

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, October 17, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on October 17, 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>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 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 Vogel to approve the September 19, 2016 meeting minutes.
 YES: Dietz, Hankins, Vogel, Triplett, Bowersox, Sires, Hill
MOTION CARRIED UNANIMOUSLY
6. **Consider motion to recommend approval of Amended Site Plan for Lakeside Fellowship**
 Doug Ohlfest, 930 E Southside Drive, representative for Lakeside Fellowship Church; and Matt Boelman, 1405 Oakwood Drive, representative for North Polk United Soccer Board shared the amended plan which now includes a soccer field. They advised that the church and the soccer association have entered into a 5-year agreement in which North Polk United Soccer would develop and maintain the soccer field. Ohlfest noted the water system would connect to the church, and would be separately metered for its own irrigation system.

Kathleen Connor, City Engineering Representative, advised that all questions from staff, with parking being the biggest concern, have been addressed. There will be no parking on public streets, no lighting on the field and no concession stand.

Commission Comments

- Sires asked when construction for the soccer field would be complete and Boelman advised they would start as soon as approval is received. However, it would realistically be 6 – 9 months after the irrigation system is installed and seeding is complete in Spring 2017 to have the field ready and sustainable for use for the 2017 Fall Season – end of August, first part of September.
- Sires asked if the proposed soccer field is to go where Phase II was previously shown and Ohlfest and Boelman confirmed the location.
- Sires also asked if the grading work being done now is for Phase II of Lakeside Fellowship. Ohlfest answered no; and Boelman further explained that when they were laying the grading plan out, he was working with the general contractor’s earth work company getting proposals in order to look at what the existing was compared to the grade the soccer field needed to be in order to have the field at a proper slope. When he received the quote from Halbrook, which was the excavating company, they had quoted based on the dimensions that he worked with CDA and with Kathleen on, but they commenced on grading within the

capacity of the way the field layout was done earlier than what they had approval for. Halbrook graded out since they were already there and wouldn't have to mobilize again. Official grade stakes have not been placed and doesn't know how close it is to the finished grade as designed. They will need to put elevation stakes on it to see how close it will be and then his company would need to come out and complete the grading to where it needs to be, so the grading that's been done so far is premature.

- Dietz asked what the site plan looked like prior to this amendment. Connor advised that the North area was for Phase II of the building and the South part was an open area and now it's expanded to where Phase II would be.

MOTION: A motion was made by Dietz and seconded by Vogel on the recommendation to Council to approve the Amended Site Plan for Lakeside Fellowship subject to review comments and recommendations of the City Engineer dated October 13, 2016.

YES: Vogel, Triplett, Bowersox, Hill, Dietz, Hankins

ABSTAINED: Sires

MOTION CARRIED

7. **Consider motion to recommend approval of Twelve Oaks Final Plat 4**

Kathleen Connor, City Engineering Representative, provided the following overview:

- Confirmed with the County that the Final Plat for Plat 4 can proceed ahead of Plat 3 without issue.
- Developer paved cul-de-sac which includes outlot for the park
- The City will get ownership of the pond and the parkland.
- Construction is nearly complete with the walk-through to be scheduled later this week
- Punch-list items will be completed before going to Council for approval
- Includes 13 residential lots on Twelve Oaks Ct
- Developer requested the sidewalk bond be waived since the sidewalks aren't regional in nature and will be constructed as part of the building permits.

Marlo Gillotti, the developer, was in attendance and available to answer questions.

Commission Comments

- Vogel asked about access to the park and Connor advised the 20-foot wide access point was dedicated to the City as part of Twelve Oaks Plat 2. In addition, the sanitary sewer and water service lines were constructed to that access point if the City ever wanted to extend to the park.
- Triplett asked if there would be any parking at the park and Connor advised only on-street parking will be available.

MOTION: A motion was made by Sires and seconded by Bowersox on the recommendation to Council to approve the Final Plat for Twelve Oaks Plat 4 with the five recommendations listed in the City Engineer memo dated October 13, 2016.

YES: Bowersox, Sires, Hill, Dietz, Hankins, Vogel

NO: Triplett

MOTION CARRIED

8. **Lakewoods Development**

Caleb Smith, with McClure Engineering, representing Todd & Christie Drake, who were also in attendance, described the concept plan for rezoning the area north of Lakeside Fellowship Church and part of Edgewater Drive.

Caleb shared the following updates:

- They met with the neighbors on August 11, 2016 as previously recommended.
- Tree preservation east side and north side of the property is a priority.
- Density concern was reviewed and they couldn't find a point where they could release too many units due to the general cost associated with the project.
- Hammer head design replaced with a cul-de-sac which gives a more residential feel and allows better navigation for the fire department.
- Bi-attached units will have 7-ft side yard setbacks.
- Villa units will have 8-ft side yard setbacks.
- Gazebo proposed near central parking area.
- Shared picture examples of villa projects and bi-attached homes.

