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**PLANNING AND ZONING COMMISSION MEETING**  
**Tuesday, November 28, 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 October 24, 2017 Special Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
  - a. Discussion – Planned Unit Development and other approaches
  - b. Discussion - Comprehensive Plan Developments
    - i. Chapter 8 – Matt Goodale
5. City Staff Reports
6. Comments from Chair and Commission Members
7. The next regularly-scheduled Planning and Zoning Commission Meeting – January 23, 2018 at 7:00 p.m.
8. Adjourn

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**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**  
**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

## **Comments and Corrections for Chapter 8: Public Infrastructure and Utilities**

### **Water System**

The City has 3 Silurian wells and 1 Jordan well

Well 2- 40GPM-Silurian

Well 4- 340GPM-Silurian

Well 5- 423GPM-Silurian

Well 6- 724GPM-Jordan

Although the total GPM of the wells is 1,487 the water plant can only produce 1,000 GPM at any given time. The City currently has two aeration/detention basins with a capacity of 40,000 gallons each. There are 3 high service pumps that help to maintain the pressure in the system. The water pressure is actually provided by two elevated towers with a total capacity of 550,000 gallons.

Tower 1 constructed in 1970 holds 250,000 gallons is located near the water plant on West Orange Street

Tower 2 constructed in 2007 holds 300,000 gallons is located on Fawcett Drive

The water treatment facility uses pressurized iron filters with aeration and has 8 filters total.

### **Sanitary Sewer System**

The City of West Branch's sanitary sewer system is made up of a collection system, two lift stations located on the south east side of town and an aerated 3 cell lagoon. The system treats approximately 6 million gallons of water per month in the lagoons. Due to I&I that number is greatly inflated in wetter times of the year.

The City received a new NPDES permit in 2017 with lower effluent limitations, a more rigorous testing schedule and a time limit to reach these goals in order to maintain compliance. A wastewater task force consisting of the city administrator, public works employees and council members was formed and are currently working towards this goal.

### **Other Services**

Mowing and weeding of City owned properties including parks, cemetery, trails and municipal buildings

Snow removal

City building maintenance

Water testing

Sewer testing

Yearly unidirectional hydrant flushing  
City tree maintenance  
Christmas tree collection  
Curbside residential yard waste collection  
Curbside residential leaf collection

## **Updates**

### **Drinking Water**

320 foot of 4 inch water main on Cedar Street was replaced in 2013 with a 6 inch water main  
300 foot of 4 inch water main on North Poplar Street was replaced in 2013 with a 6 inch water main  
350 foot of 4 inch water main on North Oliphant in front of the School was replaced in 2014 with 6 inch water main  
250 foot of water main was installed in 2015 on Water Street to connect the 12 inch main with a dead end 6 inch main on Water Street  
300 foot of 4inch main on North 1<sup>st</sup> Street was replaced in 2017 with 6 inch water main as part of the 1<sup>st</sup> Street Reconstruction Project  
1,000 foot of 100+ year old 4 inch water main on East Main Street with 8 inch water main as part of the East Main Street Water Main Project

### **Storm Water**

Delete what was in this section entirely. That is wastewater related.

The City has devoted time and funds to investigating projects that as part of a larger overall plan will help to alleviate storm water quality issues, flooding concerns and greener practices.

### **Infiltration/Inflow Study**

The City has completed Phases 1 and 2 of the I&I study as well as televised phase 3. Repairs to phase 3 have begun. Since 2012 the City has lined or repaired numerous manholes, replaced 15 manholes, completed approximately 1,700 foot of sewer main replacements throughout town and lined approximately 15,000 foot of sewer main.

### **Wastewater Facility Task Group**

The Wastewater Facility Task Group was recently created to discuss and evaluate alternatives for wastewater treatment. The City received a new NPDES permit in 2017 that requires meeting lowered limitations within 52 months. This group will evaluate the possible plant options, assist in design and construction.

### **Lift Station**

The lift station was completed in 2014. This project added a second wet well, second forced main, new control building, pumps and generator. The old wet well was rehabilitated and kept on line. All structures were set a foot above the 100 year flood elevation to help with flooding issues that arise in this area. The new lift station has larger pumps than what were previously installed and can keep up with heavy flows and the demands that come with the rainy season. This has allowed the sewer system to function more efficiently resulting in reduced back ups of the sewer mains in lower areas of town.