



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

PLANNING AND ZONING COMMISSION SPECIAL MEETING

Tuesday, March 1, 2022 • 7:00 p.m.

West Branch City Council Chambers, 110 N. Poplar St.

Council Quorum May Be Present

<https://zoom.us/j/829677991> or

dial in phone number 1-312-626-6799 with Meeting ID 829 677 991

1. Call to Order
2. Roll Call
3. Approve Agenda/Move to action.
 - a. Approve minutes from the January 25, 2022, Planning & Zoning Commission meeting.
4. Public Hearing/Non-Consent Agenda. /Move to action.
 - a. Consider a request for rezoning The Meadows Part 3 from RB-1 to PUD (Planned Unit Development) and schedule a public hearing. / Move to action.
 - b. Provide a recommendation for the Final Plat of the Sara Park Subdivision. / Move to action.

Waive the right to review the final plat.

OR

Approve the final plat with conditions.
 - c. Review and provide comments for a preliminary plat of a re-subdivision of Parkside Hills.
5. Old Business
6. City Staff Reports
7. Comments from Chair and Commission Members.
8. Next regular Planning & Zoning Commission meeting Tuesday, March 22, 2022.
9. Adjourn

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: Adam Kofoed **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 Special 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



110 N POPLAR ST, PO BOX 215, WEST BRANCH, IA 52358

REZONING APPLICATION

Applicant Information:

Name: Gary Werle

Address: 2225 Sugar Bottom Rd NE Solon IA 52333
Street or PO Box # City State Zip Code

Phone: 319-631-4639 Email: gary.werle@gmail.com

Additional Contact:

Name: Brian Boelk

Phone: 319-400-1056 Email: bboelk@axiom-con.com

Property Owner (if other than applicant):

Name: KLM Investments (Chris Kofoed)

Address: PO Box 698 West Branch IA 52358
Street or PO Box # City State Zip Code

Phone: 319-936-2052 Email: ckofoedcpa@Lcom.net

Property Information:

Address (if no address, list name of closest streets): NE corner Cedar-Johnson Rd & W. Main Street

Assessor's Parcel # (Attach Legal Description): 0490-13-06-351-001-0

Current Zoning: RB-1

During the review process, the Planning and Zoning Commission or City Staff may visit the property. Please sign here if the property owner does not wish to allow Commission or Staff to enter onto the property.

X_____

Signature of Applicant

Date

Submittal deadline: 14 days prior to next regularly scheduled Planning and Zoning Commission meeting.

Re-zoning Fee: \$150.00. Special Meeting Request fees are \$150.00 per meeting.

*Additional costs that may be charged include: Public Hearing publishing costs, Engineer and Attorney fees, and mailing costs. Applicant will be billed for additional costs and must be paid before Rezoning Application will proceed.

Include with this application:

- ☒ 1 complete copy of this application form.
- ☒ 7 scalable copies of site plan and associated documents, 11 x 17 paper copies & Acrobat "PFD" files of all materials emailed to leslie@westbranchiowa.org.
- ☒ Detailed site plan of the existing use of the property and proposed use of the property, including utilities and other relevant improvements. Locations, dimensions, use of all property within the two hundred (200) feet thereof, include streets, railroads, and other physical features, North arrow and scale, size and location of existing and proposed structures and drives on the subject property, and drives on surrounding properties, contractor name and address to do work on project and date of preparation of the plan.
- ☒ Other information deemed necessary by the City Staff for the review of the proposed project
- ☒ Names of current Titleholders and their proper mailing addresses for all owners of any property within the two hundred (200) feet of the proposed amendment area, whether within or outside of the city limits. Information can be obtained from Cedar County Assessor's Office.

☒ Statement of the reasons why the applicant feels the present zoning classification is no longer valid.

See Attached

For Staff Use:

Date:

- _____ Application received - includes detailed site plan, list of property titleholders within 200 hundred feet, and re-zoning fee
- _____ Application forwarded to P&Z Commission, Mayor, Council, City Attorney and Engineer, Fire Chief Zoning Administrator, City Admin, Public Works Director
- _____ Next P&Z meeting (application must be received at least 14 days prior to the P & Z meeting) (to receive presentation and provide comments, set a date for a public hearing)
- _____ Date of Public Hearing publication in newspaper (PH notice posted in three locations in the City of West Branch, **at least seven days and not more than 20 days prior to the Public Hearing**)
- _____ Date notice mailed to property owners within two hundred feet of the proposed property to be re-zoned
- _____ P&Z meeting to hold public hearing _____ Approved _____ Denied
- _____ Date of any written protests to re-zoning request
- _____ City Council meeting date to hold Public Hearing _____ Approved _____ Denied
- _____ 1st Reading of Rezoning Ordinance _____ 2nd Reading _____ 3rd Reading

Miscellaneous Information:

Signature of City Official

Date



CIVIL · STRUCTURAL · MECHANICAL · ELECTRICAL · SURVEY · SPECIALTY

THE MEADOWS PART 3

AXC 220009

REZONING REQUEST

2/21/2022

Dear Leslie and Adam,

On behalf of Gary Werle, we are requesting 11.26 acres of property currently owned by KLM Investments, LLC to be rezoned from RB-1 to PUD (Planned Unit Development). The property is located immediately west of The Meadows Part 4A and across Main Street from West Branch High School and Middle School, at the northeast corner of Main Street and Cedar Johnson Road.

