

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

**City of West Branch Planning & Zoning Commission Meeting**  
**September 24, 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, City Administrator Redmond Jones, Public Works Director Matt Goodale, City Engineer Dave Schechinger and Mayor Roger Laughlin. Commission members Ryan Bowers, Tom Dean, Sally Peck and Emilie Walsh were present. Brad Bower arrived at 7:05 p.m.

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

Approve the agenda for the September 24, 2019 Planning & Zoning Commission meeting. /Move to action. Motion by Bowers, second by Dean to approve the amended agenda as requested. Motion carried on a voice vote.

Approve minutes from the June 25, 2019 Special Planning & Zoning Commission meeting. /Move to action. Motion by Walsh, second by Peck to approve the minutes. Motion carried on a voice vote.

**PUBLIC HEARING/NON-CONSENT AGENDA**

Approve The Meadows, Part 4A Final Plat. /Move to action.

Chris Kofoed, KLM Investments explained that Part 4A consists of twenty eight (28) lots along Dawson Drive and West Orange Street. Kofoed said since they were not able complete the sixty lot project all at once, they decided to final plat this portion so that they could begin to sell lots. Kofoed said they plan to continue construction for the remaining lots in the spring of 2020. Schechinger stated that he was working with Brian Boelk, Axiom Consultants to have a few items corrected on the final plat and that all items would be addressed and corrected prior to City Council approval.

Motion by Dean, second by Bowers to approve The Meadows Part 4A final plat. AYES: Dean, Bowers, Peck, Walsh, Fuller, Bower. NAYS: None. Motion carried.

Discuss Comprehensive Plan Open House

Fuller reported that only nine residents came to the open house and that no one had provided any comments on the plan. Fuller said he would like to have more feedback and Dean suggested that the draft Comprehensive Plan be placed on the city's website for residents to access. Fuller said he hoped to have the final updates complete for the next commission meeting for a final review and approval so that it could then move on to the City Council for their approval.

Discuss new ordinance requirements for swimming pools

Goerd stated that Iowa City has requirements and permitting for swimming pools but West Branch does not. Goerd said that recently the city had issued two permits for in-ground pools and the current code does not have requirements for set-backs or fencing. The commission discussed issues surrounding the lack of rules and asked to have the city attorney give some guidance on the subject.

Review Ordinance 767 – Nuisance Abatement Procedure

Laughlin said the new code recently adopted by the City Council will give the City some teeth toward the enforcement of nuisance issues and allow the resident to meet with an appeal board if they don't agree to the identified violations.

Review preliminary draft fireworks ordinance

Fuller recapped the ordinance change and the commission discussed the distance requirements and questioned if they would be in conflict with state requirements. Fuller asked staff to have the city attorney provide comments on the proposed ordinance.

**STAFF REPORTS:**

No reports.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

Tom Dean asked for an explanation of the permitting and certificate occupancy process in reference to a particular property in West Branch. Goerdts explained the permit and inspection process and that certificate of occupancy was not issued until all requirements have been met. Goerdts said that in addition to the certificate of occupancy, a sidewalk release is generally required by banks for closing. Dean asked how this 'particular' property was allowed to be occupied since they had obviously not met the requirements that Goerdts described. Goerdts said he was familiar with the property Dean referenced and said he was working with the City Administrator on next steps to get the property completed.

Peck asked if the City was going to require sidewalks on both sides of the street in residential areas. She questioned the College Street Bridge project where sidewalks were placed only on one side of the street. Schechinger explained that for this particular project sidewalks on both sides of the street didn't make sense. The south side was replaced as it lined up with the pedestrian trail on the south side of the bridge and that having a sidewalk on the north side would not be beneficial and worth the added expense. Jones added that currently Road Use Tax (RUT) cannot be used for sidewalks unless tied to a street project so that is why at times new sidewalks are constructed but not as stand-alone projects. Jones said he raised the issue to the Iowa League of Cities and said they would lobby for funding for sidewalks and trails.

Adjourn

Motion by Dean, second by Walsh to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 8:00 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk