

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

City of West Branch Planning & Zoning Commission Meeting

May 24, 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 Deputy City Clerk Leslie Brick. Commission Members, LeeAnn Aspelmeier, Ryan Bowers, Clara Oleson, Liz Seiberling and Gary Slach. Absent: Sally Peck.

Approve the agenda for the May 24, 2016 meeting./Move to action.

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

Approve minutes from the April 12, 2016 Planning and Zoning Commission Meeting./Move to action.

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

Approve the Plastic Products Site Plan./Move to action.

Kevin Shuldt, Plastic Products presented the company's plan to construct a 24 x 51 foot building to hold customer returns and add additional parking spaces for employees.

Motion by Oleson, second by Bowers to approve the site plan. AYES: Oleson, Bowers. Absent: Peck.

Motion carried on a voice vote.

Approve the Kum N Go Retaining Wall Site Plan./Move to action.

Brian Boelk, HBK Engineering presented the Kum & Go's site plan for reconstructing a new retaining wall in the current location. The existing retaining wall would be removed and replaced with a concrete block wall. Slach questioned if the new wall would impact the realignment of West Tidewater Drive. Boelk indicated that he had been in discussions with City Administrator Matt Muckler on the subject.

Motion by Oleson, second by Bowers to approve the site plan. AYES: Oleson, Bowers. Absent: Peck.

Motion carried on a voice vote.

Wayne and Steve Lynch, Lynch's Plumbing, Inc. – Lynch Heights Subdivision Update

Wayne Lynch, co-owner of Lynch Heights Subdivision proposed a change to the original plan on the development of the site to eliminate 4 lots and create a cul-de-sac on Ohrt Street instead of extending Ohrt Street to Main Street. Lynch said addressing storm water issues on the south side would be too expensive and not in the best interest of the immediate residents, the city and themselves. With the current proposal, the storm water will be handled through Lions Field.

Jerry Sexton – Presentation of Preliminary Concept Plan for the development of Cedars Edge Golf Course.

Jerry Sexton, owner of Cedars Edge Golf Course presented his plans for redevelopment of the golf course. Plans are to construct a new clubhouse/event space with some commercial opportunities, residential lots and additional parking. The residential lots would include R-1 (single family), R-2 (two-family) and R-3 (multi-family). Sexton continued that the new 5000 square foot clubhouse would have a 300-350 occupant venue for weddings/receptions/parties, etc. He also stated that a few of the greens would be relocated but the par would not change. Sexton said the overall project would be done in phases and hopes to get started as soon as possible.

Jonny Stax, Jonny Stax Presents, Inc. – Promoting West Branch.

Staxx was unable to attend the meeting so Mayor Laughlin provided an update on the progress of the cities promotions objective.

Discussion of future land use map, specifically for zoning on West Main Street.

Fuller asked for this item to be put on the agenda to discuss the current land use map for W. Main Street as it is currently zoned R-1. And to consider the future land use map as the City Council is currently considering to change the zoning to RB-1. Laughlin responded that the Council tabled the second reading of Ordinance 739 to get additional information from the developers on what type of building and/or business is being sought after for the property.

Discussion on Update to the West Branch Comprehensive Plan.

The members discussed various chapters within the Comprehensive plan and continue to make suggestions for improvements.

Recommend approval of Ordinance 740, amending Chapter 165 “Zoning Regulations.”/Move to action.

Zoning Administrator Paul Stagg reviewed the suggested changes to the code to clarify what types of signs and when signs could be placed for the purposes of advertising that are placed in the public right of way.

Motion by Oleson, second by Bowers to recommend approval of Ordinance 740 to the City Council.

AYES: Oleson, Bowers. Absent: Peck. Motion carried on a voice vote.

CITY STAFF REPORTS

Zoning Administrator Paul Stagg - Updated West Branch Urban Renewal Plan

Stagg reviewed the changes on the urban renewal plan and asked for feedback from the commission. The commission had no comments.

Zoning Administrator Paul Stagg – Rules of Procedure

Stagg presented the councils rules of procedures and suggested that this commission adopt similar rules. Fuller agreed that rules were needed and Stagg noted that this item would appear on a future agenda for consideration.

Zoning Administrator Paul Stagg - Residential Plot Plan

Stagg suggested the commission consider adopting a residential plot plan and indicated that this could become part of the building permit process. Stagg noted that this would be a future agenda item for consideration.

Zoning Administrator Paul Stagg – Property Maintenance Code

Stagg commented that this was a suggestion from the city’s building inspector. Currently, inspections are done for new construction only which leaves a gap with maintenance issues and nuisance properties. Stagg suggested that the commission add the topic as a future agenda item and invite building inspector Terry Goerdt to speak on the subject.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Fuller called for a Special Commission Meeting – June 21, 2016 at 7:00 p.m. for Lynch Heights Preliminary Plat consideration.

Mayor Laughlin comments that the Croell Redi-Mix land swap was approved and in progress. He also said that developers, public and the commission were invited to help create a vision for the four acre property. Aspelmeier asked commission members how they are getting their information for the Planning & Zoning meetings and if they were having any issues electronically. Slach provided some possible solutions to help with her issues. Bowers commented that he prefers to be paperless and use his own personal electronic device for reviewing agenda and packet information while others use a combination of paper and electronic methods.

Adjourn

Motion to adjourn meeting by Oleson, second by Bowers. Motion carried on a voice vote.
Planning & Zoning Commission Meeting at 8:29 p.m.