



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 MEETING

Tuesday, March 22, 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 March 2, 2022, Special Planning & Zoning Commission meeting. / Move to action.
4. Public Hearing/Non-Consent Agenda. /Move to action.
 - a. Approve the Preliminary Plat for Parkside Hills – Second Addition (Applicant Advantage Development). / Move to action.
 - b. Approve the Preliminary Plat for The Meadows Subdivision Part 3 (Applicant Gary Werle). / Move to action.
 - c. Approve draft language for Ordinance 791 – Amending Chapter 165 of the Code of Ordinances regarding Signs in the HCI Zoning District. / Move to action.
 - d. Discussion of additional Planning & Zoning meetings for 2022
5. Old Business
6. City Staff Reports
7. Comments from Chair and Commission Members.
8. Next regular Planning & Zoning Commission meeting Tuesday, April 26, 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 Goerdts
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



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

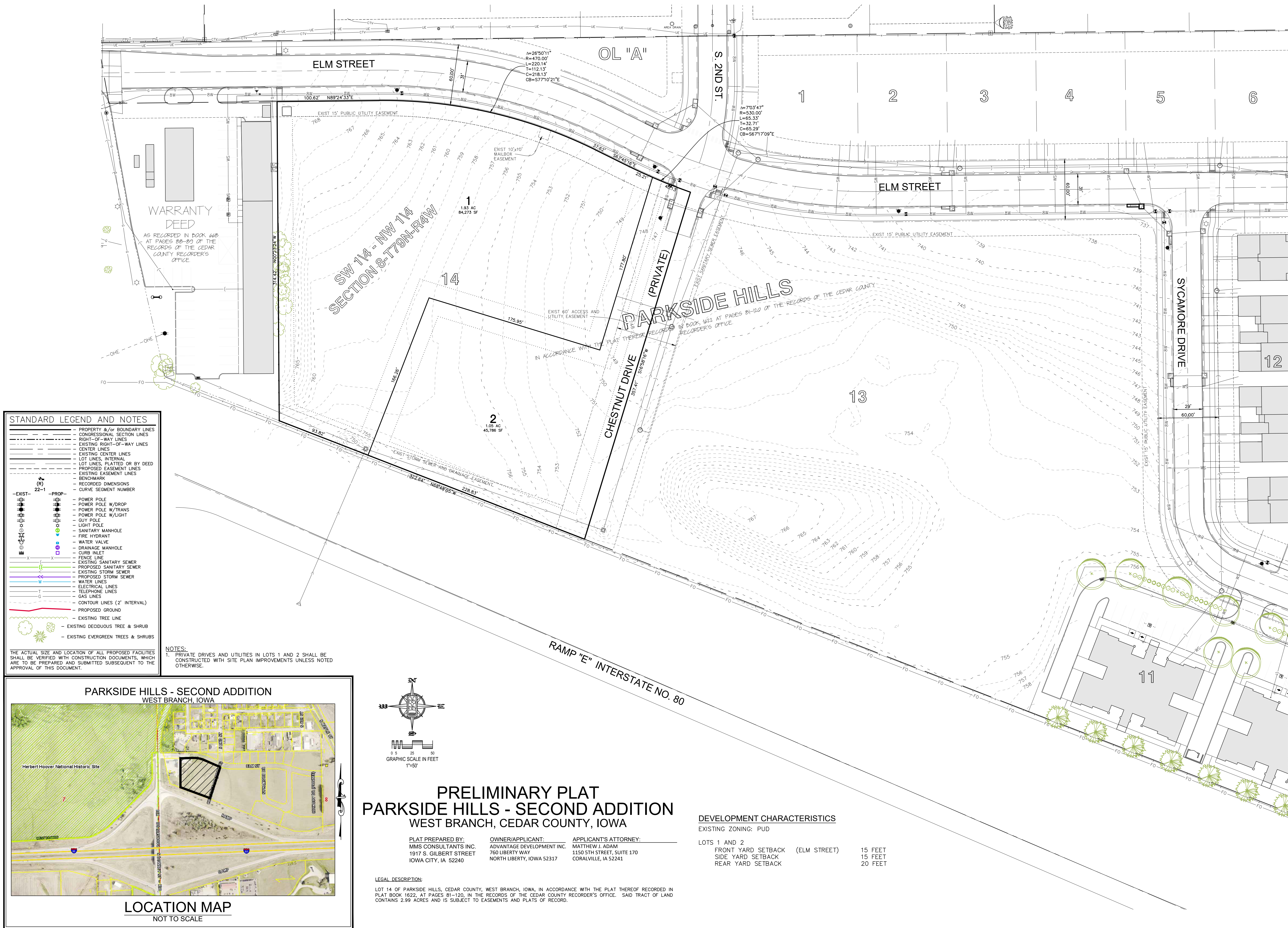
Designed by: RLA Field Book No: FIELDBOOK

