

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

**City of West Branch Planning & Zoning Commission Meeting**  
**August 14, 2018**  
**West Branch City Council Chambers, 110 North Poplar Street**

Chairperson John Fuller opened the special meeting of the Planning & Zoning Commission at 7:00 p.m. welcoming the audience and following; Zoning Administrator Terry Goerdts, Mayor Roger Laughlin. Commission Members Gary Slach, Ryan Bowers and Tom Dean were present. Emilie Walsh and Sally Peck were absent.

**Approve Agenda/Consent Agenda/Move to action.**

Approve the August 14, 2018 agenda.

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

**Public Hearing/Non-Consent Agenda**

Approve The Meadow, Part 4 Preliminary Plat. /Move to action.

Brian Boelk, Axiom Consultants presented an updated preliminary plat to the commission and reviewed the changes based on City Engineer Schechinger's comments. Boelk reviewed the street grades and widths, mailbox locations, mid-block crossings, easements, and sanitary sewer improvements. Boelk also noted that the preliminary plat had been divided into two parts, Part 4A and Part 4B to allow the developer to phase it based off of financial and housing demands.

Boelk confirmed that Outlot A (from Part 3A) would be constructed concurrently with Part 4 to address the storm water effects from this development.

Fuller questioned raising lots 16 and 17 that are in the flood plain. Boelk confirmed that would be addressed. Fuller also asked for clarification for the drainage plans for Outlot B. Boelk responded that the area would have storm water BMP's and determined during the construction process.

Trails were also discussed and the commission determined that they felt the trail would be best suited for the location behind the proposed properties in Outlot B rather than using the sidewalk on Dawson Drive. Larson commented that if that was what the commission wanted, they would abide. Laughlin commented that the trail system is currently being developed with regard to connectivity to other locations in the city. It was determined that a graded trail would be provided in Outlot B and the city would be responsible for the surface and maintenance of the trail once complete.

Boelk also addressed the engineer's comments on the trail connecting with the high school and said that since the school's original plan for moving their entrance has stalled, Boelk could not confirm this item without further discussions with all parties.

Fuller also noted that a change in rezoning would be needed for the proposed R-2 lots. Boelk replied that he has initiated that process with Deputy Clerk Brick.

Motion by Dean, second by Bowers to approve The Meadows, Part 4 Preliminary Plat. AYES: Dean, Bowers, Slach, Fuller. NAYS: None. Absent: Walsh and Peck. Motion carried.

Approve Comprehensive Plan, Chapter 10, Environmental Stewardship (renamed). /Move to action.

Motion by Bowers, second by Slach to approve revisions to Chapter 10. Absent: Walsh and Peck. Motion carried on a voice vote.

**STAFF REPORTS:**

Goerdt stated that he is being kept busy with inspections on all of the new construction.

Laughlin advised the commission that IWB, Hilltop Condominium developers has yet to secure the required storm water easement needed to complete their project. Goerdt stated that three duplex condos have been completed and that no future building permits would be issued until the easement issue had been resolved.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

Slach commented that he prefers the original proposed Greenview connection rather than Laughlin's proposal to connect further to the west. Slach also asked for a reminder to be communicated to Public Works to install the no parking signs on the south side of West Orange Street.

Dean questioned the interest in the future lots of The Meadows, Part 4. Chris Kofoed, partner of KLM Investments, responded that the groups recent phase (Part 2) has already sold 15 of the 21 available lots which has occurred in less than one year. Kofoed commented that there has been a lot of interest from builders outside of the community.

Next regular meeting of the Planning & Zoning Commission will be Tuesday, September 25, 2018.

Adjourn

Motion by Dean, second by Slach to adjourn the Planning & Zoning Commission meeting at 7:48 p.m.

Motion carried on a voice vote.

Submitted by:

Leslie Brick

Deputy City Clerk