

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

City of West Branch Planning & Zoning Commission Meeting
January 23, 2018
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, Deputy City Clerk Leslie Brick, Public Works Director Matt Goodale, Zoning Administrator Terry Goerdts and City Administrator Redmond Jones. Commission Members Ryan Bowers, Emilie Walsh, Gary Slach and Tom Dean were present. Absent: Peck and Stevenson.

Approve Agenda/Consent Agenda/Move to action.

Approve the January 23, 2018 agenda.

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

Approve the minutes from the November 28, 2017 Planning and Zoning Commission Meeting.

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

Approve the minutes from the November 29, 2018 Joint City Council / Planning & Zoning Commission Meeting.

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

Approve 2018 regular meeting schedule: (4th Tuesday, odd months), March 27th, May 22nd, July 24th, September 25th, and November 27th

Motion by Dean, second by Slach to approve the meeting schedule. Motion carried on a voice vote.

Public Hearing/Non-Consent Agenda

Selection of Officers

as Chairperson of Planning & Zoning./Move to action

Slach nominated Fuller to continue as Chairperson of the Planning & Zoning Commission. No other nominations were suggested.

Motion by Slach, second by Dean to approve Fuller as Chairperson for 2018. Motion carried on a voice vote.

as Vice Chairperson of Planning & Zoning./Move to action

Walsh nominated Bowers to continue as Vice Chair of the Planning & Zoning Commission. No other nominations were suggested.

Motion by Walsh, second by Slach to approve Bowers as the Vice Chair for 2018. Motion carried on a voice vote.

Discussion - Pedersen Valley Part Three, Phase One, Lot 23 Site plan.

Brian Shay, new owner of Lot 23 presented his site plan for the construction of a four unit town home on Hilltop Drive. Shay commented that the previous owner of this lot had previously presented a site plan to this commission with a private drive coming off of Hilltop with the units facing Pedersen. Shay said his plan was to have the units face Hilltop with individual driveways. In order to accommodate this, the structure would be stepped down the hillside. The structure will be situated over an existing sewer line and will need to confirm that it can be abandoned. Shay said had a previous conversation with Public Works Director Goodale and said it should not be a problem. City Engineer Dave Schechinger had also reviewed the site plan and had a few comments, but said overall the plan looked good and recommended that commission approve it contingent upon a few minor changes.

Approve Pedersen Valley Part Three, Phase One, Lot 23 Site plan. /Move to action.

Fuller said he was in favor of approving the site plan with the minor changes and recommended approval to move on to the City Council for their approval.

Motion by Walsh, second by Bowers to approve Lot 23 site plan. Motion carried on a voice vote.

Review passage of Ordinance 747.

Brick said the Ordinance was approved by the City Council on December 4, 2017. Brick provided copies to the commission members to add to their Code books for future reference.

Review Planned Unit Development (PUD) draft ordinance.

Fuller said the draft was written and compared to the Cedar Rapids ordinance but felt the commission should take their time in reviewing it. Fuller said some investigating with other smaller communities would be helpful so as to tailor it to best fit West Branch. Fuller requested that this be an agenda item for the next meeting.

Discuss Complete Streets Plan.

Fuller said the Complete Street policy is included as part of the Transportation Chapter of the Comp Plan and provided a copy of Chapter 9: Transportation. Fuller recommended passing the Complete Streets policy which starts on page 3 of the document and forward to the City Council for their approval.

Approve Complete Streets Policy./Move to action.

Motion by Walsh, second by Bowers to approve the Complete Street policy. Motion carried on a voice vote.

Discuss – Housing Chapter

Fuller presented Chapter 6, Housing in West Branch for commission review. This is the first of many chapters to yet be completed. The Housing chapter starts by introducing three goals on how to address the growing needs of the City. It further provides suggestions on how the City might achieve those goals while still producing and maintaining quality, affordable housing for its residents.

Approve Housing Chapter./Move to action.

Motion by Bowers, second by Slach to approve Chapter 6. Motion carried on a voice vote.

Report on Charging Stations

Fuller reported that Mayor Laughlin has a meeting scheduled later this week with Alliant Energy and the National Park Service to discuss potentially installing an electric car charging station in West Branch. During this meeting costs for installation and possible locations will be discussed.

CITY STAFF REPORTS

Matt Goodale – Parking on Orange Street

Goodale provided a follow-up to a question from the last meeting on parking on West Orange Street. He confirmed that there is ‘no parking’ on the south side of the street and that signs were probably removed when driveways for new homes were constructed. Goodale said that signs would be reinstalled when weather permitted. Goodale also said he had reviewed Chapter 65 and noted that Code changes would be needed for other areas as well.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

No comments.

Adjourn

Fuller moved to adjourn the Planning & Zoning Commission Meeting. Motion approved on a voice vote. Meeting adjourned at 8:09 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk