

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

City of West Branch Planning & Zoning Commission Meeting
February 28, 2017
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:01 p.m. welcoming the audience and following City Staff; City Administrator Matt Muckler, Deputy City Clerk Leslie Brick Zoning Administrator Terry Goerd, and Public Works Director Matt Goodale. Commission Members LeeAnn Aspelmeier, Ryan Bowers, Tom Dean, Sally Peck, Gary Slach and Emilie Walsh were present.

Approve Agenda/Consent Agenda/Move to action.

Approve the agenda for the February 28, 2017 Planning and Zoning Commission Meeting.

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

Approve minutes from the January 24, 2017 Planning and Zoning Commission Meeting.

Motion by Bowers, second by Walsh to approve the minutes. Motion carried on a voice vote.

Public Hearing/Non-Consent Agenda

Mike Owen, resident at 166 Hilltop Drive addressed the commission with his concerns for the Hilltop development preliminary site plan. Owen expressed concerns over future limited parking on Hilltop Drive based on the current site plan showing several driveways added to the street. Owen said he is in favor of development to grow the community but felt the developer should redesign the site plan to keep as much on-street parking available. Owen also expressed his concern regarding communication between the city and residents on the project. Muckler responded and said that all information on this development (and others) is on the city's website. Muckler also stated that agendas are posted at three public locations and that all meetings are videotaped and are available on the local cable channel and city website.

Approve West Branch High School ACE Building Site Plan./Move to action.

Brian Boelk, HBK Engineering gave an overview of the multi-use building practice facility and described the seventy by one hundred and thirty foot metal frame building. Boelk said the structure would be used as an indoor practice facility for a variety of sports and would include restroom facilities, meeting rooms and storage space. Boelk went onto explain the involvement of the ACE program students and their participation in the design and building of the structure.

Motion by Bowers, second by Aspelmeier to approve the West Branch High School ACE Building site plan. AYES: Bowers, Aspelmeier, Fuller, Walsh, Peck, Dean and Slach. NAYS: None. Motion carried.

Approve Meadows Subdivision Phase 3 preliminary plat./Move to action.

Brian Boelk, HBK Engineering reviewed the preliminary plat, parcel 3A and 3B. Parcel 3A is zoned as RB-1 business and consists of four commercial lots with on cul de sac known as Meadows Place, with access to Cedar-Johnson Road. Boelk went on to explain outlot A that will consist of two dry basins for storm water and a graded trail to meet the requirements for park space. Fuller expressed his opinion that a dry bottom basin was not as appealingly as a wet bottom basin. Laughlin explained the additional expense to the developer as well as the city as to why the basins are dry. Laughlin is an advocate for a wet basin, but cost to construct and maintain are cost prohibitive at this time.

Motion by Dean, second by Bowers to approve the Meadows Subdivision Phase 3 preliminary plat.

AYES: Dean, Bowers, Aspelmeier, Slach, Peck, Walsh. NAYS: Fuller. Motion carried.

Approve recommendation to the City Council to adopt Residential Individual Lot Site Plan Requirements./Move to action.

Dave Schechinger, city engineer reviewed the revised form and asked for feedback. Aspelmeier suggested adding a minimum scale to the site plan. Bowers was satisfied with the outcome of the document. The other commission members were in agreement.

Motion by Bowers, second by Slach to approve the adoption of a Residential Individual Lot Site Plan.

AYES: Bowers, Slach, Dean, Peck, Walsh, Fuller, Aspelmeier. NAYS: None. Motion carried.

Discussion on Update to the West Branch Comprehensive Plan

Fuller discussed the progress of the students working on the comprehensive and Historic Preservation plans in order to obtain the certified local government status. Fuller also mentioned having future discussions on proposing adopting a tree policy for West Branch and referred to a DNR study as reference material. Fuller said he would provide electronic copies to the commission for review.

CITY STAFF REPORTS

Deputy City Clerk Leslie Brick – Intro to Planning and Zoning Workshop, Iowa State University Extension and Outreach

Brick reminded the commission of the future training opportunity to be held in Davenport in May.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Bowers invited interested commission members to a training on land planning on March 21, 2017 at Shive Hattery in Iowa City.

Aspelmeier asked if the developers for Hilltop Drive could be made aware of the comments at tonight's meeting so they would be prepared for the any additional comments at the next Planning & Zoning meeting.

Adjourn

Fuller adjourned the Planning & Zoning Commission Meeting adjourned at 8:39 p.m.