

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

City of West Branch Planning & Zoning Commission Meeting
April 12, 2016
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:32 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg and Deputy City Clerk Leslie Brick. Commission Members, Ryan Bowers, Liz Seiberling, Gary Slach, LeeAnn Aspelmeier and Clara Oleson. Absent: Sally Peck

Approve Agenda/Consent Agenda

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

Approve minutes from the February 23, 2016 Planning & Zoning Commission Meeting./Move to action

Motion by Oleson, second by Bowers to approve the February 23, 2016 minutes. Absent: Peck. Motion carried on a voice vote.

Approve minutes from the March 22, 2016 Planning and Zoning Commission Meeting./Move to action.

Fuller noted that Zoning Administrator Paul Stagg was to remind the commission of the individual assignments on the Comp Plan review and requested that it be updated in the minutes.

Motion by Bowers, second by Slach to approve the minutes with the requested changes. Aspelmeier and Oleson abstained. Absent: Peck. Motion carried on a voice vote.

Approve a recommendation to the City Council for the rezoning of the following described parcels located in the Meadows Subdivision: Portions of Auditor Parcel G. Rezoning Parcel #1: R-1 to RB-1./Move to action.

DESCRIPTION - REZONING TRACT #1 (R-1 TO RB-1) - Beginning at the Southwest Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N01°19'13"W, along the West Line of said Auditor Parcel "G", 755.33 feet; Thence N88°40'47"E, 157.95 feet; Thence S81°06'34"E, 108.86 feet; Thence S74°08'16"E, 365.98 feet; thence S57°30'03"E, 273.91 feet; Thence S02°51'42"E, 452.25 feet, to a Point on the South Line of said Auditor Parcel G; Thence S87°06'47"W, along said South Line, 854.78 feet, to the Point of Beginning. Said Rezoning Tract contains 12.77 Acres (556,235 square feet), and is subject to easements and restrictions of record.

Brad Larson of KLM Development described the approximately 12 acre zoning change would allow for more affordable housing such as apartments, multi-plex housing as well as some commercial uses.

Mayor Laughlin and school board member, Mike Owen spoke in favor of the zoning change.

Commission members Slach and Bowers spoke in favor of the change to enhance the cities future growth.

Fuller was opposed to the change citing his desire to see the downtown area be used for redevelopment.

Aspelmeier was opposed due to traffic safety concerns at the intersection of West Main Street and Cedar –Johnson Road.

Motion by Oleson, second by Bowers to approve recommendation for rezoning parcel #1: R-1 to RB-1.

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

Approve a recommendation to the City Council for the rezoning of the following described parcels located in the Meadows Subdivision: Portions of Auditor Parcel G. Rezoning Parcel #3: R-1 to RB-1./Move to action.

DESCRIPTION - REZONING TRACT #3 (R-1 TO RB-1) - Commencing at the Southeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N00°40'57"E, along the East Line of said Auditor Parcel "G", 46.71 feet; Thence S87°07'22"W, along said East Line, 350.51 feet, to the POINT OF BEGINNING; Thence continuing S87°07'22"W, 113.67 feet; Thence Northwesterly, 40.82 feet along a 25.00 foot radius curve, concave Northeasterly, whose 36.44 foot chord bears N46°05'56"W; Thence N00°40'47"E, 233.75 feet; Thence S89°19'13"E, 140.00 feet, to a Point on the East Line of said Auditor Parcel "G"; Thence S00°40'47"W, along said East Line, 251.65 feet, to the Point of Beginning. Said Rezoning Tract #3 contains 0.82 Acre (35,685 square feet), and is subject to easements and restrictions of record.

Brad Larson of KLM Development described the area that this zoning change would affect would be the first three lots on the east side of the future Dawson Drive. Larson also mentioned that they do have a potential buyer for the property and that it would be a small medical office business type. Fuller is opposed to the zoning change citing his desire to see the downtown area be used for development and new business.

Motion by Oleson, second by Bowers to approve recommendation for rezoning parcel #3: R-1 to RB-1. AYES: Oleson, Bowers, Slach, Seiberling, Aspelmeier. NAYS: Fuller. Absent: Peck. Motion carried.

Approve Meadows Subdivision – Part 2 Preliminary Plat./Move to action.

City Engineer Dave Schechinger provided an overview of the preliminary plat checklist and noted that several items had been addressed by the developers engineering firm. Schechinger also noted a recent concern to be addressed with lot 41 with regard to storm water which may affect other lot sizes.

Schechinger will work with the developers to finalize the needed changes. Oleson made a motion to approve the preliminary plat contingent upon a resolution of item 9 on the engineer's checklist and the revisions of the lot lines of lots 35-41. Bowers requested an amendment to the motion to include an approval of a variance for a mid-block crossing and street grade.

Motion by Bowers, second by Slach to amend the first motion by Oleson. AYES: Bowers, Slach, Seiberling, Oleson, Fuller, Aspelmeier. Absent: Peck. Motion carried.

Motion by Oleson, second by Bowers to approve the Meadows Subdivision –Part 2 Preliminary Plat based on the contingencies. AYES: Oleson, Bowers, Aspelmeier, Fuller, Seiberling and Slach. Absent: Peck. Motion carried.

Approve recommendation to the City Council to approve a variance on street grades for the Meadows Subdivision – Part 2./Move to action.

