

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358 (319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

# PLANNING AND ZONING COMMISSION MEETING

Tuesday, November 24, 2020 • 7:00 p.m.

\*\*West Branch City Council Chambers, 110 N. Poplar St.

Council Quorum May Be Present

- 1. Call to Order
- 2. Roll Call
- 3. Approve Agenda/Move to action.
  - a. Approve minutes from the September 22, 2020 Planning & Zoning Commission Meeting. / Move to action.
  - b. Approve minutes form the November 10, 2020 Special Planning & Zoning Commission Meeting. / Move to action.
- 4. Public Hearing/Non-Consent Agenda. /Move to action.
  - a. Public Hearing Amending Chapter 165.34 I-2 (Area Regulations)
  - b. Approve Ordinance 779 Amend Chapter 165.34 (Area Regulation)
  - c. Discussion Request from Ajay Kshetry for adding fueling pumps to the Jack & Jill grocery store property 119 E. Main St. West Branch (Current zoning CB-1.)
  - d. Discussion Proposed meat locker at 600 Division St., West Branch. (Current zoning HCI)
- 5. Old Business
  - a. Review draft Ordinance 780 Amend Chapter 165.50 (Swimming Pools)
  - b. Set date for Public Hearing on amending Chapter 165.50
- 6. City Staff Reports
  - a. Commission term expirations
    - i. Emilie Walsh 12/31/2020
    - ii. Jim Hoffman 12/31/2020
- 7. Comments from Chair and Commission Members
- 8. Next regular Planning & Zoning Commission meeting Tuesday, January 26, 2021.
- 9. Adjourn

\*\* Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of commission members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <a href="https://zoom.us/j/829677991">https://zoom.us/j/829677991</a> or dial in phone number 1-312-626-6799 with Meeting ID 829 677 991.

# City of West Branch Planning & Zoning Commission Meeting September 22, 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, September 22, 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. 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 7:07 p.m. Roll call (in person) Commission members: John Fuller, Ryan Bowers, Brad Bower, Jim Hoffman, Matt Van Scoyoc was present. Commission members present (via Zoom): Emilie Walsh. Sally Peck was absent. City Staff present: Mayor Roger Laughlin, Deputy Clerk Leslie Brick, and Terry Goerdt. Via Zoom: City Administrator Redmond Jones, Public Works Director Matt Goodale and City Engineer Dave Schechinger.

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

Approve the agenda for the September 22, 2020 Planning & Zoning Commission meeting. /Move to action. Motion by Bowers, second by Bower to approve the agenda. Absent: Peck. Motion carried on a voice vote.

Approve minutes from the July 28, 2020 Planning & Zoning Commission meeting. /Move to action.

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

Approve minutes from the August 11, 2020 (Special) Planning & Zoning Commission meeting. /Move to action.

Motion by Van Scoyoc, second by Bower to approve the minutes. Absent: Peck. Motion carried on a voice vote.

## PUBLIC HEARING/NON-CONSENT AGENDA

## Extra-territorial jurisdiction (development occurring with 2 miles of city limits)

Thomas Anthony of Schumacher Haaland, representing Bruce Barnhart presented the preliminary plat for the Brookview Ridge Subdivision. Anthony said the subdivision will be located south of 290<sup>th</sup> Street on Charles Avenue (east of West Branch) in Cedar County and include nine residential lots. He said the subdivision is planned as rural subdivision with wells and septic systems. Eight lots will be accessed from Charles Avenue and will have four shared driveways and two shared wells. One lot will be accessed from 290<sup>th</sup> Street and have its own well. Anthony said the large lots allow for two septic systems, one main system and one back-up as required by the County. Anthony said the County is also requiring that this portion of Charles Avenue that is currently gravel to be chip and sealed (at the expense of Barnhart) and future maintenance will be the responsibility of a homeowners association. Anthony cited that West Branch's future land use map did not indicate annexation toward the east of town and requested the

commission to consider waiving the city's right for a formal review of the plat. The commission asked some questions regarding the subdivision but had no objection in the request. City Administrator Jones advised the commission that Council would support waiving the formal review of this subdivision and that a resolution would be presented at the October 5<sup>th</sup> meeting for Council consideration.

