

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

City of West Branch Special Planning & Zoning Commission Meeting

October 12, 2021

West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 7:00 p.m. Roll call: Commission members present: Jim Hoffman, Matt Van Scoyoc, Brad Bower, Salli Peck and Emilie Walsh. Ryan Bowers arrived at 7:05 p.m. City Staff present: City Clerk Leslie Brick, Terry Goerdt, Absent: City Engineer Dave Schechinger.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the October 12, 2021 Special Planning & Zoning Commission meeting. /Move to action.

Motion by Peck, second by Hoffman to approve the agenda.

PUBLIC HEARING/NON-CONSENT AGENDA

Review the Site Plan for Lot 11, Parkside Hills.

Brick explained that city staff held a pre-application conference with the developer, Chad Kuene and Ron Amelon of MMS on October 6th to review and provide comments on the site plan. Brick said the recommendations were: 1) to add a vegetative buffer on the south side of the two buildings as it runs along the I-80 off ramp, (developer added spruce trees for the buffer). 2) Confirm the number of bedrooms per unit, (all units will be two bedroom, two bath). 3) Confirm that lighting will be on the building (yes, building will have dusk to dawn lighting at the entrances to the building as well as on the garages). Brick said City Engineer and staff were happy with the changes and recommended approval.

Motion to approve the Site Plan. Lot 11 for Parkside Hills. / Move to action.

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

OLD BUSINESS: None.

STAFF REPORTS:

Brick announced that the city hired Adam Kofoed as the new City Administrator for West Branch who will be start employment on November 30, 2021.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS: No comments

Adjourn

Motion by Bowers, second by Bower to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:09 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk