

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

City of West Branch Planning & Zoning Commission Meeting

November 28, 2017

West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:04 p.m. welcoming the audience and following City Staff, Deputy City Clerk Leslie Brick, Public Works Director Matt Goodale, City Administrator Redmond Jones, and Mayor Roger Laughlin. Commission Members Ryan Bowers, Emilie Walsh, Gary Slach and Tom Dean were present. Absent: Peck and Aspelmeier.

Approve Agenda/Consent Agenda/Move to action.

Approve the November 28, 2017 agenda.

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

Approve the minutes from the October 24, 2017 Planning and Zoning Commission Meeting.

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

Public Hearing/Non-Consent Agenda

Discussion – Planned Urban Development and other approaches

Fuller opened the discussion on form based code, an alternative to planned unit development. Form based development was described as land development regulation that allows creativity by the developer and architect. The city would be able to set parameters for the development to conform with the surrounding neighborhoods. Other types of requirements could be type of façade and height of structure to conform with existing surrounding buildings.

Planned unit development (PUD) is designed for grouping varied and compatible land uses such as housing, recreation and commercial all within one contained area.

Fuller said the purpose of this discussion is to identify the best use for the redevelopment of the Croell Redi Mix site. The Planning & Zoning Commission will hold a joint meeting with the City Council on Wednesday, November 29, 2017 to discuss the options for the site. Based on comments, PUD appears to be the preferred method and will be presented to the Council tomorrow evening. Mayor Laughlin would like to see a trail, mixed use (residential/commercial), walkability to downtown, building scale and height requirements, decorative and historic façades and no vinyl siding as some of the requirements. City Administrator Jones provided comments on his past experience with PUD's and would like to an application process developed to set the parameters for the site (like what the Mayor suggested), but said that those requirements would be relayed to the developer during the application process. Currently, the Croell site is zoned commercial, so by designating it as a planned unit development is the first step in the process. Fuller agreed with Jones' comments, but said that the city should also create a vision for the site and create those parameters in a request for proposal (RFP), which would be a separate process.

Discussion – Comprehensive Plan Developments

Public Works Director said he reviewed chapter 8 of the revised comprehensive plan and provided corrected information to the grad students to be incorporated into the plan. Bowers said the he also had information to forward on for the storm water utility section.

Fuller presented chapter 10-Environmental Stewardship for the group to review noting some areas to investigate further.

CITY STAFF REPORTS

Mayor- Laughlin said he would like to have the current code reviewed to discuss the street widths and an agenda item added to a future meeting. Bowers explained that the Complete Streets chapter addresses this

issue. Fuller said that the comprehensive plan would not be ready for several months and ready for Council approval. Bowers asked if that chapter could be approved by the commission separate from the remaining plan to be able to move forward. Fuller said he could have the chapter ready by the first meeting in January for commission approval.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Slach asked about on street parking on West Orange Street and asked if there was anything written in the Code or why signage was not installed. Goodale said he would check on the issue.

Adjourn

Motion by Walsh, second by Bowers to adjourn the Planning & Zoning Commission Meeting. Meeting adjourned at 8:15 p.m.

Submitted by:
Leslie Brick
Deputy City Clerk