

# City of West Branch

~A Heritage for Success~

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## **SPECIAL PLANNING AND ZONING COMMISSION MEETING**

**Tuesday, December 6, 2016 • 7:00 p.m.**

**West Branch City Council Chambers, 110 N. Poplar St.**

*Council Quorum May Be Present*

1. Call to Order
2. Roll Call
3. Approve Agenda/Consent Agenda/Move to action.
  - a. Approve minutes from the September 27, 2016 Planning and Zoning Commission Meeting.
  - b. Approve minutes from the September 29, 2016 Special Planning and Zoning Commission Meeting.
  - c. Approve minutes from the November 15, 2016 Planning and Zoning Commission Meeting.
  - d. Approve 2017 Regular Meeting Schedule.
4. Public Hearing/Non-Consent Agenda
  - a. Discussion of site plan for development on Hilltop Drive.
5. City Staff Reports
  - a. Zoning Administrator Update
6. Comments from Chair and Commission Members
7. The next regularly-scheduled Planning and Zoning Commission Meeting – January 24, 2017 at 7:00 p.m.
8. Adjourn

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**Planning & Zoning Commission Members:** Chair John Fuller, Vice Chair Ryan Bowers, LeeAnn Aspelmeier, Sally Peck, Clara Oleson, Liz Seiberling, Gary Slach • **Zoning Administrator:** Paul Stagg • **Deputy City Clerk:** Leslie Brick  
**Mayor:** Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson  
**City Administrator/Clerk:** Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

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

## **City of West Branch Planning & Zoning Commission Meeting**

***September 27, 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, City Administrator Matt Muckler, Mayor Roger Laughlin and Councilperson MaryBeth Stevenson. Commission Members, Ryan Bowers, Clara Oleson, Sally Peck and Gary Slach were present. LeeAnn Aspelmeier and Liz Seiberling were absent.

### **Approve Agenda/Consent Agenda/Move to action.**

Approve the agenda. Motion by Bowers, second by Oleson to approve the agenda. Motion carried on a voice vote. Approve minutes from the July 26, 2016 Planning and Zoning Commission Meeting. Motion by Bowers, second by Slach to approve the July 26, 2016 minutes. Motion carried on a voice vote.

### **Public Hearing/Non-Consent Agenda**

#### Discussion on West Branch High School Phase 3 Improvements Project Site Plan.

Brian Boelk, HBK Engineering described the project that will focus on fire safety, emergency access and grading for a future multi-use building. The new water main will be installed for this project. City Engineer Dave Schechinger provided his comments that plans were reviewed and all areas of concern were addressed and were mutually agreed upon. Oleson asked if there were plans for landscaping and adding trees. Boelk commented that would be addressed in the next phase. Superintendent Hatfield explained that the school was hopeful to start construction this fall and asked for consideration for a special Planning & Zoning meeting to approve the site plan. Fuller said they would consider the request.

#### Discussion on Residential Individual Lot Site Plan Requirements.

Commission Member Sally Peck stated that requirements for new construction should be different from construction that takes place on existing properties. Commission member Ryan Bowers stated that projects on properties where for instance a home has already been constructed, should still have requirements in the case of extensive remodels or instances where drainage on the property would be affected. Commission member Peck agreed that grading changes would be instances where these requirements would be desirable. Commission Member Clara Oleson asked what reasons the city staff is bringing these requirements forward for Commission consideration. City Administrator Matt Muckler spoke about pending development in the Meadows Subdivision and other places in West Branch and stormwater problems that were created by previous development in the Pedersen Valley Subdivision. Commission member Ryan Bowers stated that after researching other communities in our area that other communities had similar requirements. Chair John Fuller asked about cost. Muckler stated that estimates for a homeowner or builder having a residential individual lot site plan requirements drafted would be close to \$1,500. Muckler stated that these requirements were desirable and worth the cost that would be incurred by both the potential homeowner and the City. Chair Fuller asked about grading changes that are made after construction of a project is completed. Muckler stated that we simply can't catch every grading change that a resident might make to their property. Muckler stated that he thought a basic site plan would be appropriate for garages, additions and other changes to an existing property versus a full site plan to be required for new home construction. City Engineer Dave Schechinger discussed examples from other communities and how West Branch could create a basic site plan for minor improvements. Resident and owner of Sexton Construction, Jerry Sexton, 19 Greenview Drive, reported issues with housing that he built on Hilltop Drive where he constructed

housing appropriately and another builder came in later and constructed improvements in a manner which caused stormwater problems. Sexton stated that he was in favor of some, but not all, of the proposed requirements. Chair Fuller asked which requirements Sexton would oppose. Sexton stated that he would like additional time to review individual requirements. Commission Member Slach stated that the grading requirements were appropriate, but that designating utilities, street width, water and sewer utilities might not be necessary. Councilperson Mary Beth Stevenson thanked the Commission for their consideration of these requirements and spoke in favor of the requirements, as presented by city staff. Stevenson understands that the Commission has identified MLO's, grading plan, the overland flow path and elevations as priority items. Stevenson stated that the cost involved with these requirements were worth the expense to provide assurance to the homeowner and the community as a whole. Resident Amanda Rushton, 155 Ohrt, spoke in favor of the requirements. Rushton stated that she trusted the City of West Branch to thoroughly review grading and stormwater issues when she built her home and believes that the City should adopt residential individual site plan requirements. Chair Fuller talked about the need for a tiered process and asked City Engineer Dave Schechinger to bring a tiered approach back for the Commission's consideration. Schechinger stated that the purpose of the site plan is to provide city staff with the information that they need to review building permit applications appropriately and agreed to bring back a tiered proposal at a future meeting.

#### Discussion on Update to the West Branch Comprehensive Plan

The commission discussed consideration of a fringe area agreement with Johnson County, affordable housing and the concept of land banking. Ideas were also discussed surrounding expanding historical preservation to include older homes within the city.

#### Approve recommendation of adoption of a uniform Rules of Procedure for all boards and commissions./Move to action.

Bowers provided comments on minor changes with titling and dates but felt comfortable with moving forward with adopting. He also noted that in his review, he felt there may be some rules not currently being followed and that the commission should review them extensively.

Motion by Oleson, second by Bowers to approve adoption of a uniform Rules of Procedure. Motion carried on a voice vote.

#### Approve recommendation to City Council to expedite construction of Cedar-Johnson Road from Main Street to Greenview Drive and a connection between Greenview Subdivision and Pedersen Valley Subdivision with Capital Improvement Plan Funds./Move to action.

Slach reminded the commission that the intent of the City several years ago was to make a connection to Greenview Subdivision as development moved west and that with the Pedersen Valley development, the time had come to make that connection. Slach also commented that with future improvements to the Cedar/Johnson Road, residents in Greenview and Bickford developments need to be provided with daily and emergency access. Peck agreed that this should be a priority. Muckler stated that Mayor and Council have also discussed and realized that this is a priority but that it had not yet made it on the CIP as cost estimates had not yet been done. After further discussion the commission determined to amend the motion. Motion by Slach, second by Oleson to approve recommendation to City Council to *expedite the connection from Pedersen Valley to Greenview Subdivision* and expedite construction of Cedar-Johnson Road from Main Street to Greenview Drive with CIP funds. Motion carried on a voice vote.

### **CITY STAFF REPORTS**

#### Discussion of West Branch Salt Shed Site Plan

Stagg opened the discussion by stating the City Council passed a resolution on September 19, 2016 to close a portion of Cookson Drive to accommodate the construction of a new salt shed. Schechinger described the

concept that will create a new parcel to allow the City to construct the new salt shed on north end of the existing Public Works maintenance shed. A portion of Cookson Street will be removed, the area fenced in and salt shed will be constructed. He further commented that the purpose for moving the salt shed containment area was to eliminate further contamination to adjacent properties due to a storm water drainage area on the south end of the property where the current shed is located. The current shed will be used for equipment or other material storage.

