

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, May 17, 2021

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on May 17, 2021 in the City Hall Council Chambers with public participation via phone. 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 Bowersox called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Sires, Bowersox, Ohlfest, Vogel, Dietz | In attendance
Triplett in attendance via zoom
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Hankins to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Dietz and seconded by Vogel to approve the April 19, 2021 meeting minutes.
YES: Vogel, Dietz, Hankins, Triplett, Sires, Bowersox
ABSTAIN: Ohlfest
MOTION CARRIED
6. **Amendment to zoning restrictions for the purpose of a Hy-Vee Value Fresh Grocery Store** | Kathleen Connor, City Engineering Representative reviewed the proposed amendment to add grocery store as a permitted use to the C-2 area that was previously restricted to limited uses. Rob Wadle, Director of Real Estate for HyVee discussed the proposed concept for this site. Elevations and buffers were discussed.
MOTION: A motion was made by Sires and seconded by Ohlfest to recommend Council approval of the amendment to the zoning restrictions for a portion of Lot 39 and Outlot Z of Crossroads at the Lakes Plat 2 to include grocery stores.
MOTION CARRIED UNANIMOUSLY
7. **117 E Broadway** | Kathleen Connor, City Engineering Representative reviewed the rezoning request and PUD Master Plan concept the builder is proposing. Kyle Hout, Ridgewood Homes said he wants to clean up this area and changing the zoning to allow for the smaller lots mirrors the rest of the neighborhood's unique circumstances. Hankins suggested defining areas like this with unique characteristics differently on the Future Land Use Plan.
 - a. **MOTION:** A motion was made by Dietz and seconded by Hankins to recommend Council approve a Comp Plan Amendment from commercial to low density residential and the Rezoning Petition for 117 E Broadway from C-1 to PUD
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dietz and seconded by Ohlfest to recommend Council approve the PUD Master Plan
MOTION CARRIED UNANIMOUSLY
8. **Big Creek Commons Preliminary Plat** | Kathleen Connor, City Engineering Representative reviewed the Preliminary Plat for Big Creek Commons, discussing streets, trail connectivity, traffic impact study requirement and Storm Water Management Plan.
MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approve the Preliminary Plat for Big Creek Commons subject to Staff and Engineering comments dated May 14, 2021, recommend requiring the installation of a sidewalk instead of a trail on the northside of E. Vista Lake Dr. east of the 10' crosswalk at the east entrance of the North Polk Intermediate School Site.
MOTION CARRIED UNANIMOUSLY

9. **Update: Comprehensive Plan Recommendations and Responsibilities** | Chelsea Huisman, City Manager reviewed three code section changes proposed to align with P&Z Commission recommendations. Huisman reviewed the Major Streets Plan Parkway Designations and suggested identifying future Parkway Designations for future developments.

10. Reports & Particulars

- City Council Member Sarchet reported the City Council had approved an agreement with the school on intersection improvements to be located at N 3rd and E Vista Lake Drive. He said he appreciated the Commission's perspective on the E. Broadway area and sharing his viewpoint regarding commercial. Sarchet mentioned the City had hired outside firms for a Facility Needs Assessment and a Regional Park Master Plan and he is anxious to see the final reports. He thanked the Commission for their work on updating the Subdivision Ordinance as it puts Council in a good position for future planning.
- City Manager Huisman gave an overview of the Facility Needs Assessment

11. Adjournment

MOTION: A motion was made by Hankins and by Vogel to adjourn at 7:24 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, June 21, 2021

Attest:

Jenny Gibbons - City Clerk