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SPECIAL PLANNING AND ZONING COMMISSION MEETING
Tuesday, October 24, 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 September 26, 2017 Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
 - a. Public Hearing on Proposed Amendment to Sections 165.11(2), 165.27(3), 165.28(3), 165.29(3), and 165.35(2).
 - b. Approve recommendation to the City Council for the passage of Ordinance 747, amending Chapter 165 ‘Zoning Regulations.’/ Move to action.
 - c. Discussion – Cedar County Comp Plan and Iowa Great Places
 - d. Discussion – Planned Urban Development
 - e. Discussion/work session – West Branch Comprehensive Plan
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
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.

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT TO SECTIONS 165.11(2), 165.27(3), 165.28(3), 165.29(3) and 165.35(2) OF THE WEST BRANCH ZONING ORDINANCE.

YOU ARE HEREBY NOTIFIED that a public hearing will be held to consider the above referenced matter by the Planning and Zoning Commission of the City of West Branch, Cedar County, in the Council Chambers at the City Hall at 110 N. Poplar Street, at 7:00 o'clock P.M., on Tuesday, October 24th, 2017. The proposed amendments will add clarity and consistency to the language in the aforementioned sections of Chapter 165 "Zoning Regulations".

All interested persons are invited to attend the meeting and be heard on the aforementioned proposed amendment to the West Branch Code of Ordinances. Further information on this matter may be obtained by contacting the West Branch City Clerk.

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT TO SECTIONS 165.11(2), 165.27(3), 165.28(3), 165.29(3) and 165.35(2) OF THE WEST BRANCH ZONING ORDINANCE.

YOU ARE HEREBY NOTIFIED that a public hearing will be held to consider the above referenced matter by the City Council of the City of West Branch, Cedar County, in the Council Chambers at the City Hall at 110 N. Poplar Street, at 7:00 o'clock P.M., on Monday, November 6th, 2017. The proposed amendments will add clarity and consistency to the language in the aforementioned sections of Chapter 165 "Zoning Regulations".

All interested persons are invited to attend the meeting and be heard on the aforementioned proposed amendment to the West Branch Code of Ordinances. Further information on this matter may be obtained by contacting the West Branch City Clerk.

165.11 PERMITTED OBSTRUCTION IN REQUIRED YARDS.

2. In front yards

E. In all residential districts there shall be a minimum front yard required 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.

A. (1) Zero lot lines shall have a lot area of 3850 square feet per dwelling unit. Zero lot line dwellings shall have a building line frontage of thirty-five (35) feet.

C. Side Yard. There shall be two (2) side yards on each lot, neither of which shall be less than eight (8) feet in depth.

C. (1) Zero lot lines shall have two side yards, one which is zero (0) feet and the other shall be a minimum of eight (8) feet.

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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.

(3) Zero lot line Dwellings. Zero lot line dwellings shall have a frontage of not less than thirty five (35) feet and a lot area of forty two hundred (4200) square feet.

C. Side Yard. There shall be two (2) side yards on each lot, neither of which shall be less than eight (8) feet in depth.

C. (1) Zero lot lines shall have two side yards, one which is zero (0) feet and the other shall be a minimum of eight (8) feet.

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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.

B. (1) Zero lot line dwellings shall have a lot area of forty two hundred (4200) square feet with a minimum width at the established building line of thirty five (35) feet.

G. Side Yard. There shall be two (2) side yards on each lot, neither of which shall be less than eight (8) feet in depth.

G. (1) Zero lot lines shall have two side yards, one which is zero (0) feet and the other shall be a minimum of eight (8) feet.

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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 not be 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.~~ ~~When abutting a residential district a twenty (20) rear yard is required.~~

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