

City of West Branch

~ A Heritage for Success ~

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PLANNING AND ZONING COMMISSION MEETING

Thursday, May 5, 2011 • 6:30 p.m.

West Branch Fire Station, 105 South 2nd Street

Council Quorum May Be Present

1. Call to Order.
2. Roll Call.
3. Approve minutes from the February 17, 2011 Planning and Zoning Commission Meeting.
4. Discuss and approve preliminary plat of KLM Investments, Inc. /Move to action
5. Old Business.
 - a. Site Plan Ordinance Update
 - b. Lions Field Update
6. New Business.
7. Adjourn.

Mayor: Don Kessler • **Council Members:** Mark Worrell, David Johnson, Robert Sexton, Jim Oaks, Dan O'Neil
City Administrator/Clerk: Matt Muckler • **Deputy City Clerk:** Dawn Brandt • **Library Director:** Nick Shimmin
Parks & Recreation Director: Melissa Russell • **Police Chief:** David Bloem • **Fire Chief:** Kevin Stoolman

These minutes are not approved until the next Commission meeting.

City of West Branch Planning & Zoning Commission Public Hearing
February 17, 2011
West Branch City Council Chambers, 110 North Poplar Street

The West Branch Planning & Zoning Commission opened a public hearing at 6:33 p.m. to discuss the rezoning of land requested by KLM Investments, Inc., 25 Eastview Place NE, Iowa City, IA 52240.

The land is 78.98 acres and is currently zoned R-1. The new development would be called the Meadows Subdivision and is generally located north of West Main Street, east of the County Line Road, south of Greenview and west of Pedersen Valley. Four parcels of R-2 zoning totaling 16.37 acres were requested, generally in the northern and eastern portions of the development. An 11-acre area in the southwestern portion of the development was requested to be zoned B-2.

Commission members Roger Laughlin (Chair), Al Rozinek, Gary Slach, Dick Stoolman, Virgil Gingerich, Trent Hansen and Mark Thomas were in attendance. Also in attendance were City Engineer Dave Schechinger, P.E., City Attorney Kevin Olson, City Administrator Matt Muckler, and Mayor Don Kessler. Chair Laughlin provided a brief introduction of the rezoning request and opened the floor to comments from the public.

Glen D. Meisner, L.S. & P.E., Partner with MMS Consultants, Inc., 1917 S. Gilbert Street in Iowa City, IA 52240, introduced himself as the engineer who prepared the Rezoning Exhibit. He suggested that the owners introduce themselves and stated that he would be available to answer any questions that the commission had concerning the rezoning request.

Brad Larsen, West Branch Ford, introduced himself and Chris Kofoed, Chris J. Kofoed PLC, and Troy Mente, Mente Construction Company, as the owners of KLM Investments, Inc.

Glen Meisner reported to the Commission that KLM wanted to have a mixed use development to include R-2, which would allow duplexes. Meisner detailed the four parcels within the proposed Meadows Subdivision which KLM Investments, Inc. would like to have rezoned R-2.

Angie Cochran, Lot 59, 801 West Orange Street, stated that she opposed the rezoning request. Ms. Cochran preferred to see that the new development have single family housing. She would prefer the R-2 zoning be moved toward the center or the western side of the development where there are no current homes.

Tom Nelson, Lot 58, 703 West Orange Street, also spoke in opposition to the rezoning request. He stated that he would like to see the proposed lot sizes be larger and not be duplex due to the density of having duplexes that close together and would like to see the R-2 section moved closer to the County line road for traffic. Mr. Nelson referenced the section of hilltop that has a lack of storage and cars parked on the streets and had similar concerns for the proposed development.

Craig Cochran, Lot 59, 801 West Orange Street, agreed with Nelson and said that he has nothing against the R-2, but would like to see it in another location.

John Fuller, 911 W Main Street, told the Planning and Zoning Commission that he isn't opposed to R-1 development in the area but that he is troubled by the R-2 and commercial land that would be developed in that area. He provided a written statement (attached) and said that the new development is not in compliance with the comprehensive plan. Commercial activities should be focused on downtown instead of spread out throughout the community. Fuller stated that he foresees stormwater, snow removal and flood plain issues in the future. He reiterated his support on the development of R-1.

Kirstin Nelson, Lot 58, 703 W Orange Street, voiced her opposition to the zoning request. She is concerned that West Branch currently has an excess of duplex units which are not selling. Ms. Nelson cited high turnover over and parking issues as major areas of concern.

Commission Member Stoolman asked why the R-2 isn't all in one section. Brad Larson, KLM Investments stated that he had spoken about this issue with City Administrator Matt Muckler and that as a result of this conversation, decided to not concentrate all of the R-2 housing in one section of the development. Mr. Larson stated that he was open to comments on this approach. He stated that the plan for the development would take 15-20 years and be done in six phases, about twenty lots at a time.

Phil Rushton, Lot 53, Ohrt Street, stated that other areas of the City which have zero lot lines are concentrated in one area and not spread out.

Kirsten Nelson asked about the development of parks on the west side of West Branch. She felt that there is a lack of parks in this area. She asked that this be considered. Mr. Fuller suggested that the City's Comprehensive Plan called for park space in future developments and that the current proposal lacked adequate space devoted to parks. Commission Member Stoolman suggested that park of the area proposed as B-2 could be used as park and recreation space.

Mark Menard, 29 Greenview Circle, asked the commission to consider how the development would impact our local schools. He also asked what the plan was to expand the school to accommodate this growth.

Commission Member Trent Hansen asked whether or not the city's water and wastewater infrastructure was capable of handling the new development. City Engineer Dave Schechinger stated that the water system is certainly capable of handling the development, including the provision of adequate fire flow to the area. As far as the sewer, the development provides both challenges and opportunities. It provides a challenge in adding more users to the system, while at the same time providing an opportunity to reduce inflow and infiltration that might offset the additional users. Schechinger stated that the City would not be at full capacity with the new development.

The potential for a car dealership was discussed in relation to the area proposed to be zoned B-2. Tom Nelson suggested that R-2 might be more appropriate adjacent to the area currently

proposed as B-2. Brad Larsen stated that he had no plans to locate the West Branch Ford to this B-2 district. Tom and Kirsten Nelson suggested that the area proposed as B-2 would be an appropriate place for a new recreation center. KLM Investment, Inc. said there are no concrete plans for the proposed B-2 zoning area.

Traffic flow and stormwater run-off was discussed by the commission and members of the public. Glen Meisner spoke to residents' concerns with stormwater run-off on the eastern portion of the development. Meisner pointed out that all water east of Dylan Drive would be directed into the stormwater system in Pedersen Valley. Residents asked whether or not the system could handle all of this run-off. City Engineer Dave Schechinger stated that the stormwater basin in Pedersen Valley (Lion's Field) was designed to handle this stormwater. Once the ground is saturated, development will not be increasing run-off downstream. The developers will be required to prevent their development from having a negative impact on downstream property owners. Dave mentioned that the stormwater system is designed to handle a five-year flood event. The street becomes the secondary means of conveyance. If the pipe is full, water runs down the curb and gutter.

Chair Laughlin and members of the commission then discussed the various R-2 proposed zones and the size of the lots in the proposed development.

Kirstin Nelson stated that she felt the lots were too narrow.

John Fuller suggested that the Commission might request that the developer come back with another preliminary plat that reflects the requests from the commission.

Glen Meisner suggested that the Commission consider the R-2 zoning requests for parcels 2 (northwest corner of the development) and parcel 4 (southeast corner of the development) and perhaps delay the action on parcels 1 and 3.

City Administrator Matt Muckler suggested that since parcel 2 was in the fourth phase, the commission might simply consider the parcel 4 zoning request which is located in the first phase of the development.

Glen Meisner consulted with the owners and they agreed to delay their requests for R-2 zoning in parcels 1, 2, and 3. They requested that the commission consider the R-2 zoning request for parcel 4.

Tim Moss expressed concern with the two cul-de-sacs planned for the development. Glen Meisner suggested that they attempted to reduce the number of cul-de-sacs, but cited site-distance concerns with running the cul-de-sacs through to the County Line Road and Ohrt Street.

Motion by Laughlin and second by Gingerich to adjourn. Public Hearing adjourned at 7:33 p.m.

Issues About Proposed Rezoning
The Meadows Subdivision, West Branch
Before the Planning & Zoning Commission, February 17, 2011

1. Is the proposal in concert with the West Branch Comprehensive Plan?

•West Branch already has substantial acreage zoned R-2, Residential—and that land is closer to the center of the city than the 16-½ acres being proposed for R-2. Why does West Branch need more land zoned R-2 and B-2 at the very edge of our city? Rather, we should encourage more concentrated development towards the city center, and less intense development (zoned R-1) at the city's edge.

•Some 11-3/4 acres are proposed for rezoning to business use. These acres are not only located at the very edge of the city, on Main Street at County Line Road, they are opposite the High School. Any type of commercial activity on this land will generate more traffic than residential land, and present an increased hazard to high school drivers as they come to and from the high school. There is no indication that the developer has taken this hazard into account, and no indication that the proposed internal road system will provide access for the business parcel. Rather, it must be assumed that the businesses in this parcel will attempt to have direct and unsafe access to these well-traveled streets.

•A major community debate took place in 1996 over using this very same area for commercial activity (under a “neighborhood commercial” designation), but the end result was not to establish such a land-use category and not to consider changing the anticipated land use. (See West Branch Times, Oct. 3, 1996, and close-by dates.) The comprehensive plan states: “the City desires to have a centralized commercial area.”

•The Comprehensive Plan calls for additional recreational areas in West Branch (in particular “pocket parks”). The development proposal is to dedicate two unbuildable areas (Outlots “A” and “B”) to the city. These are areas required for storm water retention. Neither performs the needed recreation function; neither appears useable by either future residents of the development nor by city residents in general; neither appears to have parking available. But, as city property, the city would be responsible for mowing and other care. The city should expect that a developer of this large parcel would dedicate useful recreation land to the public. The comprehensive plan found our city to have a “significant deficit of parkland” and recommended new subdivisions be required to turn over 5% of usable land to the city for parks. The deficit seems especially acute on the West side of town.

2. The entire proposal may add to the city's storm-water runoff problems.

The flood plain map is based on current land use (farmland which has been in conservation reserve). With a fully built-out area containing structures and impervious pavement, expected storm-water runoff and flooding potential will undoubtedly be far more of a problem for the city.

On a more specific level, Lot 1 is shown on the rezoning map to be within the current 100-year flood plain. As an abutting landowner, I know that this area does flood, and I suggest that lot is unbuildable. It may be that lot 83 would have similar problems.

3. Does the proposed subdivision have sidewalks?

It is hard to tell from the maps provided. City policy for new subdivisions desirably should require sidewalks, rather than expect to retrofit them later at homeowners' expense. Because a built-out subdivision of this size will no doubt have many school children as residents, does the subdivision design pay attention to "safe routes to school" criteria? Has attention been given to the city's need for recreational trails in this area?

4. Does Dawson Drive (starting at Main Street on the southeast side of the proposed subdivision) have a 25-foot setback?

From the map provided, the setback appears only to occur towards the north of the property line.

5. Do road rights-of-way meet minimum design criteria?

The minimum is for 60 feet of right-of-way (with 29 feet paved), although it would seem that Orange Street and Gilbert Drive might qualify as collectors rather than as local streets, and thereby be subject to a higher minimum. Given the problems with residential parking in some of our newer areas of the city, something greater than the minimum-width requirement deserves consideration, especially if R-2 density is permitted.

Summary: The proposed Meadows subdivision appears to have numerous and important deficiencies compared with development under R-1 residential requirements. Because of these deficiencies I oppose the rezoning, and ask the West Branch Planning & Zoning Commission to deny rezoning.

John W. Fuller
911 West Main Street
West Branch

City of West Branch Planning & Zoning Commission Meeting
February 17, 2011
West Branch City Council Chambers, 110 North Poplar Street

The West Branch Planning & Zoning Commission opened in regular session at 7:34 p.m. Commission members Roger Laughlin (Chair), Al Rozinek, Gary Slach, Dick Stoolman, Virgil Gingerich, Trent Hansen and Mark Thomas were in attendance. Also in attendance were City Engineer Dave Schechinger, P.E., City Attorney Kevin Olson, City Administrator Matt Muckler, and Mayor Don Kessler.

Approve minutes from the January 6, 2011 Planning and Zoning Commission Meeting.

Motion by Laughlin and second by Slach to approve the minutes of the January 6, 2011 Planning & Zoning Commission Meeting. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried.

Approve a recommendation to the City Council for the rezoning of KLM Investments, Inc. property from R-1 to R-2. /Move to action.

Motion by Laughlin and second by Stoolman to table the rezoning requests for parcels 1, 2 and 3 until a later date. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried.

Motion by Laughlin and second by Stoolman to approve a recommendation to the City Council to re-zone parcel 4 within phase 1 of the development from R-1 to R-2. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried.

Approve a recommendation to the City Council for the rezoning of KLM Investments, Inc. property from R-1 to B-2. /Move to action.

Commission Member Thomas asked the developers if they had anything specific in mind for the area that they have requested to have zoned B-2. Chris Kofoed responded that they do not have any specific plans at this time, but that they wanted to have a mixed-use development that would provide some potential area for business activity within the development.

Commission members discussed the allowed uses for B-2 zones and expressed concern with potential truck terminals and light manufacturing locating within this area. Chair Laughlin asked why the developers asked for B-2 instead of B-1. Chris Kofoed replied that there was no specific business planned for the area, but that the B-2 zoning provided the developers with more choices for future development.

Motion by Gingerich and second by Rozinek to approve a recommendation to the City Council to re-zone 12.77 acres in the southwest portion of the development from R-1 to B-2. Roll call vote – Ayes: Gingerich, Rozinek, and Stoolman. – Nays: Thomas, Laughlin, Slach and Hansen. Motion failed.

Discuss and approve preliminary plat of KLM Investments, Inc. /Move to action

The Commission discussed the preliminary plat. Dave Schechinger presented a letter (attached) dated February 15, 2011 to City Administrator Matt Muckler which provided comments and areas of concern with the Meadows Subdivision Preliminary Plat.

Glen Meisner presented a letter (attached) dated February 17, 2011 to City Administrator Matt Muckler which provided responses to the February 15, 2011 Dave Schechinger letter.

Preliminary Plat discussion with Planning and Zoning led to conditional approval of the preliminary plat. The following conditions were included:

- 1) Only Lot 10 was rezoned to R-2. The remainder of the subdivision is to be R-1 with the exception of Lot 147 which is to be renamed as Outlot C.
- 2) A street light is to be placed near the midblock crosswalk on Dawson Drive
- 3) The curvature on Orange Street is to be evaluated to verify that it meets the minimum geometry and that adequate site distance is provided.
- 4) An outlot should be platted directly north of Dawson Drive to replace the proposed easement and to provide temporary and trail access to Greenview Drive.
- 5) Trails need to be included in the plat either in the form of wide sidewalks along selected streets, or in the rear yards in easements.
- 6) Provide an easement between lots 3&4 for sewer access.
- 7) A variance is to be requested for the street width on Orange Street to allow 31' back to back pavement instead of 34' which is required for a collector street. The existing paved portion of Orange Street in Pedersen Valley is 31'.
- 8) Grading plans will be provided with the construction drawings.
- 9) A variance is to be requested for street grades in excess of 5%.
- 10) Water mains should be 8-inch diameter.
- 11) A sump pump drain line will need to be installed along every street where storm sewer is not along the back of curb. This is in accordance with a resolution passed last year by Council.
- 12) County Line Road should be evaluated to determine the future grades so that the elevations of Orange Street and Gilbert Drive can be planned to tie in at the proper elevations.
- 13) More park space is desirable. If the proposed outlots cannot be used by the City for park space, they are a maintenance burden and should not be dedicated to the City.