Discussion of Croell Redi-Mix Site Plan

Schechinger advised the commission that a meeting with Croell was scheduled for October 3, 2016 to discuss the site plan for their new location and more information would be presented at the next meeting.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

Fuller suggested some possible dates and times for a special Planning & Zoning Meeting to approve the West Branch High School Phase 3 Improvements Project Site Plan. The members mutually agreed on September 29, 2016 at 7:00 p.m.

Discussion concerning the next regularly-scheduled Planning and Zoning Commission Meeting – November 22, 2016 at 7:00 p.m.

Fuller asked the commission if anyone had any conflicts with the next meeting date with it being during a holiday week. No one objected so the meeting will be as scheduled.

Adjourn

Motion to adjourn meeting by Oleson, second by Peck. Motion carried on a voice vote. Planning & Zoning Commission Meeting adjourned at 9:00 p.m.

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

**City of West Branch Planning & Zoning Commission Special Meeting**  
**September 29, 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, City Administrator Matt Muckler and Mayor Roger Laughlin. Commission Members LeeAnn Aspelmeier, Ryan Bowers, Clara Oleson, and Sally Peck were present. Liz Seiberling and Gary Slach were absent.

**Approve Agenda/Consent Agenda/Move to action.**

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

**Public Hearing/Non-Consent Agenda**

Approve recommendation to City Council to approve West Branch High School Phase 3 Improvements Project Site Plan, excepting the building marked “Pole Building” on the site plan which will require its own site plan to be submitted by the West Branch Community School District at a later date./Move to action.

Fuller requested an explanation for plans of water quality issues with the proposed new water main. Brian Boelk of HBK Engineers explained that the new main is for the purpose of fire protection only and indicated that a 28E agreement was being considered with the city for future maintenance. City Administrator Matt Muckler confirmed that the new water main would be for the purpose of fire protection only and that a 28E agreement is being considered. He further explained that the new main used for fire protection would not have any effect on metering and or billing for water to the school as standard procedure. He also said the 28E agreement would be for flushing and maintaining the hydrants with no charge.

Oleson suggested an amendment to the recommendation to include a 28E agreement. Motion by Oleson, second by Bowers. Motion carried on a voice vote.

Motion by Fuller to approve recommendation to City Council with the amendment of a 28E agreement.

Motion carried on a voice vote.

**CITY STAFF REPORTS – No comments**

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

Fuller mentioned that the City of Iowa City will be conducting a housing study and has extended the study to include Coralville. Fuller approached the City of Iowa City and suggested that West Branch be included in the study due to its proximity. He said Iowa City would consider the possibility. Fuller felt this would be beneficial for the West Branch Comprehensive Plan. Fuller said he would report back to the commission when more information was available.

Peck expressed her concerns for older trees in the community and the need to respect and preserve them. She cited several older communities that preserve its trees and the charm older trees provide a community. She suggested the creation of a tree committee. Mayor Laughlin was in favor of the idea and said he would give it some thought.

The next regularly-scheduled Planning and Zoning Commission Meeting on November 22, 2016 at 7:00 p.m. has been rescheduled to Tuesday, November 15, 2016 at 7:00 p.m.

Adjourn

Motion to adjourn meeting by Fuller. Motion carried on a voice vote. Planning & Zoning Commission Meeting at 7:29 p.m.

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

## **City of West Branch Planning & Zoning Commission Meeting**

***November 15, 2016***

***West Branch City Council Chambers, 110 North Poplar Street***

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:52 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg, City Administrator Matt Muckler, Deputy City Clerk Leslie Brick and Public Works Director Matt Goodale. Commission Members LeeAnn Aspelmeier, Ryan Bowers, Clara Oleson and Gary Slach were present. Liz Seiberling and Sally Peck were absent.

### **Approve Agenda/Consent Agenda/Move to action.**

Approve minutes from the September 27, 2016 Planning and Zoning Commission Meeting.

Approve minutes from the September 29, 2016 Special Planning and Zoning Commission Meeting.

Fuller noted that the minutes for the September 27<sup>th</sup> and 29<sup>th</sup> meeting were not provided in the packet and would need to be approved at the next meeting and asked for a motion to approve the agenda only at this time.

Motion by Bowers, second by Aspelmeier to approve the agenda. Absent: Seiberling and Peck. Motion carried on a voice vote.

### **Public Hearing/Non-Consent Agenda**

#### Discussion of Croell Redi-Mix Site Plan.

City Engineer Dave Schechinger reviewed the concept for Croell Redi Mix's site plan at their new location in the West Branch industrial area. He said storm water for the property is being addressed and had no overall concerns with the company's concept. He said more information would be presented in January at the next Planning & Zoning meeting.

#### Approve West Branch Salt Shed Site Plan./Move to action.

Schechinger presented the site plan and commented on various ways the storm water will be addressed going forward on the property. He further explained that the new structure will be a hoop style building and that in addition, city property would have fencing installed around the perimeter. Schechinger said the site plan also included new trees to help screen the building from surrounding homes.

Motion by Bowers, second by Aspelmeier to approve the West Branch Salt Shed Site Plan. Absent: Seiberling and Peck. Motion carried on a voice vote.

#### Discussion of Residential Individual Lot Site Plan Requirements.

Schechinger pointed out that several samples of residential individual lot site plans requirement forms were provided in the meeting packet for review and discussion. He stated that the samples were derived from other communities that use them. The commission agreed that a 'multi-tiered' format was best and asked for a simplified form that would be easily understood for the consumer. Councilmember MaryBeth commented that she would like to see the first tier not require an engineer to add to the costs. Bowers added that site plans needed to be reviewed more thoroughly to eliminate some of the past issues some residents have encountered. Oleson and Aspelmeier asked staff to assist with developing the items needed in each tier for discussion at the next meeting.

Discussion of Chapter 151 of the Code of Ordinances of the City of West Branch, Iowa: “Trees.”

Oleson opened the discussion and commented that the current code does not address protecting trees or planting of new trees. Fuller commented that this item should be added as a future discussion topic with more research needed and action steps identified.

Discussion on Update to the West Branch Comprehensive Plan

No new information was discussed.

**CITY STAFF REPORTS**

Muckler announced the resignation of Zoning Administrator Paul Stagg and thanked him for his service with the commission. Stagg’s last day is Friday, November 25, 2016.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

Slach suggested an idea for developing a trail system in West Branch and asked for the commission to consider asking developers to install trails within a new development with the City sharing in the cost. He felt a trail system would be an additional asset to the community.

Discussion concerning cancellation of the November 22, 2016 regular Planning and Zoning Commission Meeting and the next regularly-scheduled Planning and Zoning Commission Meeting – January 24, 2017 at 7:00 p.m.

All commission members agreed on cancelling the November 22, 2016 meeting.

Adjourn

Motion to adjourn meeting by Fuller. Motion carried on a voice vote. Planning & Zoning Commission Meeting adjourned at 9:07 p.m.

# *City of West Branch*

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## Proposed 2017 Planning and Zoning Commission Meeting Schedule

Planning and Zoning Meetings take place on the 4<sup>th</sup> Tuesday of every other month (starting in January) at 7:00 p.m. in the Council Chamber located at the City Office, 110 N. Poplar Street, West Branch, IA 52358.

Additional meetings will be called by the Chair as needed. The Chair will attempt to provide as much notice as possible. If possible, additional meetings would take place on a Tuesday evening at 7:00 p.m. in the Council Chamber.