Kathleen Connor shared that 73.7% consent was received from property owners within the 250-foot buffer area surrounding the proposed zoning district.

Audience Comments

Lance Jackson, 901 Edgewater, expressed concern that multiple family units may decrease the value of homes on Edgewater and is opposed to rezoning the area to P.U.D. and would like it to remain a single family residential area.

Steve Vorsten, 900 Tyler, stated he feels the same as Jackson and questioned the need to change the area from residential. Vorsten asked why we have plans if all we're going to do is change them because someone finds it more profitable to increase the density. Vorsten stated the plan when they moved in that the area was planned for residential.

Nate Reising, 717 Roosevelt, advised that he is in favor of the rezoning request. Reising also mentioned that his father, Dennis Reising, 808 Roosevelt, is also in favor of the rezoning request.

Caleb Smith addressed the concern about changing from single family was to transition in a reasonable manner.

Connor addressed the comments concerning the area being zoned as single family previously and she recalled that when it was rezoned to R-1A, that it had been Commercial prior to 2004-2005.

Commission Comments

- Bowersox asked if these units are going to be rentals. Caleb Smith stated the intent is to sell all the units, but may have to rent them out if needed.
- Dietz asked if there would be a townhome association similar to Wolfcreek Townhomes and Smith confirmed that all dwellings in the PUD boundary would be under an association.
- Hankins asked if there would be enough room for parking on the cul-de-sac given the 20-foot setback. Connor advised that it meets the code in terms of parking stall requirements.
- Sires asked if the Comprehensive Plan show this area as single family and Connor advised that the Comprehensive Plan shows the area as low density residential. Sires asked if it would be zoned as R-1A and Connor advised that the Comp Plan isn't necessarily zoning based, but is based on land use which is why there is a Comprehensive Plan amendment on the agenda due to the medium density. Sires asked if they could still build the villas but with less units. Connor advised that it could but the application of the rules can be challenging with the private street and lot size.
- Sires pointed out that there's nothing wrong with this type of development in the right place, but doesn't think it's in the right place given the density issue.
- Dietz expressed frustration with continually changing but said this proposal is a reasonable solution given the development that's taken place around this area.
- Hankins agrees with Dietz' comments and appreciates the Drakes didn't include the single family homes in the request and appreciate the hammer head was taken out. Feels there is a lot of positive things in this request.
- Hankins also asked if a P.U.D. master plan is approved, not one single unit more than what is shown on the plan can be added and they have to be built in configuration as illustrated. Connor advised that was correct and the P.U.D. essentially sets out the bulk of the regulations.

Developer Comments

- Todd Drake commented that they are absorbing all the change and transitioning due to what's already in place with single family homes on one side and townhomes. He assured the Commission and audience that the final product will be very nice.
- Christie Drake stated the townhomes and garages weren't there when they bought this property. They've done everything they've been asked to do.

A. **MOTION:** A motion was made by Hankins and seconded by Vogel on the recommendation to Council to approve the Future Land Use Plan amendment from Low Density Residential to Medium Density Residential for the west 7.94 acres of Outlot Y of Lakewoods Plat 1.

YES: Vogel, Triplett, Bowersox, Hill, Deitz, Hankins

NO: Sires

MOTION CARRIED

B. **MOTION:** A motion was made by Hankins and seconded by Dietz on the recommendation to Council to approve rezoning 7.94 acres from R-1A and P.U.D to solely P.U.D.

YES: Dietz, Hankins, Vogel, Triplett, Bowersox, Hill

NO: Sires

MOTION CARRIED

C. **MOTION:** A motion was made by Hankins and seconded by Dietz on the recommendation to Council to approve the P.U.D. Master Plan for the Lakewoods project subject to City Engineer's comments dated October 12, 2016 and as depicted on the attached master plan diagram.

YES: Dietz, Hankins, Vogel, Triplett, Bowersox, Hill

NO: Sires

MOTION CARRIED

9. **Council Liaison Report** | Councilman Anderson shared that park ground continues to be a focus for Council.
10. **Staff Report** | Mahannah shared the Commission will have an opportunity to review the Deer Haven Urban Renewal Plan at the next meeting scheduled for Monday, November 21, 2016.
11. **Commission Report** | Dietz stated there was a presentation given at the last MPO meeting on a study they did regarding the connector where Bridge Rd attaches to 141. They decided there wouldn't be any impact to the traffic on Highway 141 itself and so no further action was taken. Dietz also advised the annual Des Moines partnership trip to DC will be in the spring, so now is the time to submit any requests we want highlighted. Mahannah advised the High Trestle Trail will continue to be on the DC list. Parker Blvd may be another one that would stand to receive federal funds if we needed some.
12. **Adjournment**
MOTION: A unanimous motion was made to adjourn at 7:28 p.m.
Next Meeting Date – Monday, November 21, 2016

Becky Leonard – Deputy City Clerk