

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

City of West Branch Planning & Zoning Commission Meeting

January 26, 2016

West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:00 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg, City Administrator Matt Muckler and Deputy City Clerk Leslie Brick. Commission Members, LeeAnn Aspelmeier, Ryan Bowers, Liz Seiberling, and Gary Slach. Absent: Sally Peck and Clara Oleson.

Approve minutes from the November 24, 2015 Planning and Zoning Commission Meeting./Move to action.

Motion by Bowers, second by Aspelmeier. AYES: Bowers, Aspelmeier. Absent: Peck and Slach. Motion carried on a voice vote.

Approve _____ as Chairperson of the Planning and Zoning Commission./Move to action.

Bowers nominated Fuller as chairperson of the Planning & Zoning Commission. No other nominations were made. Fuller accepted the nomination.

Motion by Bowers, second by Aspelmeier. AYES: Bowers, Aspelmeier, Fuller, Seiberling, Slach. Absent: Peck and Oleson. Motion carried.

Approve _____ as Vice Chairperson of the Planning and Zoning Commission./Move to action.

Slach nominated Bowers as vice chairperson of the Planning & Zoning Commission. No other nominations were made. Bowers accepted the nomination.

Motion by Slach, second by Seiberling. AYES: Slach, Seiberling, Fuller, Bowers, Aspelmeier. Absent: Peck and Oleson. Motion carried.

Chris Kofoed and Brad Larson, KLM – Meadows Rezoning and Phase 2 Update

Larson provided an update on the Meadows Subdivision past and future development plans. He stated that the first phase had 19 lots of which 15 have been sold. The next phase will consist of an additional 22 lots. Ridge View and Sullivan Streets will be extended and some lots will be rezoned to R-2 to accommodate the need for lower priced housing in West Branch. Fuller commented that he would like to see the entire area plotted out see their future planning ideas.

Wayne and Steve Lynch, Lynch Plumbing, Inc. – Lynch Heights Rezoning and Subdivision Proposal.

Wayne Lynch presented the commission with his design of Lynch Heights. This subdivision will require rezoning from R-1 to R-2 to accommodate the need for more affordable housing in West Branch. Lynch commented that grading and drainage issues are being addressed and will have the preliminary plat ready for the next commission meeting. Bowers asked if this subdivision would require a crossing at Main Street. Muckler responded that the City would not require a crossing at this intersection because one will be placed at Main and Pedersen later this year and a future one at Dawson Drive when that connection is made.

Discussion on Update to the West Branch Comprehensive Plan.

Fuller commented that update are in progress on the CIP and more are needed. Stagg also advised that he had noted some areas that needed revised and would recommend those at the next discussion. Fuller suggested an additional meeting to continue the momentum on the updates and scheduled a special meeting for Tuesday, February 23, 2016.

City Engineer Dave Schechinger – Residential Plot Plans

Schechinger referenced North Liberty as a model for residential plot plans. The purpose of residential plot plans is to prevent drainage issues for newly constructed subdivisions and home construction. Fuller requested additional information on the plot plans for commission review.

Approve recommendation to the City Council to pursue adoption of a residential plot plan./Move to action.

Fuller suggested a motion to postpone adoption of a residential plot plan pending further discussion.

Motion by Bowers, second by Slach to postpone. AYES: Bowers, Slach, Aspelmeier, Fuller, Seiberling. Absent: Peck and Oleson. Motion carried.

CITY STAFF REPORTS

City Engineer Dave Schechinger- Upcoming City Infrastructure Projects

Schechinger reported that intersection improvements would begin in early June at the intersection of Main & Foster Street. Improvements at this intersection will include an ADA accessible crossing and new retaining wall. A pedestrian crossing will be created at Main and Pedersen Street and will consist of changing grades to meet with the Hoover Trail. Both projects are targeted to be completed by mid-July. 4th Street improvements will also begin in April and continue late fall of 2016. A public meeting will be held at the City Office on Thursday, February 4th for the affected residents.

Zoning Administrator Paul Stagg – P-1 (Public Use) Zoning District Discussion

Stagg asked the commission to review the requirements for the P-1 (public use) zoning district to determine if any language should be added to the somewhat vague code section. The commission recommended that Stagg investigate how other cities approach public use zoning and return to the next meeting with his findings.

Zoning Administrator Paul Stagg – Intro to Planning & Zoning Workshop presented by Gary Taylor, Iowa State University Extension and Outreach

Stagg informed the commission of an upcoming training opportunity on April 6, 2016 in Cedar Rapids. All interested commission members should contact Deputy City Clerk Leslie Brick to get registered.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Mayor Laughlin thanked the commission for their work on revising the CIP and encouraged continued review. Slach mentioned he would like to see the City move away from seal coating of streets and asked about the future connection from Greenview to Pedersen Valley. He suggested that the City reach out to the owners of Pedersen Valley and open a discussion on the possible connection. Laughlin suggested that Slach may also want to reach out to the developer on the subject.

Special Planning & Zoning Meeting – February 23, 2016 at 7:00 p.m.

Next Regularly Scheduled Commission Meeting – March 22, 2016 at 7:00 p.m.

Adjourn

Motion to adjourn meeting by Slach, second by Seiberling. Motion carried on a voice vote. Planning & Zoning meeting adjourned at 8:10 p.m.