.62'	S44°34'51"E
C24	28°25'44"	36.00'	17.86'	4.12'	17.68'	S61°54'11"E
C25	19°14'04"	36.00'	12.09'	6.10'	12.03'	S85°41'07"E
C26	67°23'42"	62.00'	72.43'	41.34'	68.80'	S61°44'18"E
C27	41°31'04"	62.00'	44.43'	23.50'	43.95'	S07°16'52"E
C28	42°48'26"	62.00'	46.32'	24.30'	45.25'	S34°52'55"W
C29	43°00'38"	62.00'	46.54'	24.43'	45.46'	S77°47'27"W
C30	46°34'03"	62.00'	50.34'	26.68'	44.02'	N57°25'13"W
C31	34°01'48"	62.00'	36.82'	18.97'	36.29'	N17°07'18"W
C32	45°28'35"	36.00'	28.57'	15.09'	27.83'	N22°47'07"W
C33	8°21'04"	380.00'	55.34'	27.14'	55.34'	N43°35'44"W
C34	9°46'56"	380.00'	64.88'	32.52'	64.80'	N34°31'44"W
C35	9°46'56"	380.00'	64.88'	32.52'	64.80'	N24°44'44"W
C36	9°46'56"	380.00'	64.88'	32.52'	64.80'	N14°57'53"W
C37	5°44'42"	380.00'	38.66'	19.34'	38.64'	N07°04'33"W
C38	0°46'24"	2404.71'	34.28'	19.64'	34.28'	S03°51'18"E
C39	1°52'18"	2404.71'	44.84'	47.45'	44.88'	S02°31'55"E
C40	0°13'40"	2404.71'	11.55'	5.77'	11.55'	S01°28'56"E
C41	1°18'40"	1342.40'	31.86'	15.93'	31.86'	S02°01'26"E
C42	5°03'10"	1342.40'	122.74'	61.44'	122.75'	S12°55'16"E
C43	17°58'10"	1342.40'	436.64'	220.15'	434.90'	S24°25'56"E



FOUND CONC. MON. DISC
N.W. CORNER,
BRIDGEVIEW PLAT I,
BOOK 15683, PAGE 621.

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Civil Engineering Consultants, Inc.
2400 86th Street, Unit 12, Des Moines, Iowa, 50322
515.276.4884 · Fax: 515.276.7084 · mail@cecinc.com

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BRIDGEVIEW PLAT 2
POLK CITY, IOWA

SOUTH SITE - DIMENSION PLAN

SHEET **02** OF 05
E-8072

DATE	REVISIONS	COMMENTS
MARCH 22, 2014	1	04-10-2014
	2	
	3	
	4	
	5	
	6	

DATE OF SURVEY: DEC. 2013
DESIGNED BY: JFO
DRAWN BY: MEH

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DATE OF SURVEY: DEC. 2018
 DESIGNED BY: JFO
 DRAWN BY: MEH

BRIDGEVIEW PLAT 2
 POLK CITY, IOWA

NORTH SITE - DIMENSION PLAN

SHEET **03** OF 05
 E-8072



SCALE: 1"=50'
 1"=50' PRINTED ON 22"x34" SHEET
 1"=100' PRINTED ON 11"x17" SHEET

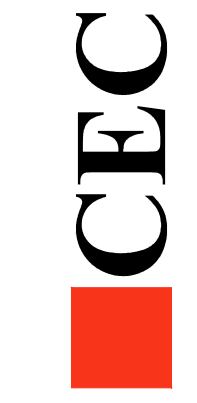


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DESIGNED BY:	5	JFO
DRAWN BY:	6	MEH

BRIDGEVIEW FLAT 2
 POLK CITY, IOWA

SHEET
05
 OF 05
 E-8072

NORTH SITE - GRADING & UTILITIES



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Q:\FILES\8006\BRIDGEVIEW_FLAT_2_CED\Drawings\Plan\BRIDGEVIEW_FLAT_2_CED.dwg, 4/10/2014 8:43:11 AM, mchill, 1:1