

These minutes are not approved until the next Commission meeting.

City of West Branch Planning & Zoning Commission Meeting
March 26, 2013
West Branch City Council Chambers, 110 North Poplar Street

Chairman Roger Laughlin opened the regular meeting of the West Branch Planning and Zoning Commission at 6:35 p.m. by welcoming the audience and the following City Staff: City Administrator Matt Muckler and Administrative Assistant Jennifer Harden.

Commission members Roger Laughlin (Chair), John Fuller, Gary Slach, Trent Hansen, Lauren O'Neil, Gary Slach and Mary Beth Stevenson were present. Commission Member Al Rozinek was absent.

Approve minutes from the February 26, 2013 Planning & Zoning Commission Meeting./Move to action.
Motion by Fuller and second by Laughlin to approve the minutes from the February 26, 2013 Planning and Zoning Commission Meeting.

Roll call vote – Ayes: Fuller, Laughlin, Hansen, O'Neil, Slach, Stevenson. Absent: Rozinek. Motion carried.

Public Hearing on the Comprehensive Plan Update. – Chair Laughlin opened the public hearing at 6:33 P.M. There were no comments. Chair Laughlin closed the public hearing at 6:33 P.M.

Approve a recommendation to the City Council to adopt the Comprehensive Plan Update./Move to action.
Motion by Fuller and second by Stevenson, pending minor corrections, to approve a recommendation to the City Council to adopt the Comprehensive Plan update.

Roll call vote – Ayes: Fuller, Laughlin, Hansen, O'Neil, Slach, Stevenson. Absent: Rozinek. Motion carried.

Public Hearing on the matter of a re-zoning of the south .05 acres of Auditor's Parcel "H," located within a portion of Block 22 – Oliphants Division, located in a portion of the SW 1/4, SW 1/4 of Section 5 Township 79 North, Range 4 West, of the 5th P.M. City of West Branch, from CB-2 (Commercial Business) to B-2 (Business).

Chair Laughlin opened the public hearing at 6:36 P.M. City Administrator Matt Muckler stated the Zoning Board of Adjustments approved the variance for the setbacks. Sandy Steil from MMS Consultants explained this area as currently being divided into two different zoning districts and that existing parcel lines cutting through buildings is the reason for the auditor's parcel. Steil stated there cannot be two different zonings on one parcel. Chair Laughlin closed the public hearing at 6:45 P.M.

Approve a recommendation to the City Council for the rezoning of the south 0.05 acres of Auditor's Parcel "H," located within a portion of Block 22 – Oliphants Division, located in a portion of the SW 1/4 , SW 1/4 of Section 5 Township 79 North, Range 4 West, of the 5th P.M. City of West Branch, from CB-2 to B-2./Move to action.

Motion by Slach and second by Fuller to approve a recommendation to the City Council for the rezoning of the south 0.05 acres of Auditor's Parcel "H," located within a portion of Block 22 – Oliphants Division, located in a portion of the SW 1/4 , SW 1/4 of Section 5 Township 79 North, Range 4 West, of the 5th P.M. City of West Branch, from CB-2 to B-2.

Roll call vote – Ayes: Slach, Fuller, Laughlin, Hansen, O'Neil, Slach. Absent: Rozinek. Motion carried.

Approve Site Plan for Lot #3 Pedersen Valley, Part One./Move to action.

Motion by Fuller and second by Stevenson to approve site plan for Lot #3 Pedersen Valley, Part One.

Roll call vote – Ayes: Fuller, Stevenson, Laughlin, Hansen, O'Neil, Slach. Absent: Rozinek. Motion carried.

Approve Site Plan for Proposed Segmental Retaining Wall, Hilltop Condo, 118 Hilltop Drive./Move to action.

City Engineer Dave Schechinger explained to commission members that the plan is to completely excavate the existing retaining wall, build a new one and put a fence on top of it.

Motion by Laughlin, second by Fuller to approve site plan for proposed segmental retaining wall, Hilltop Condo, 118 Hilltop Drive.

Roll call vote – Laughlin, Fuller, Hansen, O’Neil, Slach, Stevenson. Absent: Rozinek. Motion carried.

Old Business – None.

New Business – Commission member O’Neil stated this would be her last meeting, as she is moving to Solon. Muckler asked Commission members for interest in the upcoming Planning & Zoning workshop, offered through Iowa State University Extension, in Dubuque on April 8th. Muckler stated that five city employees would be attending. Commission members expressed interest in seeing an updated zoning map. Commission member Hansen asked about remodeling and renovation in the mobile home park.

Motion by Fuller and second by Hansen to adjourn. Motion carried on a voice vote. Meeting adjourned at 7:30 p.m.