

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, June 19, 2023

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 19, 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** | Bowersox, Vogel, Triplett, Ohlfest, Pringnitz, Sires | In attendance
Hankins | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Ohlfest and seconded by Bowersox to approve P&Z Commission Meeting Minutes for May 15, 2023.
MOTION CARRIED UNANIMOUSLY
5. **Jester Park Business Group**
 - a) Elara Jondle, PE with Pelds Design Service provided a report of the project on behalf of the owner of the property and reviewed the proposed site plan and request of a waiver for the landscape buffer on the west side of the property.
 - b) Travis Thornburgh, City Engineer provided a report. He stated that prior to this item moving forward to City Council for approval, the developer should provide a Buffer Easement document, based on the City's standard form, that requires the property owner to perpetually maintain the easement area including replacement of plant materials, as necessary. The property owner will need to sign this document prior to this Site Plan Amendment being placed on the Council agenda. The property owner will also be responsible for paying all recording fees associated with this easement.
 - c) No one was present to make a public comment.
The Commission discussed the request for a waiver of the 50-foot landscape buffer on the west side of the property and deliberated the desire for a setback for any future buildings or development on this property.
MOTION: A motion was made by Sires and seconded by Pringnitz to recommend to the City Council to approve Site Plan for Jester Park Business Group and recommending Council not waive the landscape buffer but change it to a 25ft type B landscape buffer subject to Engineering and Staff comments dated June 15, 2023.
YES: Pringnitz, Sires, Bowersox, Triplett
NO: Ohlfest
MOTION CARRIED
6. **Reports & Particulars**
 - Council Member Sarchet reviewed some items and action taken at the last couple of Council meetings including the ACE Hardware Site Plan and he said the private street component of the development was a noteworthy part of the Council's discussion. He mentioned the planning for the Four Seasons Festival activities. Sarchet discussed the Council Work Session regarding future Capital Improvement Planning and how productive it was. He highlighted where the City Hall/Community Room project is at and that he feels that the next pressing issue for Council to figure out is the regional park. Sarchet said it is exciting for the City to see the Mexican restaurant open and the amount of commercial development going on including Home State Bank, the Torres Building, and On with Life, City Hall, Ace Hardware and Maven Crux development of Leonard Senior Living.

- Commission Member Sires said he would not be at the July P&Z meeting.

5. Adjournment

MOTION: A motion was made by Ohlfest and seconded by Sires to adjourn at 6:57 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday July 17, 2023

Attest:

Jenny Coffin - City Clerk