

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

City of West Branch Planning & Zoning Commission Meeting

February 23, 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 and City Administrator Matt Muckler. Commission Members, LeeAnn Aspelmeier, Ryan Bowers, Sally Peck, Clara Oleson and Gary Slach. Peck arrived at 7:03 p.m. Absent: Liz Seiberling.

Approve minutes from the January 26, 2016 Planning and Zoning Commission Meeting./Move to action.

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

Public Hearing on the matter of a re-zoning of Lot 1 of Lot "A", West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book G, at page 223, in the records of the Cedar County Recorder's Office, containing 6.02 acres, and subject to easements and restrictions of record, from Residence R-1 (Single Family District) to Residence R-2 (Two Family District).

Public Hearing opened at 7:08 p.m. Glen Meisner of MMS Consultants provided information on the owners' behalf (Steve and Wayne Lynch) of their intent to rezone from R-1 to R-2 zoning district to allow both single family and two family homes. Based on the lot sizes, this zoning would give buyers flexibility to build to suit their needs. There were some comments from area neighbors regarding the price point of the homes and how that might affect future property values. Mayor Laughlin spoke in favor of the development and indicated that West Branch is in need of new housing opportunities in order to grow the community. Public Hearing closed at 7:40 p.m.

Approve a recommendation to the City Council for the rezoning of Lot 1 of Lot "A", West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book G, at page 223, in the records of the Cedar County Recorder's Office, containing 6.02 acres, and subject to easements and restrictions of record, from Residence R-1 (Single Family District) to Residence R-2 (Two Family District)./Move to action.

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

Approve the Lynch Heights Subdivision Preliminary Plat./Move to action.

Meisner of MMS provided the commission with updated preliminary plats. Revisions were requested by City Engineer Dave Schechinger to address some utility issues and the need for a street grade variance. The commission was in favor of approving the preliminary plat with the following stipulations; that the developers submit a revised stormwater management mitigation plan that is fully accepted by the City and approved by the City Engineer.

Motion by Bowers, second by Oleson. AYES: Bowers, Oleson, Aspelmeier, Bowers, Slach. Peck abstained with no comment. Absent: Seiberling. Motion carried.

Fuller then requested an amended motion with the following stipulations; that the developers submit a revised storm water management mitigation plan that is fully accepted by the City and approved by the City Engineer, the green space requirements be met, and that a street grade variance be obtained.

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

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

Brad Larson of KLM Development provided an update to the future planning of Phase 2 of the Meadows Development. Larson identified an additional 22 lots to the north of Phase 1, extending Sullivan Street and Ridge View Drive. This area would include some lots for R-2 (two-family homes). Larson said he was hopeful that construction would start this building season. A preliminary plat will be forth coming. Muckler requested the commission provide some feedback to the developer for what they are looking for in terms in any type of future rezoning request. Fuller asked Larson to consider providing the commission with a future plan of the area.

Discussion on Update to the West Branch Comprehensive Plan.

Fuller distributed information on top soil regulations and asked the commission to review it for future discussion. Bowers provided an update on his progress on his assigned sections as well.

Discussion on potential changes to P-1 (Public Use) Zoning Districts.

Stagg reported his findings to the commission regarding how other cities approach regulations for Public Use Zoning Districts. Fuller asked that Stagg write a memo to the commission summarizing his findings and a recommendation so that the commission can discuss and take action at their next regular meeting.

CITY STAFF REPORTS

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

Stagg reminded 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

Aspelmeier expressed her concerns on the lack of timely information received from the developer on agenda items. She noted that this commission needs to be able to make informed decisions and that receiving information the day of or at the meeting is unacceptable. Several other commission members agreed. Aspelmeier also requested that special meetings not be allowed unless the requestor has all information to the committee prior to the scheduled meeting. Commission members suggested that maybe a checklist would aid in the process of getting information in a timely manner. Oleson commented that affordable housing needs to be defined and that the public and commission needs to be educated on the subject.

Next Regular Planning & Zoning Meeting – March 22, 2016 at 7:00 p.m.

Adjourn

Planning & Zoning meeting adjourned at 9:10 p.m.