

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

**City of West Branch Planning & Zoning Commission Meeting**  
**February 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, including Lisa Schettler, and the following City Staff: City Administrator Matt Muckler.

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

Approve minutes from the January 29, 2013 Planning & Zoning Commission Meeting./Move to action. Motion by Laughlin and second by Fuller to approve the minutes from the January 29, 2013 Planning and Zoning Commission Meeting.

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

Nicole Turpin, Regional Planning Coordinator, East Central Intergovernmental Association, January 2013 Comp Plan Draft Presentation and Discussion – Turpin was unable to attend due to inclement weather. Fuller provided several pages of corrections to be made to the document. Members requested that a Table of Contents and a cover page be added. On page 59, Slach asked that the Library “Features” section be corrected. Muckler mentioned that “Wapsi Creek Park” should replace “No Name Park.” Members asked that language recommending a 5% usable park space requirement be added, as well as stating a new community/recreation center as a goal. Members also requested that language be added about wastewater inflow and infiltration studies.

Old Business – Muckler mentioned that a vacancy may be coming at an upcoming meeting, with Lauren O'Neil planning on moving out of town. He stated that community member Lisa Schettler has completed a board application. Muckler stated that a site plan was forthcoming at an upcoming Planning and Zoning meeting concerning the retaining wall at Hilltop Condos. A rezoning request will be presented to the commission for 323 East Main. Muckler invited commission members to a planning & zoning training that staff will attend in Dubuque on April 8<sup>th</sup>. Slach asked about the placement of the stop sign for westbound traffic on West Orange Street at Ridge View Drive and suggested that proper placement of the stop sign might be for northbound traffic on Ridge View Drive instead of the current sign. Slach also asked about the placement of the mailboxes at the northwest corner of Ridge View Drive and West Orange Street and suggested that there might be future problems depending on the placement of stop signs and flow of traffic.

New Business – Laughlin asked about Casey's and Altorfer. Muckler reported that Altorfer contact the City about increasing the size of their building versus what they had originally planned. Muckler stated that he had not heard from Casey's.

Motion by Fuller and second by Hansen to adjourn. Motion carried on a voice vote. Meeting adjourned at 7:37 p.m.