

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

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on April 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 Chair Justin Vogel Pro Tem Dennis Dietz P&Z Commission Member Ron Hankins P&Z Commission Member Krista Bowersox P&Z Commission Member Doug Sires P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> James Hill P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Laura Lamberty, P.E. City Engineer 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** | Dietz, Hankins, Vogel, Triplett, Bowersox, Sires | In attendance
Hill | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Bowersox to approve the agenda
4. **Audience Items** | No discussion items
5. **Approval of Minutes**
MOTION: A motion was made by Bowersox and seconded by Hankins to approve the March 14, 2016 meeting minutes.
6. **Lakeside Church Property located at 302 S 2nd St.**
Kathleen Connor, City Engineering Representative, provided overview of rezoning request in which Lakeside Fellowship Church submitted a Petition to rezone a portion of their property from R-2 to C-1 due to the potential sale of the property to a commercial entity, most probably a funeral home. She explained the Comprehensive Plan would need to be amended first, and the legal description for the rezoning has been revised to include the abutting right-of-way per city policy.. Funeral Homes in C-1 are permitted with restrictions which require the use to be approved by City Council; where as a blanket approval to rezone from R-2 to C-1 could potentially open the door for any commercial use (i.e., restaurant with drive-thru) in the future.

Commission Comments

- Dietz commented that if we approve rezoning to C-1, the northeast line already abuts to other space that is C-1 to the North so there is no space or a gap between the two C-1 areas. Kathleen agreed and added that the revised legal description that rezones to the street center line resolved the contiguity issue.
- Sires asked if any cremation facilities will be on site. Ryan Fredregill with Funeral Home stated they'll offer cremation services, but they currently utilize an offsite vendor for those services and doesn't see adding onsite crematory services in the future. If they do, a separate structure would be built for that purpose which requires site plan approval.

- Sires asked if the Funeral Home would need to comply with the American Disability Act. Gary confirmed they would be putting ramps which will be included in the site plan.
- Dietz asked about environmental concerns and asked if that would be addressed in the Funeral Homes licensing; Ryan confirmed that was correct.
- After much discussion regarding permitted uses in the C-1 district and whether each would be appropriate in this location, P&Z's consensus was to restrict permitted uses to funeral homes only. If the property owner wants to change use in the future, they will need to obtain approval from the City first.

Kurt Subra, representing Lakeside Fellowship, was in attendance along with Ryan Fredregill, representing the funeral home. They concurred with the zoning restrictions recommended by P&Z as noted above.

Audience Comments

- Amy Blevins, 214 S 2nd Street, expressed concern related to parking since home is next to parking lot. Gary Mahannah advised parking would be addressed in site plan and Funeral Home would have to meet parking requirements as set forth by Code and that the potential buyer is aware.

The P&Z considered comments surrounding the Comprehensive Plan, and updating the Future Land Use from Civic to Civic/Commercial

MOTION: A motion was made by Sires and seconded by Vogel to approve recommendation to Council amending the Comprehensive Plan updating the Future Land Use from Civic to Civic/Commercial

MOTION CARRIED UNANIMOUSLY

Consider motion to recommend approval of rezoning .88 acres from R-2 to C-1

MOTION: A motion was made by Sires and seconded by Vogel to approve recommendation to Council of rezoning .88 acres from R-2 to C-1 with restriction

MOTION CARRIED UNANIMOUSLY

Consider motion to recommend approving Funeral Home as the only permitted use

MOTION: A motion was made by Sires and seconded by Vogel approve recommendation to Council approving Funeral Homes as permitted use

MOTION CARRIED UNANIMOUSLY

7. Crossroads at the Lakes (previously known as the Kaltenhauser property):

Michael Shamsie with Landmark Engineering Group, representing Kimberley Development, provided the following updates based on feedback received from the Commission during the February 15, 2016 session.

- Access Management Plan for the northerly entrance roadway planned between Commercial Lots 1 and 2 was revised to two private commercial driveways that line up to opposing drives on South 3rd street; the public street was removed; and a cul-de-sac added at the west end of the residential portion.
- The recreation trail will now be extended to the south along Highway 415/South 3rd Street as a part of this plan which also shows the trail relocated behind homes so that it meanders through the subdivision. The other issue was the trail right-of-way being 20ft and that's been revised throughout. The Developer is going to construct a trail from Deer Haven to link to the subdivision to the South end of the development on Highway 415 at his cost of approximately- \$150 - \$200K.
- Commercial Lot 5 – Developer agreed to restrict permitted use of this lot only to professional/office use, specifically business and professional offices and agencies, medical offices, studios less than 6000 sf in size, and childcare facilities including daycares, with the understanding there may be more restrictions given lighting, traffic and parking concerns when they come back for site plan approval.
- Pavement width of E. Bridge Road beginning at Highway 415 and ending at the Deer Haven subdivision revised from 26ft to 31ft as requested.

