

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, September 19, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on September 19, 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 James Hill P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Becky Leonard Deputy City Clerk</p> <p><u>City Council Liaison Present:</u> Ron Anderson City Council Member</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, Hill | In attendance
3. **Approval of Agenda**

MOTION: A motion was made by Hankins 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 August 15, 2016 meeting minutes.
YES: Dietz, Hankins, Vogel, Triplett, Bowersox, Sires
NO:
ABSTAINED: Hill
MOTION CARRIED
6. **RTM Plat 1**
 - A. **Consider motion to recommend rezoning RTM Plat 1 from U-1 to M-1**

Kathleen Connor provided overview of rezoning request from U-1, open space, to M-1, industrial. The properties to the west and south are zoned as M-1 and are being used as M-1 in terms of existing buildings and a contractor storage yard. Rezoning this portion of the property to M-1 brings the property into compliance with the surrounding area and is in conformance with future land use as proposed in the Comprehensive Plan. RTM Properties received 71.4% consent from neighboring property owners.

MOTION: A motion was made by Hankins and seconded by Bowersox on the recommendation to Council to approve rezoning for property located at 207 N 2nd Street owned by RTM Properties LLC of approximately one half acre from U-1 to M-1 zoning subject resolution of review comments and completion of review recommendations of the City Engineer dated September 7, 2016.
MOTION CARRIED UNANIMOUSLY

B. Consider motion to recommend approval of the Preliminary Plat for RTM Plat 1

Connor shared that the preliminary and final plats show the property to be subdivided into two separate lots: Lot 1 would continue to be owned by RTM Properties LLC (Polk County Heating & Cooling); and Lot 2 would be sold for future development. Staff recommends, once rezoning request is approved, that the Preliminary Plat proceed to Council given that all engineer comments have already been addressed.

MOTION: A motion was made by Hankins and seconded by Hill on the recommendation to Council to approve Preliminary Plat for the RTM Plat 1, owner RTM Properties LLC, subject to resolution of Engineer's comments and completion of recommendations dated September 15, 2016.

MOTION CARRIED UNANIMOUSLY

C. Consider motion to recommend approval of the Final Plat for RTM Plat 1

Staff also recommends Final Plat proceed to Council once rezoning approved and that all legal documentation be reviewed by City Attorney prior to going to Council for approval. In addition, all legal documents including, but not limited to: easement documents; petition and waiver for public sidewalks; and platting documents would need to be recorded prior issuance of a permanent Certificate of Occupancy for the Polk City Storage Site Plan improvements on Lot 1.

MOTION: A motion was made by Hankins and seconded by Hill on the recommendation to Council to approve the Final Plat for RTM Plat 1, owner RTM Properties LLC, subject to resolution of Engineer's comments and completion of recommendations dated September 15, 2016.

MOTION CARRIED UNANIMOUSLY

D. Consider motion to recommend approval of the Site Plan for Polk City Storage on Lot 1 of RTM Plat 1

Mark Young, co-owner of Polk County Heating & Cooling and a partner at RTM Properties LLC, and Brian Campbell, Campbell Engineering, 301 NE Trilein Drive, Ankeny Iowa, presented the Site Plan for Polk City Storage. The conceptual plan shows outdoor storage on northwest part of Lot 1 which will store campers and boats. The area would be fenced in with a 6ft chainlink fence with white slats to limit visibility. The applicant mentioned that future plans, not covered by this Site Plan, include demolition of the existing building on south side of the site and construction of two new buildings up for indoor storage.

Connor advised most comments have been addressed, but items such as the placement of the 4ft sidewalk and storm water management plan need to be resolved before the site plan is approved by City Council. The Site Plan shows the general location for a multi-tenant sign which will have to meet code. An additional buffer may be required along south property line with a future site plan. In addition, they aren't proposing any outdoor lighting at this time for the outdoor storage area with exception to the proposed lighted multi-tenant sign. Once all review comments have been addressed, the Site Plan can proceed to Council prior to the plat since this property is already zoned as M-1.

MOTION: A motion was made by Hankins and seconded by Dietz on the recommendation to Council to approve the Site Plan for Polk City Storage for only Lot 1 of RTM Plat 1 subject to resolution of Engineer's comments and recommendations dated September 15, 2016 including the recommendation that the Certificate of Occupancy shall not be issued for the Site Plan improvements until such time as the Final Plat, Easement Documents, and Petition & Waiver for Public Sidewalks have been approved by City Council and recorded.

MOTION CARRIED UNANIMOUSLY

7. Consider motion to recommend an Amendment to the Future Land Use Plan of Polk City's Comprehensive Plan for the area generally located northeast of N. 3rd Street and Broadway

NO ACTION WAS TAKEN AT THIS TIME

8. Consider motion to recommend approval of the Site Plan for The Stop at Broadway

Andrew Lorentzen, Walker Coen Lorentzen Architects, Inc, 3706 Ingersoll Avenue, Des Moines, IA; Brian Sender, Sender Construction, Vic Piagentini, Associated Engineering Co of Iowa, and David Lindberg, Iowa Growth Investors and Sender Construction were in attendance.

Lorentzen presented the Site Plan which includes a full remodel; new infrastructure, new utilities, and front patio with bike rack. Part of the architectural design shows 20ft on the east side would be clad in metal panel. Colors include mindful gray and sensuous gray along with dark night blue.

Connor advised the Commission that the majority of the comments have been addressed.

Commission Comments:

The commission was very complimentary in the work performed on the Site Plan. They requested the architect consider revisions to the northwest building elevation that would carry the Broadway façade design around the corner since the northwest side of the building is visible from Broadway. To balance out this expense, the commission suggested the materials on the south side of the building could be scaled back since the side facing the Masonic Lodge is much less visible. They also suggested that all proposed building colors are illustrated on the Architectural Elevations when presenting to Council. Sires encouraged them to show color on the northwest elevation is also colored so Council knows that building wall will be painted.

MOTION: A motion was made by Sires and seconded by Hankins on the recommendation to Council to approve the Site Plan for The Stop at Broadway, which includes the architectural elevations, subject to all review comments be satisfied prior to going to Council including the recommendations listed on pages 2 and 3 of engineer's memo dated September 15, 2016. It was further recommended the west elevation receive more architectural treatment as this elevation will be one of the most visible.

MOTION CARRIED UNANIMOUSLY

9. **Council Liaison Report** | Councilman Anderson shared that park ground was a focus in the last Council meeting and welcomes input from both Parks and P&Z Commissions.
10. **Staff Report** | No report
11. **Commission Report** | No report
12. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 7:02 p.m.

Next Meeting Date – Monday, October 17, 2016

Becky Leonard – Deputy City Clerk