

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, August 21, 2023

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on August 21, 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** | Acting Chair Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Vogel, Ohlfest, Pringnitz, Sires | In attendance
Vogel, Triplett | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Ohlfest to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve P&Z Commission Meeting Minutes for June 19, 2023.
Sires passed due to absence
MOTION CARRIED
5. **Lakeside Fellowship Church Site Plan Amendment**
 - a) Paster Trevor Meers with Lakeside Church discussed the importance of the project for the church. Jordan Collins, Studio Melee Architect reviewed the project details.
 - b) Travis Thornburgh, City Engineer provided a report and asked for commission to review the screening and provide a recommendation.
 - c) No one was present to make a public comment.**MOTION:** A motion was made by Hankins and seconded by Pringnitz to recommend to the City Council to approve the Site Plan for Lakeside Fellowship Church subject to Engineering and Staff comments dated August 16, 2023 with adjustments to the screening to extend the acrylic screen farther west so that it ties into the existing structure and when Phase 3 addition is constructed, the acrylic screen could be extended to the east to tie into that future structure.
MOTION CARRIED UNAMIOUSLY
6. **Big Creek Ridge Preliminary Plat**
 - a) Dean Roghair, PE with Civil Design Advantage reviewed the proposed Plat. Plat Owner, Eric Grubb discussed the details regarding larger lots to preserve the majority of the trees and pushing back the set backs farther to give the lots a more estate like feel.
 - b) Travis Thornburgh, City Engineer provided a report and recommended approval subject to a signed Development Agreement covering future Northside Drive Development.
 - c) No one was present to make a public comment.**MOTION:** A motion was made by Hankins and seconded by Pringnitz to recommend to the City Council to approve the Preliminary Plat for Big Creek Ridge including approval of extended block length subject to Engineering and Staff comments dated August 16, 2023, and subject to a signed Development Agreement regarding future development of Northside Drive.
MOTION CARRIED UNAMIOUSLY
7. **Reports & Particulars**
 - Council Member Dvorak said lots of exciting Capital Improvement items are moving forward in 2024.

- Commission Member Hankins inquired about sidewalk gaps and how they would be connected in the future. Hankins questioned Access Management Plans for specific roads to clarify terms of future city annexation areas.
- Commission members asked for an update on previously approved projects, and staff provided information regarding Ace Hardware, Leonard Senior Living, On With Life and the HyVee Site Plan.

5. Adjournment

MOTION: A motion was made by Bowersox and seconded by Ohlfest to adjourn at 6:49 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday September 18, 2023

Attest:

Jenny Coffin - City Clerk