Bowers made the motion to recommend waiving the requirement for a formal review of Brookview Ridge, seconded by Hoffman. AYES: Bowers, Hoffman, Walsh Van Scoyoc, Fuller. NAYS: None. Absent: Peck.

Ben Hemingway, owner The Little Riata Two, described his project as a farmstead split rather than a subdivision as categorized by Johnson County. Hemingway said he would not be building any houses. Hemingway's property is located on Oasis Road in Johnson County and is approximately 60 acres. Fuller said that the City had no plans in annexation toward Iowa City and had no objection with waiving the formal review process. Jones commented that this agenda item was similar to the last presentation in that the Council wanted the commission to be aware of the project.

Bower made the motion to recommend waiving the requirement for a formal review of both properties, seconded by Bower. AYES: Bower, Bowers, Van Scoyoc, Walsh, Fuller. NAYS: None. Absent: Peck.

# Approve The Meadows Part 4B Final Plat. / Move to action

Chris Kofoed, The Meadows Development provided an overview of the final plat that completes this latest phase of the residential subdivision. Kofoed said there have been no changes since the preliminary plat and that all thirty two lots are zoned R-2 (two family). The commission had no questions. Laughlin advised the commission that all public improvements were not complete and that the final plat would not be forwarded to the Council until those were done or a letter of credit or escrow was received. Laughlin pledged his support and recommended that that commission approve the final plat.

Motion by Van Scoyoc, second by Bower. Motion carried on a voice vote.

## Approve Loethen Ridge Estates Final Plat. / Move to action

Mike Welch, Axiom Consultants (representing Matt Adam) reviewed the final plat and noted that there were no changes from the preliminary plat but stated that a revision would be updated to indicate that Lot A would be dedicated to the City as street right of way and Outlot A (a dry detention basin) would be maintained by a homeowners association. Welsh said a revised final plat would be sent to staff before Council approval was requested. Welsh said construction is still ongoing but is hoping for an October approval providing the good weather holds. Jones updated the commission of the plans for a connection to the Greenview subdivision. Jones said the City Engineer has prepared a couple of options for Council consideration at the October 5<sup>th</sup> meeting. Laughlin added that the subdividers agreement had been drafted but not yet approved by all parties and that would need to be done before final approval by Council. The commission had no comments.

Motion by Fuller, second by Bowers. Motion carried on a voice vote.

# Public Hearing - Amending Chapter 165.12 Corner Lots

The public hearing opened at 7:52 p.m. Zoning Administrator explained that clarification was needed in the Code on how to determine the rear yard on corner lots. Goerdt said he prepared the language for the ordinance, which the commission agreed on. There were no public comments. The public hearing closed at 7:54 p.m.

Approve Ordinance 777 – Amend Chapter 165.12 – Corner Lots

The commission had no changes or additional comments.

Motion by Bowers, second by Bower.

## **OLD BUSINESS:**

## Review draft Ordinance 778 – Amend Chapter 165.34 – I-2 Area Regulations

Brick reminded the commission that this was a follow-up from previous meetings to determine area regulations for the I-2 district as there are currently none listed in the Code. Brick asked if the commission required and further changes. The commission requested no changes to the draft ordinance.

# Review draft Ordinance 779 – Amend Chapter 165.50 – Swimming Pools and Hot Tubs

Goerdt explained that he met with Deputy Clerk Brick to draft an ordinance for swimming pools and hot tubs by using a policy that the City of Iowa City has adopted. Goerdt said tweaks were made to it and asked for commission feedback. The commission unanimously agreed that hot tubs should not be included in the ordinance citing that it was not feasible to require fencing around hot tubs and noted that most hot tubs had locking lids when not in use which eliminates any safety issue. The commission also disagreed with permits and fencing requirements for temporary pools. The discussed what 'temporary' meant and determined that it meant "taken down in the winter". The commission defined "permanent" would be mean pools that are set up 12 months out of the year, such as in-ground pools and were satisfied that with a permit requirement for those. The last item discussed was fencing for permanent pools. The commission agreed that fencing should be required for "permanent" pools that were less than four foot above grade. Brick said she would update the ordinance and bring it back to the next meeting for another review.

# Set date for Public Hearing on amending Chapter 165.

Fuller set November 24, 2020 for a public hearing to amend Chapter 165.34 – I-2 Area Regulations.

#### **STAFF REPORTS:**

Laughlin said the City had been approached by a commercial business looking to move to the industrial area very soon and may be submitting their site plan. Laughlin said a special meeting may be called before the next regularly scheduled meeting.

Goerdt reported that due to recent issues with temporary certificates of occupancy granted, a letter has been drafted to provide guidance to builders when they will be granted. Brick agreed that the issue is getting out of hand and creates extra staff time. Brick said the letter will be sent to all current builders as well as given at the time of a building permit. Goerdt also commented that with all of the new R-2 zoning happening in the City, the recorded lot split will now be required with permits are applied for.

## COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

None.

## **Adjourn**

Motion by Bowers, second by Bower to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 8:22 p.m.

Submitted by: Leslie Brick Deputy City Clerk

# City of West Branch (Special) Planning & Zoning Commission Meeting November 10, 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, November 10, 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. 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 (in person) Commission members: John Fuller. Commission members present (via Zoom): Emilie Walsh, Brad Bower, Ryan Bowers, Matt Van Scoyoc and Jim Hoffman. Sally Peck was absent. City Staff present: Redmond Jones and Terry Goerdt. Via Zoom: Deputy Clerk Leslie Brick and Public Works Director Matt Goodale.

#### PUBLIC HEARING/NON-CONSENT AGENDA

#### Review & Approve the Site Plan for Newport Fab & Machine. / Move to action.

Background information – Newport Fab & Machine intends to purchase approximately 4 acres from the City of West Branch located at 145 Fawcett Drive. Newport Fab & Machine currently is located in rural Johnson County and will be moving their operations to West Branch.

Nate Frees, owner of Newport Fab & Machine stated that he intends to purchase approximately four acres from the City and move his growing business to West Branch. Frees said his company started in 2005 and has continually grown over the years and the property in West Branch will allow for future growth. Frees said the proposed site plan will include one building initially, but further expansion is possible. Goerdt asked Brian Boelk, Axiom Consultants if the one fire hydrant on the property would be sufficient with the structure being a wood frame building. Boelk indicated that he felt that it would be sufficient. Matt Goodale added that there is a hydrant just north of the property that could be used if needed. Goodale asked Frees how their operations might affect the water and sewer systems. Frees responded that they use very little water for the type of fabricating they do and that the only water and sewer used would mainly be for restrooms. Staff had no other comments. The commission had no comments.

Motion by Walsh, second by Bower to approve the Site Plan as presented. AYES: Walsh, Bower, Fuller, Bowers, Van Scoyoc, Hoffman. NAYS: None. Absent. Peck.

#### Adjourn

Motion by Bower, second by Fuller to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:12 p.m.

Submitted by: Leslie Brick Deputy City Clerk

# NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON THE PROPOSED AMENDMENT TO SECTION 165.34 OF THE WEST BRANCH ZONING ORDINANCE.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the West Branch Planning and Zoning Commission in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 p.m. on <u>Tuesday, November 24, 2020</u>. The public hearing will add clarity and consistency to the language in the aforementioned section of Chapter 165 "Zoning Regulations".

All interested persons are invited to attend these meetings and be heard on the aforementioned proposed adoption of the amendment. Further information regarding same may be obtained by contacting the West Branch City Clerk.

#### ORDINANCE NO. 779

#### AN ORDINANCE AMENDING CHAPTER 165 "ZONING REGULATIONS."

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the Code's requirements; and

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide in making the Zoning Code more navigable and lead to more consistent interpretation of the requirements; and

WHEREAS, the Planning & Zoning Commission recommends to the City Council of the City of West Branch, adoption of these amendment recommendations in the Zoning code; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the Planning & Zoning Commission.

# NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 "ZONING" REGULATIONS" of the Code of West Branch, Iowa is hereby amended by revising the following subsections to Chapter 165.

#### I-2 DISTRICT REQUIREMENTS 165.34

165.34 – Amend by adding number 5:

5. Area Regulations.

Third Reading:

- A. Lot Requirements: None.
- B. Yard Requirements:
- (1) Front Yard. No Building shall be constructed within forty (40) feet of the front lot line.
- (2) Side Yards. On lots adjacent to a residential district, all buildings and incidental areas shall be located so as to provide a minimum side yard of twenty (20) feet on the side adjacent to the residential district. All other side yards shall be a minimum of eight (8) feet.
- (3) Rear Yards. No building shall be constructed within twenty (20) feet of the rear lot line.

	Passed and approved this	_ day of	, 2021.
First Reading:			
Second Reading:			


Roger Laughlin, Mayor

Attest:	

\_\_\_\_\_

Leslie Brick, Deputy Clerk



# **Leslie Brick**

From:

Terry Goerdt <tgoerdt64@gmail.com>

Sent:

Monday, November 2, 2020 10:15 AM

To: Subject: leslie@westbranchiowa.org Fwd: Scan from Pipeco Inc

Attachments:

img-201102091220-0001.pdf; Untitled attachment 00027.htm

Good morning Leslie, I received this plan this morning. I have not had time to research it yet but wanted to get it to you.
Terry

Sent from my iPhone

# Begin forwarded message:

From: Art Wenthworth <art@pipecoinc.com> Date: November 2, 2020 at 8:25:53 AM CST

To: TGoerdt64@gmail.com

Cc: ajaykshetry <ajaykshetry@hotmail.com>, Chris Schwarzkopf <CSchwarzkopf@reifoil.com>

Subject: FW: Scan from Pipeco Inc

Dear Terry,

Here is the sketch we spoke about for proposed fueling at Jack-N-Jill Grocery Store. The Owner Ajay hopes to offer fuel discounts with grocery purchases. Offer curbside pick up and full service if needed during this Covid 19 ordeal. Many people have told him they would buy gas there versus going out to the interstate locations. Please let us know if the City Of West Branch would approve such a project. We (PIPECO INC.) would abide by the State Fire Marshal office and IDNR regulations. Again thank you for Consideration.

----Original Message----

From: art@pipecoinc.com <art@pipecoinc.com>

Sent: None

To: art@pipecoinc.com

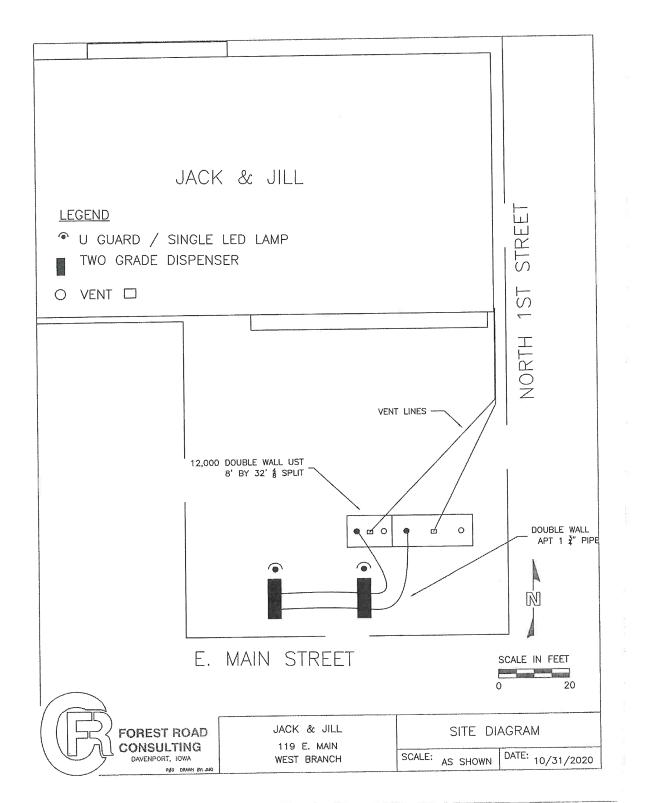
Subject: Scan from Pipeco Inc

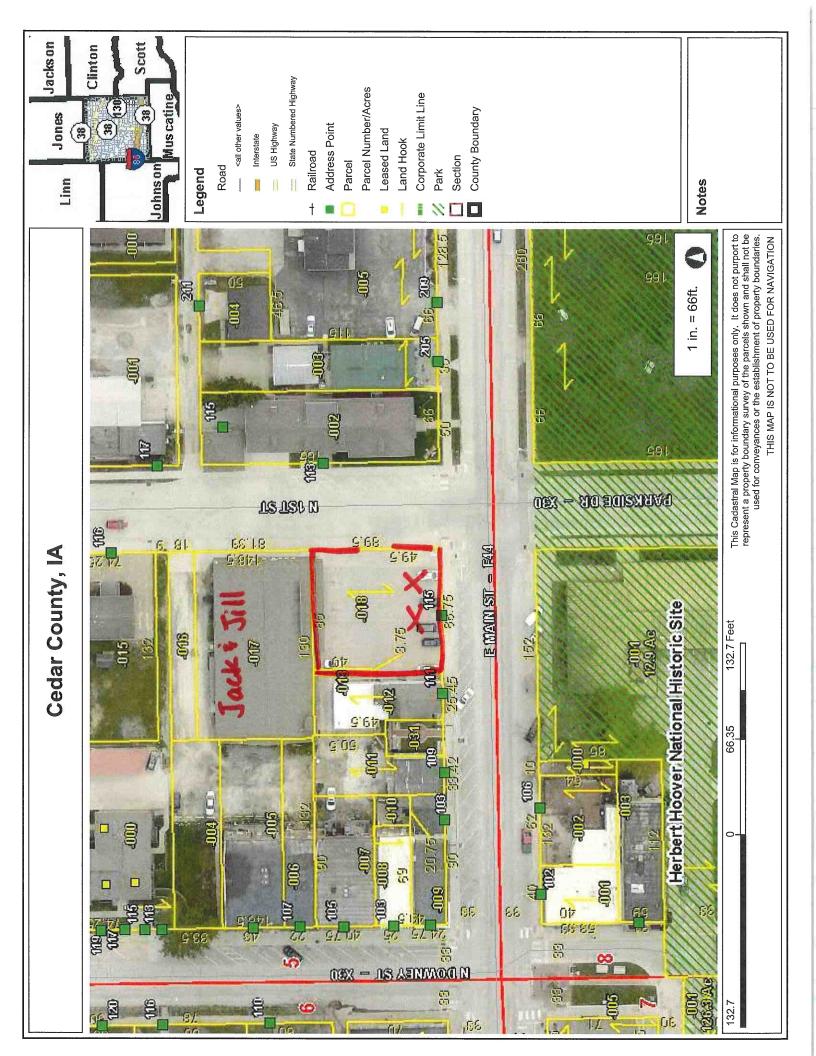
This messages was scanned and sent to you by:

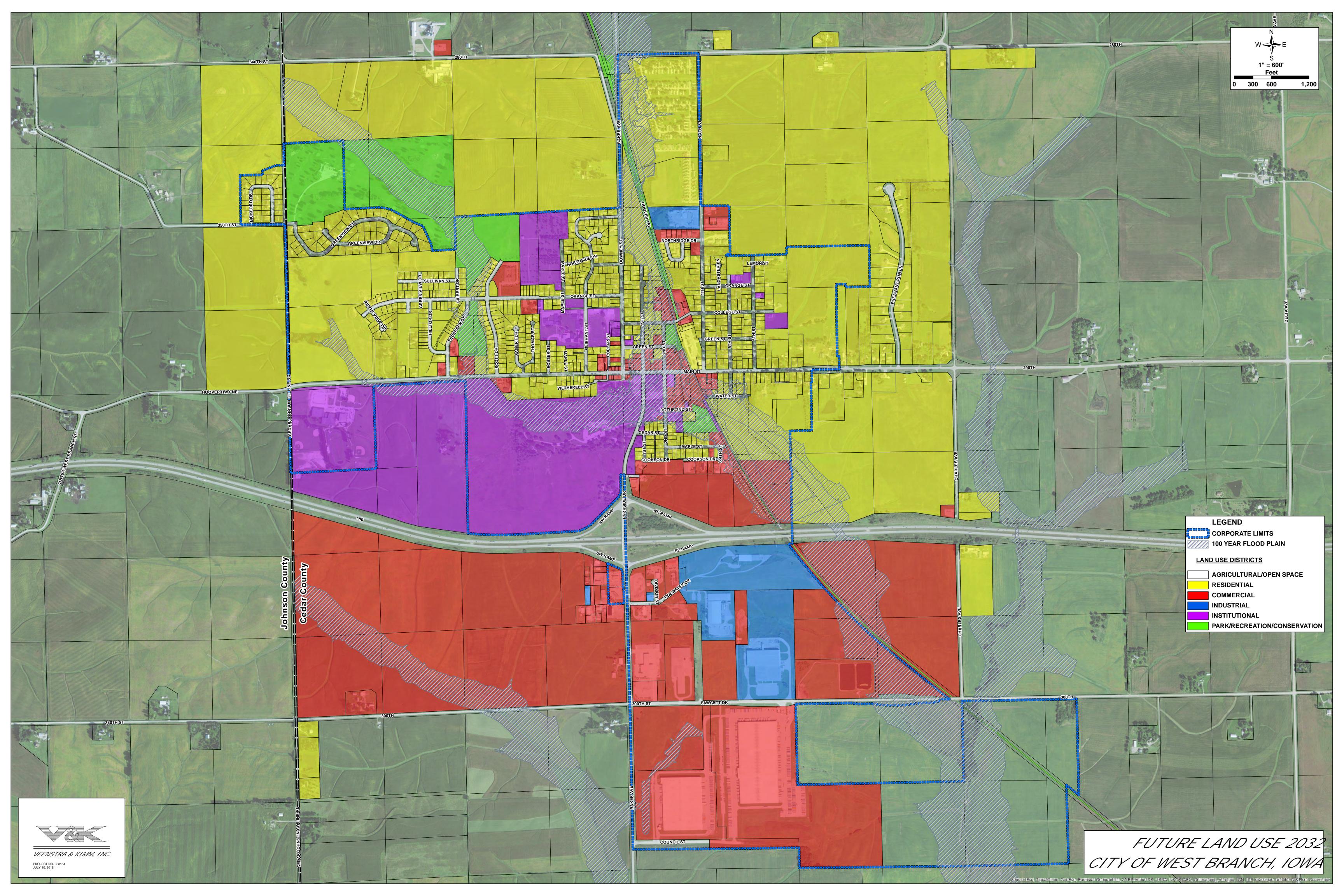
Pipeco Inc. 610 29th Street

Bettendorf, IA 52722 Phone: 563-344-0700 Toll Free: 844-744-0700

www.pipecoinc.com







# 165.35 CB-1 DISTRICT REQUIREMENTS.

- 1. Permitted Uses.
  - A. Retail or service store or shop.
  - B. Personal service shop or agency such as tailor, dressmaking, beauty, barber or shoe repair shop.
  - C. Medical or dental clinic.
  - D. Business, professional and governmental offices.
  - E. Hotels, motels, inns and apartment 2nd floor or above.
  - F. Eating and drinking establishments, except those offering in-car services.
  - G. Theaters, except those offering in-car services.
  - H. Public transportation passenger facilities.
  - I. Telephone exchanges.
- 2. Area Regulations.
  - A. All buildings and incidental uses on lots adjacent to a residential district shall be located to provide a ten (10) foot side yard on the side abutting the residential district. When adjacent to other than residential districts, no side yard is required; however, where side yards are provided for such a building, each such side yard shall be not less than six (6) feet in width.
  - B. Front Yard. No front yard shall be required in the Central Business CB-1 District.
  - C. Rear Yard. No building shall be within twenty (20) feet of the rear lot line.
  - D. When adjacent to other than residential districts, no side yard is required provided fire wall is present.