Motion by Laughlin and second by Stoolman to approve the preliminary plat with the thirteen above-mentioned conditions. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried.

Discussion on trails plan draft.

Park and Recreation Director Melissa Russell presented the draft West Branch Trails Plan to the Commission. Commission members discussed potential locations for trails within the development.

Motion by Rozinek and second by Laughlin to adjourn. Meeting adjourned at 8:55 p.m.



February 15, 2011

Matt Muckler
City Administrator
City of West Branch
304 East Main Street
PO Box 218
West Branch, Iowa 52358

WEST BRANCH, IOWA
MEADOWS SUBDIVISION
PRELIMINARY PLAT

We have reviewed the preliminary plat of the Meadows Subdivision for conformance with the City of West Branch. Based on our review, we offer the following comments:

1. (170.05.3) Plat shall contain reference to at least 2 section corners.
2. (170.05.9) Recommend moving sewer to east side of lots 1-9 & 20. If this is not possible, an easement should be provided between lots 3&4 to provide access.
3. (170.05.10) Street lights should be shown on the plat.
4. (170.05.14) Provide a general summary of restrictive covenants or private restrictions to be incorporated into the final plat.
5. (170.15.3) Verify that the cul-de-sac has a minimum outside pavement diameter of 80 feet and 20 ft radius at the intersection of the street and cul-de-sac.
6. (170.15.5.C) A minimum of 200 ft is required for sight distance on curves for minor streets.
7. (170.15.5.D) Collector street width shall be 34 feet.
8. (170.15.8) Street grades shall not exceed 5%. Several streets exceed this by over 2%.

9. (170.15.10.13) Mid block cross walks are recommended on Gilbert Drive and Dawson Drive. In addition, an 8' sidewalk is recommended on the north side of Gilbert Drive in accordance with the City Trails Plan.
10. (170.15.13) Provide stormwater easements for drainage ways and streams.
11. (170.15.15) A proposed grading plan shall be submitted for review prior to considering the preliminary plat.
12. (170.16.5) Water lines are recommended to be a minimum of 8-inch diameter.

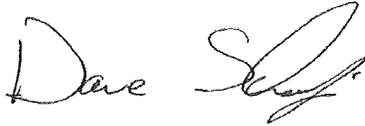
In addition to the above comments, items of concern include:

1. Phasing plan to demonstrate that no more than 50 lots will be served by a single access and that fragmented development will not result in short sections of street remaining unconstructed to avoid thru traffic.
2. County Line road has a seal coat surface. Additional traffic volumes and construction traffic may deteriorate the driving surface. The existing roadway geometry should be improved prior to connecting Orange Street.
3. The need for a turn lane on West Main Street at County Line Road should be evaluated to determine if the turn lane is necessary due to projected traffic.
4. Additional right-of-way may be required along West Main Street in the vicinity of County Line Road if a turn lane is necessary.
5. The City Trails Plan identifies a north-south trail along County Line Road. This trail may be better located along Dawson Drive as an 8-ft sidewalk along the west side.
6. The outlots are proposed to be dedicated to the City. The City should determine if the outlots provide any value to the City, or if they will be a maintenance burden.
7. Add a trail and access easement between lots 138 & 139, or create an outlet to be dedicated to the City that will be wide enough to allow a connection between Greenview Drive and Gilbert Drive to allow access from West Main Street during reconstruction of County Line Road.
8. According to SUDAS, the minimum centerline radius for a collector street should be at least 333 ft for a design speed of 30 mph. Orange Street appears to contain several curves that fall short of this requirement.

