

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

**City of West Branch Planning & Zoning Commission Meeting**  
**October 24, 2017**  
**West Branch City Council Chambers, 110 North Poplar Street**

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:03 p.m. welcoming the audience and following City Staff, Zoning Administrator Terry Goerdt, Deputy City Clerk Leslie Brick, and Mayor Roger Laughlin. Commission Members Ryan Bowers, Emilie Walsh and LeeAnn Aspelmeier were present. Absent: Slach, Peck and Dean.

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

Approve the October 24, 2017 agenda.

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

Approve the minutes from the September 26, 2017 Planning and Zoning Commission Meeting.

Motion by Walsh, second by Aspelmeier to approve the minutes. Motion carried on a voice vote.

**Public Hearing/Non-Consent Agenda**

Public Hearing on Proposed Amendment to Sections 165.11(2), 165.27(3), 165.28(3), 165.29(3), and 165.35(2).

Fuller opened the public hearing at 7:04 p.m. There were no public comments. Fuller closed the public hearing at 7:05 p.m.

Approve recommendation to the City Council for the passage of Ordinance 747, amending Chapter 165 'Zoning Regulations'. Move to action.

Goerdt reviewed the recommended changes adding language to include zero lot line requirements in the R-1, R-2 and R-3 zones. Currently, no language exists in the Code that covers this type of structure. This change will correct the issue and prevent illegal lots going forward now that West Branch is experiencing growth. Goerdt explained the change to the CB-1 District will remove the rear yard requirements in that particular district except for when abutting to a residential district. Goerdt stated that other communities 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 proposed changes.

Motion by Bowers, second by Aspelmeier to forward Ordinance 747 as written to the City Council for consideration. Motion carried on a voice vote.

Discussion - Cedar County Comp Plan and Iowa Great Places

Fuller provided information from the October 3, 2017 Cedar County public meeting and shared some of the survey results from the meeting. The community meetings are the first step in identifying areas where improvements can be made as the new Cedar Count Comp Plan is developed. Fuller also explained in more detail the Iowa Great Places grant matching program designed to provide funding for quality of life preservation and what makes a place unique. He also noted that West Branch was previously identified for having four 'unique' places in the county.

Discussion – Planned Urban Development

The commission briefly discussed the planned urban development zoning and that it does offer more flexibility to developers. Mayor Laughlin was in attendance and requested a joint meeting with the commission and City Council to provide education on the concept and help guide setting of parameters for the Croell Redi Mix site. The commission requested a meeting be set up as soon as possible to discuss this new zoning category option.

Discussion/work session – West Branch Comprehensive Plan

Fuller opened the discussion and provided updates to chapters 6 (Housing), chapter 8 (Public Infrastructure) and chapter 7 (Economic Development). Fuller said chapter 6 is considered complete unless any member had additional revisions. Chapters 7 and 8 are preliminary drafts and comments are needed from city staff and the commission members.

**CITY STAFF REPORTS**

Deputy City Clerk Brick will schedule a joint City Council / Planning & Zoning Commission meeting to discuss the planned urban development (PUD) concept with regard to the redevelopment of the Croell Redi Mix site.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

No additional comments.

Adjourn

Motion by Walsh, second by Bowers to adjourn the Planning & Zoning Commission Meeting. Meeting adjourned at 8:18 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk