

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

**City of West Branch Special Planning & Zoning Commission Meeting**  
**February 26, 2019**  
**West Branch City Council Chambers, 110 North Poplar Street**

Chairperson John Fuller opened the Special 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 Mayor Roger Laughlin, Administrator Redmond Jones, Fire Chief Kevin Stoolman and City Engineer Dave Schechinger. Commission members Emilie Walsh, Ryan Bowers, Tom Dean, Brad Bower and Sally Peck were present.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

Approve the agenda for the February 26, 2019 Special Planning & Zoning meeting. /Move to action. Motion by Bowers, second by Dean to approve the agenda. Motion carried on a voice vote.

Approve minutes from the February 5, 2019 Planning & Zoning Commission meeting. /Move to action. Motion by Walsh, second by Dean to approve the minutes. Motion carried on a voice vote.

**PUBLIC HEARING/NON-CONSENT AGENDA**

Public Hearing – The Meadow’s Part 4, Rezoning R-1 to R-2, Lots 40-57

Fuller opened the public hearing at 7:02 p.m. Brian Boelk, Axiom Consultants described the request for additional R-2 rezoning in The Meadows, Part 4 as a need to meet the demand for more zero lot properties with the availability for walk-out lots. Mayor Laughlin said he was in favor of the request which will help grow West Branch and the school district. Fuller stated that the requests fits with the comprehensive plan to create additional housing. Dean also spoke in favor of the rezoning and said that this new section provides another access to town for residents of the Bickford and Greenview residents. Hearing no other comments, Fuller closed the public hearing at 7:04 p.m.

Approve rezoning of The Meadow’s - Part 4, R-1 to R-2, Lots 40-57. /Move to action.

Motion by Bowers, second by Dean to approve the rezoning request. AYES: Bowers, Dean, Fuller, Peck, Walsh, Bower. NAYS: None. Motion carried.

Public Hearing – Rezoning A-1 to Planned Unit Development (Kofron property)

Fuller opened the public hearing at 7:05 p.m. Ron Amelong, MMS Consultants explained the concept of the planned unit development that will include a mix of duplexes, townhomes, hotel, small businesses, an independent living center and a couple of twelve plexes. The mix of housing will provide affordable homes for new homeowners and people down-sizing. In addition, the concept plans for approximately forty five percent greenspace and a walkable neighborhood. The commission said they supported the concept and that it will meet the needs of the community. Laughlin said he was very excited for this project and that it will be a great addition for the city. Goerd said it was a good mix use of the site.

Approve rezoning of a Planned Unit Development (Kofron property). /Move to action.

Motion by Peck, second by Bowers to approve the rezoning request. AYES: Peck, Bowers, B. Bower, Walsh, Dean, Fuller. NAYS: None. Motion carried.

Approve Northside First Addition, Parcel D Site Plan. /Move to action.

Brian Shay, developer stated he had made some changes from comments from the last commission meeting and said that a couple of residents had reached out to him. Shay said that the owners of Lynch’s 2<sup>nd</sup> Addition, lot 6 preferred fencing over vegetative screening and said he was not opposed to fencing three sides of the property line if needed. Schechinger said the apartment building on the north edge of the property is within five foot of the property line and felt that a fence would be more encroaching than

screening. Shay also addressed the drainage issues on the property. Re-grading on the south property line would direct water to the west ditch on N. Downey Street and a detention/retention pond would be added near building B to address the water on the north part of the property. Shay also addressed the Fire Chief's concern over parking on the private drive that could interfere with emergency vehicles. He said he was willing to make the drives a fire lane to prevent excess parking. He further stated that he plans to own at least fifty percent of the townhomes and would control the association which would be responsible for snow removal and mowing.

Dean and Peck raised their concerns regarding lack of sidewalks from the development to other city streets in order for children living in the development a safe route to school. The idea of installing a sidewalk between lots 5 and 6 was discussed, however the homeowner of lot 6 stated that the slope of the ground would cause a safety issue and questioned who would be responsible for maintaining it. Shay said that at this time, a sidewalk along N. Downey Street was impossible until the City urbanizes N. Downey. The commission agreed that a sidewalk connection from building A to buildings B & C was needed since the overflow parking was located at the north end of the property. Shay agreed to add an internal sidewalk connection on the property but could not commit to installing sidewalks on other residents' property. Shay said he was willing to do a sidewalk agreement with the City to install sidewalks in the right of way at a later date.

Fuller summarized the commission's three conditions for approval; an internal sidewalk connection will be added from building A to buildings B and C, provide abutting land owners fencing as requested, work with the City to create a parking enforcement agreement for the private drives.

Motion by Walsh, second by Bowers to approve the Site Plan with conditions stated above. AYES: Walsh, Bowers, Fuller, B. Bower. NAYS: Dean, Peck. Motion carried.

Approve Cedar's Edge Final Plat. /Move to action.

Brian Boelk, Axiom Consultants presented the final plat on behalf of the developer (Jerry Sexton) and said that Sexton is requesting approval of the final plat before the public improvements have been installed so that he can close on lot 26 to allow that project to start. Boelk said Sexton will provide the city with a letter of credit for those public improvements as per Code requirements. Bowers asked why lots one through ten were now listed as Outlot A. Boelk explained that Outlot A is now part two of the development plan which consists of ten R-1 lots.

Motion by Bowers, second by Dean to approve the final plat. AYES: Bowers, Dean, B. Bower, Walsh, Peck, Fuller. NAYS: None. Motion carried.

Comprehensive Plan – Approve Chapter 6 – Housing in West Branch. /Move to action.

Fuller said that comments received had incorporated into the document and was ready for commission approval.

Motion by Walsh, second by Dean to approve Chapter 6. Motion carried on a voice vote.

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

Fuller presented a copy of chapter 8 to the commission and asked for any additional comments to be forwarded to him so this could be approved at the next meeting. Fuller also said a draft of chapter 11, Parks and Recreation is being reviewed by the Parks and Recreation commission.

**STAFF REPORTS:**

No comments.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

No comments from the commission.

Adjourn

Motion by Walsh, second by Bowers to adjourn the Planning & Zoning Commission meeting at 8:26 p.m. Motion carried on a voice vote.

Submitted by:  
Leslie Brick  
Deputy City Clerk