

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

City of West Branch Planning & Zoning Commission Meeting
November 27, 2018
West Branch City Council Chambers, 110 North Poplar Street

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

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the November 27, 2018 Special Planning & Zoning meeting. /Move to action. Motion by Bowers, second by Slach to approve the agenda. Motion carried on a voice vote.

Approve minutes from the October 16, 2018 Planning & Zoning Commission meeting. /Move to action. Motion by Walsh, second by Slach to approve the minutes. Motion carried on a voice vote.

PUBLIC HEARING/NON-CONSENT AGENDA

Review concept Site Plan for multiple family housing at Northside 1st Addition, Lot 11 – Brian Shay, developer.

Brian Shay, MLS Custom Homes presented a site plan concept which includes 20 townhomes on the ‘L’ shaped parcel. Shay said he was seeking commission input before moving to the design and engineering phase of the project. He confirmed that the property is currently zoned R-3 and allows for multi-family residence. Shay said storm water would be addressed with urbanizing the west side of N. Downey. Shay, who also built the 4 plex on Hilltop Drive recently, said the townhomes would look similar and include three bedrooms and two and a half baths. He continued and said that he plans on selling some of the units and renting the others to allow him to maintain control of the property in an association. Shay said the price point would be between \$159,000-\$165,000 and the rental units would be around \$1150.00 per month. Shay noted the additional parking spaces for the residents would be added to allow ample parking.

Goerd said he liked the plan and suggested that vegetative screening be used instead of fencing for future maintenance issues. Walsh was supportive of the plan and said that there is a need for both affordable homes and rental property in West Branch. Fuller asked if any of the units would be handicap accessible. Shay said based on the floor plans, there would not be any in this project. Bowers asked if the driveway would allow for firetrucks to turn around in the event of an emergency. Shay said that had not yet been determined but didn’t think they would if the parking spots were utilized during an emergency. Shay asked for staff to forward the site plan to the fire chief for his comments. The commission was supportive of the concept and said they looked forward to seeing the revised site plan in 2019.

Commission member term expirations / vacancies

Slach announced his retirement from the commission after twenty years of service. Slach said ‘it was time’. The commission and staff thanked Slach for his years of service and said he would be missed. Brick stated that this leaves the commission with two vacancies and that she would advertise for replacements through the city’s website and Facebook page.

Comprehensive Plan Update

Fuller presented a draft of Chapter 8, Public Infrastructure, Utilities, Facilities and Finance. He said that interviews with staff had been conducted and feedback was needed to complete the chapter.

STAFF REPORTS:

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

Bowers reminded staff of the revisions needed to Ordinance 747. Brick said she would speak with the city attorney on the steps to correct the ordinance, but said she would have an agenda item for the topic at the next Planning & Zoning meeting. He also asked for an update on the RFP for the former Croell site. City Administrator Jones said that ECIA was helping the city with a market analysis of the property and that a public input meeting would be held on Tuesday, December 4, 2018 in the Council Chambers.

Adjourn

Motion by Bowers, second by Slach to adjourn the Planning & Zoning Commission meeting at 8:20 p.m.

Motion carried on a voice vote.

Submitted by:

Leslie Brick

Deputy City Clerk