

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, June 20, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 20, 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 Dennis Dietz P&Z Commission Member Ron Hankins P&Z Commission Member James Hill P&Z Commission Member Justin Vogel Pro Tem Krista Bowersox P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> Doug Sires P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Kathleen Connor City Engineering Representative Becky Leonard Deputy City Clerk</p> <p><u>City Council Liaison Absent:</u> Ron Anderson City Council Member</p>
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1. **Call to Order** | Chair Triplett called the meeting to order at 6:05 p.m.
2. **Roll Call** | Dietz, Hankins, Vogel, Triplett, Bowersox, Hill | In attendance
Sires | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins 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 Hankins and seconded by Dietz to approve the May 16, 2016 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Lost Lake Estates**
Erin Ollendike, Civil Design Advantage, 3405 SE Crossroads Drive, Suite G Grimes, IA 50111, representing Diamond Development, shared a brief overview of Preliminary Plats 3 and 4.
 - 69 single family lots with minimum lot width are 80’.
 - Utilities will extend from plat 2 all the way up to 4 and they’ll tie into the water main all the way across Broadway.
 - Storm sewer already extends across Broadway to collect storm water.
 - Sanitary Sewer was already installed for a portion on the east side of Broadway for the development.
 - Developer will put in trail connection through lots 33 and 34 as part of the park requirements.

Commission Comments

- Triplett asked where the existing park is located. Erin indicated the general location of the park that was dedicated to the City as part of Plat 1 of Lost Lakes Estates.
- Dietz asked if it park requirements are met. Kathleen advised it will be partially fulfilled by land already dedicated to the City for Lost Lake Park and by the outlot between lots 33 and 34 of Plat 4. The developer will also receive credit for a water service line that was installed to the park and for the 10’ trail to be installed with the Plat 4 improvements.

- Hankins said it's great to see this moving forward and asked if Prairie Ridge in Lost Lake will line up with existing Prairie Ridge Drive. Erin confirmed the streets will align.
- Hankins asked if the entire sidewalk along the west side of N. Broadway would be installed all at once or with each lot is developed. Kathleen stated that the Subdivision Regulations include a provision for Sidewalk Bond guaranteeing the construction of sidewalks within 3 years after final plat approval. These bonds are typically waived for within developments since sidewalks are constructed as part of the Building Permit for individual homes. However, since the sidewalk along N. Broadway serves a larger area, the commission could recommend that a Sidewalk Bond be required for only the sidewalk running along the west side of N. Broadway. Then, if there is still a gap in sidewalks after 3 years, the developer may be required to install the remaining sidewalks.
- Hankins asked if snow removal on the sidewalks on west side of N. Broadway would be the homeowners' responsibility. Erin confirmed the homeowners will be responsible.
- Hill asked if Kathleen had any concerns about drainage – specifically with Plat 4 lots 45, 46, and 47, the area that is currently wetland marsh now. Kathleen advised that Erin has submitted a conceptual Storm Water Management Plan (SWMP) which has been reviewed and approved by Snyder. CDA recently submitted the detailed SWMP in conjunction with the construction drawings for Lost Lakes Estates Plat 3. Laura Lamberty with Snyder & Associates has reviewed the SWMP and provided review comments which will need to be addressed prior to Council approval of the construction drawings. . Erin showed P&Z the location for the concrete flume and the large detention basin in future Plat 4. The basin will address drainage issues, including an undersized downstream storm sewer. The concrete flume will be installed to facilitate positive drainage since the bottom of the basin itself will be flat. Those lots containing the detention basin are somewhat deeper to accommodate the detention pond and easement.
- Dietz asked if the owners of those lots will be responsible for the concrete flumes. Erin confirmed that was correct.
- Hankins asked what happens if they get clogged and cause flooding, or backed up. Kathleen advised the overland flowage and storm water easements are worded to give the City the right to remove any drainage obstructions, but not the obligation to do so. If an emergency situation occurs, Public Works would have the right to enter remove obstructions if needed, or they can contact the homeowner and require them to do so.
- Hankins stated difficult to tell from the grading plan how high the water in the ponds would be and asked if there would be a way for water to get into homes if the discharge was clogged. Kathleen advised that CDA was required to establish Minimum Open Elevation (MOE) for any affected lot. Erin stated there is an emergency overflow for each and the MOE's were established at a higher elevation so water would escape before entering anyone's house. Kathleen also added that on lots with an MOE, the Building Permit will require that a surveyor provide an Elevation Certificate that confirms the as-built elevation of the home to ensure it meets the appropriate minimum elevation requirements.
- Hill expressed his concern that lot 47 will always be soggy.
- Hankins asked about the drainage swales in the backyards between Lost Lake Drive and Cardinal Drive. Erin explained the swales will direct drainage into small ponds in 3 different locations which will then flow into the public storm sewer. Hankins asked who is maintaining the intake and will be responsible if they clog. Kathleen advised the City will be responsible for all storm sewer pipes and structures.
- Kathleen advised the city requires As-Built grading plans so the City is assured the drainage swales are graded as per the approved plans. Therefore, the City, CDA and Developer will all know they were properly constructed at the time the City accepts the public improvements. The Overland Flowage Easements will state the grade cannot be changed.

MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approve Lost Lake Estates Preliminary Plats 3 & 4 subject to Engineer's Review Memo, and subject to a Sidewalk Bond being required for the public sidewalk located along the west side of N. Broadway.

MOTION CARRIED UNANIMOUSLY

7. **Council Liaison Report** | None
8. **Staff Report** | Becky Leonard, Deputy City Clerk, reported the open house for Police Chief Trace Kendig held on Friday, June 17, 2016 was well received.
9. **Commission Report** | Hankins advised he will be retiring from MidAmerican on July 8, 2016 and asked that his personal email address is used for future communications.

10. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 6:30 p.m.

Next Meeting Date – Monday, July 18, 2016

Becky Leonard – Deputy City Clerk