- Whispering Pines Avenue Extension – Tim Rhoades, 930 Deer Haven, was in attendance and advised a verbal agreement was reached between him, Kevin Brocker, 1000 Deer Haven, and Developer for vacation of that roadway right-of-way. Utility and Overland Flowage easements will be put in place because of the existing water main, storm sewer, and drainage in that section. Improvements will be made along that roadway by the developer to satisfy the residents and make it look like a private drive.
- Issues with Storm Water Runoff/Drainage Management – Mr. Shamsie said he is working through preliminary drainage concept and has submitted it to Snyder & Associates. Laura Lamberty clarified that Snyder & Associates has not approved as yet in part because important elements such as a rough grading plan and off-site drainage area maps have not been provided. At the time of Preliminary Plat approval, the storm water management concept will need to be developed to the point it can be approved by Snyder & Associates. Prior to approval of the Construction Drawings, the storm water management plan will be finalized, including final approval of Snyder & Associates. Mr. Shamsie summarized his proposed preliminary drainage concept as follows:
 - Proposed detention basin to be approximately two acres in size which will provide full detention for the commercial area and will residential detention for the single-family and duplex area.
 - Storm water discharge will be routed such that the north part of the development will drain toward a 24-in storm sewer that will be constructed in the Deer Haven subdivision. The south part of the development will drain toward the existing 36-in storm sewer on Whispering Pines Avenue in the Pine Ridge subdivision.
- The revised Master Plan now shows 131 homes – 75 Single Family Homes; and 28 duplexes which equates to 56 units.
- The bio-swales were removed and replaced with cul-de-sacs on the south side of the development.

Commission Comments

- Triplett asked about adjacent ownership – who signed and who hasn't - of the 50% submitted consent.
- Dietz – biggest issue is the draining/detention pond and handling water.
- Sires expressed concern over draining issues and would rather see how it looks before rezoning.
- Dietz expressed concern over the commercial area and doesn't want to have sets of strip malls.

Audience Comments

- Ken Herndon, 425 Timberline Dr, expressed concern over runoff issue and hopes there will be other methods to divert the water in the future.

Bill Kimberley, Kimberley Development Corporation, responded to the Commission's concerns stating the P.U.D. plans presented are concepts and nothing is final. Each concern would be addressed during every step of the processes.

The P&Z considered comments surrounding the Crossroads at the Lakes rezoning request.

Consider motion to recommend approval of rezoning of 3.979 acres from R-1 to C-2

MOTION: A motion was made by Hankins and seconded by Vogel approve recommendation approving rezoning of 3.979 acres from R-1 to C-2 subject to staff comments and requiring lot 5 to change from R-1 to C-2(R) with the following restricted use: business & professional offices and agencies, medical offices, studios less than 6000 sf in size, and childcare facilities including day cares.

YES: Vogel, Triplett, Bowersox, Sires, Hankins

NO: Dietz

MOTION CARRIED

Consider motion to recommend approval of rezoning of 42.442 acres from R-1, R-2(R), R-3(R), and C-2 to Planned Unit Development (P.U.D.)

MOTION: A motion was made by Hankins and seconded by Vogel approve recommendation approving rezoning of 42.442 acres from R-1, R-2(R), R-3(R), and C-2 to Planned Unit Development (P.U.D.) subject to incorporating the PUD Master Plan presented.

YES: Vogel, Bowersox, Dietz, Hankins

NO: Triplett, Sires

MOTION CARRIED

8. **Update on changes to Lake Front Office Park building elevations** | Gary Mahannah, City Administrator provided update on revised building elevations for the property; the revised elevations conform to the City's architectural design standards.

NO ACTION NEEDED

9. **Information on proposed address change from Lakefront Dr. to Marina Cove Dr. for two residents** | Gary Mahannah, City Administrator explained the change of street alignment in Twelve Oaks Plat 2 from a through street into a cul-de-sac; creating the need to carry through the Marina Cove Dr. street name instead of Lakefront Dr.

MOTION: A motion was made by Hankins and seconded by Bowersox to approve recommendation to Council approving the street name and address change

MOTION CARRIED UNANIMOUSLY

10. **Discussion regarding Beekeeping Ordinance** | Gary Mahannah, City Administrator discussed the need to update our ordinance to address Beekeeping regulations more directly, asked for P&Z Commissions to confirm keeping bees in Agricultural zones only. The Commission agreed to this suggestion and advised staff could move forward to amend the ordinance as recommended.

11. **Council Liaison Report** | Councilman Anderson briefly discussed history of Bees in Polk City. He also shared an update on the progress in the search for a new Chief of Police; approximately 75 applications were received. This applicant pool will be narrowed down to approximately five candidates who will interview with Mayor, Council and Staff later in May.

12. **Staff Report** | None

13. **Commission Report** | Hankins thought now that the City has a site plan for Lakefront and Church showing a recreational trail running along Bridge Road in front of each property, it seems like a good time to address the need for a recreational trail connector across the ditch of Bridge Rd to the parking lot entrance that serves the Neil Smith Trail. This recreational train connector is reflected in the comprehensive plan.

14. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 8:03 p.m.

Next Meeting Date – Monday, May 23, 2016