

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

City of West Branch Planning & Zoning Commission Meeting
May 1, 2018
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:23 p.m. welcoming the audience and following City Staff; Deputy City Clerk Leslie Brick, Zoning Administrator Terry Goerd and Mayor Roger Laughlin. Commission Members Ryan Bowers, Emilie Walsh and Tom Dean (via phone) were present. Absent: Peck and Slach.

Approve Agenda/Consent Agenda/Move to action.

Approve the May 1, 2018 agenda.

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

Approve the minutes from the March 27, 2018 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

Discuss and approve a request for rezoning a parcel of land from CB-1 to RB-1 and set a date for a public hearing.

David Poppen introduced himself and said he is interested in purchasing the property at 116 N. 1st Street and turning it into a duplex with living space on both levels. Poppen and wife Kami own a rental business with properties in Iowa City, West Liberty and West Branch. Poppen said they recognize the need for affordable housing in West Branch and that their units always have a wait list and feel that this property is under-utilized.

Poppen continued and stated that the property is currently zoned CB-1 and only allows residential on the upper floor with commercial on the lower level. Poppen said his purchase agreement is contingent upon rezoning the property from CB-1 to RB-1.

Fuller said he felt RB-1 be a suitable rezoning change but questioned if the Poppen's had a legal right to request rezoning with not being the official owner of the property. Poppen said they do have an accepted offer on the property and with further discussion the commission decided that the 'accepted offer' was adequate.

Goerd asked Poppen if the building met the required set back of twenty-five foot that RB-1 requires. Poppen replied that he was not sure where the property pins were at this time but would see if he could locate them and measure the set-back of the building.

The commission decided to approve the rezoning to RB-1 contingent upon the building meeting the RB-1 set-back requirement.

Motion by Bowers, second Dean to approve the rezoning request with the stated contingency.

AYES: Bowers, Dean, Fuller, Walsh. Absent: Peck, Slach. NAYS: None. Motion carried.

Discuss the Planned Unit Development Ordinance

Fuller said he met with Mayor Laughlin, City Attorney and City Administrator and they discussed some changes to the draft ordinance. Fuller is hoping to bring this back as an agenda item for the next meeting for approval. Fuller asked the commission to review and provide comments.

Discuss Comprehensive Plan progress

Fuller presented and reviewed some of the changes to chapter 7 of the Comprehensive Plan and asked the commission to review. Fuller said based on comments received, this chapter would be ready for approval at the next meeting.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

No comments.

Adjourn

Fuller adjourned the meeting at 8:16 p.m. Motion approved on a voice vote.

Submitted by:

Leslie Brick

Deputy City Clerk