Matt Muckler
February 15, 2011
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If you have any questions or comments, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink that reads "Dave Schechinger". The signature is written in a cursive style with a large, looped "D" and "S".

Dave Schechinger

36843



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ENVIRONMENTAL SPECIALISTS

February 17, 2011

Matt Muckler, City Administrator
City of West Branch
PO Box 218
West Branch, IA 52358

RE: The Meadows Subdivision Preliminary Plat, West Branch, Iowa

Dear Matt:

Please find below our responses to the review of the preliminary plat for The Meadows Subdivision we received from Dave Schechinger, City Engineer.

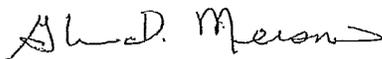
1. **Plat shall contain reference to at least 2 section corners.**
We have shown two section corners as shown on Auditor's Parcel G.
2. **Recommend moving sewer to east side of lots 1-9 & 20. If this is not possible, an easement should be provided between lots 3 & 4 to provide access.**
The sanitary sewer would be approximately 25 feet deep near Lots 6 & 10, therefore it is better served to be located in the back of Lots 1-9 rather than in Dawson Street or the front of Lots 1-9.

The City of West Branch will have access to the sanitary sewer from Orange Street, W. Main Street and the sanitary sewer easement between Lots 7 and 8.
3. **Street lights should be shown on the plat.**
The proposed street lights are shown on the preliminary plat.
4. **Provide a general summary of restrictive covenants or private restrictions to be incorporated into the final plat.**
We will verbalize some of the general restrictive covenants or private restrictions at the P & Z meeting. We will try to have a summary of the restrictive covenants for the City Council meeting.
5. **Verify that the cul-de-sac has a minimum outside pavement diameter of 80 feet and 20 ft radius at the intersection of the street and cul-de-sac.**
We have illustrated on the preliminary plat that the outside pavement surface is 80 feet diameter and the right-of-way of the cul-de-sac is 120 feet. The radius of the return on the cul-de-sac bulb and the street is shown as 25 feet.

6. **A minimum of 200 ft is required for sign distance on curves for minor streets.**
We will verify that this requirement is met.
7. **Collector Street width shall be 34 feet.**
We utilized the existing width of existing Orange Street pavement (31') as the width of proposed Orange Street pavement (31'). I am unsure if Orange Street meets the definition of Collector Street
8. **Street grades shall not exceed 5%. Several streets exceed this by over 2%.**
We are asking for a variance from the maximum street grades of 5%, wherever feasible. It is impossible for this development to occur if grades greater than 5% are not allowed..
9. **Mid block cross walks are recommended on Gilbert Drive and Dawson Drive. In addition, an 8' sidewalk is recommended on the north side of Gilbert Drive in accordance with the City Trails Plan.**
Mid block cross walks are shown on the preliminary plat on Dawson Drive and Gilbert Drive. We will discuss the 8' sidewalk on the North side of Gilbert Drive at the Planning and Zoning meeting and City Council meeting.
10. **Provide stormwater easements for drainage ways and streams.**
We have shown stormwater easements for drainage ways and streams except in the outlots which will be owned by the City of West Branch.
11. **A proposed grading plan shall be submitted for review prior to considering the preliminary plat.**
We have shown proposed street grades on the preliminary plat. We will provide construction plans showing grading for each phase prior to the final plat.
12. **Water lines are recommended to be a minimum of 8-inch diameter.**
The existing watermains in Orange Street and Sullivan Street are 6".

We trust that the above information, along with the enclosed copies of the revised plats, is sufficient for Planning and Zoning Commission and City Council approval. If you have any questions or require any additional information, please contact us accordingly.

Respectfully submitted,



Glen D. Meisner, P.E. & PLS