### Date

Tuesday January 24, 2017

Tuesday March 28, 2017

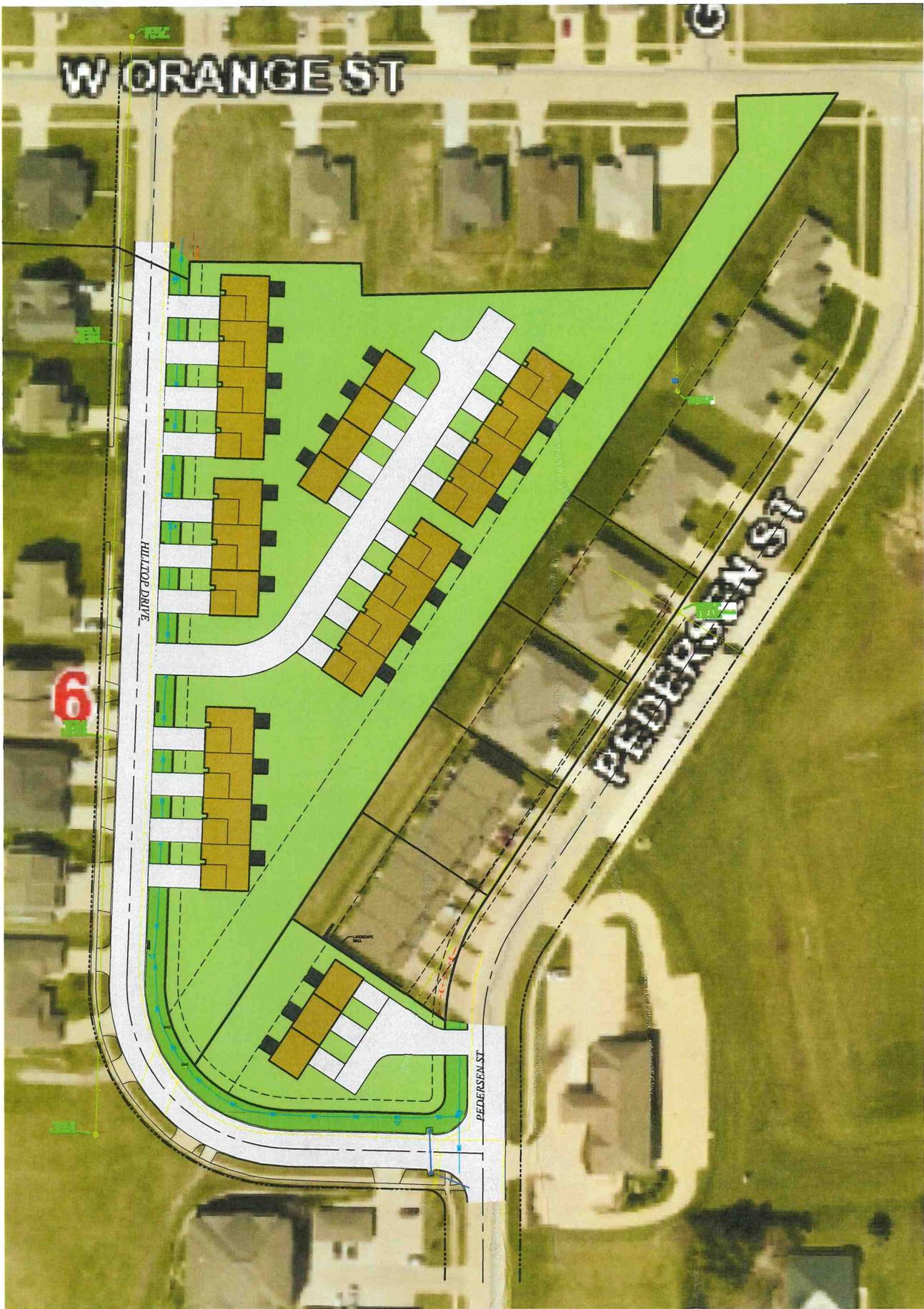
Tuesday May 23, 2017

Tuesday July 25, 2017

Tuesday September 26, 2017

Tuesday November 28, 2017

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