

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

City of West Branch Planning & Zoning Commission Meeting
January 24, 2017
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:03 p.m. welcoming the audience and following City Staff; Zoning Administrator Terry Goerdt, City Administrator Matt Muckler, Deputy City Clerk Leslie Brick and Public Works Director Matt Goodale. Commission Members LeeAnn Aspelmeier, Ryan Bowers, and Emilie Walsh were present. Sally Peck and Gary Slach were absent.

Approve Agenda/Consent Agenda/Move to action.

Approve the agenda for the January 24, 2017 Planning and Zoning Commission Meeting.

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

Approve minutes from the December 6, 2016 Planning and Zoning Commission Meeting.

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

Public Hearing/Non-Consent Agenda

Approve _____ as Chairperson of the Planning & Zoning Commission./Move to action.

Bowers nominated Fuller to continue as chairperson of the Planning and Zoning commission.

Motion by Bowers, second by Aspelmeier to approve Fuller as Chairperson. Absent: Slach and Peck. Motion carried on a voice vote.

Approve _____ as Vice Chairperson of the Planning & Zoning Commission./Move to action.

Aspelmeier nominated Bowers to continue as vice chairperson of the Planning and Zoning commission.

Motion by Aspelmeier, second by Walsh to approve Bowers as the Vice Chairperson. Absent: Slach and Peck. Motion carried on a voice vote.

Chris Kofoed – Meadows Subdivision Phase 3 Update

Brian Boelk, HBK Engineering presented a preliminary plat on behalf of KLM on Meadows Phase 3 describing the revised storm water basin, grading plan, park space and trail plan. Laughlin was in favor of the recent changes. Muckler asked Fuller to recognize City Engineer Dave Schechinger to provide an update on recent discussions regarding intersection improvements at Main Street and Cedar-Johnson Road. Schechinger reported that he had attended a meeting with engineers with Johnson County and stated that Johnson County has now added a total reconstruction of Herbert Hoover Highway from Interstate 80 to West Branch to their CIP. Plans are reconstruct the highway which may include a possible realignment of the intersection at Main and Cedar-Johnson. Fuller asked about a potential for bicycle trails along the highway and the possibility of an addition of a round-about at the intersection to help with speed control for traffic coming into the city.

Update on Croell Redi-Mix Site Plan.

Schechinger reported that Croell was still working on the site plan and was hopeful that it would be ready by the next meeting.

Continued discussion of site plan for development on Hilltop Drive.

Matt Adam, attorney with Simmons, Perrine, Moyer, Bergman, PLC., reviewed the revised site plan for Hilltop Drive. Adam discussed how the developers plan on addressing the private street maintenance, storm water issues, parking conditions, emergency vehicle access and construction of a trail over the pipeline. Goerdt expressed concerns with curb cuts shown on the site plan on Hilltop Drive. Jerry Sexton also

expressed concerns with on-street parking limitations since currently there is no parking on the west side of the street. The question of garbage collection was also raised for the private street. Muckler said staff will check with Johnson County Refuse and work with the developer on this subject.

Discussion of Residential Individual Lot Site Plan Requirements.

Schechinger reviewed changes to the document and the commission requested further clarifications and edits.

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

Bowers provided a recap of reason for discussion on the subject and stated that the main purpose was the issue of the removal of long standing trees. Muckler responded that Public Works will be applying for another Trees Forever grant to replace trees removed on Main Street due to intersection and sidewalk improvements in 2016.

Discussion on Update to the West Branch Comprehensive Plan

Fuller stated that he has gathered a team of graduate students to work on producing an updated comprehensive plan. He noted that the first task of the group will be to update any of the information the commission had requested from their review of the plan. The group expects to have the plan updated and presented to the commission at the March meeting. The students will also update the City's 2009 Historic Preservation Plan. The goal of the group is to have a revised and complete plans by the end of 2017.

CITY STAFF REPORTS

Zoning Administrator Terry Goerdts – Introduction to Commission

Goerdts introduced himself to the commission and described his background and experience with planning and zoning. Fuller welcomed Goerdts to the group.

City Engineer Dave Schechinger – Upcoming City Infrastructure Projects

Schechinger reviewed the upcoming city infrastructure projects for 2017-2018. He stated that two projects that are currently out to bid are the Main Street Water Main Improvements and the Sanitary Sewer Rehab Phase 2. Those projects are planned to start this spring with completion by early summer or sooner. Schechinger also gave a tentative timeline for the College Street bridge replacement with construction starting in the spring of 2018 with a completion date of fall of 2018.

City Administrator Matt Muckler – Intro to Planning and Zoning Workshop presented by Gary Taylor, Iowa State University Extension and Outreach

Muckler informed the commission that dates have been set for a planning and zoning workshop and encouraged interested persons to contact city staff for registration details.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Fuller said he had a request for a special meeting for additional discussions on the Meadows and Hilltop developments. A meeting for Tuesday, February 28, 2017 was scheduled.

Adjourn

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