

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

**City of West Branch Special Planning & Zoning Commission Meeting
December 13, 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, Brad Bower, and Salli Peck. Absent: Emilie Walsh
City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Terry Goerd, Commission members attending via Zoom: Ryan Bowers, Matt Van Scoyoc. Absent: City Engineer Dave Schechinger.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the December 13, 2021 Special Planning & Zoning Commission meeting. /Move to action.

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

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to approve the Site Plan for Dawson Plaza. The Meadows Part 4A. Lot 1, 2 & 3 (RB-1) Lot 11 for Parkside Hills. / Move to action.

Boelk presented a revised site plan to the commission and noted the following updates; increased landscaping on the north and east side of the property, included a photometrics plan to address any lighting concerns, and noted that he was able to adjust the parking lot to add one additional parking spot on both the north and south end of the parking lot to meet the required 28 spaces. Fuller reviewed the site plan checklist prepared by the city engineer to ensure that all requirements have been satisfied. One item was left to be determined by the City Council and that was whether or not the city would require an escrow for a future sidewalk connection on the south side of the property should a sidewalk connection be made on the northside of Main Street.

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

Adjourn

Motion by Bowers second Hoffman to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:22 p.m.

Submitted by:

Leslie Brick

City Clerk