

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, September 21, 2015
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on September 21, 2015. Before the meeting, staff provided agenda packets to the Commission and posted the agenda at the City Hall office prior to 3:00 p.m., September 17, 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
Dennis Dietz | P&Z Commission Member
Ron Hankins | P&Z Commission Member
Krista Bowersox | P&Z Commission Member
Justin Vogel | P&Z Commission Member
Doug Sires | P&Z Commission Member

Staff Members Present:

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

City Council Liaison Present:

Ron Anderson | Liaison for City Council

P&Z Commission Members Absent:

Deanna Triplett | Pro Tem

1. **Call to Order** | Chair Hill called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Hankins, Chair Hill, Bowersox, Vogel, Sires | In attendance
Pro Tem Triplett | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Sires and seconded by Bowersox 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 Bowersox to approve the minutes
MOTION CARRIED UNANIMOUSLY
6. **Final Plat for Lost Lake Estates Plat 2**
Erin Ollendike, Project Manager for Civil Design Advantage LLC, reviewed Phase 2 of Lost Lake Estates on behalf of Bresson Construction. It consists of 29 single family lots. Kathleen Connor, City Engineering Representative reviewed the plans and advised that recommendation wouldn't go to Council prior to all comments being addressed and legal documents entered. Commission had some discussion regarding access points to the bike trail and Erin stated that the intent was for that to be addressed

in Phase 3 hopefully sometime next year depending on how well the lots sell in Plat 2 and overcoming some design issues.

MOTION: A motion was made by Sires and seconded by Bowersox on the recommendation to Council to approve Final Plat for Lost Lake Estates Plat, subject to the City Engineering Review Comments and Recommendations memo being satisfactorily addressed

MOTION CARRIED UNANIMOUSLY

7. **Discussion regarding entry-level and multi-family housing in Polk City**

Gary Mahannah, City Administrator explained a request that was received to address zoning needs of the City for more R2, R1A and R3. Commission discussed best practices to spread out economic levels to avoid segregation in the community and suggested that specific verbiage be included in the Future Land Use section of the Comprehensive Plan

NO ACTION

8. **Imagine Polk City – Comprehensive Plan**

Kathleen Conner, City Engineering Representative reviewed all 7 of the draft maps for the Comprehensive Plan pointing out changes made from previous meetings and discussing any other necessary revisions with the Commission

- Water System – Confirming with Mike Schulte on all water main locations, also shows potential site for new elevated storage
- Sanitary Sewer System – Growth and Development is most impact here
- Storm Sewer System – Goal is to show main drainage areas
- Future Streets – Noted the Commercial Nodes in red and the gateway entrances in yellow. Key Collector critical for community growth identified as 126th Street
- Future Land Use – Zoning discussions on potential usage of land, including the City's need for more Civic growth space
- Parks – New potential parkland identified along with space for additional recreational activities, spaced out throughout the community near naturally treed areas that combined well with the Trails
- Trails – Connections going through north of town along 3rd Street and east of the Square

Goals and Objectives along with draft text were also reviewed by Kathleen Conner, City Engineering Representative. Discussions identifying commercial space that is more greatly defined and detailed by size. Establish engineering designs for multi-family dwellings. Require PUD for parcels of land so that P&Z can view the master plan. Determine desired size of trails and sidewalks. Begin to define 5 year capital plan using CIP to prioritize. Begin utilization of more regional ponds as bigger parcels of land get developed using SUDAS definition of detention so the city has an overall better detention plan. Develop better language to define and describe maintenance responsibilities and ownership of said ponds. Further define environmental buffers to ensure set back guidelines to embankments are sufficient to avoid erosion issues

ACTION: Stakeholders meeting set for Monday October 19, 2015 at 4:30 pm and Open House set for Monday November 16, 2015 4:30-6:30 pm. City Clerk instructed to notify residents using all social media outlets, Polk City Square, Square Sign and Flyers

9. **Council Liaison Report** | Ron Anderson, Council Member reminded the Commission that 3 of the Council Members are seeing re-election.

10. **Staff Report** | Gary Mahannah, City Administrator reported that staff is in the interview process for the replacement Deputy City Clerk position. And that the Kaltenhauser Trust property has been purchased and there have already been discussions regarding ideas for housing, trails and commercial opportunities.

11. **Commission Report** | No report

12. **Next Meeting Date** – October 19, 2015

13. **Adjournment** – 7:59 p.m.

Jenny Gibbons – City Clerk