

POLK COUNTY ZONING COMMISSION
MEETING MINUTES

The Polk County Zoning Commission held their regularly scheduled meeting on Monday October 26th, 2020 at 7:00 P.M. **Due to the COVID-19 public health emergency, the meeting was held by voice and video conference only. The Public Works building is currently closed to the public. All Commissioners, staff, applicants and public were invited to join the meeting by using the link or phone number provided.**

A) Roll Call - Members Present: Frank Steinbach, Michael Fairchild, Dave Campbell, Merle Hicks, Kasi Wolfer, and Maryfrances Evans.

Present from the Polk County Public Works Department: Bret VandeLune, Planning and Development Manager, Brian McDonough, Land Use Planning Coordinator, Jennifer Ellison, Planner, Chris Meeks, Planner, and Jennifer Green, Recording Secretary.

Chairperson Steinbach introduced the two (2) new Commissioners, Kasi Wolfer and Maryfrances Evans. A brief background and introduction was given by each Commissioner.

B) Acceptance of the Monday August 24th, 2020, meeting minutes:

Motion was made by Campbell and seconded by Hicks to **approve** the minutes as presented.

Vote: Yea: Campbell, Hicks, Steinbach, Fairchild, Wolfer and Evans. Nay: None. Abstain: None. Absent: None.

C) Advertised Public Hearing: None.

D) Unfinished Business: None.

E) Consent – New Business: None.

F) Discussion – New Business:

Item 1. 2020-09492 – Leanos Estates Plat 1

Major Preliminary Plat proposes two (2) single-family residential lots on approximately 10.74 acres zoned “RR” Rural Residential District. The subject property consists of one (1) existing tax parcel and contains one (1) existing single-family dwelling addressed as 11428 SE Miller Drive, located within Section 11 of Camp Township.

Jennifer Ellison gave the staff presentation and recommendation.

Let the record show that consultant Vic Piagentini with Associated Engineering of Iowa, 1830 SE Princeton Dr., Suite M, Grimes, IA 50111, and Eric and Yadira Leanos, 11428 SE Miller Dr., were present to represent the Major Preliminary Plat.

Let the record show that no one from the general public was present in support of, or in opposition to, this item.

After the staff presentation and discussion between the commissioners, a motion was made by Hicks and seconded by Campbell to **approve** the Major Preliminary Plat of Leanos Estates Plat 1, item 2020-09492, including the requested waiver to the required hard surface roadway improvements for more than one (1) lot to access a gravel roadway, **not** in accordance with staff's recommendation.

Vote: Yea: Hicks and Campbell. Nay: Steinbach, Fairchild, Wolfer, and Evans. Abstain: None
Absent: None.

After further discussion, a second motion was made by Fairchild and seconded by Evans to **approve** the Preliminary Plat of Leanos Estates Plat 1 and **deny** the requested waiver to the required hard surface improvements for more than one (1) lot to access a gravel roadway, in accordance with staff's recommendation.

Vote: Yea: Fairchild, Evans, Steinbach, Hicks, Wolfer, and Campbell. Nay: None. Abstain: None.
Absent: None.

Item 2. 2020-09356 – Comprehensive Plan Update

Advisory Team Kick-off meeting to be held on Tuesday, October 27th, 2020 from 11:30am-1:00pm. Bret VandeLune reported on the progress of the Comprehensive Plan update process.

G) Public Comments: None.

H) Report from the Zoning Administrator: Bret VandeLune introduced Chris Meeks, the new Planner, as well as an update regarding a potential new Zoning Commission member appointment.

I) Adjournment:

Chairperson Steinbach adjourned the meeting until the next scheduled Zoning Commission meeting on November 23rd, 2020.