

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, October 16, 2023

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on October 16, 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, Ohlfest, Pringnitz, Sires | In attendance
3. **Approval of Agenda**
Chair Vogel amended the Agenda to have item 6 read Parcel 2023-72 Plat of Survey within 2 miles of Polk City
MOTION: A motion was made by Ohlfest and seconded by Vogel to approve the amended agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Pringnitz to Vogel P&Z Commission Meeting Minutes for September 18, 2023.
MOTION CARRIED UNANIMOUSLY
5. **Home State Bank Site Plan Amendment**
 - a) Trent Smith, P.E. with McClure Engineering provided an overview of the amendments requested to the Site Plan including the addition of a monument sign, updating building signage, revising landscaping plan, modifying trash enclosure to included enclosure for generator and a new CBU location.
 - b) Travis Thornburgh, City Engineer provided a report.
 - c) No one was present to make a public comment.**MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve the Home State Bank Site Plan Amendment subject to Engineering and Staff comments dated October 12, 2023.
MOTION CARRIED UNAMIOUSLY
6. **Parcel 2023-72 Plat of Survey within 2 miles of Polk City**
 - a) Mike Brooner, PLS with Civil Design Advantage reviewed the plat of survey.
 - b) Travis Thornburgh, City Engineer provided a report and reviewed the three requested waivers to code
 - c) No one was present to make a public comment.**MOTION:** A motion was made by Hankins and seconded by Sires to recommend to the City Council to approve Parcel 2023-72 Plat of Survey subject to Engineering and Staff comments dated October 11, 2023, and recommended Council grant waiver for minor plat survey, flag lot and hydrant coverage.
MOTION CARRIED UNAMIOUSLY
7. **Reports & Particulars**
 - Council Member Dvorak invited people to attend the Kiwanis Meeting Thursday October 19, 2023, to meet the five City Council Candidates. Commission Member Bowersox asked that anyone attending bring a can of vegetables to add to the kettle for stew. Council Member Dvorak also invited everyone to attend Go Polk City presents City Council Candidate Forum Tuesday October 24 at 6pm at Luana Bank Community Room. Dvorak reported that Ace Hardware is moving forward with a Building Permit and On with Life rezoning First Reading was approved, second and third reading of the Ordinance will be on future Council agendas.
5. **Adjournment**
MOTION: A motion was made by Hankins and seconded by Vogel to adjourn at 6:22 p.m.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – Monday November 20, 2023

Attest:

Jenny Coffin - City Clerk