

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, February 20, 2023**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on February 20, 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** | Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Vogel, Triplett, Ohlfest, Pringnitz, Sires (via Zoom)| In attendance
3. **Approval of Agenda**  
**MOTION:** A motion was made by Bowersox 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 Bowersox and seconded by Pringnitz to approve P&Z Commission Meeting Minutes for December 19, 2022  
**MOTION CARRIED UNANIMOUSLY**
6. **City Hall/Community Center Project**
  - a. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend Council approve the rezoning of property owned by the City located at 214 S 3<sup>rd</sup> Street and 302 W Van Dorn Street from C-1 Central Business District to U-1 Utility District subject to Engineering and Staff comments dated February 15, 2023  
**MOTION CARRIED UNANIMOUSLY**
  - b. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend Council approve the Site Plan for the City Hall/Community Center Project subject to Engineering and Staff comments dated February 15, 2023  
**MOTION CARRIED UNANIMOUSLY**
7. **Proposed Amendments to Zoning Districts** | Engineer, Travis Thornburgh provided a report regarding several areas in Polk City with inconsistencies and oddities that staff is recommending be updated. The various areas were discussed with the Commission for their feedback prior to Council action.
8. **Reports & Particulars** | None
9. **Adjournment**  
**MOTION:** A motion was made by Ohlfest and seconded by Bowersox to adjourn at 6:40 p.m.  
**MOTION CARRIED UNANIMOUSLY**  
*Next Meeting Date – Monday March 20, 2023*

Attest:

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Jenny Coffin - City Clerk