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110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358  
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**PLANNING AND ZONING COMMISSION MEETING**

**Tuesday, September 28, 2021 • 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 May 25, Planning & Zoning Commission meeting.
  - b. Approve minutes from the July 6, 2021 Special Planning & Zoning Commission meeting.
4. Public Hearing/Non-Consent Agenda. /Move to action.
  - a. Public Hearing regarding rezoning certain properties to a Planned Unit Development.
  - b. Approve a rezoning request by the City of West Branch for certain properties to a Planned Unit Development. / Move to action.
  - c. Approve the Parkside Hills final plat. / Move to action
  - d. Comprehensive Plan discussion
5. Old Business
6. City Staff Reports
7. Comments from Chair and Commission Members
8. Next regular Planning & Zoning Commission meeting Tuesday, November 23, 2021.
9. Adjourn

**In-person participation is encouraged, however not required.**

**\*\* Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting will be available for those not able to attend in person. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/829677991> or dial in phone number 1-312-626-6799 with Meeting ID 829 677 991.**

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**Planning & Zoning Commission Members:** Chair John Fuller, Vice Chair Ryan Bowers, Sally Peck, Emilie Walsh, Brad Bower, Matt Van Scoyoc, Jim Hoffman • **Zoning Administrator:** Terry Goerd  
**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Jerry Sexton, Tom Dean  
**City Administrator:** Vacant **City Clerk:** Leslie Brick • **Fire Chief:** Kevin Stoolman • **Police Chief:** John Hanna  
• **Public Works Director:** Matt Goodale

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

**City of West Branch Planning & Zoning Commission Meeting**  
**May 25, 2021**  
***West Branch City Council Chambers, 110 North Poplar Street***

*Until further notice, all of our Planning & Zoning Meetings will be held in-person and electronically. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa.*

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 7:00 p.m.  
Roll call: Commission members present: John Fuller, Ryan Bowers, Jim Hoffman, Matt Van Scoyoc, Brad Bower, Emilie Walsh and Sally Peck. City Staff present: City Administrator Redmond Jones II, Deputy Clerk Leslie Brick, Terry Goerd, Mayor Roger Laughlin and City Engineer Dave Schechinger.

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

Approve the agenda for the May 25, 2021 Planning & Zoning Commission meeting. /Move to action.  
Motion by Bower, second by Walsh to approve the agenda. Motion carried on a voice vote.

Approve minutes from the March 23, 2021 Planning & Zoning Commission meeting. /Move to action.  
Motion by Van Scoyoc, second by Hoffman to approve the minutes. Motion carried on a voice vote.

**PUBLIC HEARING/NON-CONSENT AGENDA**

**Review and discuss West Branch Village Expansion Site Plan**

Joseph Mailander, Clearwell Engineering presented the residential expansion proposal which consists of 66 new lots on the southwest corner of the property and will be accessed by Reagan Blvd, via N. 4<sup>th</sup> St. Mailander said he had been discussing the proposed site plan with City Engineer Schechinger and said they were working toward having the new lots tie into the city's sewer system. Schechinger added that city staff had also reviewed the proposed site plan and raised several concerns and made several recommendations such as storm water run-off, stormwater fees, landscaping (trees, shrubs, etc.), trail connection, adequate parking, snow removal / storage, additional emergency shelter, street lighting, sidewalks and a potential second access point. The Commission asked about emergency vehicle access and Laughlin said the Fire Chief reviewed the plan and had no issue with the design. The Commission raised a couple of concerns regarding increased traffic on N. 4<sup>th</sup> Street with the added homes and the location of the second access point. Peck asked if the current residents had been advised of the expansion and Mailander replied that the project was being communicated to their residents. Fuller was pleased to see the opportunity for more affordable housing in West Branch and asked if additional amenities were planned such as a playground. Mailander said there was nothing formal planned at the time, but would take all comments back to the property owner for discussion.

**Review draft Ordinance 781 – Annexed Territory**

Jones presented an ordinance he prepared amending Chapter 165 regarding the city's annexation process. He said the language was taken from the Tiffin City Code and would be used to provide framework for future annexation in West Branch.

**Approve proposed language for Ordinance 781. / Move to action.**

Motion by Bowers, second by Walsh to approve the proposed language of Ordinance 781. Motion approved on a voice vote. Motion carried.

**Discuss sign requirements for the HCI District**

Deputy Clerk Brick explained that the city receives several calls a year regarding signage requirements in the HCI District (the HCI District is south of I-80). Brick said the current city code does not clearly indicate the requirements and therefore leads to many requests for permits. Brick said the city received a letter from

the Iowa Department of Transportation in 2019 that indicates that they have responsibility to control the erection and maintenance of advertising signs along interstate and primary highways. Schechinger recommended adding additional language to the city code from State Code chapter 306B may be helpful. Goerdt also suggested that permits be required for signs as well.

### **Discuss Comprehensive Plan – Chapter 9 -Transportation**

Fuller opened the discussion regarding the 2019 West Branch Comprehensive Plan and asked the commission to suggest items that the City Council could implement. Bowers asked for the Council to allow the Planning & Zoning Commission to comment on future street improvements so that bike lanes can be considered in the planning of them. He also asked for an update on the completion of the Greenview Drive connection. Schechinger said the project is moving along and that grading was expected to be complete by the end of June. Bowers also asked the status of round-a-bout planned for West Main Street and Cedar-Johnson Road as a part of the Herbert Hoover Highway improvements. Schechinger said the Council recently gave up on the idea of installing a round-a-bout due to the rising construction cost of the project. Schechinger said that Johnson County is still working on the design and connection to West Main Street. Fuller suggested that the city could possibly use some of the American Rescue Funds be used to help fund the project. Peck brought up concerns of speeding traffic of N. Downey St. again. Bowers said he's noticed an increase in speeding cars on Ohrt Street as well and wondered if speed bumps could be added. Fuller said he would like to see the city focus on a trails map, more bicycle parking, seek federal funding opportunities for projects such as car charging stations and more enforcement on speeding violators.

### **Review Future Land Use Map**

The commission made no recommendations for changes at this time but asked if the map could be updated to reflect the residential property in the Cedar's Edge Subdivision and Parkside Hills.

### **OLD BUSINESS**

#### **Update on rezoning former Croell property**

Jones said the city had received some interest in the property, but the property on the corner of East Main and North 4<sup>th</sup> Street is posing a problem. Jones said he was working with ECIA for ways to encourage the current owner to sell the property. Laughlin added that he reached out to some of the surrounding property owners about rezoning their properties to a Planned Unit Development zoning classification and said he received no opposition but will check back before moving forward.

### **STAFF REPORTS:**

Brick gave an update on the City Code recodification process and said she hoped to have it completed by the end of 2021. Goerdt said building permits have not slowed down and that D R Horton has purchased several lots in the Loethen Ridge Estates subdivision.

### **COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

Fuller asked if the city should consider an ordinance regarding off-street loading, referring to the trucks often unloading on Main Street at West Branch Ford.

Jim Hoffman asked if the commission or city have any concerns on if developers have design standards on the housing to avoid a cookie cutter look. He also noted that in the Loethen Ridge subdivision, the R-2 lots were small and wondered if the commission should review the size requirements. The commission briefly discussed the idea of design standards and said they would support developers including designs standards in their covenants.

### **Adjourn**

Motion by Walsh, second by Bower to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 8:45 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk

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

## **City of West Branch Special Planning & Zoning Commission Meeting**

***July 6, 2021***

***West Branch City Council Chambers, 110 North Poplar Street***

*Until further notice, all of our Planning & Zoning Meetings will be held in-person and electronically. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa.*

Vice Chairperson Ryan Bowers called the Special Planning & Zoning Commission meeting to order at 7:05 p.m. Roll call: Commission members present: Ryan Bowers, Jim Hoffman, Matt Van Scoyoc, Brad Bower, Emilie Walsh and Sally Peck. Absent: John Fuller. City Staff present: Deputy Clerk Leslie Brick, Terry Goerdts, Public Works Director Matt Goodale, Mayor Roger Laughlin and City Engineer Dave Schechinger.

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

Approve the agenda for the July 6, 2021 Special Planning & Zoning Commission meeting. /Move to action. Motion by Bower, second by Hoffman to approve the agenda. Motion carried on a voice vote.

### **PUBLIC HEARING/NON-CONSENT AGENDA**

#### **Motion to approve the West Branch Village / Haven Park Expansion Site Plan. Move to action.**

Joseph Mailander, Clearwell Engineering said the city's and commission's recommendations were addressed and incorporated into the site plan. Mailander said he appreciated the comments as they made for a better project. Mailander reviewed the changes to the site plan which included the following: sewer for the new lots will go to the city system and will be metered for flow and billed accordingly to the West Branch Village / Haven Park. A second emergency shelter and access drive will be added which will require the relocation of two or three homes, open space was added for a future playground, additional guest parking, a detention area added for stormwater run-off, trail connection to the Hoover Trail, and trees added to each lot.

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

#### **Motion to approve a revised Site Plan for Parkside Petroleum LLC – 401 Parkside Drive, West Branch. / Move to action.**

Schechinger said the developer decided to move the sanitary sewer and water lines to better fit on the site, which in turn required their sign to be relocated to the southwest corner of the property. Bowers questioned if sidewalks would be added from the subdivision down Parkside Drive. Schechinger stated that the National Park Service owns the property on either side of Parkside Drive and they would be the ones who would need to install sidewalks should they desire to do so. Schechinger added that the general route to school from the Parkside Hills Subdivision would be via S. 2<sup>nd</sup> Street.

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

#### **Motion to approve a recommendation to vacate Birdie Drive (a proposed street in the Cedar's Edge Subdivision). – per Chapter 137. / Move to action.**

Jerry Sexton, owner of Cedar's Edge Subdivision asked the commission to consider his request to vacate Birdie Drive. Sexton explained that Birdie Drive is a street that is to be constructed after Cedar Johnson Road is improved in the future. Sexton said that he has someone interested in purchasing the lot (20) and concerned about the corner lot requirement of a twenty-five-foot side yard. Schechinger stated that the fire department requires a turn around and without the street would not be able to do that. Sexton offered that emergency vehicles could use the parking area by the golf course cart shed to turn around if needed. A concern was also raised about snow plowing and where snow would be stored and if the t

**Comprehensive Plan discussion**

Fuller was absent so no discussion was held.

**West Branch Tree Survey**

Fuller was absent so no discussion was held.

**OLD BUSINESS:**

**Update on the former Croell site rezoning**

Laughlin said he was ready to have the city move forward with rezoning the former Croell site and a few of the surrounding properties to a PUD. Laughlin said he had verbal conversations with Herring, Bennett and Miller. Laughlin said the owners of West Branch Roofing will benefit from the rezoning change as well so they could move forward with their building plans. Brick said she would contact all affected property owners in writing and prepare to have a public hearing on the rezoning at the September 28<sup>th</sup> Planning & Zoning meeting.

**STAFF REPORTS:** None

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

Bowers asked for an update on the West Branch Capital Improvements Plan and what is to be included in it.

**Adjourn**

Motion by Peck, second by Bower to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:53 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk

NOTICE OF PUBLIC HEARING FOR REZONING OF CERTAIN PROPERTY LOCATED  
NORTH OF AND ADJACENT EAST MAIN STREET AND WEST OF 4<sup>TH</sup> STREET IN  
WEST BRANCH, IOWA.

