

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, April 15, 2024

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on April 15, 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, Ohlfest, Sires | In attendance
Triplet, Pringnitz | Absent
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 Ohlfest and seconded by Sires to approve the P&Z Commission Meeting Minutes for March 18, 2024.
MOTION CARRIED UNANIMOUSLY
5. **Kennedy Plat of Survey**
 - a) Patrick Shelquist, McClure Engineering provided an overview of the plat of survey
 - b) Travis Thornburgh, City Engineer provided a report
 - c) No public comments
 - d) **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve the Plat of Survey for Parcel 2023-181 & 2023-182
YES: Bowersox, Ohlfest, Sires, Hankins
ABSTAIN: Vogel
MOTION CARRIED
6. **Sunrise Ridge Plat 1 rezoning petition for 36.58 acres from R-1 to R-1A**
 - a) Dean Roghair, Civil Desing Advantage provided an overview of rezoning petition
 - b) Travis Thornburgh, City Engineer provided a report
 - c) Don Brill, 1312 E Northside Drive had a question on the mailing date, answered by City Clerk Coffin, and asked to see a concept of the development, he exchanged contact information with Dean Roghair to obtain details after the meeting.
 - d) **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request 36.58 acres from R-1 to R-1A
MOTION CARRIED UNANIMOUSLY
7. **Big Creek Commons Plat 2 rezoning petition for 7.35 acres from R-1 to R-1A**
 - a) Tom Wittman, Knapp Properties provided an overview of rezoning petition
 - b) Travis Thornburgh, City Engineer provided a report
 - c) No public comments
MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request for 7.35 acres from R-1 to R-1A subject to April 10, 2024 staff and engineering comments
MOTION CARRIED UNANIMOUSLY
8. **Antler Ridge rezoning petitions**
 - a) Jake Nilles, Nilles Associates provided an overview of rezoning petition
 - b) Travis Thornburgh, City Engineer provided a report
 - c) No public comments
 - i. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve the rezoning request for 2.017 acres from R-2 to R-1 subject to April 10, 2024 staff and engineering comments
MOTION CARRIED UNANIMOUSLY

- ii. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request for 0.116 acres from R-2A to C-2 subject to April 10, 2024 staff and engineering comments
MOTION CARRIED UNANIMOUSLY
- iii. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request for 50.144 acres from R-1, R-2A, & R-2 to R-1A subject to April 10, 2024 staff and engineering comments
MOTION CARRIED UNANIMOUSLY

9. Antler Ridge Amended Preliminary Plat

- a) Jake Nilles, Nilles Associates provided an overview of Preliminary Plat Amendment
- b) Travis Thornburgh, City Engineer provided a report
- c) No Public Comments

MOTION: A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the Amendment to the Preliminary Plat

MOTION CARRIED UNANIMOUSLY subject to April 10, 2024 staff and engineering comments

10. R-2A Zoning District Modifications

- a) Travis Thornburgh, City Engineer provided a report
- b) No Public Comments

MOTION: A motion was made by Hankins and seconded by Bowersox to recommend City Council approve R-2A zoning district modifications subject to April 10, 2024 staff and engineering comments

MOTION CARRIED UNANIMOUSLY

11. Reports & Particulars

- Council Member Vogel provided an update that Council rejected all bids from the RFP for 3rd and Davis and will consider more specific details prior to going out for a bid again in the future. Vogel shared the Council discussion regarding amending the temporary sign ordinance to find a better balance between keeping the city clean and clear of distractions with a little more flexibility for non-profits and businesses advertising special events.
- Commission Members discussed private streets and ideas on city involvement regarding construction standards

5. Adjournment

MOTION: A motion was made by Hankins and seconded by Ohlfest to adjourn at 7:00 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday May 20, 2024

Attest:

Jenny Coffin - City Clerk