

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

City of West Branch Planning & Zoning Commission Meeting
July 24, 2018
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the regular meeting of the Planning & Zoning Commission at 7:00 p.m. welcoming the audience and following city staff; City Administrator Redmond Jones, Zoning Administrator Terry Goerdts and Public Works Director Matt Goodale. Commission Members Gary Slach, Ryan Bowers and Emilie Walsh were present. Tom Dean and Sally Peck was absent.

Approve Agenda/Consent Agenda/Move to action.

Approve the May 29, 2018 minutes./ Move to action.

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

Public Hearing/Non-Consent Agenda

Approve Amended Urban Renewal Plan. /Move to action.

Jones informed the commission of the proposed changes to the West Branch Urban Renewal Plan and outlined the following project areas highlighted in green on the map provided in the commission's meeting packet. Jones continued that in order to request TIF dollars for city projects, they must first be listed in the City's Urban Renewal Plan. Jones reported six additional areas to be added to the plan.

Jones said the first area of need is the College Street Bridge project. The project includes improvements to North Second Street and College Street, both east and west of the bridge. While the City did receive a \$1 million dollar grant to replace the dilapidated bridge, additional improvements are needed in the project (non-participating) area.

Continuing, Jones added:

- the Downtown East Redevelopment project (former Croell Redi-Mix site)
- (East side) streets (4th, 5th, 6th, Green, E. College and E. Orange) stating that those streets and infrastructure have been neglected for many years and are due improvements.
- (West side) Greenview subdivision, aging infrastructure and street improvement needs. Cedar-Johnson Road full reconstruction
- Future sub-divisions – Cedar's Edge Golf Course and The Meadows, Part 4 infrastructure potential needs.
- Additional land needed for proposed wastewater treatment facility that may be required by the DNR.

Fuller recapped the urban renewal process and requested that full legal descriptions in the form of an amendment to be forwarded to the commission upon receipt from the City Attorney of the proposed changes.

Motion by Bowers, second by Walsh to approve the amended Urban Renewal Plan with the contingency of receiving the full legal description of the amendment and updated map. AYES: Bowers, Walsh, Slach, Fuller. NAYS: None. Absent: Peck. Motion carried.

Review & approve Cedar's Edge / Little Lights on the Lane Site Plan. /Move to action.

Brian Boelk, Axiom Consultants, presented the site plan noting that this plan was for the club house and event center only. Boelk explained the following points; parking (new and overflow), street width and access, infrastructure needs, proposed new storm water detention basin and the re-aligning of two golf course holes to accommodate the golf course improvements. Boelk explained that the housing pictured on the site plan is currently still in the draft stages.

Fuller asked Boelk if any significant changes had been made to this site plan from the one submitted previously. Boelk responded that no significant changes were noted, just clean-up and items tweaked.

Walsh questioned the gray shaded areas connected to the building itself noting that it was very close to the property line. Boelk responded that those items represented paved patios and decks.

Bowers questioned if the new detention basin/pond would be constructed with this project and Boelk confirmed that it would be and that the existing pond would be filled in.

Goerdt questioned the street access and if it would be suitable for emergency vehicles as well as which portion would be public and which would be private. Boelk responded that the street would be constructed to city specs to allow for emergency vehicles, but additional discussions would be needed on the required easements.

Motion by Bowers, second by Walsh to approve Cedar's Edge / Little Lights Site Plan on the contingency of the developer meeting all of the City Engineers comments. AYES: Bowers, Walsh, Slach, Fuller. NAYS: None. Absent: Peck. Motion carried.

Discussion – Review draft site plan for The Meadows Part 4.

Chris Kofoed, KLM Investments presented the proposed site plan for Part 4 of The Meadows. Kofoed said Part 4 consists of sixty (60) residential lots, eighteen (18) R-2, and forty-two (42) R-1. Kofoed said this is their largest phase yet, and commented that The Meadows, Part 2 has already sold fifteen (15) of the twenty two (22) lots in less than one year.

Fuller asked Jones to explain the city's trail plan with regard to this project and Jones said the City would be taking over Outlot A and B (pictured on the site plan) and use them to create a trail to connect with the National Park trail. Jones also said that an existing sewer line would be abandoned as it is in disrepair and causing infiltration issues. Jones said the City is working with KLM to develop a partnership for replacing the sewer line in connection with their project. He also said this property is proposed to be added to the urban renewal plan in hopes of using TIF to possibly make Outlot A a wet basin to make it more attractive to the area.

KLM requested a special meeting for presenting the preliminary plat.

Discussion – Chapter 165.34 (I-2) and 165.37 (CI-2), revisions to area regulations

This item was tabled to a future meeting.

Discussion - Comprehensive Plan, Chapter 10, Environmental Stewardship (renamed)

Fuller presented the revised chapter and asked the commission for their comments. Fuller said he would like this chapter to be approved at the next Planning & Zoning Commission meeting.

STAFF REPORTS:

Goerdt stated that the city has issued over twenty (20) single family dwelling permits so far in 2018.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

Boelk requested a special meeting for August 14, 2018. Staff will check the room availability and schedule accordingly.

Fuller distributed information on Cedar County Great Places.

Adjourn

Motion by Walsh, second by Bowers to adjourn the Planning & Zoning Commission meeting at 8:22 p.m. Motion approved on a voice vote.

Submitted by:
Leslie Brick
Deputy City Clerk