# 165.36 CB-2 DISTRICT REQUIREMENTS.

- 1. Permitted Uses:
  - A. Any use allowed in Central Business CB-1 District.
  - B. Indoor, outdoor, or drive-in restaurants.
  - C. Indoor and outdoor amusements, such as theaters, amusement parks, drive-in theaters, bowling alleys, skating rinks, dance studios and commercial recreation areas.
  - D. Wholesale businesses, warehousing and storage, provided that all inventories located on the premises are stored within a completely enclosed structure.
  - E. Auto laundries, provided that their operative machinery is within an enclosed structure and adequate drainage is provided.
  - F. Lumber yards.
  - G. Animal hospitals.
  - H. Truck terminals.
  - I. Building or construction supply business.
  - J. Fuel supply.
  - K. Milk depots.
  - L. Filling stations and repair garages.
  - M. Boat sales.
  - N. Restaurants.
  - O. Sales of new and used motor vehicles.
  - P. Building contractor facilities, yards and pre-assembly yards. (Ord. 667 Mar. 11 Supp.)
- 2. Area Regulations.
  - A. All buildings and incidental uses on lots adjacent to a residential district shall be located to provide a thirty (30) foot side yard on the side abutting the residential district. All other side yards shall be a minimum of eight (8) feet.
  - B. Front Yard. There shall be a front yard on each street which a lot abuts, which yard shall be not less than twenty- five (25) feet in depth.
  - C. Rear Yard. There shall be a rear yard on each lot, which yard shall be not less than twenty (20) feet in depth.

#### ORDINANCE NO. 780

#### AN ORDINANCE AMENDING CHAPTER 165 "ZONING REGULATIONS."

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the Code's requirements; and

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide in making the Zoning Code more navigable and lead to more consistent interpretation of the requirements; and

WHEREAS, the Planning & Zoning Commission recommends to the City Council of the City of West Branch, adoption of these amendment recommendations in the Zoning code; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the Planning & Zoning Commission.

# NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 "ZONING REGULATIONS" of the Code of West Branch, Iowa is hereby amended by revising the following subsections to Chapter 165.

165.50 – Amend Chapter 165 by adding section 50: SWIMMING POOLS

# 165.50 SWIMMING POOLS

# 165.50 – DEFINITIONS:

- 1. "Permanent" is defined as a pool that is installed or left up year round and winterized for continued use.
- 2. "Temporary" is defined as a pool that is taken down or dismantled during the winter months.

Swimming pools intended for private use by persons that reside on the property or their guests are permitted, provided the following conditions are met:

- 1. Setbacks: (for temporary and permanent pools)
  - a. Residential zones
    - i. The use must be set back a minimum of ten (10) feet from any side or rear lot line.
    - ii. The use may not be located in the front yard unless the use is set back at least forty (40) feet from the front property line.

- b. Non-residential zones
  - i. In non-residential zones, the use must be set back a minimum of ten (10) feet from any side, rear, or front property line, unless the property on which the use is located is directly abutting or across the street from a property zoned residential. In the case of such an adjacency, the use must comply with the setback requirements for residential zones
- 2. Permit Required
  - a. Pools greater than twenty four (24) inches deep require a permit.
  - b. Permanent (in-ground) pools with a depth of twenty four (24) inches or more, require a permit.
- 3. Fence Requirement (for permanent pools only). Swimming pools with a depth of twenty four (24) inches or more and the edge of which is less than four (4) feet above grade, must be completely enclosed by a fence according to the following specifications:
  - a. The fence must be at least four (4) feet in height and must be constructed so that a sphere, five (5) inches in diameter, cannot pass through the fence.
  - b. A principal or accessory building may be used as part of the enclosure.
  - c. All gates and doors opening through the enclosure must be equipped with a self-closing and self-latching device for keeping the gate or door securely closed at all times when not in use, except the door of any building which forms a part of the enclosure need not be so equipped.
  - d. The building official may permit other protective devices or structures to be used so long as the degree of protection afforded by the substitute device or structure is not less than the protection afforded by an enclosure built to the specifications of this paragraph.

	Passed and approved this _	day of	_, 2021.
First Reading: Second Reading: Third Reading:			
		Roger Laughlin, Mayor	
Attest:			
Leslie Brick Denuty	Clark		