

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, May 15, 2023

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on May 15, 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** | Hankins, Bowersox, Vogel, Triplett, Ohlfest, Sires | In attendance
Pringnitz | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Bowersox and seconded by Vogel to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Ohlfest to approve P&Z Commission Meeting Minutes for April 17, 2023.
MOTION CARRIED UNANIMOUSLY
6. **Ace Hardware**
Erin Ollendike, with Civil Design Advantage provided a project report on behalf of Ace Hardware and Kimberley Development Corporation regarding the plat of survey and site plan details. City Engineer Representative, Travis Thornburgh provided clarification on allowed storage based on the proposed Site Plan.
The following persons made comments to the Commission:
Jeff Taylor, 104 Hickory Way
Brandon Converse, Go Polk City Board Member, and resident address 306 Tradition Drive
Wayne Nikolish, 809 Pinehurst Way
Fred Matsol, 833 Pinehurst Way
Debra Johnson, 208 Hickory Way
Written comments were provided to the Commission from Evan Girdner, Board member of HOA for Crossroads at the Lakes Plat 1, and resident address 821 Pinehurst Way
Travis Thornburgh, City Engineer representative, provided additional information regarding the private streets, traffic and the City's Access Management Plan.
Jordan Kramer, CFO Kimberly responded to questions regarding the HOA agreement and responsibilities. He also indicated that the project start date would be as soon as possible once construction drawings are submitted to the City and approved with an estimated project completion date of December 1, 2023
Council Member Dvorak spoke regarding the HOA indicating it is a private agreement that the City has no jurisdiction over.
Commission members discussed the site plan and made comments.
MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approve Plat of Survey and Site Plan for Ace Hardware subject to Engineering and Staff comments dated May 12, 2023.
MOTION CARRIED UNANIMOUSLY
7. **Reports & Particulars** | None
8. **Adjournment**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to adjourn at 6:41 p.m.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – Monday June 19, 2023

Attest:

Jenny Coffin - City Clerk