**NOTICE IS HEREBY GIVEN that the Planning and Zoning Commission of the City of West Branch, Iowa, will hold a public hearing at 7:00 p.m. on September 28, 2021, in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa, to consider the rezoning of the following described property from Industrial District to Planned Unit Development District, to wit:**

The real property in the Retracement Plat of Survey filed for record on October 8, 2018 in Book K at Page 110, Records of the Cedar County Recorder; and

Lots 1-5 in Block 3, in West Branch, Iowa and the abandoned railroad right-of-way located west of said Lots 1-5; and

Lots 1 and 2 in Tract 1 located in the abandoned railroad in the SE  $\frac{1}{4}$  of Section 5, Township 79 North, Range 4 West of the 5<sup>th</sup> P.M., West Branch, Cedar County, Iowa, as shown in Plat Book E on page 117 in the Cedar County Recorder's Office; and

A tract of land in the SW  $\frac{1}{4}$  of Section 5, Township 79 North, Range 4 West in the Town of West Branch, and more particularly described as follows: Beginning at a point on the south line of College Street, said point being 50 feet easterly of as measured radially from the centerline of the Chicago, Rock Island and Pacific Railroad's main track; thence S 14°34'45" East, 2.91 feet; thence southerly 72.62 feet, more or less, along a line curved to the left, parallel with and 50 feet easterly of said centerline; said line having a chord length of 72.62 feet; thence N 74°10'55" East 199.78 feet to a point on the easterly line of said Railroad Company's station grounds; thence northerly along the easterly line of said station grounds 145 feet, more or less, to the centerline of College Street; thence S 62°05'00" West along said centerline 205.64 feet to a line 50 feet easterly of and parallel with the centerline of said Railroad Company's main tract; thence southerly along last said parallel line 20 feet, more or less, to the point of beginning; and

Commencing at an iron pin located on the east right-of-way line of Fourth Street, 33.00 feet north of the centerline of East Main Street; all located in Section 5, Township 79 North, Range 4 West of the 5<sup>th</sup> P.M. in the City of West Branch, Cedar County, Iowa; thence westerly 58.42 feet along the north right-of-way line of said East Main Street to the point of beginning; thence northerly 64.30 feet along the easterly line of a building fronting on Fourth Street and East Main Street to the SE corner of the partition wall between said building and adjacent building to the north; thence westerly 58.30 feet along the south side of said partition wall to a point 0.70 feet east of the SW corner of said wall; thence southerly 64.35 feet on a line parallel to the westerly wall of said building to an "X" cut in the concrete sidewalk and the north right-of-way line of East Main Street; thence easterly 58.30 feet along said right-of-way line to the point of beginning; and

