

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

City of West Branch Planning & Zoning Commission Meeting
January 25, 2022
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 7:02 p.m. Roll call: Commission members present: Ryan Bowers, Jim Hoffman, Matt Van Scoyoc, Brad Bower and Emilie Walsh. Absent: Salli Peck. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick and Zoning Administrator Terry Goerd.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the January 25, 2022 Planning & Zoning Commission meeting. /Move to action.
Motion by Bowers, second by Hoffman to approve the agenda.

Approve the minutes from the November 23, 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 December 13, 2021 Special Planning & Zoning Commission meeting. / Move to action.

Motion by Walsh, second by Van Scoyoc to approve the minutes. Motion carried on a voice vote.

PUBLIC HEARING/NON-CONSENT AGENDA

Nominate _____ for Chairperson for the Planning & Zoning Commission for 2022. /Move to action.
Commission member Ryan Bowers nominated John Fuller as Chairperson. Hoffman seconded the motion. There were no other nominations.
Motion by Bowers, second by Hoffman. Motion carried on a voice vote.

Nominate _____ for Vice Chairperson for the Planning & Zoning Commission for 2022. / Move to action.

Commission member Brad Bower nominated Ryan Bowers and Vice Chairperson. Walsh seconded the motion. There were no other nominations.
Motion by Bower, second by Walsh. Motion carried on a voice vote.

Nominate _____ for Secretary for the Planning & Zoning Commission for 2022.

Commission member Ryan Bowers nominated Emilie Walsh as Secretary. Brad Bower seconded the motion. There were no other nominations.
Motion by Bowers, second by Bower. Motion carried on a voice vote.

Public Hearing – Consider a request of rezoning for The Meadows Part 5 from R-1 to R-2 and accept comments from the public on the matter.

Fuller opened the public hearing at 7:06 p.m. Chris Kofoed, The Meadows Development Inc. explained the rezoning request of the parcel known as The Meadows Part 5 which lies between three other parcels zoned R-2 to the east, west and south. Kofoed said the number of lots hadn't been determined yet as their engineers were working through storm water issues. Resident, Barbara Fortune asked what the definition of R-2 was and had no concern when it was explained. There were no other public comments. Fuller closed the public hearing at 7:08 p.m.

Motion to approve the rezoning request of The Meadows Part 5 from R-1 to R-2. /Move to action.

The commission had no objections or concerns with the rezoning request.
Motion by Bowers, second by Hoffman. Motion carried on a voice vote.

Review draft concept / preliminary plat from Dub Bee LLC (located on the northeast corner of W. Main Street and Cedar-Johnson Rd.)

City Administrator Kofoed introduced the concept given to the City for a proposed mix of commercial and residential use on The Meadows Part 3 subdivision and said the potential developer was looking for initial thoughts and comments on the proposed project. Gary Wehrle, Dub Bee LLC said he was working on a proposed concept that is slightly different than what was previously proposed as The Meadows Part 3 preliminary plat in 2017. Wehrle said his design would eliminate the cul de sac and instead provide double access points, one to Cedar-Johnson, the other to West Main Street. Wehrle said he is also looking to bring in a convenience store with gas pumps, independent living, a multi-family 32-36 unit apartment complex and additional commercial properties. He said the design would require some underground parking due to density. Fuller asked if Wehrle had presented his concept to the school district yet as there had previously been some objection with the idea of a convenience store across from the high school in past years. Wehrle said he had not had conversations with the school district, but Kofoed said he had notified the superintendent and had received no negative comments. Van Scoyoc said he would prioritize safety for any project and wondered if a traffic study would be needed for a turn lane on West Main Street. Kofoed said those discussions were already in the works. Walsh asked if the residential properties would be rentals or owner occupied. Wehrle said he expected both since that is a goal of the West Branch Comprehensive Plan. The commission had no further questions or concerns and were overall in support of the concept.

Review and provide comments for an Extra-territorial jurisdiction (development occurring within 2 miles of city limits)- Final Plat of the Sara Park Subdivision.

Mark Stein, MMS Consultants on behalf of Ed and Anita Starr explained that the purpose of the final plat is so that the Starr's can separate the property where the existing house is from the agriculture land. This would be a one lot, one house subdivision. Kofoed said he was reluctant to support the request without having P&Z comment on the future growth of the city to the north. City Engineer Schechinger also raised the same concern with the location of the one lot subdivision being in a future intersection of N. 4th Street. Fuller asked if the Starr's had an immediate 'rush' for their request as he would like more information on the request. Bowers said he saw no harm to review the request but would like to hear the City Engineer's full comments on the request. Kofoed said he would arrange for an internal meeting and bring more information back to the commission.

OLD BUSINESS:

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

Goerd explained some additional changes to the proposed ordinance. The commission had no further comments and asked that the ordinance have its final review at the next meeting for approval and recommendation to move on to the City Council.

STAFF REPORTS:

Brick shared building permit stats from 2015 to current which included the number of permits issued and the number of new housing units since the inception of the Building Incentive Program. The data reflected that out of the 153 homes built in the past 6 ½ years, 123 homes are eligible for the city tax rebate.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

Adjourn

Motion by Bowers, second Hoffman to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:49 p.m.

Submitted by:

Leslie Brick

City Clerk