

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, February 15, 2021

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on February 15, 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 Dietz called the meeting to order at 6:02 p.m.
2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel, Sires | In attendance via ZOOM
Bowersox | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Hankins to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Vogel to approve the October 19, 2020 meeting minutes.
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Comprehensive Plan to-do list review** | Commission members and Staff discussed the items on the list that the P&Z members were to be involved with. Confirmation was provided on items that have been completed and items that are still outstanding. The Commission prioritized the outstanding items and asked Staff to put together some information and bring back to the Commission at the next meeting.
7. **Confirm Chairperson for 2021**
MOTION: A motion was made by Hankins and seconded by Ohlfest to confirm Vice Chair Bowersox to be 2021 Planning and Zoning Commission Chairperson
MOTION CARRIED UNANIMOUSLY
8. **Confirm Vice-Chair for 2021** | Commission Member Sires expressed his concern for the way the Chair and Vice-Chair are determined, especially new members being confirmed in those roles. The Commission discussed creating a rotation schedule and new members being added to the end of the rotation.
MOTION: A motion was made by Ohlfest and seconded by Vogel to confirm Sires as Vice Chair for 2021
YES: Vogel, Hankins, Triplett, Dietz, Ohlfest
ABSTAIN: Sires
MOTION CARRIED
9. **Reports & Particulars**
 - Council Member Sarchet said he appreciated the joint work session between Council and P&Z last week. He wants to continue to encourage larger dialogue between the two groups. Sarchet shared some of the highlights he said that Council has been working on since P&Z last met in October. Some of those items included: Confluence had been awarded the Parks Master Plan project, Water and Sewer Rate increases directly caused by increases from the WRA and Des Moines Water Works, the addition of a Stormwater Fee, the adoption of the Subdivision Ordinance, approval of the extension of Edgewater Drive and the launch of the Citizen Academy that will be held Fall of 2021.
 - City Manager Huisman said that the next meeting should involved one or two development items and the review of what Staff comes up with from the to-do list review.
 - City Clerk Gibbons reminded the Commission of the new and improved City Website, and encouraged the members to visit and have a look around and be sure to E-subscribe for City updates.

10. Adjournment

MOTION: A motion was made by Hankins and by Ohlfest to adjourn at 7:23 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, March 15, 2021

Attest:

Jenny Gibbons - City Clerk