The applicant's intention is to develop the property for: commercial, multi-family housing, and potentially senior living. This may include clustered living to help provide a neighborhood feel and environment.

As the western entrance into the city of West Branch, we feel this use will best serve and fit the community, providing housing to School District staff amongst others, and a much-needed commercial component to this part of town that has and continues to grow with increase residential living.

The property is surrounded by agricultural on the west, future residential to the north, outlot and stormwater management serving residential to the east, and Main Street and the School District to the south. All stormwater management has been accounted for as part of The Meadows Part 4A and 4B, with ample green space and buffer to the north and east.

We look forward to presenting and discussing in further detail at the next Planning and Zoning meeting.

If you have further questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Boelk', written over a horizontal line.

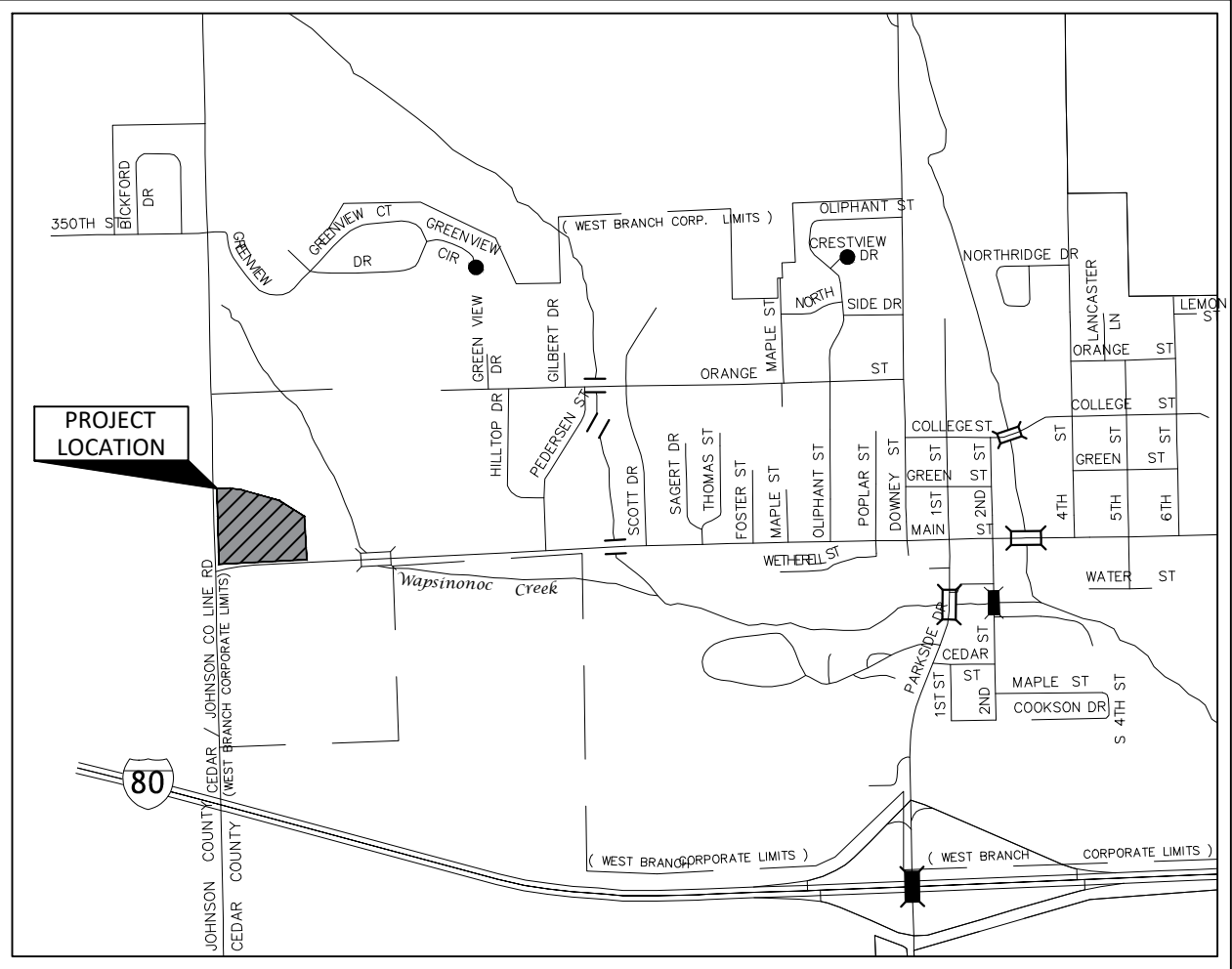
Brian Boelk, PE
Principal/Owner
Axiom Consultants, LLC

REZONING EXHIBIT

THE MEADOWS SUBDIVISION PART 3
WEST BRANCH, CEDAR COUNTY, IOWA



PROJECT VICINITY MAP - CITY OF WEST BRANCH



CITY OF WEST BRANCH, IOWA

APPLICANT INFORMATION:

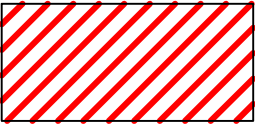
OWNER: KLM INVESTMENTS, LLC. 25 EASTVIEW PLACE NE IOWA CITY, IA 52240	ATTORNEY: MICHAEL W. KENNEDY 920 S. DUBUQUE STREET IOWA CITY, IA 52240
DEVELOPER: GARY WERLE 2225 SUGAR BOTTOM ROAD NE SOLON, IA 52333	PREPARED BY: AXIOM CONSULTANTS, LLC 60 E. COURT STREET, UNIT 3 IOWA CITY, IOWA 52240 319-519-6220

LEGAL DESCRIPTION:

BEING PART OF AUDITOR'S PARCEL G IN THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼), AS RECORDED IN PLAT BOOK I, PAGE 103 OF THE CEDAR COUNTY RECORDER'S OFFICE,
THAT PART OF SAID AUDITOR'S PARCEL G LYING SOUTH AND WEST OF OUTLOT A OF THE MEADOWS PART 4A AS RECORDED IN PLAT BOOK 1492, PAGE 39 OF THE CEDAR COUNTY RECORDERS OFFICE, IN SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA,
DESCRIBED AREA CONTAINS 11.26 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTICTIONS OF RECORD.

ZONING:

CURRENT ZONING:	
RB-1	RESIDENTIAL/BUSINESS DISTRICT
PROPOSED ZONING:	
PUD	PLANNED UNIT DEVELOPMENT



NOT FOR CONSTRUCTION

AXIOMCONSULTANTS

ENGINEER:

DRAWING LOG	
DATE	DESCRIPTION OF CHANGES

PROJECT NAME:	THE MEADOWS SUBDIVISION PART 3
SHEET NAME:	REZONING EXHIBIT
PROJECT NO.:	220009
SHEET NUMBER:	1 OF 1
CLIENT NAME:	WEST BRANCH, CEDAR COUNTY, IA
DESIGN PROFESSIONAL:	BOELK
CLIENT NAME:	KLM INVESTMENTS, LLC



JOHNSON CEDAR ROAD

W. MAIN STREET

LOT #5

2.78 AC
121,104 SF
CURRENT ZONING: RB-1
PROPOSED USE: MULTI-FAMILY
(CLUSTER LIVING)

LOT #4

3.58 AC
155,825 SF
CURRENT ZONING: RB-1
PROPOSED USE: MULTI-FAMILY OR
ASSISTED LIVING
(CLUSTER LIVING)

LOT #3

1.61 AC
70,199 SF
CURRENT ZONING: RB-1
PROPOSED USE: COMMERCIAL

LOT #2

1.11 AC
48,358 SF
CURRENT ZONING: RB-1
PROPOSED USE: COMMERCIAL

LOT #1


1.21 AC
52,580 SF
CURRENT ZONING: RB-1
PROPOSED USE: COMMERCIAL

THE MEADOWS SUBDIVISION
FUTURE
ZONED R-1

OUTLOT A
THE MEADOWS SUBDIVISION
PART 3A

EXISTING STORMWATER
MANAGEMENT AREA

NOT FOR CONSTRUCTION

SHEET NO.: 22-0009		DESIGN PROFESSIONAL: BOELK		CLIENT NAME: GARY WEHRLE		PROJECT NAME: MEADOWS PART 3 MIXED USE DEVELOPMENT		DRAWING LOG		ENGINEER:  WWW.AXIOM-CON.COM (319) 519-6220	
SHEET NUMBER:		1 OF 1						REV		DATE	
								DESCRIPTION OF CHANGES			



REQUEST FOR COMMISSION CONSIDERATION

MEETING DATE: March 1, 2022

AGENDA ITEM:	Provide a recommendation for the Final Plat of the Sara Park Subdivision. / Move to action. Waive the right to review the final plat. OR Approve the final plat with conditions. Review and provide comments for a preliminary plat of a re-subdivision of Parkside Hills.
---------------------	--

PREPARED BY:	City Administrator, Adam Kofoed
---------------------	---------------------------------

DATE:	February 24, 2022
--------------	-------------------

BACKGROUND:

In the previous meeting, commissioners wanted more details regarding the county classified “minor subdivision” north of town.

The Starr’s intent is to conduct a farmstead split.

All parties met and agreed to a subdivision agreement stating the Starr’s or future land owners would not build any structures in a future 4th Street right of way. Attorneys for both parties are currently working on an agreement before a council decision.

RECOMMENDATION:

The commission may opt to waive its right to review or, approve the final plat with conditions its choses to add.

Due to the parcels being adjacent to city limit and a city street, it is staff’s recommendation to approve the final plat with the following conditions:

1. That no structures be built in a future 4th street right of way.
2. If any future structures are built in allowed areas, that they may do so at county standards, but if the city eventually annexes north of town, it would be the property owner’s responsibility to bring it to city code at an agreeable date, if such an event occurs.

FINAL PLAT
SARA PARK SUBDIVISION
CEDAR COUNTY, IOWA

DESCRIPTION

A PORTION OF AUDITOR'S PARCEL "B", LOCATED IN THE SOUTH ONE-HALF OF THE SOUTHWEST ONE-QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N88°53'13"E, ALONG THE SOUTH LINE OF THE SOUTHWEST ONE-QUARTER OF SAID SECTION 32, A DISTANCE OF 1121.66 FEET TO THE **POINT OF BEGINNING**; THENCE N02°43'11"W, 351.72 FEET; THENCE N88°00'08"E, 464.14 FEET TO THE NORTHWEST CORNER OF LOT 1, ALBAUGH ACRES, CEDAR COUNTY, IOWA, ACCORDING TO THE PLAT RECORDED IN BOOK 770, PAGES 1-13 IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE S02°15'11"E, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 358.82 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1, SAID POINT BEING ON THE SOUTH LINE OF THE SOUTHWEST ONE-QUARTER OF SECTION 32; THENCE S88°53'13"W, ALONG SAID SOUTH LINE, 461.36 FEET TO THE **POINT OF BEGINNING**, CONTAINING 3.77 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

-PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319)351-8282

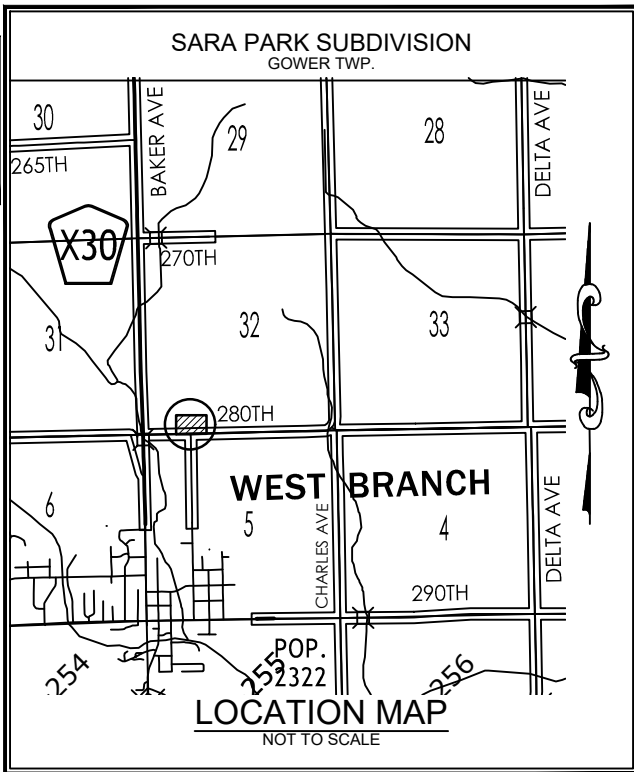
OWNERS' ATTORNEY:
CHRIS SURLS
DENDINGER LAW FIRM, PLC
409 CEDAR STREET
TIPTON, IOWA 52772

PLAT APPROVED BY:	
CEDAR COUNTY BOARD OF SUPERVISORS:	
CHAIRPERSON	DATE

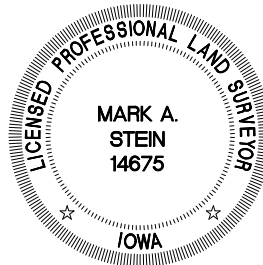
FOUND 5/8"Ø REBAR
WITH YELLOW, PLASTIC
CAP NO. 14675

RAYMOND P. SLACH &
NANCY A. SLACH

PLAT OF SURVEY
AUDITOR'S PARCEL "C"
CEDAR COUNTY, IOWA
AS RECORDED IN BOOK F
PAGE 106 IN THE RECORDS
OF THE CEDAR COUNTY
RECORDER'S OFFICE



- NOTES:
- 1) BEARINGS ARE BASED ON THE IOWA STATE PLANE COORDINATE SYSTEM (LIBRARY CALIBRATION) USING THE IOWA REAL TIME NETWORK (RTN). THE DISTANCES SHOWN ON THE PLAT ARE HORIZONTAL GROUND DISTANCES AND NOT GRID DISTANCES.
 - 2) RECORD BEARINGS ARE NOT LISTED BECAUSE OF A DIFFERENT BASIS OF BEARING FROM EARLIER RECORDED PLATS (BOOK F, PAGE 106 AND BOOK 770, 1-13).



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

MARK A STEIN
P.L.S. Iowa Lic. No. 14675

My license renewal date is December 31, 20 ____.

Pages or sheets covered by this seal:

Signed before me this ____ day of ____, 20 ____.

Notary Public, in and for the State of Iowa.

AREA SUMMARY

	ROW	WITHOUT ROW	TOTAL
SE 1/4 SW 1/4	0.27 ACRE	1.84 ACRES	2.11 ACRES
SW 1/4 SW 1/4	0.20 ACRE	1.46 ACRES	1.66 ACRES
TOTAL	0.47 ACRE	3.30 ACRES	3.77 ACRES

JOHNATHAN T. WALKER &
JENNIFER M. WALKER

LOT 1
ALBAUGH ACRES
CEDAR COUNTY, IOWA
AS RECORDED IN BOOK 770,
PAGES 1-13 IN THE RECORDS
OF THE CEDAR COUNTY
RECORDER'S OFFICE

SE 1/4 SW 1/4
SEC. 32-T80N-R4W

FOUND 5/8"Ø REBAR WITH
YELLOW, PLASTIC CAP NO.
14675 (0.1' SOUTH OF ROW)

FOUND 5/8"Ø REBAR
WITH YELLOW, PLASTIC
CAP NO. 14675, 3"± DEEP

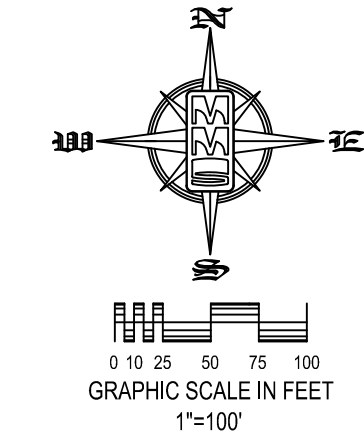
NE 1/4 NW 1/4
SEC. 5-T79N-R4W

BETHANY N. SIMON

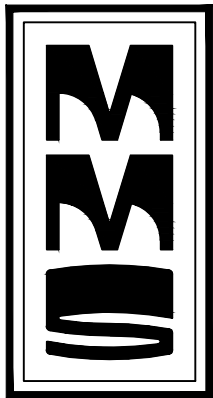
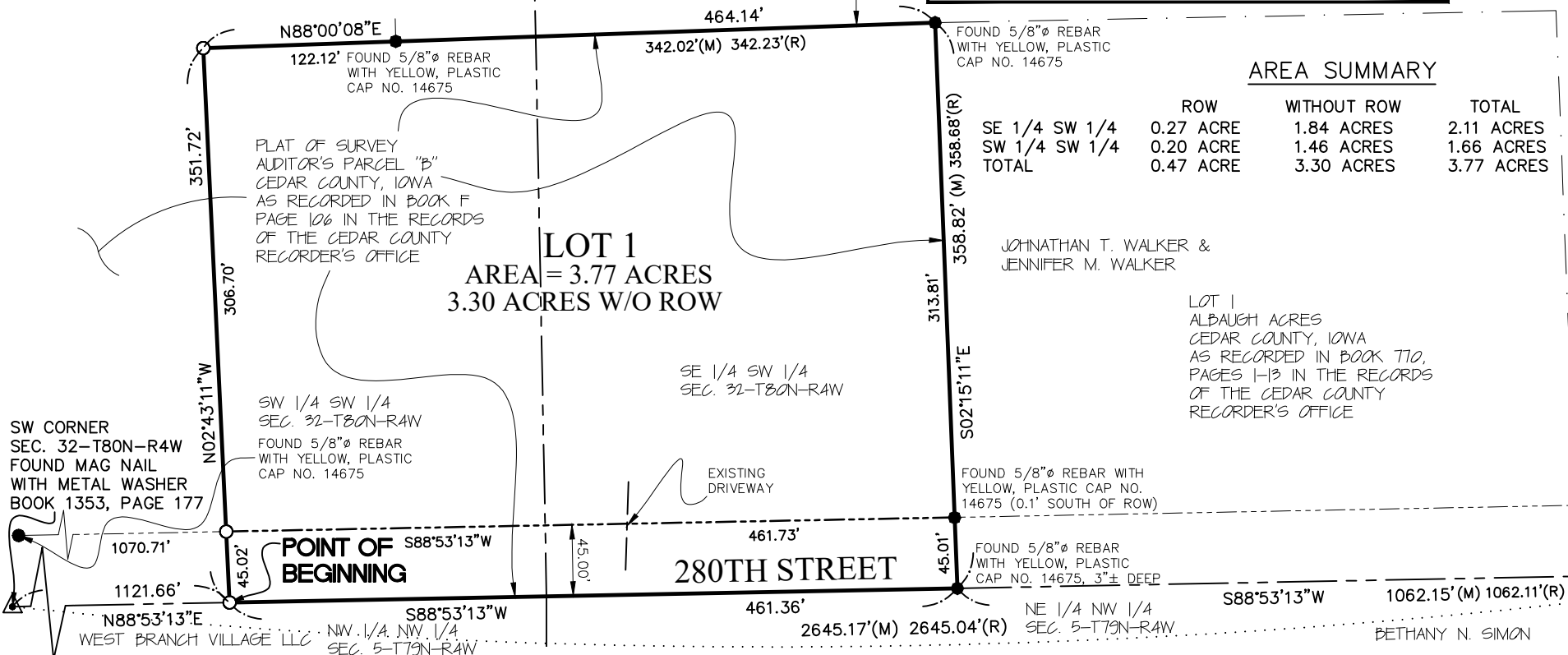
LEGEND AND NOTES

- CONGRESSIONAL CORNER, FOUND
- CONGRESSIONAL CORNER, REESTABLISHED
- CONGRESSIONAL CORNER, RECORDED LOCATION
- PROPERTY CORNER(S), FOUND (as noted)
- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
- CUT "X"
- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- EASEMENT LINES, WIDTH & PURPOSE NOTED
- EXISTING EASEMENT LINES, PURPOSE NOTED
- RECORDED DIMENSIONS
- MEASURED DIMENSIONS
- CURVE SEGMENT NUMBER

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



WILLIAM E. STARR &
ANITA D. STARR



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282

www.mmsconsultants.net

Date Revision

FINAL PLAT
SARA PARK SUBDIVISION

A PORTION OF AUDITOR'S
PARCEL "B", LOCATED IN THE
S 1/2 OF THE SW 1/4 OF SEC. 32
T80N-R4W OF THE 5TH P.M.,
CEDAR COUNTY, IOWA

MMS CONSULTANTS, INC.

Date: 12/20/2021

Surveyed by: JRD Field Book No: 1325

Drawn by: MAS Scale: 1" = 100'

Checked by: GDM Sheet No: 1

Project No: 6168-002 of: 1



110 N POPLAR ST, PO BOX 218, WEST BRANCH, IA 52340

PRELIMINARY PLAT APPLICATION

Applicant Name: Advantage Development Inc.

Address: 760 Liberty Way North Liberty IA 52317

Street or PO Box

City

State

Zip Code

Phone: 319-665-2997

Email: Chad@advantagebuilt.com

Signature: _____

Additional Contact

Name: Ron Amelon

Phone: 319-351-8282

Email: r.amelon@mmsconsultants.net

Property Owner (if other than applicant)

Name: _____

Address: _____
Street or PO Box # City State Zip Code

Phone: _____

Email: _____

During the review process City staff, Planning & Zoning Commission or City Council Members may visit the property. If the property owner does not wish to allow visitors onto the property, please sign below:

Property Information

Address (if none, list name of closest streets): Elm Street & Chestnut Drive (private)

Assessor's Parcel # (Attach Legal Description): 0500-13-08-153-014-0

Subdivision Name: Parkside Hills - Second Addition

Number of Lots: 2 Property Size: 2.99 AC Current Zoning: PUD

Subdivider's Engineer

Name: Ron Amelon, MMS Consultants, Inc

Address: 1917 S. Gilbert Street Iowa City IA 52240
Street or PO Box # City State Zip Code

Phone: 319-351-8282

Email: r.amelon@mmsconsultants.net

City of West Branch - Preliminary Plat Requirements:

- ☒ Title, scale, north point and date.
- ☒ An outline of the area to be subdivided, identifying approximate dimensions of the boundary lines.
- ☒ An accurate legal description of the land included in the subdivision and giving reference to two section corners within the U.S. public land system in which the plat lies, or if the plat is a subdivision of any portion of an official plat, two established monuments within the official plat.
- ☒ Each lot within the plat shall be assigned a progressive number.
- ☒ Present and proposed streets, alleys and sidewalks with their right of way, in or adjoining subdivision including dedicated widths, approximant gradients, types and widths of surfaces, curbs, and planting strips
- ☒ Proposed layout of lots, showing numbers, approximate dimensions and the square foot areas of lots that are not rectangular.
- ☒ Building setbacks or front yard lines.
- ☒ Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes.
- ☒ Present and proposed easements showing locations, widths, purposes and limitations.
- ☒ Present and proposed utility systems including the locations and size of existing sanitary and storm sewers, culverts, water mains, street lights and other public utilities; and the location and alignment of proposed utilities to serve the development.
- ☒ Proposed name of the subdivision which shall not duplicate or resemble existing subdivision names in Cedar County.
- ☒ Name(s) and addresses of the owner, subdivider, and engineer, surveyor or architect who prepared the preliminary plat and the engineer, surveyor or architect who will prepare the final plat.
- ☒ Existing and proposed zoning of the proposed subdivision and adjoining property.
- N/A ☐ A general summary description of any protective covenants or private restrictions to be incorporated in the final plat.
- ☒ Contours at vertical intervals of not more than two (2) feet if the general slope of the site is less than ten percent (10 %)and at vertical intervals of not more the five (5) feet if the general slope is ten percent(10%) or greater, unless the Planning & Zoning Commission waives this requirement.
- ☒ The location of any floodway and flood hazards boundaries and the identification of those areas subject to flooding and high water.
- ☒ Identification of all adjoining properties and where such adjoining properties are part of recorded subdivisions the names of those subdivisions.
- ☐ Identification of areas prone to erosion and by separate document attached to the preliminary plat, a grading plan to explain the methods that will be used to control erosion pursuant to the requirements of Chapter 170.15(15)
- N/A ☐ A proposal to turn over 5% of useable subdivided land or its value to the City of West Branch for park development.
- N/A ☐ A list of all variances from zoning and subdivision regulations that are being requested.

Process: Staff will review the first submittal and issue a preliminary report listing required and recommended changes, and will include a date by which a revised complete set of 7 copies is required to be submitted for final staff review and for Planning & Zoning Commission and Council consideration. Along with a revised set, Acrobat "PDF" files of all materials are required.

PRELIMINARY PLAT CHECKLIST

Please attach following items. Additional materials may be required during the review process. Failure to submit the complete application materials may result in delays in processing.

Submittal Deadline: 1st working day of month by 12:00 p.m.

Submittal Requirements:

- ☒ 1 completed copy of this application form, including checklist.
- ☒ Application Fee: \$300. Applicant is responsible for actual cost of the City Engineer's review and additional engineering reviews.
- ☒ 2 scalable copies folded to 8.5"x11" & Acrobat "PDF" files emailed to leslie@westbranchiowa.org
- N/A ☐ Other information requested by City Staff for review of the proposed project.
- N/A ☐ If the applicant is other than the legal owner, the applicant interest shall be indicated legal owners' authority to apply shall be included in a certified legal form.

