

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

**City of West Branch Planning & Zoning Commission Meeting**  
**May 28, 2019**  
**West Branch City Council Chambers, 110 North Poplar Street**

Chairperson John Fuller opened the Planning & Zoning Commission meeting at 7:12 p.m. welcoming the audience and following city staff; Zoning Administrator Terry Goerdts, Deputy City Clerk Leslie Brick and Mayor Roger Laughlin. Commission members Ryan Bowers and Brad Bower were present. Emilie Walsh was present via phone. Tom Dean and Sally Peck were absent.

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

Approve the agenda for the May 28, 2019 Planning & Zoning meeting. /Move to action.

Fuller requested to amend the May 28, 2019 Planning & Zoning agenda by reviewing all chapters of the Comprehensive Plan then proceed with the other remaining agenda items and also to amend item 4b to approve Chapter 11.

Motion by Bowers, second by Bower to approve the amended agenda as requested. AYES: Bowers, Bower, Fuller, Walsh. NAYS: None. Absent: Dean and Peck. Motion carried.

Approve minutes from the February 26, 2019 Planning & Zoning Commission meeting. /Move to action.

Motion by Bowers, second by Bower to approve the minutes. Motion carried on a voice vote.

**PUBLIC HEARING/NON-CONSENT AGENDA**

West Branch Comprehensive Plan Update

Fuller provided a summary of the individual chapters of the Comprehensive Plan updates noting which ones were in progress, not started and ones complete. Fuller suggested that a public input session be held to review each of the chapters to gain community input for the Comprehensive Plan. Fuller said that much of the work has been done by his students at the University of Iowa so it is important that the commission members, Mayor, Council, city staff and West Branch residents are informed of the updates to the Plan. Fuller said he would work with staff to choose a date when a public input meeting could be held.

Fuller provided updates on the following chapters;

Chapter 1 – Introduction (complete - except for needing public involvement which will be provided following the public session later this summer)

Chapter 2 – Smart Planning (complete) provides an overview of the Smart Planning principles and elements for comprehensive plan development. To be approved at the next meeting.

Chapter 3 – Vision Statement (in progress) focus to be on goals of individual chapters and public input

Chapter 4 – Community Profile (complete). To be approved at the next meeting.

Chapter 5 – Land Use (in progress) needs updated present land use and future land use maps. Commission input needed.

Chapter 6 – Housing – (complete) – Approved by P&Z February 26, 2019)

Chapter 7 – The West Branch Economy – (complete) To be approved at next meeting.

Chapter 8 – Public Infrastructure, Utilities, Facilities and Finance– (complete) To be approved at this meeting.

Chapter 9 – Transportation – (in progress, a few changes needed). To be approved at the next meeting.

Chapter 10 – Environmental Stewardship – (complete) Approved by P& Z August 14, 2018

Chapter 11 – Parks, Recreation and Facilities – (complete) To be approved at this meeting.

Chapter 12 – Intergovernmental Cooperation – (complete, except for fringe area agreement)

Chapter 13 – Implementation (formerly Ch. 14) - (not started)

Approve Chapter 8 of the revised Comprehensive Plan. /Move to action.

Motion by Bowers, second by Bower to approve Chapter 10. AYES: Bowers, Bower, Fuller, Walsh.  
NAYS: None. Absent: Dean and Peck. Motion carried.

Approve Chapter 11 of the revised Comprehensive Plan. /Move to action.

Motion by Bowers, second by Bower to approve Chapter 11. AYES: Bowers, Bower, Fuller, Walsh.  
NAYS: None. Absent: Dean and Peck. Motion carried.

Discussion – Johnson County Fringe Area Agreement

Fuller recapped his conversation with Nathan Mueller from the Johnson County Planning department who approached Fuller regarding a possible fringe area agreement with West Branch. Fuller provided an email and sample fringe area agreements and asked staff to forward to the city attorney for his comments and possible draft agreement.

Discussion – Ordinance suggestion for location of fireworks sales

Brick said the city had been contacted earlier this spring by a fireworks vendor wanting to set up and sell fireworks at the BP gas station and questioned zoning requirements. Brick said currently, the city code does not have any restrictions on where fireworks could be sold within the city limits. Brick suggested that the commission consider a similar ordinance that Marion Iowa recently adopted that only allows sales in industrial zones. Brick said she would reach out to the City of Marion to obtain a copy of their ordinance. Fuller suggested that the ordinance include a five hundred foot setback from any gas station or area where people gather (such as a hotel) and approval by the fire chief.

**STAFF REPORTS:**

No reports.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

Chairperson Fuller requested a special meeting in June to approve additional chapters of the Comprehensive Plan. June 25, 2019 was set for the next commission meeting.

Bowers asked for an update on the Croell redevelopment site and RFP progress. Laughlin said that the city had recently been awarded a fifty thousand dollar derelict grant to assist with removing the metal buildings on the property. Laughlin said the RFP had not yet been drafted but would follow up with City Administrator Jones. Laughlin said he hoped the site would be cleared of the buildings and extra concrete later this fall. Laughlin said the city had been contacted by a few interested developers as well.

Adjourn

Fuller adjourned the Planning & Zoning Commission meeting at 8:50 p.m. Motion carried on a voice vote.

\*No videography services were available for this meeting.

Submitted by:

Leslie Brick

Deputy City Clerk