

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

City of West Branch Special Planning & Zoning Commission Meeting

November 23, 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: Ryan Bowers, Jim Hoffman, Matt Van Scoyoc, Brad Bower, Salli Peck and Emilie Walsh. City Staff present: City Clerk Leslie Brick, Zoning Administrator Terry Goerdts and Fire Chief Kevin Stoolman. Staff attending via Zoom: City Engineer Dave Schechinger.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the November 23, 2021 Planning & Zoning Commission meeting. / Move to action.
Motion by Bowers, second by Bower to approve the agenda.

Approve the minutes from the September 28, 2021 Planning & Zoning Commission meeting. / Move to action.

Motion by Fuller to approve the minutes. Motion carried on a voice vote.

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

Motion by Fuller to approve the minutes. Motion carried on a voice vote.

PUBLIC HEARING/NON-CONSENT AGENDA

Review Parkside Hills, Lot 9 Site Plan.

Chad Kuene, Developer of Parkside Hills the site plan for Lot 9 of Parkside Hills which consists of several cluster townhomes situated on a private drive that will be maintained by a home owners association. Kuene said this same design was constructed in Tiffin known as Prairie Village. Kuene said each town home allows for three parking stalls so on street parking should not be an issue. Schechinger said a pre-application conference had been held with staff and all items had been substantially satisfied. He added that due to the grade of the property, an engineered retaining wall may be required during the construction phase and recommended approval. Fuller asked Kuene if six foot sidewalks were considered rather than the five foot ones shown on the site plan. Kuene replied that the five foot sidewalks met the site plan requirements. Bowers asked if the Outlot A was still planning on being maintained by the homeowner's association and Kuene replied that it will be. There were no other comments from the commission.

Motion to approve the Site Plan. Lot 9 for Parkside Hills. / Move to action.

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

Review Parkside Hills, Lot 12 Site Plan.

Kuene stated this site plan, much like Lot 9, consists of several clusters of town homes. Kuene said this lot will be serviced by a public street known as Sycamore Street which will include public sidewalks. Kuene said on street parking will be allowed as well as additional parking has been added on the south end of Lot 12 for overflow. Schechinger said a pre-application conference was held for this site plan as well and all items have been addressed and recommended approval. Bowers asked Schechinger if a mid-block crossing should be required on the south west corner of the lot, but Schechinger replied it would not be required. There were no other comments from the commission.

Motion to approve the Site Plan. Lot 12 for Parkside Hills. / Move to action.

Motion by Walsh, second by Bowers to approve the Lot 12 site plan. AYES: Walsh, Bowers, Fuller, Van Scoyoc, Peck, Bower, Hoffman. NAYS: None. Motion carried.

Review draft Site Plan for Dawson Plaza, The Meadows Part 4A, Lot 1, 2 & 3 (RB-1).

Brian Boelk, Axiom Consultants on behalf of The Meadows Development Inc (Kofoed, Larson & Mente), presented a draft site plan for the proposed Dawson Plaza to be constructed on lots 1,2 & 3 of The Meadows Part 4A. Boelk said the group is collaborating with Progressive Rehabilitation to construct a four unit building with Progressive Rehab to own one unit for their physical therapy business and lease a larger section for operating a fitness center that would be open to the public. The proposed building would face Dawson Drive with parking on the west side of the building. Boelk said the other units are intended for professional office space (medical or dental offices), but that no other tenants have made commitments at this time. Boelk added that the proposed building would be constructed on three lots and that an auditor's parcel would be requested. Scott Thoma of Progressive Rehab said he had conversations with Mayor Laughlin, Parks & Rec Director Russell and school officials while developing the concept of the fitness center that will meet the needs of the community, school and city. Thoma said the facility would be run by Progressive Rehab and have 24 hour access and would require a paid membership. Thoma said he was excited to bring a much desired amenity to West Branch. The commission was supportive of the idea but raised several concerns regarding what type of lighting would be used so as to not disrupt the nearby residential homes and provide safety for members, whether or not the site plan would allow for ample parking for a 24 hour business, how landscaping would be incorporated to provide screening to the neighboring residential properties and if the traffic on Dawson Drive and Main Street would need to be addressed. Boelk took note of the commission's comments and said the group is looking to keep the project moving forward and requested a special Planning & Zoning meeting in December for approval of the site plan. The commission agreed to schedule a meeting if all comments by the commission and city engineer had been satisfied.

Consider a request of rezoning for The Meadows Part 5 from R-1 to R-2 and schedule public hearing. / Move to action.

Boelk, on behalf of The Meadows Development Inc., requested the commission to consider a request to rezone the next phase of The Meadows, Part 5. Boelk said the parcel that the rezoning is requested is the property east of Prairie View Drive in The Meadows, Part 4B which will connect to Loethen Ridge. Boelk said the current zoning is R-1 and the developers are requesting a R-2 zoning. The commission had no objections with the request and stated the public hearing would be held at their next meeting on January 25, 2022.

OLD BUSINESS:

Signs for the HCI District (Zoning Administrator – Terry Goerdts)

Goerdts said he took sample of ordinances from other cities that sit along I-80 to come up with some possible language to add to the Code. Goerdts provided some regulations for the commission to discuss at their next regular meeting.

STAFF REPORTS:

Goerdts said several homes are being completed by D.R. Horton LLC – Iowa in the Loethen Ridge Estates subdivision. He said the homes are very nice and urged the commission to visit the model home on Prairie View Drive. Brick announced that Adam Kofoed, the new City Administrator would be starting on November 30th and would attending future commission meetings and taking an active role in all zoning matters going forward.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

A request was made for staff to provide number of permits for new homes since the start of the building incentive plan.

Adjourn

Motion by Fuller, second Walsh to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 8:04 p.m.

Submitted by:

Leslie Brick

City Clerk