

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, February 19, 2024**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on February 19, 2024 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** | Vice Chair Vogel called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Vogel, Triplet (via Zoom), Ohlfest, Pringnitz, Sires | 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. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Hankins and seconded by Pringnitz to Vogel P&Z Commission Meeting Minutes for January 18, 2024.  
**MOTION CARRIED UNANIMOUSLY**
5. **Parker Townhomes II Plat of Survey and Record of Lot Tie Agreement**
  - a) Daniel Willrich, Pelds Design Services provided an overview of the project
  - b) Travis Thornburgh, City Engineer provided a report that item #2 on the Engineering Comments has been satisfied, so once the developer provides recorded documents this project can move forward to Council.
  - c) No public comments
  - d) **MOTION:** A motion was made by Hankins and seconded by Pringnitz to recommend City Council approve the Plat of Survey and Record of Lot Tie Agreement subject to staff and engineering comments dated February 14, 2024  
**MOTION CARRIED UNANIMOUSLY**
6. **On with Life Amended Site Plan and Plat of Survey**
  - a) Nikki Neal, Civil Design Advantage provided a review of the current construction project at 1002 Washington Avenue and explained that On with Life purchased the adjacent flag lot. On with Life needs to update both the Site Plan and the record of Plat of Survey. She said the Site Plan amendment also includes relocation of the buffer farther out towards the surrounding homes, except for 410 Tyler Street that has requested a buffer deferral. 25000
  - b) Travis Thornburgh, City Engineer provided a report.
  - c) No public comments
  - d) **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve On with Life Amended Site Plan and Plat of Survey subject to staff and engineering comments dated February 14, 2024  
**MOTION CARRIED UNANIMOUSLY**
7. **Clean-up Rezoning Petitions**
  - a) i. Travis Thornburgh, City Engineer reviewed the rezoning petition for 516 N 3<sup>rd</sup> Street from GF-1 to R-1
  - b) i. No public comments
  - c) i. **MOTION:** A motion was made by Hankins and seconded by Sires to recommend City Council approve the rezoning of 516 N 3<sup>rd</sup> Street from GF-1 to R-1  
**MOTION CARRIED UNANIMOUSLY**
  - a) ii. Travis Thornburgh, City Engineer reviewed the rezoning petition for a portion of five (5) lots along Hillcrest Drive (405, 409, 413, 417, and 421) and a portion of one (1) lot at 1201 Washington from GF-1 to R-1
  - b) ii. Public comments were received from Scott Conway, 413 Hillcrest Dr and Randy Gibson, 1201 W Washington
  - c) ii. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve the rezoning of 405, 409, 413, 417, and 421 Hillcrest and 1201 W Washington from GF-1 to R-1  
**MOTION CARRIED UNANIMOUSLY**
  - a) iii. Travis Thornburgh, City Engineer reviewed the rezoning petition for the Masonic Lodge located at 106 S. 3<sup>rd</sup> Street from C-1 to C-TS
  - b) iii. No public comments

- c) iii. **MOTION:** A motion was made by Hankins and seconded by Pringnitz to recommend City Council approve the rezoning of 106 S. 3<sup>rd</sup> Street from C-1 to C-TS

**MOTION CARRIED UNANIMOUSLY**

- a) iv. Travis Thornburgh, City Engineer reviewed the rezoning petition for the City Parking Lot from C-1 to GF-1  
b) iv. No public comments  
c) iv. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning of the City Parking Lot from C-1 to GF-1

**MOTION CARRIED UNANIMOUSLY**

- a) v. Travis Thornburgh, City Engineer reviewed the rezoning petition for the City owned property at 1500 & 1600 W Broadway from C-2 to GF-1  
b) v. Public comment was received from Nancy Elder, 245 Cherokee  
c) v. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve the rezoning of the 1500 & 1600 W Broadway from C-2 to GF-1

**MOTION CARRIED UNANIMOUSLY**

8. Engineering, Staff and Commission Members discussed modifications of the R-2A zoning district to ensure inclusion of patio/garden homes. Engineering will bring recommendations to the Commission in March for formal action.
9. Staff and Commission Members discussed when the Commission meets regularly. Most of the Commission agreed it would be best to continue meetings on the third Monday of every month.

#### 10. Reports & Particulars

- Council Member Vogel reported the Council has been discussing options to deal with the increasing costs of managing the City's brush pile and she knows something will change how it is managed, but not sure what that will look like yet. Vogel said the Council held a budget work session and staff has been working hard to keep costs down and the levy rate the same.
- Commission asked for an update on Leonard senior Living, City Manager Huisman reported they plan to start construction in the spring.

#### 5. Adjournment

**MOTION:** A motion was made by Bowersox and seconded by Ohlfest to adjourn at 6:46 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday March 18, 2024*

Attest:

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Jenny Coffin - City Clerk