For Staff Use:

_____ Date application and preliminary plat received

_____ Information forwarded to City Engineer, City Attorney, Planning & Zoning Commission, Building Inspector, Public Works Director and Fire Chief

_____ Comments received from:

_____ City Engineer

_____ City Attorney

_____ Building Inspector

_____ Public Works Director

_____ Fire Chief

_____ Comments forwarded to Developer and Planning & Zoning Commission.

_____ Date of 1st Planning & Zoning Commission meeting

_____ Date of 2nd Planning & Zoning Commission meeting (if needed)

_____ Date of Planning & Zoning Commission Approval

_____ Stamp Preliminary Plat 'Approved' – email to Subdivider and their engineer & City Council

_____ Forward approved preliminary plat to City Attorney for creation of Resolution and Subdivider's Agreement

_____ Invoice Subdivider for Engineering fees

_____ Date of 1st City Council meeting, preceding P&Z approval

_____ Preliminary Plat Resolution # _____, approved _____

_____ Subdivider's Agreement, approved _____

Signature of City Staff / Title _____ **Date** _____



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date Revision

PRELIMINARY PLAT

PARKSIDE HILLS
- SECOND ADDITION

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 02-23-2022

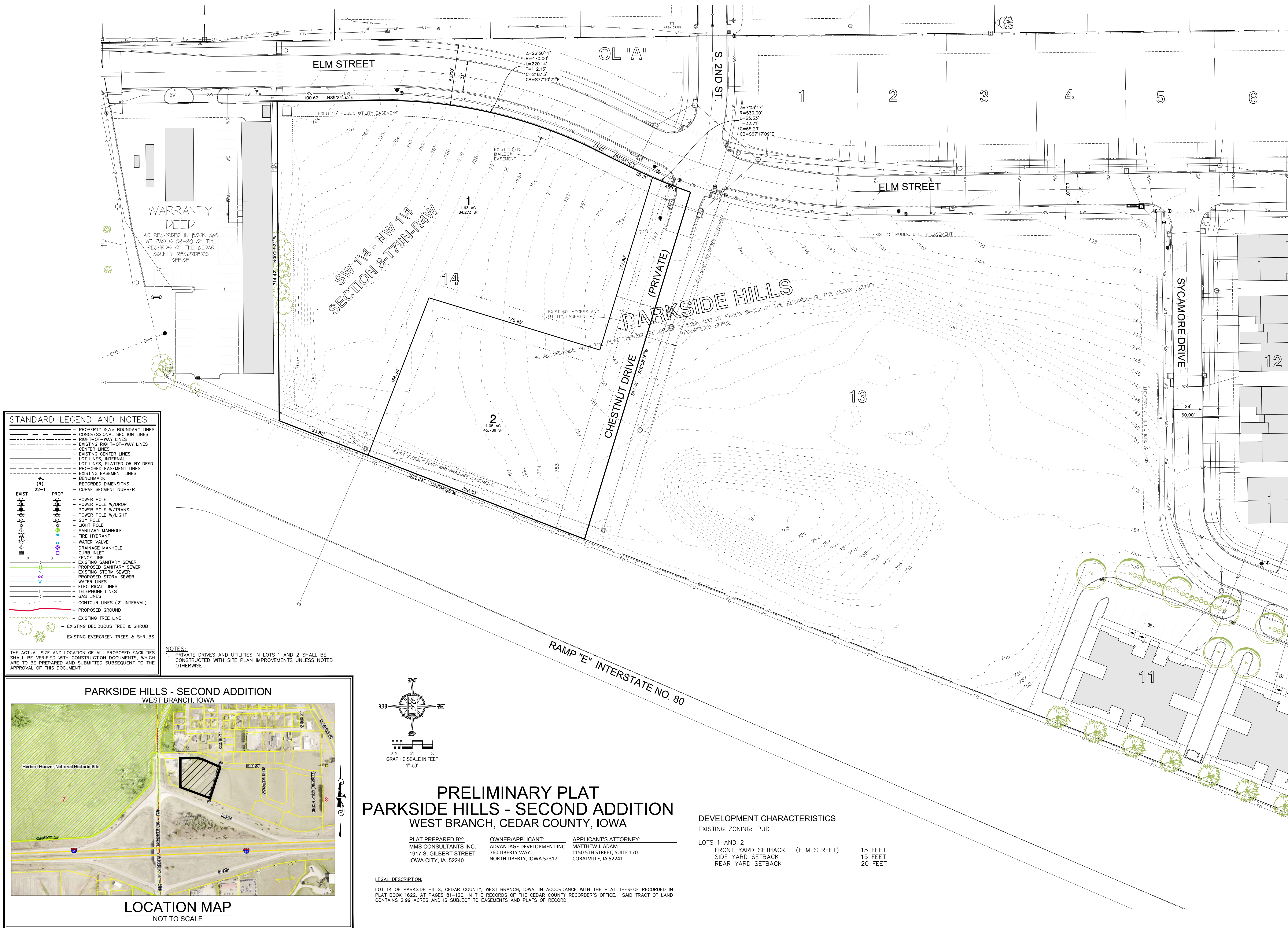
Designed by: RLA Field Book No: FIELDBOOK

Drawn by: JDM Scale: 1"=50'

Checked by: RLA Sheet No: 1

Project No: 6992-377

of: 1





CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date Revision

PROPERTY EXHIBIT

PARKSIDE HILLS
- SECOND ADDITION

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

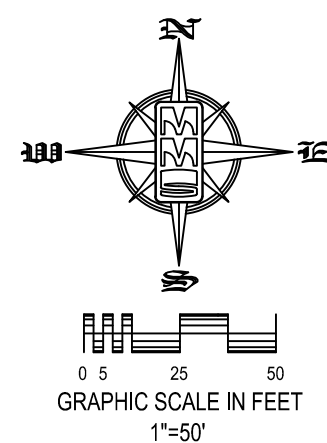
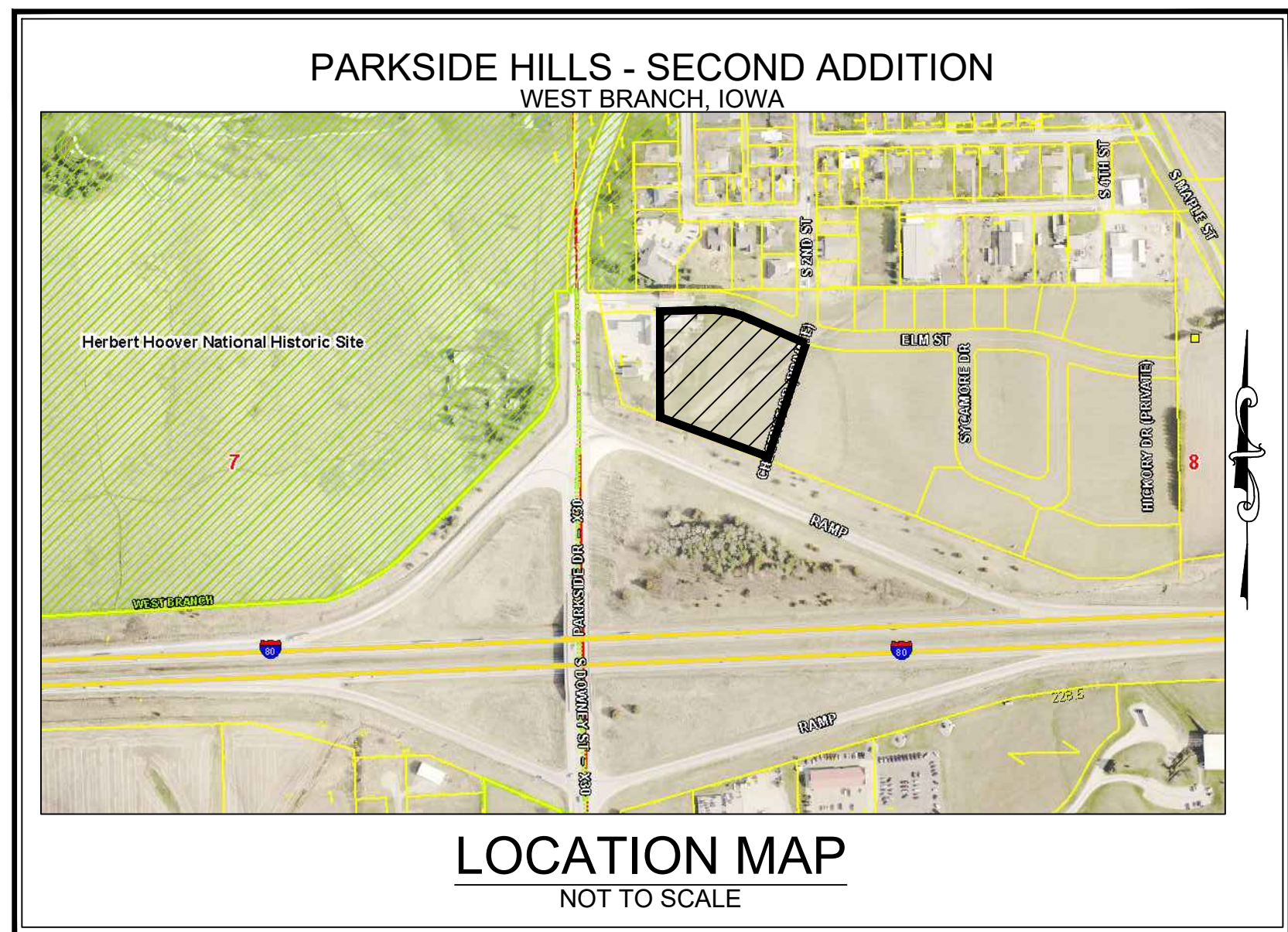
Date: 02-23-2022

Designed by: RLA Field Book No: FIELDBOOK

Drawn by: JDM Scale: 1"=50'

Checked by: RLA Sheet No: 1

Project No: 6992-377 of: 1



PROPERTY EXHIBIT
PARKSIDE HILLS - SECOND ADDITION
WEST BRANCH, CEDAR COUNTY, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

OWNER/APPLICANT:
ADVANTAGE DEVELOPMENT INC.
760 LIBERTY WAY
NORTH LIBERTY, IOWA 52317

APPLICANT'S ATTORNEY:
MATTHEW J. ADAM
1150 5TH STREET, SUITE 170
CORALVILLE, IA 52241

LEGAL DESCRIPTION:

LOT 14 OF PARKSIDE HILLS, CEDAR COUNTY, WEST BRANCH, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 1622, AT PAGES 81-120, IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE. SAID TRACT OF LAND CONTAINS 2.99 ACRES AND IS SUBJECT TO EASEMENTS AND PLATS OF RECORD.

DEVELOPMENT CHARACTERISTICS

EXISTING ZONING: PUD

LOTS 1 AND 2
FRONT YARD SETBACK (ELM STREET) 15 FEET
SIDE YARD SETBACK 15 FEET
REAR YARD SETBACK 20 FEET