

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, June 15, 2015
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 15, 2015. Before the meeting, staff provided agenda packets to the Commission and posted the agenda at the City Hall office at 3:00 p.m., June 11, 2015. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

P&Z Commission Members Present:

James Hill | Chair
Deanna Triplett | Pro Tem
Dennis Dietz | P&Z Commission Member
Ron Hankins | P&Z Commission Member
Doug Sires | P&Z Commission Member

P&Z Commission Members Absent:

Krista Bowersox | P&Z Commission Member
Justin Vogel | P&Z Commission Member

Staff Members Present:

Gary Mahannah | City Administrator
Jenny Gibbons | Deputy City Clerk
Kathleen Connor | City Engineering Representative

City Council Liaison Absent:

Ron Anderson | Liaison for City Council

1. **Call to Order** / Chair James Hill called the meeting to order at 6:01 p.m.
2. **Roll Call** / Dietz, Hankins, Pro Tem Triplett, Chair Hill, Sires | In attendance
Bowersox, Vogel | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Triplett and seconded by Dietz to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | *No discussion items*
5. **Approval of Minutes**
MOTION: A motion was made by Dietz and seconded by Hankins to approve the minutes
Hankins, Hill, Dietz: YES
Triplett, Sires: ABSTAINED
MOTION CARRIED
6. **Polk City Comprehensive Plan**
 - a. Review draft Major Streets Plan
Draft illustrates existing and proposed major and minor roads along with collectors. Also shows local dead ends extended out to show continuity of streets in the future. Draft illustrates street corridors and connectivity, discussion regarding options for NW 44th St.
 - b. Review draft Future Land Use Plan
Draft shows existing and proposed land use up to 2 miles from current city limits. Incorporates overlap with Ankeny. Commission discussed need for more Civic property, potential using building on the NW corner of the Square. Across 3rd Street from Casey's General Store is currently mixed use, may want to show Townhome Buffer between commercial and Pine Ridge area and further define what look it should have. Identify a corridor plan with any specifics for that Bridge RD/HWY 415 intersection area. What should that commercial area feel like, set up ideas identifying it as an important commercial area for Polk City and plan it out well. To be discussed in further detail at a later date.
 - c. Review draft Parks Service Area Plan
Displays Parks Service area. Regional Park space less critical because Polk City sits between Big Creek and Saylorville. Spacing looks reasonable but may need to adjust size and/or location for more consistency throughout plan
 - d. Discussion regarding Four Seasons Festival and Sign-up sheet
Kathleen Connor discussed set up at the festival. Large tables with display boards for each of the 3 Map Plans. Resident Survey Results will be on display, along with interactive poster for Neighbors Comments with Thumbs Up/Thumbs Down stickers

to indicate their preferences. The Summarized Goals will be displayed with stickers for residents to mark their 2 top priorities. On the tables there will be large print outs that will allow people to write down ideas for what they “Imagine” Polk City to be and why they “Choose” to live in Polk City. Sign-up sheet was passed around to have P&Z Commission members present at the Festival booth from 10a-2p

7. **Council Liaison Report** | *Absent*

8. **Staff Report** | *No discussion items*

9. **Commission Report**

Dietz discussed webinar he attended that incorporated bike lanes in streets, will send commission link. Also had some information on regional survey with specifics to Polk City he will pass along

Hill discussed 4” top soil rule and questioned if rules could be written into City Code. Kathleen Connor suggested writing in rules under subdivisions

10. **Next Meeting Date** – July 13, 2015

11. **Adjournment** – 7:07 p.m.

Jenny Gibbons – Deputy City Clerk