Motion by Bowers, second by Aspelmeier to approve a variance on street grades. AYES: Bowers, Aspelmeier, Fuller, Seiberling, Slach. Oleson abstained. Absent: Peck. Motion carried.

Zoning Administrator Paul Stagg – Discussion of Plastic Products Site Plan.

Stagg advised the commission that a site plan would be forth coming from Plastics Products. The company wishes to build a small building used for storage.

Public hearing on the matter of rezoning of the following described parcel, located at 203 N. Downey Street in West Branch, Iowa from Residence R-3 Multiple Family District to Central Business CB-1 District:

That part of Lots 5, 6, 11, 12 and a portion of the vacated alley all in Block 35 of the Town of Cameron now West Branch, Cedar County, Iowa being more particularly described as follows: Commencing as a point of reference at the Southeast corner of said Lot 12; thence South 89°05'06" West 97.20 feet along the North right-of-way line of Green Street (assumed bearing for this description only) to the point of beginning; thence continuing South 89°05'06" West 162.38 feet along said North right-of-way line to a point of intersection with the East line of Downey Street; thence North 0°56'52" West 94.00 feet along the East right-of-way line of Downey Street to the Northwest corner of the South 17 feet of said Lot 6; thence North 89°05'06" East 99.87 feet along the North line of the South 17 feet of said Lot 6; thence North 0°52'22" West 60.00 feet along the West line of the East 22 feet of said Lot 6 to a point of intersection with the South right-of-way line of an alley; thence North 89°05'06" East 62.30 feet along said South right-of-way line; thence South 1°00'03" East 154.00 feet to the point of beginning and containing 0.44 acre more or less.

Public Hearing opened at 8:50 p.m. Rev. Alexis Johnson presented the church's plan to add an elevator to increase accessibility to the building. The project also includes some structural changes including the entryway bridge to the building and a new retaining wall and additional lighting. There were no comments from the public. Public Hearing closed at 8:53 p.m.

Approve a recommendation to the City Council for the rezoning of the following described parcel, located at 203 N. Downey Street in West Branch, Iowa from Residence R-3 Multiple Family District to Central Business CB-1 District./Move to action.

That part of Lots 5, 6, 11, 12 and a portion of the vacated alley all in Block 35 of the Town of Cameron now West Branch, Cedar County, Iowa being more particularly described as follows: Commencing as a point of reference at the Southeast corner of said Lot 12; thence South 89°05'06" West 97.20 feet along the North right-of-way line of Green Street (assumed bearing for this description only) to the point of beginning; thence continuing South 89°05'06" West 162.38 feet along said North right-of-way line to a point of intersection with the East line of Downey Street; thence North 0°56'52" West 94.00 feet along the East right-of-way line of Downey Street to the Northwest corner of the South 17 feet of said Lot 6; thence North 89°05'06" East 99.87 feet along the North line of the South 17 feet of said Lot 6; thence North 0°52'22" West 60.00 feet along the West line of the East 22 feet of said Lot 6 to a point of intersection with the South right-of-way line of an alley; thence North 89°05'06" East 62.30 feet along said South right-of-way line; thence South 1°00'03" East 154.00 feet to the point of beginning and containing 0.44 acre more or less.

Commission members Seiberling and Bowers abstained from voting due to a professional conflict of interest. Commission member Oleson abstained due to a conflict in the proximity of her primary residence. Motion by Slach, second by Aspelmeier to approve recommendation for rezoning. AYES: Slach, Aspelmeier, Fuller. Abstain: Bowers, Seiberling, Oleson. Absent: Peck. Motion carried.

Approve West Branch United Methodist Church Site Plan./Move to action.

Commission members Seiberling and Bowers abstained from voting due to a professional conflict of interest. Commission member Oleson abstained due to a conflict in the proximity of her primary residence. Motion by Aspelmeier, second by Slach to approve. AYES: Aspelmeier, Slach, Fuller. Abstain: Bowers, Seiberling, Oleson. Absent: Peck. Motion carried.

Approve Wapsi Creek Park and Lions Field Park Improvements Site Plan./Move to action.

Brian Boelk of HBK Engineering presented the plans for Wapsi Creek and Lions Field. Improvements include a parking lot, sidewalk and playground at Wapsi Creek Park and restroom facility and concrete sidewalk to the soccer fields. Boelk noted that both walkways would be ADA compliant. Parks & Recreation Director Melissa Russell provided a timeline of bids to be taken in May with construction starting in June of 2016.

Motion by Oleson, second by Seiberling to approve the site plan. AYES: Oleson, Seiberling, Slach, Fuller, Bowers, Aspelmeier. Absent: Peck. Motion carried.

Discussion on Update to the West Branch Comprehensive Plan.

Stagg stated that he would send an email to the commission members on their assignments.

Discussion of the proposed Amended and Restated West Branch Urban Renewal Plan.

Stagg identified items that had been updated to the plan and asked if the commission had any recommendations for additions or deletions to projects listed. Fuller commented that he felt the commission should have adequate time to review and suggested that this item be placed on the next agenda.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Slach identified areas that need to be addressed at the north end of Lions Field and the connection to Green View.

Next Commission Meeting – May 24, 2016 at 7:00 p.m.

Adjourn

Fuller adjourned the Planning & Zoning meeting at 9:22 p.m.