

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, March 21, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on March 21, 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 Chair Justin Vogel Pro Tem Ron Hankins P&Z Commission Member Krista Bowersox P&Z Commission Member Doug Sires P&Z Commission Member James Hill P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> Dennis Dietz P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Jenny Gibbons City Clerk Becky Leonard Deputy City Clerk</p> <p><u>Additional Attendees:</u> Ron Anderson Liaison for City Council</p>
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1. **Call to Order** | Chair Triplett called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Vogel, Chair Triplett, Bowersox, Sires, Hill, | In attendance
Dietz | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Bowersox and seconded by Vogel to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Minutes**
MOTION: A motion was made by Hankins and seconded by Bowersox to approve the minutes
YES: Bowersox, Hill, Dietz, Triplett
NO:
ABSTAINED: Vogel, Sires
MOTION CARRIED
6. **Comprehensive Plan Report**
 - A. Review comments, corrections and changes
 - Maps in book are difficult whereas online version allows zooming capability; Kathleen explained Final Report will include most of the maps in an 11 x 17 format, particularly Existing Land Use, Future Land Use, Parks and Trails.
 - Kathleen to update pictures that are too dark/difficult to see with photos taken on a sunny day.
 - Pg 48 – Objective 3, 2nd Bullet – list “roadway design” first to show its importance in speed control.
 - Pg 48 – fix typo in numbering the Objectives in the Environmental section.
 - Pg 49 – Remove the word “detention” and replace with “facilities”.
 - Pg. 125 – Rather than “Encourage” developers to maintain suitable setbacks from natural ravines”, strengthen language in the recommendation to “Consider a Code amendment to require” same. It would be helpful if building envelopes were shown on plats.

- **Implementation Plan**
 - Some of the recommendations appear to be “quick hits” and therefore, shouldn’t take more than 2 years to complete.
 - Discussed ownership of preparing ordinances. The responsibility is a joint effort between City staff and Snyder and Associates partnering to complete timely and efficiently. Many of the recommendations will be addressed by updating the Subdivision Ordinance.
 - Members would like to see the Implementation Plan’s list of recommendations on annual basis in order to better track progress the City has made on completing the recommended tasks. Kathleen will provide Chapter 11 Table in Excel format, sorted by timeframe vs. category, for ease in tracking.
- **Future Land Use Plan**
 - James Johnson, of 10398 NW 44th, addressed commission with concerns over future land use map and would like to see commercial designation on his property across Highway 415 instead of low density residential. He also had questions over connecting to sanitary sewer. Kathleen recommended adding language clarifying that commercial use would also be acceptable in this area provided the developer extends sanitary sewer through Winding Creek and across Highway 415 to serve this area.

B. **Optional Motion to recommend approval of the 2016 Comprehensive Plan to Council**

MOTION: A motion was made by Sires and seconded by Hankins to recommend Council approve 2016 Comprehensive Plan, based on discussed changes being incorporated into document.

MOTION CARRIED UNANIMOUSLY

7. **Council Liaison Report** | Ron mentioned strengthening our ordinances to better protect citizens of Polk City as he would rather see developers cover costs vs. passing these onto the City.
8. **Staff Report** | Gary Mahannah shared that the City received rezoning questions from a gentleman wanting to turn former E-Free church on 3rd Street into commercial establishment.
9. **Commission Report** | Hankins advised he saw a house in Lost Lake development with solar panels. He would like guidance on establishing an ordinance and asked that City Staff prepare ordinance specifically for solar arrays.

10. **Adjournment**

MOTION: A motion was made by Hankins and seconded by Bowersox to adjourn at 6:40 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, April 18, 2016