

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

**City of West Branch Planning & Zoning Commission Meeting**  
**September 26, 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, Zoning Administrator Terry Goerd, Deputy City Clerk Leslie Brick, Mayor Roger Laughlin, City Engineer Dave Schechinger and Public Works Director Matt Goodale. Commission Members Ryan Bowers, Emilie Walsh, LeeAnn Aspelmeier, Gary Slach, Sally Peck and Tom Dean were present.

**Approve Agenda/Consent Agenda/Move to action.**

Approve the September 26, 2017 agenda.

Motion by Bowers, second by Walsh to approve the agenda. Motion carried on a voice vote.

Approve the minutes from the July 25, 2017 and the August 22, 2017 Planning and Zoning Commission Meeting.

Motion by Walsh, second by Slach to approve the agenda. Motion carried on a voice vote.

**Public Hearing/Non-Consent Agenda**

Review the Meadows Phase 2 Final Plat.

Chris Kofoed with KLM Investments, provided a status update on the project and said bio retention cells would be installed on lots 20 through 23 per the agreement with the City. Kofoed made note that four lots have been pre-sold. Bowers confirmed that the City was to maintain those cells and Kofoed agreed. Walsh asked for clarification on the number of lots zoned R-2. Kofoed responded that lots 30 through 34 are zoned R-2, with the remaining sixteen lots zoned R-1.

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 also had requested the engineer to correct the cul-de-sac street name on the final plat. Schechinger had no concerns with approving the final plat with the requested correction.

Fuller asked for a motion to approve the final plat contingent upon the developer meeting the engineer's requests.

Motion by Dean, second by Bowers to approve the Meadows Phase 2 final plat. AYES: Dean, Bowers, Peck, Aspelmeier, Slach, Walsh, Fuller. NAYS: None. Motion carried.

Discussion on potential changes to sections 165.11, 165.27, 165.28, 165.29 and 165.35 of the City Code

Goerd reviewed some issues he's encountered with the current language in the Code when reviewing building permits. Goerd suggested changes to add additional verbiage to certain sections of the Code to address zero lot lines, side yard requirements and changes to rear yard requirements in the CB-1 District. Goerd said other communities that he works in has this type of language in their Codes and felt that West Branch should consider making the changes. The commission agreed with the changes and asked for a few modifications. The changes will be presented at a Public Hearing on October 24, 2017 at a Special Planning & Zoning Commission meeting.

Cedar County planning announcement

Fuller invited the commission to attend a Cedar County planning meeting supporting the production of a comprehensive plan. Another topic of the meeting is Great Places Vision planning. Several meetings will be held around the county with the first on Tuesday, October 3, 2017 at the Community State Bank in West Branch.

Update for planning progress on Comp Plan chapters 7, 10 & 11

Fuller gave an update on continued progress with the comprehensive plan.

Request for a Special Planning & Zoning Meeting

Fuller requested a special meeting to focus on remaining comprehensive plan updates. The commission decided on October 24, 2017 for a special meeting.

**CITY STAFF REPORTS**

No comments from staff.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

Peck expressed her concern over the number of pools being installed in West Branch and if the City would have any liability. Peck said she was not able to locate any reference to fencing in the Code. Fuller said that Iowa City has an ordinance and could bring a copy for the commission's review.

Slach suggested that the City consider requesting future developers create outlots for mailbox clusters. Slach noted that this has been an issue for the postmaster with the recent construction. Creating outlots could provide off street access to mailboxes and free up already limited parking on some residential streets. Schechinger agreed that this could be a future requirement on plats so that the developer would be made aware.

Adjourn

Fuller adjourned the Planning & Zoning Commission Meeting at 8:16 p.m.