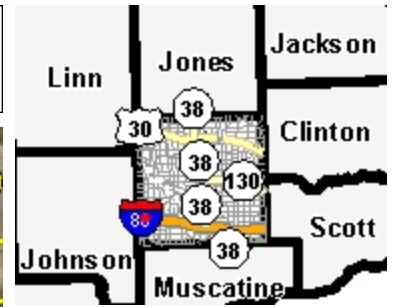
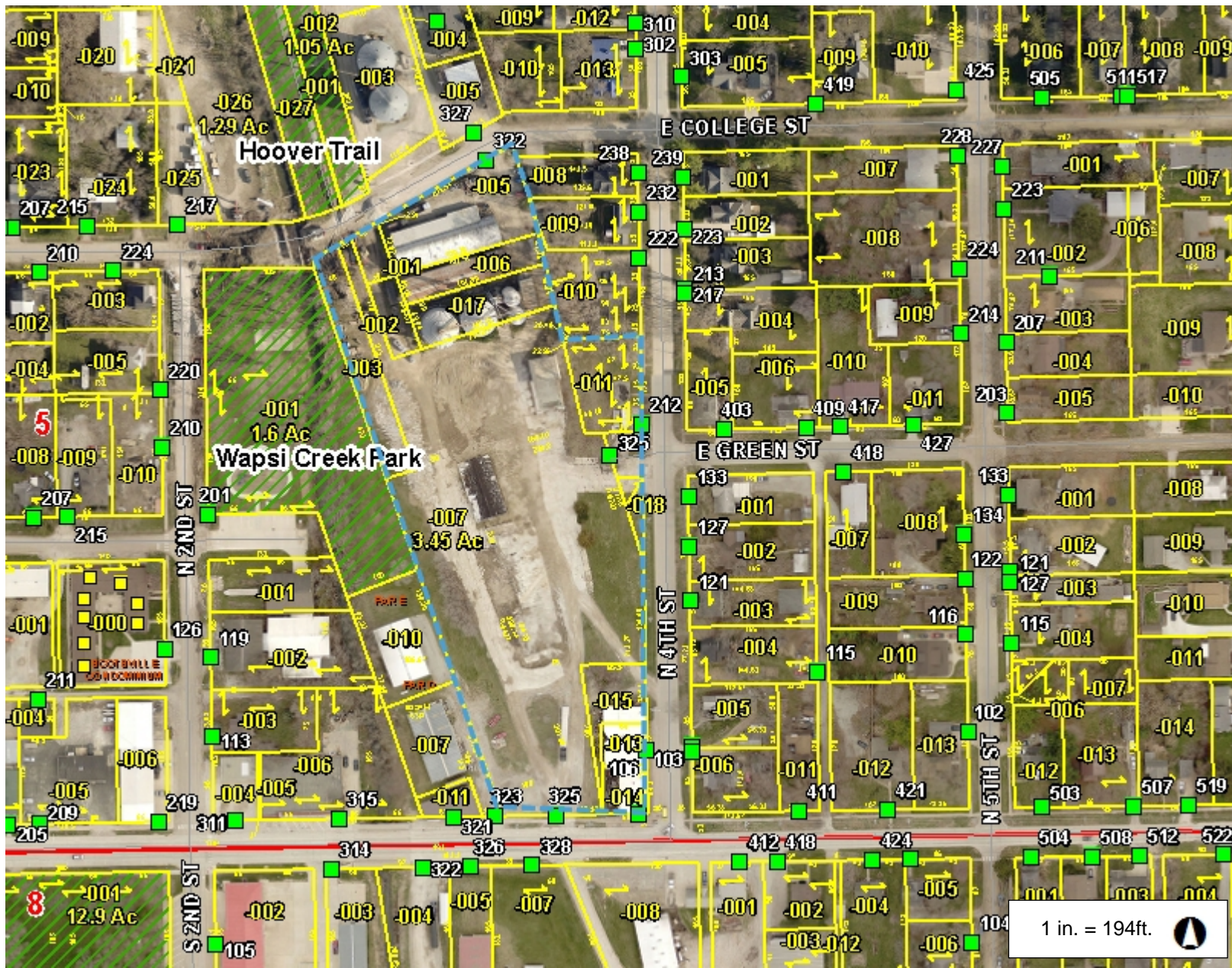
Beginning at a point 37 feet 1 inch north of and 58 feet 5 inches west of the SE corner of the SW  $\frac{1}{4}$  of Section 5, Township 79 North, Range 4 West of the 5<sup>th</sup> P.M. in the Town of West Branch, Cedar County, Iowa; thence north 60 feet 1.25 inches; thence west 2 feet 1.75 inches; thence south 60 feet 1.25 inches; thence east 1 foot 7 inches to the place of beginning; and commencing 33 feet north and 60 feet west of the SE corner of Section 5, Township 79 North, Range 4 West of the 5<sup>th</sup> P.M. in the Town of West Branch, Cedar County, Iowa; thence running north 120 feet along the west side of Fourth Street in said town; thence west 60 feet; thence south 120 feet to the north side of East Main Street; thence east 60 feet to the point of beginning

Any and all citizens are welcome to attend the meeting to make comments regarding said proposed rezoning ordinance during said Public Hearing or make written comments to the City Clerk.

/s/ Leslie Brick, City Clerk



# Cedar County, IA



## Legend

- Road
  - Interstate
  - US Highway
  - State Numbered Highway
  - <all other values>
- +
- Railroad
- Address Point
- Parcel
- Parcel Number/Acres
- Leased Land
- Land Hook
- Corporate Limit Line
- Park
- Section
- County Boundary

## Notes

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



