



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

PLANNING AND ZONING COMMISSION MEETING
Tuesday, September 26, 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.
 - a. Approve minutes from the July 25, 2017 Planning and Zoning Commission Meeting.
 - b. Approve minutes from the August 22, 2017 Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
 - a. Review The Meadows Phase 2 final plat
 - b. Discussion on potential changes to sections 165.11, 165.27, 165.28, 165.29 and 165.35 of the City Code
 - c. Cedar County planning announcement
 - d. Update for planning progress on Comp Plan chapters 7, 10 & 11
 - e. Request for a Special Planning & Zoning Meeting
5. City Staff Reports
6. Comments from Chair and Commission Members
7. The next regularly-scheduled Planning and Zoning Commission Meeting – November 28, 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
July 25, 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, City Administrator Redmond Jones, Zoning Administrator Terry Goerd, and Mayor Roger Laughlin. Commission Members Ryan Bowers, Emilie Walsh and Gary Slach were present. LeeAnn Aspelmeier, Tom Dean and Sally Peck was absent.

Approve Agenda/Consent Agenda/Move to action.

Approve the agenda for the July 25, 2017 Planning and Zoning Commission Meeting.

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

Approve the minutes from the May 23, 2017 Planning & Zoning Commission Meeting.

Motion by Walsh, second by Bowers to approve the May 23, 2017 minutes. Absent: Aspelmeier, Dean and Peck. Motion carried on a voice vote.

Approve the minutes from the June 20, 2017 Planning & Zoning Commission Meeting.

Motion by Bowers, second by Walsh to approve the June 20, 2017 minutes. Absent: Aspelmeier, Dean and Peck. Motion carried on a voice vote.

Public Hearing/Non-Consent Agenda

John Fuller – Comprehensive Plan Update / Historic Preservation Plan / Park & Recreation Chapter / Revised Housing Chapter

Adam Kofoed explained the Certified Local Government status process and reason behind gaining the designation. Fuller also commented that this would help with funding projects such as the Town Hall renovation project. Fuller explained that he will be working with the Parks & Recreation Commission on developing a section for the department as well as working on revising the housing chapter.

CITY STAFF REPORTS

No comments

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

No comments

Adjourn

Motion by Bowers, second by Walsh to adjourn the Planning & Zoning Commission Meeting. Meeting adjourned at 8:20 p.m.

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

City of West Branch Planning & Zoning Commission Meeting
August 22, 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, City Administrator Redmond Jones, Zoning Administrator Terry Goerd, Deputy City Clerk Leslie Brick, Mayor Roger Laughlin and Public Works Director Matt Goodale. Commission Members Ryan Bowers, Emilie Walsh, Sally Peck and Tom Dean were present. LeeAnn Aspelmeier and Gary Slach was absent.

Approve Agenda/Consent Agenda/Move to action.

Approve the agenda for the August 22, 2017 Planning and Zoning Commission Meeting.

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

Public Hearing/Non-Consent Agenda

Approve the Lynch Heights Final Plat./Move to action.

City Engineer Dave Schechinger said that minor adjustments were needed in the punch list, however the developer was addressing all areas and working through the issues. Schechinger said he had no concerns. Goodale made note that the city would take responsibility for maintaining the rain garden on outlot A.

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

Comprehensive Plan Update- John Fuller

Fuller provided a status on the comp plan revisions and provided information on the revised housing chapter. Fuller also suggested that the commission consider a new zoning category for the new redevelopment on the East Main Street.

CITY STAFF REPORTS

Goerd said he would like to suggest some Code amendments at the next meeting regarding zero lots versus duplexes with regard to frontage lines. He also mentioned changes to the downtown district with regard to eliminating rear yard requirements and would like to have further discussions with the commission at the next meeting.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

No comments

Adjourn

Motion by Walsh, second by Bowers to adjourn the Planning & Zoning Commission Meeting. Meeting adjourned at 7:50 p.m.

FINAL PLAT

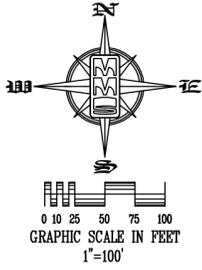
THE MEADOWS SUBDIVISION - PART TWO

WEST BRANCH, CEDAR COUNTY, IOWA

LOCATION: A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, AND A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER ALL OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA.	SUBDIVIDER: MEADOWS DEVELOPMENT, INC. 25 EASTVIEW PLACE NE IOWA CITY, IOWA 52240
LAND SURVEYOR: JAMES E. LICHTY P.L.S. MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	SUBDIVIDER'S ATTORNEY: MICHAEL W. KENNEDY 920 S. DUBUQUE STREET IOWA CITY, IOWA 52240
DATE OF SURVEY: 01-16-2016	PROPRIETOR OR OWNER: KLM INVESTMENTS, L.C.C. PO BOX 698 WEST BRANCH, IOWA, 52358
	DOCUMENT RETURN INFORMATION: LAND SURVEYOR

LEGEND AND NOTES	
	- CONGRESSIONAL CORNER, FOUND
	- CONGRESSIONAL CORNER, REESTABLISHED
	- CONGRESSIONAL CORNER, RECORDED LOCATION
	- PROPERTY CORNER(S), FOUND (as noted)
	- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
	- CUT "X"
	- PROPERTY &/or BOUNDARY LINES
	- CONGRESSIONAL SECTION LINES
	- RIGHT-OF-WAY LINES
	- CENTER LINES
	- LOT LINES, INTERNAL
	- LOT LINES, PLATTED OR BY DEED
	- EASEMENT LINES, WIDTH & PURPOSE NOTED
	- EXISTING EASEMENT LINES, PURPOSE NOTED
	- RECORDED DIMENSIONS
	- MEASURED DIMENSIONS
	- CURVE SEGMENT NUMBER
(R)	- RADIUS
(M)	- MILEAGE
C22-1	- CURVE SEGMENT NUMBER

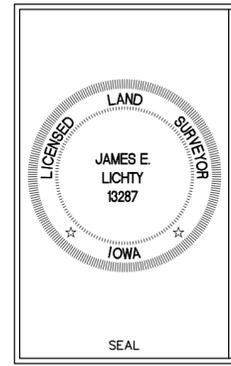
UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDRETHS



DESCRIPTION - THE MEADOWS SUBDIVISION - PART TWO

A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, AND A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER ALL OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Beginning at the Northeast Corner of The Meadows Subdivision - Part One, in accordance with the Plat thereof Recorded in Book 1110 at Pages 307-321 of the Records of the Cedar County Recorder's Office; Thence S79°28'59"W, along the North Line of said The Meadows Subdivision - Part One, a distance of 369.96 feet; Thence S14°37'27"E, along said North Line, 41.90 feet; Thence S67°25'19"W, along said North Line, 200.62 feet; Thence S22°34'41"E, along said North Line, 20.16 feet; Thence S67°25'19"W, along said North Line, 174.26 feet; Thence N32°15'55"W, 472.62 feet; Thence N61°03'30"E, 271.17 feet; Thence S28°56'30"E, 23.66 feet; Thence N61°03'30"E, 68.43 feet; Thence S88°48'26"E, 80.24 feet; Thence S15°39'23"E, 32.45 feet; Thence N77°42'45"E, 246.77 feet; Thence N86°46'30"E, 234.27 feet; Thence S86°03'04"E, 75.92 feet, to the Northwest Corner of Pedersen Valley Part 4, in accordance with the Plat thereof Recorded in Book 768 at Pages 1-19 of the Records of the Cedar County Recorder's Office; Thence S00°51'21"W, along the West Line of said Pedersen Valley Part 4, a distance of 300.23 feet, to the Point of Beginning. Said Tract of Land contains 7.75 Acres, and is subject to easements and restrictions of record.



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

_____ 20____
 JAMES E. LICHTY
 L.S. Iowa Lic. No. 13287
 My license renewal date is December 31, 20____.

Pages or sheets covered by this seal: _____

Signed before me this _____ day of _____, 20____.

Notary Public, in and for the State of Iowa.

AREA TABLE	
1/4 - 1/4	AREA
NW-SW	4.56 ACRES
NE-SW	3.09 ACRES
SW-SW	0.10 ACRES
TOTAL	7.75 ACRES

CURVE SEGMENT TABLE						
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	BEARING
C1	3°25'43"	920.00'	55.05'	27.53'	55.04'	S86°58'11"W
C2	5°25'14"	920.00'	87.04'	43.55'	87.01'	S82°32'43"W
C3	5°25'23"	920.00'	87.08'	43.57'	87.05'	S77°07'24"W
C4	5°29'03"	920.00'	88.06'	44.06'	88.03'	S71°40'11"W
C5	7°52'09"	920.00'	126.36'	63.28'	126.26'	S64°59'35"W
C6	90°00'00"	25.00'	39.27'	25.00'	35.36'	S16°03'30"W
C7	3°32'04"	1030.00'	63.54'	31.78'	63.53'	S27°10'28"E
C8	2°49'45"	1030.00'	50.86'	25.44'	50.86'	S23°59'34"E
C9	2°30'43"	970.00'	42.52'	21.27'	42.52'	S23°50'02"E
C10	3°51'06"	970.00'	65.21'	32.62'	65.20'	S27°00'57"E
C11	90°00'00"	25.00'	39.27'	25.00'	35.36'	N73°56'30"W
C12	4°43'05"	980.00'	80.70'	40.37'	80.68'	N63°25'02"E
C13	4°49'07"	980.00'	82.42'	41.23'	82.40'	N68°11'08"E
C14	4°40'38"	980.00'	80.00'	40.02'	79.98'	N72°56'01"E
C15	4°40'39"	980.00'	80.00'	40.02'	79.98'	N77°36'40"E
C16	4°40'38"	980.00'	80.00'	40.02'	79.98'	N82°17'18"E
C17	4°03'25"	980.00'	69.39'	34.71'	69.38'	N86°39'20"E
C18	6°21'49"	1000.00'	111.07'	55.59'	111.01'	N25°45'36"W
C19	27°37'32"	950.00'	458.05'	233.57'	453.63'	N74°52'16"E

Date	Revision
02-09-2017	PER JEL REVIEW - RLW
09-14-2017	PER GDM REVIEW - JDM

FINAL PLAT

THE MEADOWS SUBDIVISION - PART TWO

A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, AND A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER ALL OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA.

MMS CONSULTANTS, INC.

Date:	02-08-2017
Designed by:	PVA
Field Book No.:	1149 / 1150
Drawn by:	RLW
Scale:	1"=100'
Checked by:	JEL / GDM
Sheet No.:	1
Project No.:	IOWA CITY 8815-003
of:	1

PLAT APPROVED BY:

KLM INVESTMENTS, INC.	Date:
MAYOR OF WEST BRANCH	Date:
CITY CLERK OF WEST BRANCH	Date:
CHAIR OF PLANNING AND ZONING	Date:
UTILITY EASEMENTS, AS SHOWN HEREON, MAY OR MAY NOT, INCLUDE SANITARY SEWER LINES, AND/OR STORM SEWER LINES, AND/OR WATER LINES; SEE CONSTRUCTION PLANS FOR DETAILS.	
UTILITY EASEMENTS, AS SHOWN HEREON, ARE ADEQUATE FOR THE INSTALLATION AND MAINTENANCE OF THE FACILITIES REQUIRED BY THE FOLLOWING AGENCIES:	
LINN COUNTY REC	Date:
ALLIANT ENERGY CORPORATION	Date:
LIBERTY COMMUNICATIONS	Date:
MEDIACOM	Date:

165.11 PERMITTED OBSTRUCTION IN REQUIRED YARDS.

2. In front yards

E. In all residential districts there shall be a minimum front yard required as stated in the area regulations for that particular district; provided, however, that where lots comprising thirty (30) percent or more of the frontage within two hundred (200) feet of either side lot line are developed with buildings at a greater or lesser setback, the front yard requirement shall be the average of these building setbacks and the minimum front yard required for the undeveloped lots. In computing the average setback, buildings located on reverse corner lots or entirely on the rear half of lots shall not be counted. The required front yard as computed herein need not exceed fifty (50) feet in any case.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.27 R-1 DISTRICT REQUIREMENTS.

3. Area Regulations. The following regulations as to the area shall apply to the Residence R-1 District.

A. Lot Area and Width. A lot area of not less than seven thousand, seven hundred (7,700) square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than seventy (70) feet. **Zero lot lines shall have a building line frontage of thirty five (35) feet.**

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.28 R-2 DISTRICT REQUIREMENTS.

3. Area Regulations. The following regulations as to the area shall apply to the Residence R-2 District.

A. Lot Area and Width.

(1) Single-family Structures. A lot area of not less than 6,000 square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than sixty (60) feet. Any building hereafter so erected shall not be allowed to be converted to a multiple-family dwelling without meeting square footage requirements for multiple-family dwelling in that district.

(2) Two-family Dwellings. Two-family dwellings shall have frontage of not less than seventy (70) feet and lot area not less than eight thousand, four hundred (8,400) square feet. **Zero lot lines shall have a building line frontage of thirty five (35) feet.**

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.29 R-3 DISTRICT REQUIREMENTS.

3. Area Regulations. The following regulations as to the area shall apply to the Residence R-3 District (except mobile home parks).

B. Every two-family detached dwelling hereafter erected shall be located on a lot having an area of not less than eight thousand four hundred (8,400) square feet and a minimum width at the established building line of seventy (70) feet. **Zero lot lines shall have a building line frontage of thirty five (35) feet.**

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.35 CB-1 DISTRICT REQUIREMENTS.

2. Area Regulations

A. All building and incidental used on lots adjacent to a residential district shall be located to provide a ten (10) foot side yard on the side abutting the residential district. When adjacent to other than residential districts, no side yard is required; however, where side yards are provided for such a building, each such side yard shall be not less than six (6) feet in width.

B. Front Yard. No front yard shall be required in the Central Business CB-1 District.

C. Rear Yard. **No building shall be within twenty (20) feet of the rear lot line. No rear yard shall be required in the Central Business CB-1 District.**

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited