

(These minutes are not approved until the next Commission meeting.)

City of West Branch Special Planning & Zoning Commission Meeting
December 6, 2016
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:19 p.m. welcoming the audience and following City Staff; City Administrator Matt Muckler, Deputy City Clerk Leslie Brick and Public Works Director Matt Goodale. Commission Members Ryan Bowers, Clara Oleson and Liz Seiberling were present. LeeAnn Aspelmeier, Gary Slach and Sally Peck were absent.

Approve Agenda/Consent Agenda/Move to action.

Motion by Bowers, second by Oleson to approve the agenda. Absent: Aspelmeier, Slach and Peck.
Motion carried on a voice vote.

Approve minutes from the September 27, 2016 Planning and Zoning Commission Meeting.

Motion by Oleson, second by Bowers to approve the September 27, 2016 minutes. Absent: Aspelmeier, Slach and Peck. Motion carried on a voice vote.

Approve minutes from the September 29, 2016 Special Planning and Zoning Commission Meeting.

Motion by Bowers, second by Oleson to approve the September 29, 2016 minutes. Absent: Aspelmeier, Slach and Peck. Motion carried on a voice vote.

Approve minutes from the November 15, 2016 Planning and Zoning Commission Meeting.

Motion by Oleson, second by Bowers to approve the November 15, 2016 minutes. Absent: Aspelmeier, Slach and Peck. Motion carried on a voice vote.

Approve 2017 Regular Meeting Schedule.

Motion by Bowers, second by Seiberling to approve the 2017 meeting schedule. Absent: Aspelmeier, Slach and Peck. Motion carried on a voice vote.

Public Hearing/Non-Consent Agenda

Discussion of site plan for development on Hilltop Drive.

Matt Adam, attorney with Simmons Perrine Moyer Bergman, PLC presented a concept plan for the re-development of three lots on Hilltop Drive. Adam stated the land was currently zoned R-3 and proposed approximately twenty five residential units to be constructed on the property. He said the units would be condominium style townhomes with two and three bedrooms with two stall garages. Adams also mentioned the expected price point for each unit would be \$170,000 to \$185,000. Adams said final engineering should be completed in mid-December. Oleson asked who the client would be on this project. Adams replied that IWS Properties, (Ryan Bednarz and Nate Perkins), is the client and also the builder for the project. He also stated that a legal entity may be formed for this project. Fuller asked when the project would be started. Adams replied that they were targeting spring of 2017 with a few units built then others to follow as units were sold. Adams also explained that the interior street shown on the concept would be maintained by a homeowner's association with adequate emergency accessibility. Bowers requested that the future site plan show sidewalks and storm water management practices.

CITY STAFF REPORTS

Zoning Administrator Update

Muckler introduced Terry Goerdt, City of West Branch's current building inspector and stated that Goerdt's appointment as zoning administrator would be considered by the City Council at the next City Council meeting.

Chairperson Zoning Board of Adjustment, Craig Walker informed the commission that the City had received several variance requests for special exceptions for new decks in recent months. Walker suggested the commission to review the current code and consider some changes to allow a different set of standards for some of the historic home and neighborhoods in West Branch. Walker asked for input from the commission for creating a separate code of requirements for offsets and setbacks. Muckler also stated some issues with some properties that have been demolished in recent months and with the current code requirements, makes the lots almost unbuildable and supports Walker's request.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

The next regularly-scheduled Planning and Zoning Commission Meeting – January 24, 2017 at 7:00 p.m.

Adjourn

Motion to adjourn meeting by Fuller. Motion carried on a voice vote. Planning & Zoning Commission Meeting adjourned at 8:07 p.m.