

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, November 21, 2022

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on November 21, 2022, 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** | Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Triplett, Sires, Ohlfest, Pringnitz, | In attendance
Vogel | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Bowersox and seconded by Pringnitz to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Triplett and seconded by Bowersox to approve P&Z Commission Meeting Minutes for October 17, 2022
MOTION CARRIED UNANIMOUSLY
6. **Approval of Meeting Minutes**
MOTION: A motion was made by Triplett and seconded by Bowersox to approve P&Z Commission Special Meeting Minutes for November 10, 2022
MOTION CARRIED UNANIMOUSLY
7. **Site Plan for Lake Front Office Park, Lot 1**
MOTION: A motion was made by Ohlfest and seconded by Pringnitz to recommend Council approve the Site Plan subject to the developer adding two notes that restrict the café seating to a maximum of 10 seats permitted indoors and restricting tenant space 1 and 2 restricted to low-volume office/retail spaces
MOTION CARRIED UNANIMOUSLY
8. **Plat of Survey for OH & Mack in the 2-mile area**
MOTION: A motion was made by Hankins and seconded by Bowersox to recommend Council approve Plat of Survey
MOTION CARRIED UNANIMOUSLY
9. **Reports & Particulars**
Engineering Representative, Kathleen Connor suggested updating City Ordinances to address some concerns expressed by commission stating the following: Commercial open space requirements exclusive of buffers, increase parking setback from ROW from 5 feet to 8 feet, create a requirement for large parking lots to require landscaping islands in parking lots in excess of more than 15 spaces in a row and green space separation in more than one row of parking, adding bike rack requirements in certain types of spaces/use and add second-story residential to certain commercial districts. City Manager Huisman reminded P&Z Commission that Ordinance changes go directly to Council.
10. **Adjournment**
MOTION: A motion was made by Triplett and seconded by Ohlfest to adjourn at 6:57 p.m.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – Monday, December 19, 2022

Attest:

Jenny Coffin - City Clerk