

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, April 19, 2021

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on April 19, 2021 via ZOOM. 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 6:02 p.m.
2. **Roll Call** | Hankins, Triplett, Bowersox, Sires, Dietz | In attendance via ZOOM
Sires joined 6:03 p.m.
Ohlfest | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Triplett to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Dietz to approve the March 15, 2021 meeting minutes.
YES: Dietz, Hankins, Triplett, Sires, Bowersox
ABSTAIN: Vogel
MOTION CARRIED
5. **Approval of Special Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Dietz to approve the March 22, 2021 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Public Comments** | None
7. **Bryant Plat of Survey** | Keven Crawford, Cooper Crawford & Associates reviewed the Plat of Survey. Kathleen Connor, City Engineering Representative confirmed that all staff comments had been addressed.
MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approval of the Bryant Plat of Survey subject to all staff and engineering comments dated April 14, 2021
MOTION CARRIED UNANIMOUSLY
8. **North Polk Intermediate Site Plan** | Erin Ollendike, Civil Design Advantage, reviewed the modifications in the amendment.
MOTION: A motion was made by Sires and seconded by Dietz to recommend Council approve the amendment to the North Polk Intermediate Site Plan subject to all staff and engineering comments dated April 16, 2021
MOTION CARRIED UNANIMOUSLY
9. **Complete Streets Policy** | Chelsea Huisman, City Manager said staff created the proposed policy after reviewing other city's policies.
MOTION: A motion was made by Dietz and seconded by Vogel to recommend Council approve the Complete Streets Policy
MOTION CARRIED UNANIMOUSLY
10. **Resuming in-person meetings** | P&Z Commission members discussed and determined to resume in-person meetings beginning with the May 17th meeting.

11. Reports & Particulars

- City Council Member Sarchet reported the City Council resumed in-person meetings last week. He said the City has a facility needs assessment underway and suggested staff share an electronic copy of the final report with the P&Z members. Sarchet reported City Council approved Go Polk City proposed Mini Fest with Saturday activities. He said he thinks the Complete Streets Policy is a good initiative and he reported that the City Council had approved the Ledgestone project and the Knapp Rezoning at the last two meetings.

12. Adjournment

MOTION: A motion was made by Hankins and by Dietz to adjourn at 6:31 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, May 17, 2021

Attest:

Jenny Gibbons - City Clerk