

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

City of West Branch Planning & Zoning Commission Meeting
May 29, 2018
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:00 p.m. welcoming the audience and following City Staff; Deputy City Clerk Leslie Brick, Zoning Administrator Terry Goerd, City Administrator Jones and Mayor Roger Laughlin. Commission Members Gary Slach, Ryan Bowers, Emilie Walsh and Tom Dean were present. Sally Peck was absent.

Approve Agenda/Consent Agenda/Move to action.

Approve the May 29, 2018 agenda.

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

Approve minutes from the March 27, 2018 Planning and Zoning Commission meeting.

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

Approve minutes from the May 1, 2018 Planning & Zoning Commission meeting.

Motion by Bowers, second by Dean to approve minutes. Absent: Peck. Motion carried on a voice vote.

Public Hearing/Non-Consent Agenda

Public Hearing on the matter of re-zoning of the following described parcel located at 116 N. 1st Street, West Branch, Cedar County, Iowa. Rezoning parcel #0500-13-05-357-015-0 from CB-1 to RB-1.

Fuller opened the public hearing at 7:03 p.m. David Poppen summarized his intent for the property and turn it into a duplex with living space on both the upper and lower levels. Poppen stated that the building's vestibule did not meet the twenty-five foot setback requirement for RB-1 zoning change, however Poppen said he presented his situation to the Zoning Board of Adjustment earlier this month and was granted a variance for the vestibule. There were no public comments. Fuller closed the public hearing at 7:04 p.m.

Approve a recommendation to the City Council for the rezoning of the following described parcel located at 116 N. 1st Street, West Branch, Cedar County, Iowa. Rezoning parcel #0500-13-05-357-015-0 from CB-1 to RB-1. /Move to action.

Motion by Walsh, second Bowers to approve the rezoning of 116 N. 1st Street from CB-1 to RB-1. AYES: Walsh, Bowers, Fuller, Slach, Dean. Absent: Peck. NAYS: None. Motion carried.

Discuss and approve the draft the Planned Unit Development Ordinance. /Move to action.

Fuller described the planned unit development ordinance for the former Croell Redi-Mix property. Fuller said he had met with the Mayor Laughlin, City Attorney Olson and City Administrator Jones and made some additional changes after further research on PUD's. The commission discussed how the PUD would be administered and the on-going communication between the developer, City staff and community to come up with an agreeable and desirable re-development of the current site.

Motion by Walsh, second by Dean to approve the draft PUD ordinance. AYES: Walsh, Dean, Bowers, Fuller, Slach. NAYS: None. Absent: Peck. Motion carried on a voice vote.

Discuss Comprehensive Plan progress

Fuller presented the revisions to Chapter 7 – West Branch Economy to the commission for their review which states a variety of goals and objectives. Fuller asked the commission to review and provide comments and asked for this to be an approval item for the next meeting.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Goerdt commented that he has been busy with building inspections with all of the new construction going on. He also said that US Autoforce just passed their final inspection for the remodel of their new location and will be moving in soon. Goerdt also advised the commission that a stop work order was placed on the Hilltop condo development for not meeting a couple of the approved site plan requirements. A meeting was held with staff, developer and realtors and the approved site plan was reviewed. At this time, three building permits had been issued. One condo duplex is complete (sold and occupied), while two others are pre-sold and under construction. One contingency of the site plan was that the developer was required to obtain an easement for storm water drainage from a resident on Pedersen Street and that had not yet been completed. Another issue was the lack of landscaping. The developer said they were close to getting the easement signed and that they expected it to be signed any day. In regard to the landscaping, both parties agreed that landscaping would be installed around the three duplex condos that were under construction, but not around the private drive (or next phase of the project). After all parties understood the site plan requirements and what needed to occur next, the City agreed to lift the stop work order but advised the developer that no additional building permits would be issued or road work could commence until the outlined issues were addressed and resolved.

Laughlin said he got permission from the property owner of the lot between Sullivan Street and the Greenview subdivision for an easement create a trail connection for the purpose of walking and golf carts but did not indicate a start or completion date.

Dean said he was disappointed to see the Council remove parking spaces and landscaping at Cubby Park due to financial constraints. He said the commission reviewed and approved the Cubby Park site plan with those items. Fuller commented that the commission makes recommendation to the Council, but ultimately they have final decision making power. Bowers asked if the changes were financial or value engineering to put toward other areas of the park. Laughlin explained that the Council is looking for ways to trim back on the project to prepare for the contingency. The commission expressed that if the financial situation changes the parking and landscaping be installed as planned.

Adjourn

Motion by Bowers, second by Walsh to adjourn the Planning & Zoning Commission meeting at 8:13 p.m.
Motion approved on a voice vote.

Submitted by:
Leslie Brick
Deputy City Clerk