

POLK COUNTY ZONING COMMISSION
MEETING MINUTES

The Polk County Zoning Commission held their regularly scheduled meeting on Monday, January 22, 2024 at 7:00 P.M. in Conference Room A of the Polk County Public Works Department, Planning & Development Division, 5885 NE 14th Street, Des Moines, Iowa. A virtual attendance option was also provided per the instructions contained on the final meeting agenda.

- A) Roll Call - Members Present: Frank Steinbach, Michael Fairchild, Maryfrances Evans, Kelly Garoutte and Samantha Groark. Absent: Merle Hicks and Pennie Carroll.

Present from the Polk County Public Works Department: Bret VandeLune, Public Works Director; Brian McDonough, Planning & Development Manager; Tommy Howard, Planner and Kendra Glider, Recording Secretary.

- B) Elections of 2024 Officers:

It was moved by Evans and seconded by Groark to elect Steinbach as Chairperson.

Vote: Yea: Evans, Groark, Fairchild, Garoutte and Steinbach. Nay: None. Absent: Hicks and Carroll.

It was moved by Fairchild and seconded by Groark to elect Evans as Vice Chairperson.

Vote: Yea: Fairchild, Groark, Garoutte, Evans, and Steinbach. Nay: None. Absent: Hicks and Carroll.

- C) Acceptance of the August 28, 2023 meeting minutes:

A motion was made by Fairchild and seconded by Groark to **approve** the minutes as presented.

Vote: Yea: Fairchild, Groark, Garoutte, Evans, and Steinbach. Nay: None. Absent: Hicks and Carroll.

- D) Advertised Public Hearings: None.

- E) Unfinished Business: None.

- F) Consent – New Business: None.

- G) Action Items – New Business:

Item 1. 2023-13329 – Pioneer Homestead

Major Preliminary Plat proposes two (2) single-family residential lots on approximately 3.96 acres zoned “RR” Rural Residential District. The subject property has an address of 105 NE 64th Street, Pleasant Hill and is located at the northeast corner of NW 64th Street and Sunlight Drive, within Section 2 of Four Mile Township.

Tommy Howard gave the staff presentation and recommendation.

Let the record show that Wally Pelds with Pelds Design Services, 2323 Dixon Street, Des Moines, IA 50316, was present to represent this item.

Let the record show that Monica Post, property owner, 105 NE 64th Street, Pleasant Hill, IA 50327 was present to represent this item.

Let the record show there was no one in opposition of this item.

After the staff presentation, applicant representative introduction and questions followed by discussion among the Commissioners, a motion was made by Fairchild and seconded by Groark to **approve** the preliminary plat of Pioneer Homestead in accordance with staff's report and recommendation.

Vote: Yea: Fairchild, Groark, Garoutte, Evans, and Steinbach. Nay: None. Absent: Hicks and Carroll.

Item 2. 2023-13445 – Cory Acres Plat 3

Major Preliminary Plat proposes five (5) single-family residential lots on approximately 18.86 acres zoned "ER" Estate Residential District. The subject property is located approximately 330-feet south of the intersection of NE 126th Avenue and NE 64th Street, within Section 36 of Elkhart Township.

Tommy Howard gave the staff presentation and recommendation.

Let the record show that Michael Brooner with Civil Design Advantage, 4121 NW Urbandale Drive, Urbandale, IA 50322, was present to represent this item.

Let the record show there was no one in opposition of this item.

After the staff presentation, applicant representative introduction and questions followed by discussion among the Commissioners, a motion was made by Groark and seconded by Evans to **approve** the preliminary plat of Cory Acres Plat 3 in accordance with staff's report and recommendation.

Vote: Yea: Groark, Evans, Fairchild, Garoutte, and Steinbach. Nay: None. Absent: Hicks and Carroll.

Item 3. 2023-13467 – Oceanview Acres Estates

Major Preliminary Plat proposes four (4) single-family residential lots on approximately 40.29 acres zoned "ER" Estate Residential District. The subject property is located on the south side of NW 146th Avenue, being approximately one-half (½) mile east of the intersection of NW 146th Avenue and NW 142nd Street (Hwy 17), within Section 18 of Union Township.

Brian McDonough gave the staff presentation and recommendation.

Let the record show that Nick Carter with Carter Surveying & Construction Services, 8755 NE 27th Avenue, Altoona, IA 50009, was present to represent this item.

Let the record show that Zach Sherer, property owner and developer, 102 Balfour Drive, Norwalk, IA 50211, was present to represent this item.

Let the record show there was no one in opposition of this item.

After the staff presentation, applicant representative introduction and questions followed by discussion among the Commissioners, a motion was made by Evans and seconded by Fairchild to **approve** the preliminary plat of Oceanview Acres Estates in accordance with staff's report and recommendation.

Vote: Yea: Evans, Fairchild, Garoutte, Groark, and Steinbach. Nay: None. Absent: Hicks and Carroll.

H) Discussion – New Business: None.

I) Public Comments: None.

J) Report from the Zoning Administrator:

Polk County Public Works Director, Bret VandeLune, gave an update to the Zoning Commission regarding recent staff changes. Bret informed the Board that he had been appointed as the new Public Works Director. Brian McDonough, had recently been appointed Manager of Planning and Development. Along with Tommy Howard, appointed to Land Use Planning Coordinator. It was noted that there is open Planner position left vacant by the recent promotion of Tommy Howard. A new Planner, Justin Peterson, will be starting on January 29th replacing Chris Meeks position. Bret answered questions from the board.

K) Adjournment:

Chairperson Steinbach asked for a voice vote to adjourn. Voice vote was unanimous to adjourn the meeting.