

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

City of West Branch Planning & Zoning Commission Meeting
October 15, 2013
West Branch City Council Chambers, 110 North Poplar Street

Chairman Roger Laughlin opened the meeting of the West Branch Planning and Zoning Commission at 6:35 p.m. by welcoming Mayor Mark Worrell, the audience and following City Staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Public Works Employee Paul Stagg, and City Engineer Dave Schechinger. Commission members Roger Laughlin (Chair), John Fuller, Trent Hansen, Molly Menard, Al Rozinek, and Gary Slach were present. Commission member Lisa Schettler was absent.

Motion by Laughlin to approve minutes from the September 24, 2013 meeting, second by Rozinek. AYES: Laughlin, Rozinek, Fuller, Hansen, Menard, Slach. NAYS: None. Absent: Schettler. Motion carried.

Cookson Final Plat- City Engineer Dave Schechinger indicated that the final plat conforms to the preliminary plat, and that either public improvements or bonding would need to be completed prior to approval by the City Council. Commission Member Hansen asked if sump pumps would drain along specific lots in the subdivision. Developer Larry Lynch commented that drainage would occur to the south edge of the property.

Motion by Laughlin to approve the Cookson Subdivision Final Plat, second by Fuller. Commission Member Rozinek remarked that he would still like to see Cookson Street go through. AYES: Laughlin, Fuller, Hansen, Menard, Rozinek, Slach. NAYS: None. Absent: Schettler. Motion carried.

Tidewater Heights Preliminary Plat-Dave Larsen spoke on behalf of Sacaba, L.L.C. who indicated that the developer wants the plat divided into two lots of 1.5 and 4.14 acres, respectively. Chair Laughlin asked what improvements were being made to the development. City Engineer Schechinger mentioned that the improvements will widen Tidewater Drive ten feet on either side, along with the future potential to extend Rummells Avenue to the north. Mayor Worrell and Commission Member Fuller both thought that a shared cost by all involved in the development of the area is the best option. City Engineer Schechinger recommended defining a future right of way for Rummells Ave. before proceeding.

Motion by Fuller to approve with consideration to the future extension of Rummells Avenue and Tidewater Drive, second by Laughlin. AYES: Fuller, Laughlin, Hansen, Menard, Rozinek, Slach. NAYS: None. ABSENT: Schettler. Motion carried.

Tidewater Heights Final Plat-City Engineer Schechinger added that it would be important to widen Tidewater ten feet on both sides and have it dedicated to the City. Commission Member Hansen asked if there was concern about setbacks.

Motion by Laughlin to approve the Tidewater Heights Final Plat, second by Fuller. AYES: Laughlin, Fuller, Menard, Slach, Rozinek. NAYS: Hansen. ABSENT: Schettler. Motion carried.

Urban Renewal Plan-City Administrator Muckler indicated that the annual review of the Amended and Restated Urban Renewal Plan highlights current and potential future Tax Incremental Funding projects. He further mentioned that Scott Drive and Acciona would be removed with this revision. In addition, the City held a consultation with taxing entities on September 30th and received feedback from the West Branch Community School District. Commission Member Fuller asked if estimates of specific projects could be included, as well as

timing. Chair Laughlin indicated that he would like to see the Council set expiration dates on TIF districts, as the School District indicated. He also asked if there was a need to create future TIF districts at this time.

Motion by Fuller to approve with rough cost estimates for each project and implementation of a timing schedule for each project, second by Menard.

AYES: Fuller, Menard, Hansen, Laughlin, Rozinek, Slach. NAYS: None. ABSENT: Schettler. Motion carried.

Casey's Site Plan-City Engineer Schechinger indicated that developers are working on creating a turn lane and have submitted a draft plan review. He also added that the developers need to obtain approval from the Iowa Department of Transportation prior to submission of the Site Plan. Schechinger indicated that he spoke with Pelds Engineering and will discuss Tidewater Drive with them. Furthermore, Schechinger added that he spoke with members of the Patel family at the Presidential Inn regarding the road restructure and access changes.

Clean Energy Site Plan-Jerry Felt spoke to the Commission indicating that the current planned location would be an unmanned facility. He also added that Clean Energy provides a product that is cleaner than diesel and is stored above ground. Commission Member Hansen asked what the tank capacity would be. City Administrator Muckler responded that the tanks hold 18,000 gallons each. Commission Member Fuller asked about the number of trucking firms involved. Felt added that phase one and two would include grading and drainage as well as landscaping and a full project layout. He also added that a masonry screen wall would be constructed between the Clean Energy Site and the Presidential Inn. Finally, Felt indicated that the property is secured by high fencing with drivers having electronic card access.

City Administrator Muckler added that specific emergency procedure training and information would need to be provided for the West Branch Fire Department including a site specific disaster recovery plan.

Felt added that specific emergency procedure training is available at Texas A & M University semiannually. Chair Laughlin asked about the estimated value of the property, and how it would be assessed at the county level.

Commission Member Fuller asked which federal agency would regulate and how a connection would be made with the pipeline. City Engineer Schechinger mentioned that he is working with Pelds Engineering and will be contacting Mick Bennett at Alliant Energy regarding the property.

Draft of Updated Zoning Map-Dave Schechinger mentioned that his firm is currently working on updating the City Zoning Map. City Administrator Muckler asked if the City cemetery and recent property purchase could both be reevaluated. He also added that a more definitive National Park zoning area be established.

Commission Member Fuller asked for specific public land designation be created with allowable area based on National Park Service standards. Chair Laughlin asked that Commission Members bring one or two recommendations to the next Commission meeting.

Retaining Wall-City Council and Zoning Board of Adjustment-City Administrator Muckler noted that as a result of the Zoning Board of Adjustment meeting on September 30th, Chair Jim Huber had resigned from the Board. Muckler also added that a writ of certiorari in the form of a resolution would be presented to the City Council on October 21st based on the Zoning Board of Adjustment's decision process.

Commission Member Rozinek turned in his resignation from the Planning & Zoning Commission. Rozinek indicated that he has served on the Commission since Maxine Maher was Mayor of West Branch.

Motion by Rozinek, to adjourn, second by Menard. Motion carried on a voice vote. Meeting adjourned at 8:46 p.m.