

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, January 18, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 18, 2016. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>P&Z Commission Members Present:</u> Deanna Triplett Incoming Chair Dennis Dietz P&Z Commission Member James Hill P&Z Commission Member Krista Bowersox P&Z Commission Member Justin Vogel Incoming Pro Tem Doug Sires P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> Ron Hankins P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Jenny Gibbons City Clerk</p> <p><u>Additional Attendees:</u> Ron Anderson Liaison for City Council</p>
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1. **Call to Order** | Outgoing Chair Hill called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Triplett, Hill, Bowersox, Vogel, Sires | In attendance
Hankins | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Triplett 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 Bowersox and seconded by Sires to approve the minutes
YES: Sires, Dietz, Triplett, Bowersox, Vogel
NO:
ABSTAINED: Hill
MOTION CARRIED
6. **Planning & Zoning Commission Elections**
 - a. **MOTION:** A motion was made by Sires and seconded by Vogel to elect Deanna Triplett as Chair for 2016
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dietz and seconded by Bowersox to elect Justin Vogel as Pro Tem for 2016
MOTION CARRIED UNANIMOUSLY
7. **Plat of Survey for Douglas and Deborah Sires of 1201 Oakwood Drive**
MOTION: A motion was made by Bowersox and seconded by Hill on the recommendation to Council to approve Plat of Survey for 1201 Oakwood Dr.
YES: Hill, Triplett, Bowersox, Vogel, Dietz
NO:
ABSTAINED: Sires
MOTION CARRIED

8. Lake Front Office Park

- a. **MOTION:** A motion was made by Dietz and seconded by Sires to recommend approval of Preliminary Plat for Lake Front Office Park subject to satisfactorily addressing Engineering Comments

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Bowersox and seconded by Sires to recommend approval of Final Plat for Lake Front Office Park subject to satisfactorily addressing Engineering Comments

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Dietz and seconded by Sires to recommend approval of Site Plan for Lot 2 of Lake Front Office Park subject to satisfactorily addressing Engineering Comments

MOTION CARRIED UNANIMOUSLY

9. Amended Site Plan for Lakeside Fellowship Church

The amended site plan was presented by Erin Ollendike, Project Manager, Civil Design Advantage LLC and Curtis Ehler, Architect, Studio Melee. After discussion regarding the design changes and comparing the previous version, the Commission Members asked Lakeside representatives if they wanted the Commission to vote on the amended site plan as presented or if they prefer to wait until they've had an opportunity to revise the architectural design. Lakeside representatives indicated they would revise and resubmit at the next P&Z meeting.

- 10. Council Liaison Report** | Councilman, Ron Anderson discussed the Staff Report for 2015 regarding Building Permits and Taxable Valuation.

- 11. Staff Report** | City Administrator, Gary Mahannah stated Doug Sires and Deanna Triplett were reappointed for a 5 year term by Council January 11, 2016.

- 12. Commission Report** | Dennis Dietz will be attending a 1 day workshop on bicycles on Friday, January 22, 2016 with the MPO.

13. Adjournment

MOTION: A motion was made by Dietz and seconded by Bowersox to adjourn at 6:55 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, February 15, 2016