

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, August 15, 2022

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on August 15, 2022, in the 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, Sires, Ohlfest | In attendance
Triplett, Vogel, Pringnitz | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Bowersox to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Bowersox to approve P&Z Commission Meeting Minutes for July 18, 2022
MOTION CARRIED UNANIMOUSLY
6. **Site Plan for Home State Bank with Amendments**
MOTION: A motion was made by Hankins and seconded by Bowersox to recommend Council approve the Site Plan for Home State Bank with Amendments subject to Engineering and Staff review comments dated August 9, 2022
MOTION CARRIED UNANIMOUSLY
7. **Plat of Survey for Kamp Property**
MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend Council approve Plat of Survey for Kamp Property subject to Engineering and Staff review comments dated August 9, 2022
MOTION CARRIED UNANIMOUSLY
8. **Preliminary Plat for Holly Woods with Amendments**
MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend Council approve the Preliminary Plat for Holly Woods with Amendments subject to Engineering and Staff review comments dated August 9, 2022 clarifying the following modifications to the comments – only one new permitted accessory structure allowed up to a maximum of 4500 square feet, no new structures permitted in the front yard (between the front of the house and the road known as 44th), no expansion of existing structures, demolition of all current structures with the exception of the shop and the barn and the revision of the home occupation note to include any and all structures.
MOTION CARRIED UNANIMOUSLY
9. **Review Sign Ordinance**
City Manager Huisman reviewed the need to amend the Sign Ordinance regarding the uniqueness of the recent Site Plan reviewed for Scooter’s Coffee. City Engineering Representative Connor reviewed the proposed amendments to the Sign Ordinance. Commission agreed with the proposal and Staff will plan to take the First Reading of the Ordinance to the next Council meeting. Huisman reviewed the research from the City Attorney regarding regulation of temporary signs in windows, that would also include painting for homecoming etc., and would mainly impact grocery stores, gas stations etc. Commission determined currently it is not a big enough issue to request amendment of this part of the Sign Ordinance.

10. Review Open Meeting Laws

City Manager Huisman reviewed the requirements for Open Meetings, the agendas and minutes, and confirmed that Iowa code says a governmental body “meets” when there is: 1. any gathering in person or by telephone or other electronic means, whether formally or informally occurring, 2 of a majority of the members of the governing body 3. Any deliberation, discussion or action on any matter discussed within the scope of the governmental body’s policy making. Huisman cautioned that public perception should be the deterrent for not congregating together.

11. Reports & Particulars

stated that in his 16/17 years on the Commission the Staff keeps getting better with responses and thoroughness. He thanked the Commission members for their time and effort volunteering.

12. Adjournment

MOTION: A motion was made by Bowersox and seconded by Ohlfest to adjourn at 7:01 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, September 19, 2022

Attest:

Jenny Coffin - City Clerk