

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

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on November 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** | Chair Triplett called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Vogel (via Zoom), Ohlfest, Pringnitz, Sires | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the amended agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Ohlfest and seconded by Bowersox to Vogel P&Z Commission Meeting Minutes for October 16, 2023.
MOTION CARRIED UNANIMOUSLY
5. **Discuss rezoning clean-ups**
 - a) Travis Thornburgh, City Engineer reviewed non-confirming lots in R-2 District, and provided a recommendation that any changes to them be handled on a case-by-case basis
NO ACTION TAKEN
 - b) Thornburgh reviewed five (5) areas that need to be considered for clean-up rezonings.
Area #1 – 602 W Van Dorn Street currently portions zoned as GF-1, recommended to stay that way
NO ACTION TAKEN

Area #2 – portions of five (5) lots along Hillcrest Drive currently zoned GF-1 recommended to rezone to R-1 to match the rest of the lots
MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend City Council initiate rezoning of 405-421 Hillcrest from GF-1 to R-1
MOTION CARRIED UNAMIOUSLY

Area #3 – 516 N 3rd Street currently zoned GF-1 recommended to rezone to R-1 to match the use
MOTION: A motion was made by Hankins and seconded by Pringnitz to recommend City Council initiate rezoning of 516 N. 3rd Street from GF-1 to R-1
MOTION CARRIED UNAMIOUSLY

Area #4 – 1500 & 1600 W Broadway owned by the City and presently used for the Community Library currently zoned as C-2 recommended to rezone to GF-1 to match the current use
MOTION: A motion was made by Hankins and seconded by Sires to recommend City Council initiate rezoning of 1500 & 1600 W Broadway from C-1 to GF-1
YES: Sires, Hankins, Bowersox, Vogel, Ohlfest, Pringnitz
NO: Triplett
MOTION CARRIED

Area #5 – City owned Parking Lot located on Lot 9 of Block 10 commonly known as 309 E Van Dorn, Fire Department Parking Lot, is currently zoned C-1 recommended to rezone to GF-1 to match the use
MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend City Council initiate rezoning of the parking lot from C-1 to GF-1
MOTION CARRIED UNAMIOUSLY

Area #5a – Masonic lodge located at 106 N 3rd Street is currently zoned C-1 recommended to rezone to CTS to match the use

MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend City Council initiate rezoning of 106 N 3rd Street from C-1 to CTS

MOTION CARRIED UNANIMOUSLY

6. Reports & Particulars

- Building Official Cody Olson introduced himself and described the role he will fill for the City.
- Commission Member Hankins shared his appreciation of staff providing good history and options in the project write-ups.

5. Adjournment

MOTION: A motion was made by Bowersox and seconded by Hankins to adjourn at 6:48 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday December 18, 2023

Attest:

Jenny Coffin - City Clerk