

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, June 20, 2022

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 20, 2022, in the 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** | Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Sires, Ohlfest, Vogel, Pringnitz | In attendance
Bowersox | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Triplett and seconded by Ohlfest to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Ohlfest and seconded by Vogel to approve P&Z Commission Meeting Minutes for May 16, 2022
MOTION CARRIED UNANIMOUSLY
6. **Plat of Survey for parcels 2022-71, 2022-72, and 2022-1112 known as the Easter's properties**
MOTION: A motion was made by Hankins and seconded by Triplett to recommend Council approve the Plat of Survey's for 422 & 428 N 3rd street subject to Engineering and Staff review comments dated June 14, 2022.
MOTION CARRIED UNANIMOUSLY
7. **Preliminary Plat for Holly Woods Plat 1**
MOTION: A motion was made by Hankins and seconded by Pringnitz to recommend Council approve the Preliminary Plat subject to Engineering and Staff review comments dated June 17, 2022, with the exception that review comment regarding accessory structure be updated to restrict 1 accessory structure up to 4000 square feet instead of only 1000 square feet.
MOTION CARRIED UNANIMOUSLY
8. **Lakeside Products site plan amendment discussion**
City Manager Huisman provided background regarding Staff working with Lakeside Products for a few months regarding the proposed addition to two buildings on the current site. Wally Pelds, Pelds Design, provided an overview of the proposed buildings for Lakeside Products and asked P&Z Commission Members for feedback on the architectural standards that would be acceptable. After Commission discussion, P&Z Members advised that the new structures should mimic the current structures for aesthetic purposes and windows should match on the east building area that is visible from the street. Commission also stated they would like to see the landscaping buffer intensified on the north side of the property at ground level to prevent vision on from residential to this M1 lot including a fence.
9. **Reports & Particulars**
City Manager Huisman reported Staff and City Council have been working to become a Main Street Community through IEDA and the initial feedback was that the City needs to have design standards for the Town Square. She asked P&Z to provide some feedback on things they would like to see included such as 75% wall brick or alternative on the façade facing a street and 50% on the remaining sides. Huisman stated these design standards would be focusing on new construction and remodeling, but the City would also be working with existing buildings to bring

into compliance over time. Commission Members offered the following input to include no metal materials other than trim, uniformed front roof line lighting, 2 to 3 story height buildings with residential opportunities on the 2nd and 3rd floor. Commission also asked for some time to review and follow back up with input for an overall stated architectural theme of the Town Square.

Commission Member Hankins asked Staff to provide a refresher of Open Meeting rules at a future meeting.

10. Adjournment

MOTION: A motion was made by Triplett and seconded by Ohlfest to adjourn at 7:38 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, July 18, 2022

Attest:

Jenny Coffin - City Clerk