

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

City of West Branch (Special) Planning & Zoning Commission Meeting
April 14, 2020
West Branch City Council Chambers, 110 North Poplar Street

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Planning & Zoning Commission of the City of West Branch, Cedar County, IA was held on Tuesday, April 14, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Commission Members, Staff and the Public presented by COVID-19.

Until further notice, all of our Planning & Zoning Meetings will be held electronically only. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 7:00 p.m. Roll call (via Zoom platform): Commission members: Ryan Bowers, Emilie Walsh, Matt Van Scoyoc and Brad Bower. Commission members present (in-person): John Fuller and Sally Peck. City Staff: Deputy Clerk Leslie Brick, Terry Goerd and Mayor Laughlin.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the April 14, 2020 Special Planning & Zoning Commission meeting. /Move to action.

Motion by Bowers, second by Fuller to approve the agenda. AYES: Bowers, Fuller, Walsh, Peck, Van Scoyoc, Bower. NAYS: None. Motion carried on a voice vote.

Approve minutes from the March 24, 2020 Planning & Zoning Commission meeting. /Move to action.

Motion by Bowers, second by Fuller to approve the agenda. AYES: Bowers, Fuller, Walsh, Peck, Van Scoyoc, Bower. NAYS: None. Motion carried on a voice vote.

PUBLIC HEARING/NON-CONSENT AGENDA

Approve the Parkside Hills Preliminary Plat. / Move to action.

Based on comments from staff and the commission at its March 24 commission meeting, the developer made several of the requested changes including changing the street width to thirty-one which was an area of high concern for the city. The commission was satisfied with the changes the developer made to the preliminary plat. Bowers asked if the turn lane issue had been resolved with IDOT. Kuene said the traffic study done showed a five percent increase in traffic in total capacity and voiced his frustration with IDOT's analysis. Laughlin said the increased traffic would only be felt when the development was fully built out which could be five years and said the City was not going to require a turn lane immediately. Laughlin said the subdivider's agreement would outline the terms of the future turn lane on Parkside Drive and pledged his support for approving the preliminary plat so that Kuene could move forward with his project.

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

Review and Approve Cedar's Edge Golf Course Club House Site Plan. / Move to action.

Jerry Sexton, owner of Cedar's Edge Golf Course mentioned a few changes made to the original site plan submitted earlier to city staff and said that the building will now be sprinkled after confirming with Public Works that water pressure would be sufficient. Sexton explained that he plans on constructing a two floor building that will house restaurant space on the upper level and golf course clubhouse on the lower level.

Sexton also mentioned that the parking lot will be shared with Little Lights and that an agreement was already in place. Goerdt asked for clarification on the parking spaces near the rear of the building and Sexton responded that those are intended for golf carts only. The commission had no comments other than Sexton's proposed timeline. Sexton said he had submitted a building permit and is hoping to start in the couple of weeks.

Motion by Walsh, second by Peck to approve the site plan. AYES: Walsh, Peck, Van Scoyoc, Bowers, Bower, Fuller. NAYS: None. Motion carried.

STAFF REPORTS:

None.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

Fuller asked for a status on the Comprehensive Plan review and if it would be ready for adoption any time soon. Brick said she had sent in to staff in January and had received no comments or suggestions so it will now be forwarded to the Council for their review.

Adjourn

Motion by Peck, second by Fuller to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:23 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk