

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, January 18, 2024**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 18, 2024 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** | Vice Chair Vogel called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins (via Zoom), Bowersox, Vogel (via Zoom), Pringnitz, Sires (via Zoom) | In attendance  
Ohlfest, Tripplet | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Bowersox and seconded by Pringnitz to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Pringnitz and seconded by Bowersox to Vogel P&Z Commission Meeting Minutes for November 20, 2023.  
**MOTION CARRIED UNANIMOUSLY**
5. **Home State Bank Site Plan Amendment**
  - a) Trent Smith, McClure Engineering provided an apology for the removal of trees, and a report on what happened and why and what HSB proposes to remedy the situation.
  - b) Travis Thornburgh, City Engineer provided a report regarding the removal of the hazardous trees and the discussion with the hired arborist to identify a solution based on the city code.
  - c) Public Comments were made by the following:
    - i. Scott Borwig, 116 Hickory Way
    - ii. Ben Jensen, J Corp Design
    - iii. Dawn Borwig, 116 Hickory Way
    - iv. Eric Hockenberry, Home State Bank Market President
  - d) Commission discussed with staff and the developer  
**MOTION:** A motion was made by Bowersox and seconded by Sires to recommend City Council approve the Site Plan Amendment for Home State Bank subject to the developer entering into an agreement for maintenance of the tree plantings and improvements  
**YES: Sires, Pringnitz, Hankins, Bowersox**  
**ABSTAIN: Vogel**  
**MOTION CARRIED**
6. **Reports & Particulars**
  - Council Member Vogel reported it is budget season and the Council will be holding a budget work session soon. She announced the Council's decision to request proposals for the development of 3<sup>rd</sup> and Davis property to find an interested party that has a proposal that is a good fit for the area and a benefit to the community.
5. **Adjournment**  
**MOTION:** A motion was made by Bowersox and seconded by Pringnitz to adjourn at 5:36 p.m.  
**MOTION CARRIED UNANIMOUSLY**  
*Next Meeting Date – Monday February 19, 2024*

Attest:

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Jenny Coffin - City Clerk