

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, December 19, 2022**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on December 19, 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 (via Zoom), Sires, Pringnitz (via Zoom), Vogel | In attendance  
Ohlfest | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Hankins and seconded by Vogel 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 Hankins to approve P&Z Commission Meeting Minutes for November 21, 2022  
**MOTION CARRIED UNANIMOUSLY**
6. **Gateway Crossings**
  - a. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend Council amend the Comprehensive Plan as shown on the drawing from mixed use/medium to low density residential to commercial, light industrial, and high density residential  
**MOTION CARRIED UNANIMOUSLY**
  - b. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend Council approve the Rezoning Petition for 78 acre parcel; 27.86 acres to R-3, 28.95 acres to C-2, 24.15 acres to M1 with 14.35 acres restricted to exclude the following uses: mini-storage facilities and storage of RVs, boats and other recreational vehicles and equipment  
**MOTION CARRIED UNANIMOUSLY**
7. **Kahler Golf Plat 1**  
**MOTION:** A motion was made by Hankins and seconded by Sires to recommend Council approve the Preliminary Plat, Final Plat and Site Plan subject to Staff and Engineering comments dated December 15, 2022 and clarifying no exception of architectural standards  
**MOTION CARRIED UNANIMOUSLY**
8. **MOTION:** A motion was made by Sires and seconded by Hankins to confirm Deanna Triplett as P&Z Commission Chairperson for 2023 and 2024  
**MOTION CARRIED UNANIMOUSLY**
9. **MOTION:** A motion was made by Sires and seconded by Hankins to confirm Justin Vogel as P&Z Commission Vice-Chair for 2023 and 2024
10. **MOTION CARRIED UNANIMOUSLY**
11. **Reports & Particulars**  
Commission Member Sires said he plans to attend January, February and March P&Z Meeting via Zoom while he is out of state.  
City Manager Huisman reported that Council had the first reading amending parking requirements that align with the recent discussion regarding senior living developments, and also clarified that all improvements require paved

surfaces regardless of use. Huisman also confirmed for Commission Member Hankins that the Sign Ordinance was amended for business of certain smaller sizes.

Sires thanked staff, the city and the members of the commission for all of their support they showed him as Chairperson for the past year, and wished everyone a Merry Christmas and Happy New Year.

**12. Adjournment**

**MOTION:** A motion was made by Bowersox and seconded by Hankins to adjourn at 6:59 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday January 16, 2022*

Attest:

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Jenny Coffin - City Clerk