

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

**City of West Branch Planning & Zoning Commission Meeting**  
**December 3, 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; Deputy Clerk Leslie Brick, Zoning Administrator Terry Goerdts and Mayor Roger Laughlin. Commission members Ryan Bowers, Tom Dean, Sally Peck, Brad Bower and Emilie Walsh were present.

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

Approve the agenda for the December 3, 2019 Planning & Zoning Commission meeting. /Move to action.  
Motion by Bowers, second by Bower to approve the agenda.

Approve minutes from the September 24, 2019 Special Planning & Zoning Commission meeting. /Move to action.

Motion by Bowers, second by Bower to approve the minutes.

**PUBLIC HEARING/NON-CONSENT AGENDA**

Approve final draft of the West Branch Comprehensive Plan. /Move to action.

Fuller said the final draft was not quite complete but would be done in the coming days. Fuller said his students were working on finishing up formatting issues but that content would not be changing. Fuller took time to review several objectives of the revised Comprehensive Plan that he felt the City should work toward. Fuller said he was hopeful to present the plan to the Council in early 2020.

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

Discuss appropriate zoning for animal kennels.

Brick said a recent inquiry made by a resident to the Chief Horihan prompted this discussion on what defines a kennel and where one can operate a kennel. Brick said Chapter 165.04(31) defines a kennel and Chapter 165.27 (1) (A), does not allow them to operate in a residential zone. Based on the Code, it does appear that this would be an enforcement issue if a kennel would be being operated. The commission felt there was no need for further action on their part. Brick said she would discuss the topic with the Horihan.

Discuss new ordinance requirements for swimming pools

Goerdts presented suggested ordinance requirements for swimming pools and hot tubs which include appropriate zoning, set-backs, lighting and fencing. The commission agreed with the standards and suggested that an ordinance be drafted by staff.

Discuss draft fireworks ordinance – City Attorney comments

Brick said City Attorney Olson reviewed the draft ordinance and suggested that language regarding distance from certain businesses be removed since the state has certain requirements when issuing licenses to firework's vendors. Olson did approve the restriction for sales in the HCI District only.

**STAFF REPORTS:**

Brick said a site plan had been received from Advantage Custom Builders for the remodeling and expansion of the Parkside BP gas station. Brick indicated that the current plan has set-back issues which may require a special exception or rezoning of the property. Brick said information would be emailed to the commission in the next day or two.

Brick said she had received an application from Matt Van Scoyoc who is interested in joining the commission. Based on information on his application, she felt he would be a good fit and recommended

that he be accepted, the commission agreed. Brick said Van Scoyoc would be appointed at the next City Council meeting and would join the commission in January.

Laughlin mentioned that Cubby Park had been accepted as 100 percent complete and was now officially the City's.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

Dean questioned if there were any ordinances for businesses which required them to provide handicap access. Dean said there are a number of businesses downtown whose only entrance are stairs which limit individuals in wheel chairs. Goerdts replied that businesses were private property and therefore not required to abide by state requirements.

Adjourn

Motion by Dean, second by Bowers to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 8:37 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk