

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

City of West Branch Planning & Zoning Commission Meeting
February 5, 2019
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, City Administrator Redmond Jones, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman, Mayor Roger Laughlin and City Engineer Dave Schechinger. Commission members Emilie Walsh, Ryan Bowers, Tom Dean and Sally Peck were present.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the February 5, 2019 Planning & Zoning meeting. /Move to action.
Motion by Peck, second by Walsh to approve the agenda. Motion carried on a voice vote.

Approve minutes from the November 27, 2018 Planning & Zoning Commission meeting. /Move to action.
Motion by Walsh, second by Bowers to approve the minutes. Motion carried on a voice vote.

Approve the 2019 regular meeting schedule of the Planning & Zoning Commission. /Move to action.
Motion by Peck, second by Dean. Motion carried on a voice vote.

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to nominate _____ as Chairperson of Planning & Zoning./Move to action

Bowers nominated John Fuller as the Chairperson of the Planning & Zoning Commission. There were no other nominations.

Motion by Bowers, second by Dean. Motion carried on a voice vote.

Motion to nominate _____ as Vice Chairperson of Planning & Zoning./Move to action

Walsh nominated Ryan Bowers as the Vice-Chairperson of the Planning & Zoning Commission. There were no other nominations.

Motion by Walsh, second by Dean. Motion carried on a voice vote.

Request for additional rezoning of The Meadow's - Part 4.

Brian Boelk, Axiom Consultants on behalf of KLM Investments LLC presented (the previously approved) Meadow's Part 4 preliminary plat and requested rezoning of an additional eighteen lots from R-1 to R-2. The request comes from the developer who has received interest from builders who desire zero lots with walk outs. The lots requested for rezoning are 40 through 57. Goerd asked if the current infrastructure would handle the extra volumes. Boelk said that all new sanitary was being constructed and that the appropriate DNR permitting had been received. Dean commented that lots 40 and 41 would have driveway access on to Cedar-Johnson Rd and noted that Cedar's Edge was asked to limit the number of driveways. Brad Larson, KLM Investments said these are the only two lots with Cedar Johnson access and shared driveways have been discussed. The commission had no other questions.

Motion to set a date for a public hearing on the matter of rezoning a portion of The Meadow's - Part 4. / Move to action.

Fuller asked Brick for possible meeting dates for the public hearing. Brick said a special meeting on February 26, 2019 would allow for a combined public hearing notice to be published on the 14th and then move on to City Council on March 4th. Fuller asked if all members were in agreement and hearing no objections, set the special meeting for February 26, 2019.

Northridge Addition, Parcel D Site Plan Review & Approval. / Move to action.

Ben Mitchell, MMS Consultants presented the site plan on behalf of Brian Shay who was unable to attend the meeting. Goerdt asked that additional screening on the rear property line be added to protect existing residents. Bowers also requested the same for the north parking spaces that face an existing apartment complex. Goerdt asked how trash would be handled. Mitchell responded that single receptacles would be used. Fire Chief Stoolman raised concerns with the twenty-four foot street width and the potential of on-street parking that would limit emergency vehicle access and the ability for emergency vehicle to turn around. He also asked how the police would be able to enforce parking violations on the private drive. Jones said that other cities have agreements with homeowner associations for police protection and that maybe an agreement could be reached to address some of the Chief's concerns. City Engineer Dave Schechinger said the city was interested in urbanizing the west side of North Downey Street with adding curb and gutter and sidewalks to connect to the north three unit and Northside Drive. He said the property also has drainage issues that he was working with MMS on. Schechinger said they were discussing the need for individual meters and water shut offs. Fuller requested that the site plan be tabled until the issues raised were resolved. Mitchell said he would report back to the developer on the commission's concerns. Motion by Walsh, second by Peck to table the site plan approval. Motion carried on a voice vote.

Presentation of Planned Unit Development – BP/Kofron property (Chad Kuene and MMS Consultants)

Sandy Steil, MMS Consultants provided an overview of the pocket neighborhood project and said the future owner of the property was interested in the City's first planned unit development and requested rezoning from A-1 to a Planned Unit Development. Steil said the property is approximately twenty-four acres in total with eleven acres of open space which will include a mix of commercial, business and residential properties. Steil said Mr. Kuene is also planning for a hotel and an independent living facility in the pocket neighborhood. Steil stated the plan is very preliminary while they continue to work through the details. Steil said they were working with IDOT regarding a need for a turning lane on Parkside Drive. She further commented that the mix of commercial, business and residential required density to make the homes affordable. Peck asked what the expected population change would be. Steil said that the development would bring approximately 400 new residents to West Branch. Goerdt commented that he felt that this was a good mix of uses for the property. Fuller expressed his pleasure with the affordable housing options as it aligns with the City's Comprehensive Plan. He further stated that he sees a lot of positives with the project and asked what the timetable was. Chad Kuene, Advanced Development Inc., said he would be closing on the property in April and hoping to break ground this year. Kuene said all public streets would be put in first with housing starting at the end of 2019. Kuene said the price point would be in the range of \$160,000 to \$250,000 for the residential homes.

Request to set a date for a public hearing on the matter of rezoning the BP/Kofron property. /Move to action.
A special Planning & Zoning Commission meeting will be February 26, 2019.

Discuss changes to Ordinance 747

Brick re-introduced Ordinance 747 and said an error was noted with the ordinance passed in 2017. Brick said language was added to Chapter 165.27, R-1 Residential District for zero-lot lines. Goerdt reminded the commission that this type of housing was not allowed in the R-1 district and said it was an oversight and the language needed to be deleted. Brick said if the commission was in agreement, she would have a new ordinance drafted to correct the error and presented to the City Council for the required three readings. The commission agreed to the changes and directed Brick to proceed with the correction and new ordinance.

Comprehensive Plan discussion – Chapter 8, Public Infrastructure, Facilities and Finance

Fuller presented the revised chapter to the commission and asked for them to read and provide comments at the next meeting.

STAFF REPORTS:

Fuller said concerns had been raised with trees being removed in The Meadows and suggested the topic could be added to the comprehensive plan. Brad Larson, KLM Investments responded on the subject and stated that the goal was to save as many trees as possible. He said trees that were taken down were along the creek where a future city trail would be. He admitted that although some trees were taken, many others would be planted when new homes were constructed. Chris Kofoed added that several trees near Main

Street had to be taken down where a storm water detention basin is needed. He further stated that the property has a lot of storm water issues that a total of four different basins would be constructed on the property.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

No comments from the commission.

Adjourn

Motion by Bowers, second by Peck to adjourn the Planning & Zoning Commission meeting at 8:10 p.m.

Motion carried on a voice vote.

Submitted by:

Leslie Brick

Deputy City Clerk