

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

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on July 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><b><u>P&amp;Z Commission Members Present:</u></b>  Dennis Dietz   P&amp;Z Commission Member  Ron Hankins   P&amp;Z Commission Member  James Hill   P&amp;Z Commission Member  Justin Vogel   Pro Tem  Krista Bowersox   P&amp;Z Commission Member  Doug Sires   P&amp;Z Commission Member</p> <p><b><u>P&amp;Z Commission Members Absent:</u></b>  Deanna Triplett   Chair</p>	<p><b><u>Staff Members Present:</u></b>  Kathleen Connor   City Engineering Representative  Becky Leonard   Deputy City Clerk</p> <p><b><u>City Council Liaison Present:</u></b>  Ron Anderson   City Council Member</p>
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1. **Call to Order** | Acting Chair Vogel called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Hankins, Vogel, Bowersox, Sires, Hill | In attendance  
Triplett | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Dietz 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 Hankins and seconded by Dietz to approve the June 20, 2016 meeting minutes.  
YES: Dietz, Hankins, Vogel, Bowersox, Hill  
NO:  
ABSTAINED: Sires  
**MOTION CARRIED**
6. **Consider motion to recommend approval of rezoning the property located at 302 W. Broadway (formerly known as Broken Arrow Center) from C-1 to C-TS for Sender's Construction.**

Kathleen Connor, City Engineering Representative, explained the request is to rezone the former Broken Arrow property, located at 302 W Broadway, including: the old building site, the remaining metal building and the abutting right of way. The primary reason for the request is to bring the property back into the Town Square and allow the property to be redeveloped and eliminate the off-street parking requirement. She added the conceptual plan shows more of a courtyard area, so there will be less building square footage and less intense uses. The proposed rezoning is in conformance with the Comprehensive Plan.

Brian Senders with Senders Construction and David Lindberg with Iowa Growth Investors and Senders Construction were in attendance to answer any questions.

**Commission Comments**

- Bowersox asked if the courtyard area would be located on Third Street. Kathleen confirmed that it will face the square, based on current concept.

- Brian Senders provided additional information regarding the conceptual plan.
  - Design plan is in final stages of completion.
    - More of a showroom space with low impact on parking.
    - Courtyard on Third Street side intended for gathering space and planned to be bike friendly.
    - Street sides of metal building will be recovered and the parking lot and Masonic Lodge sides will be repainted.
- Hankins commented that this property was discussed while working on the Comprehensive Plan and knew it would eventually come back to P&Z.

**MOTION:** A motion was made by Hankins and seconded by Sires on the recommendation to Council to approve rezoning the property located at 302 W. Broadway from C-1 to C-TS subject to engineer's comments and recommendations dated July 12, 2016.

**MOTION CARRIED UNANIMOUSLY**

**7. Consider motion to recommend approval of Site Plan for Fredregill Funeral Home.**

Bruce Pierce, with Concepts & Design Inc. in Des Moines IA, and Ryan Fredregill, owner of Fredregill Funeral Home were in attendance. Concepts & Design worked extensively with the City and Kathleen to come up with the best solution while taking into account parking requirements and the new adaptive use. At this point, they've done a preliminary design for the building in which Phase 1 would use the existing facilities for funeral home use and office space to establish the business. Parking modifications will be implemented to meet handicap and space requirements and buffer needs. Phase 2 would include the addition of a garage for the hearse and would move the handicap ramp from its existing location to the front of building.

Kathleen provided the Commission with an updated memo covering the following:

- 15' wide buffer with opaque pvc fence to be utilized in the area between the recently rezoned C-1 district and the existing home.
- Applicants can't quite meet the parking requirement with the stalls on existing lot, so they're requesting the City allow them to include four parking stalls on S. 2<sup>nd</sup> Street to meet the 30 stall requirement. The property owner's obligation to maintain and strip these parking stalls will be addressed with a Right-of-Way Improvements Permit.
- Petition & Waiver for sidewalks along S. 3<sup>rd</sup> Street and W. Wood Street will be required to defer them until sidewalks are on east side of Third Street.
- A Record of Lot Tie Agreement will be required to consolidate the 4 different parcels owned by Fredregill Funeral Home prior to issuance of any building permits.
- Manufacture's cut sheets requested for the trench drain shall be approved by Public Works prior to issuance of a Building Permit covering their installation within public ROW
- Requested they revise the location of the handicap parking stalls for Phase 1 such as there are two ADA stalls situated near the existing ramp before this Site Plan moves forward to Council
- Site Plan shall be certified by an architect prior to it moving forward to Council.

**Commission Comments**

- Kathleen reiterated that all documents – Certified Site Plan, Right-of-Way Improvements Permit, Record of Lot Tie Agreement, and Petition & Waiver must be signed by the applicant prior to going to Council. The Record of Lot Tie Agreement and Petition & Waiver must be recorded before building permits are issued.
- Plans call for the applicant to remove chain-link fence that encroaches and install a new 6' tall opaque fence as a buffer.
- Drainage plan in parking lot – where does it go? Currently it sheets toward W. Wood Street. Kathleen explained the trench drain was a recommendation from John Haldeman based on a design concept a few years ago to help address W. Wood Street drainage issues.
- Expected timeline to start Phase 1 - Aug 1, 2016 until January 1, 2017; Phase 2 estimated to start January 1, 2017 and be completed July 1, 2017.

- Size of sign meets code, but “weddings” will be removed since that is not a permitted use.
- Lower floor of the building will be used for storage. If that area is to be used for luncheons, potentially utilizing the kitchen, a Site Plan Amendment is required. Issues; such as a lift/elevator, additional parking, FOG, range hood; will need to be resolved before this expanded use can be approved.
- The site will be required to meet building codes, including handicap accessible parking. It is staff’s understanding the existing ramp, utilizing a secondary entrance, may be acceptable but a final determination will be made prior to issuance of a Building Permit,
- Phase 2 includes a parking stall in front of the garage; this stall will be designated for employee use only and the garage itself will be counted as one parking stall.
- Hankins commented that the City has never had a request for on-street parking to be included in the total number of parking spaces. Therefore, to clarify, this is a unique situation. P&Z recommends approval because these spaces are existing, head-in stalls and are all located in front of the property.
- Does the site plan expire if not constructed, specifically if Phase II isn’t done within certain timeframe? The Phase II site plan may expire, but would need to confirm with Amy Beattie, City Attorney, on when it would expire if Phase 1 is constructed but Phase II is not.

**MOTION:** A motion was made by Hankins and seconded by Dietz on the recommendation to Council to approve of the Site Plan for the Fredregill Funeral Home to be located at 302 S 2<sup>nd</sup> Street subject to recommendations and comments as noted in the Engineer’s Review Memo dated July 18, 2016.

**MOTION CARRIED UNANIMOUSLY**

8. **Council Liaison Report** | None

9. **Staff Report** | None

10. **Commission Report** | None

11. **Adjournment**

**MOTION:** A unanimous motion was made to adjourn at 6:32 p.m.

*Next Meeting Date – Monday, August 15, 2016*

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Becky Leonard – Deputy City Clerk