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PLANNING AND ZONING COMMISSION MEETING
Tuesday, July 27, 2017 • 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.
4. Public Hearing/Non-Consent Agenda
 - a. Approve minutes from the May 23, 2017 Planning and Zoning Commission Meeting.
 - b. Approve minutes from the June 20, 2017 Planning and Zoning Commission Meeting.
 - c. John Fuller - Comprehensive Plan Update.
 - i. Addition of Historic Preservation Plan as an appendix to the Comprehensive Plan.
 - ii. Revised Park and Recreation Chapter for consideration and adoption.
 - iii. Revised Housing Chapter for consideration and adoption.
5. City Staff Reports
6. Comments from Chair and Commission Members
7. The next regularly-scheduled Planning and Zoning Commission Meeting – September 26, 2017 at 7:00 p.m.
8. Adjourn

Planning & Zoning Commission Members: Chair John Fuller, Vice Chair Ryan Bowers, LeeAnn Aspelmeier, Sally Peck, Gary Slach, Emilie Walsh, Tom Dean • **Zoning Administrator:** Terry Goerdts • **Deputy City Clerk:** Leslie Brick
Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Redmond Jones • **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
May 23, 2017
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, Deputy City Clerk Leslie Brick, Zoning Administrator Terry Goerd, Mayor Roger Laughlin, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and City Engineer Dave Schechinger. Commission Members Ryan Bowers, LeeAnn Aspelmeier, Tom Dean were present. Emilie Walsh, Sally Peck and Gary Slach were absent.

Approve Agenda/Consent Agenda/Move to action.

Approve the agenda for the May 23, 2017 Planning and Zoning Commission Meeting.

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

Approve minutes from the March 28, 2017 Planning and Zoning Commission Meeting.

Motion by Bowers, second by Fuller to approve the minutes. Absent: Slach, Peck and Walsh. Motion carried on a voice vote.

Approve minutes from the April 18, 2017 Planning and Zoning Commission Meeting.

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

Public Hearing/Non-Consent Agenda

Approve Pedersen Valley Part Three - Phase One, Lot 21 site plan./Move to action.

Goerd said he had reviewed all plans and that all requirements have been met. Brian Shay, of Coohay Construction presented plans for the exterior of the planned three-plex. Goerd questioned the curb cuts and Shay said he would work with Goerd to ensure that they were the way the City required. The commission said they would approve the site plan with the contingency that proper curb cuts would be installed.

Motion by Fuller, second by Dean to approve the Site Plan with curb cut contingencies. AYES: Fuller, Dean, Aspelmeier, Bowers. NAYS: None. Absent: Slach, Peck and Walsh. Motion carried.

Approve Cubby Park Improvements - Phase 2 Check Plans./Move to action

Nate Kass, Fehr Graham presented the latest plans and answered questions. The revised plan now shows three ball diamonds and updated parking designs. Dean requested that vegetative screening be added for the residents at the end of Scott Drive where parking spaces were proposed. Bowers questioned playground accessibility and Kass responded that the current landscape would provide proper accessibility. Goerd also commented on the number of restrooms available for the occupancy. Park & Recreation Director Russell said portable restrooms could be brought in for tournaments.

Motion by Bowers, second by Dean to approve Cubby Park Improvements. AYES: Bowers, Dean, Aspelmeier, Fuller. NAYS: None. Absent: Slach, Peck and Walsh. Motion carried.

Approve/Discussion on Complete Streets./Move to action

Fuller provided information and asked for commission comments and approval to incorporate information provided to the Comprehensive Plan. Bowers spoke in favor of the information. Mayor Laughlin asked for flexibility on the thirty-four foot width requirement.

Motion by Bowers, second by Aspelmeier to approve the Complete Streets Policy. AYES: Bowers, Aspelmeier, Dean, Fuller. NAYS: None. Absent: Slach, Peck and Walsh. Motion carried.

Approve/Discussion on Urban Tree Policy./Move to action.

Fuller provided information on urban trees to the commission members. Few questions were raised and addressed prior to the vote to approve the policy.

Motion by Aspelmeier, second by Dean to approve the Urban Tree Policy. AYES: Aspelmeier, Dean, Fuller, Bowers. NAYS: None. Absent: Slach, Peck and Walsh. Motion carried.

CITY STAFF REPORTS

Goerdt commented that building permits and inspections were keeping him very busy.

Mayor Laughlin brought up the topic of non-conforming structures within the historic district and asked the commission to review the code to allow buildings to make updates. He also mentioned that he had been approached by someone possibly interested in the Croell redevelopment site. Laughlin would like to have RFP's developed to provide a vision for the site. Laughlin also said that there had been some recent interest in development behind the BP Amoco property.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Fuller reported that the students have been working on the Historic Preservation plan and it will be presented soon to the Preservation commission. Fuller said the comprehensive plan should be completed in the fall.

Adjourn

Motion by Dean, second by Bowers to adjourn the Planning & Zoning Commission Meeting. Meeting adjourned at 7:58 p.m.

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

City of West Branch Planning & Zoning Commission Meeting
June 20, 2017
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, Deputy City Clerk Leslie Brick, Zoning Administrator Terry Goerd, Mayor Roger Laughlin, Public Works Director Matt Goodale. Commission Members Ryan Bowers, LeeAnn Aspelmeier, Emilie Walsh, Sally Peck and Tom Dean were present. Gary Slach was absent.

Approve Agenda/Consent Agenda/Move to action.

Approve the agenda for the June 20, 2017 Planning and Zoning Commission Meeting.

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

Public Hearing/Non-Consent Agenda

Approve Croell Redi-Mix site plan./Move to action.

Lacy Croell presented the site plan and confirmed that all requirements would be met to the City's satisfaction.

Motion by Walsh, second by Bowers to approve the Site Plan. Absent: Slach. Motion carried on a voice vote.

CITY STAFF REPORTS

Mayor Laughlin suggested a meeting with the City Administrator and Zoning Administrator to discuss an ordinance change to allow the Heritage Museum to be able to expand. Laughlin would like to have RFP's developed to provide a vision for the Croell re-development site.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Bowers suggested a review of the future land use map to determine appropriate uses and ensure that it meets the needs of the City.

Adjourn

Motion by Bowers, second by Dean to adjourn the Planning & Zoning Commission Meeting. Meeting adjourned at 7:45 p.m.