Drawn by: JDM Scale: 1"=50'

Checked by: RLA Sheet No: 1

Project No: 6992-377

of: 1





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Date Revision

PROPERTY EXHIBIT

PARKSIDE HILLS
- SECOND ADDITION

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

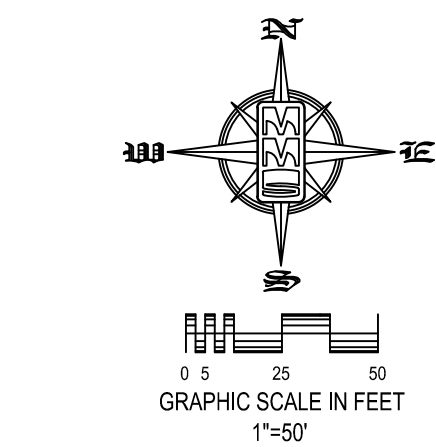
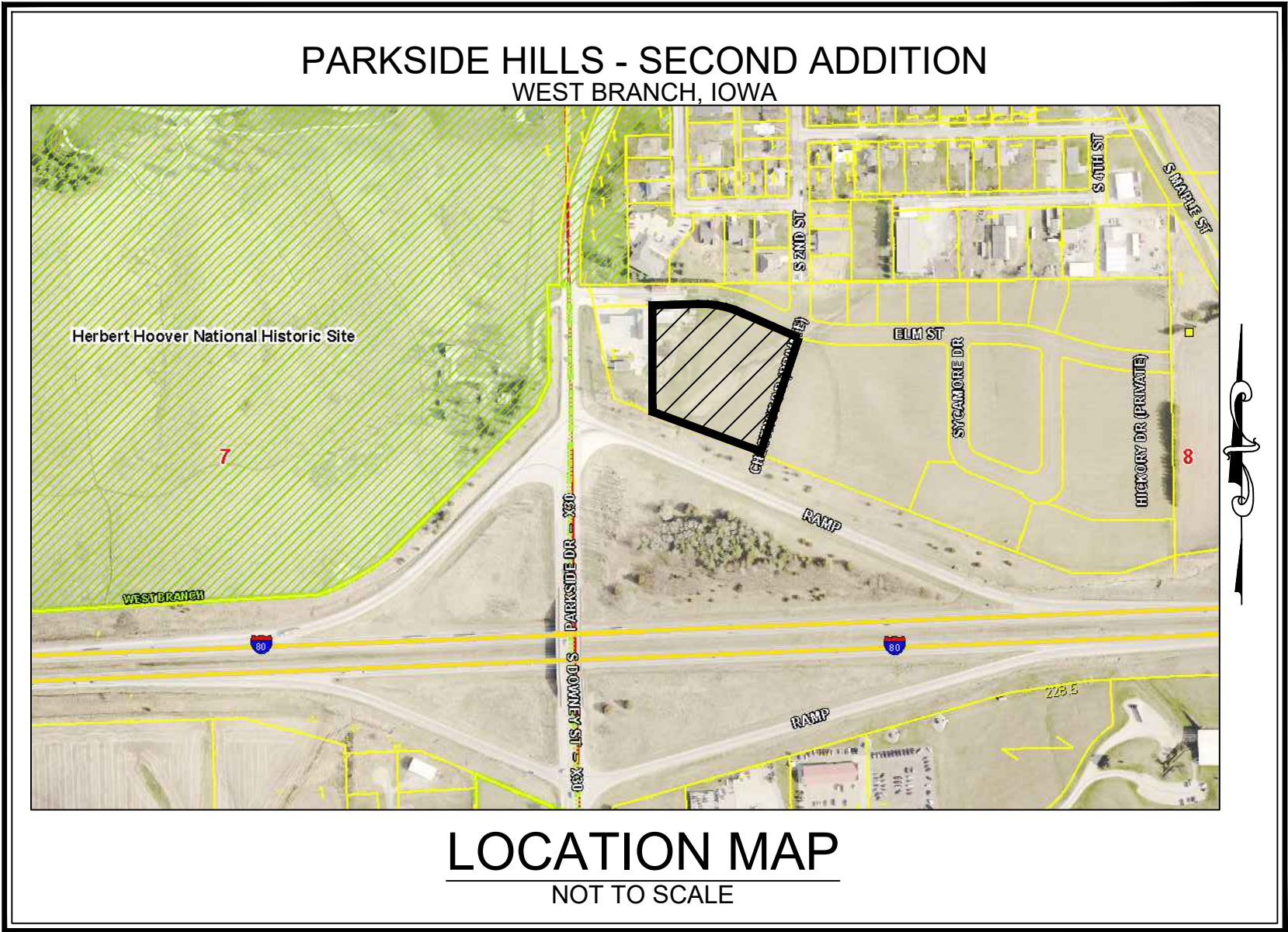
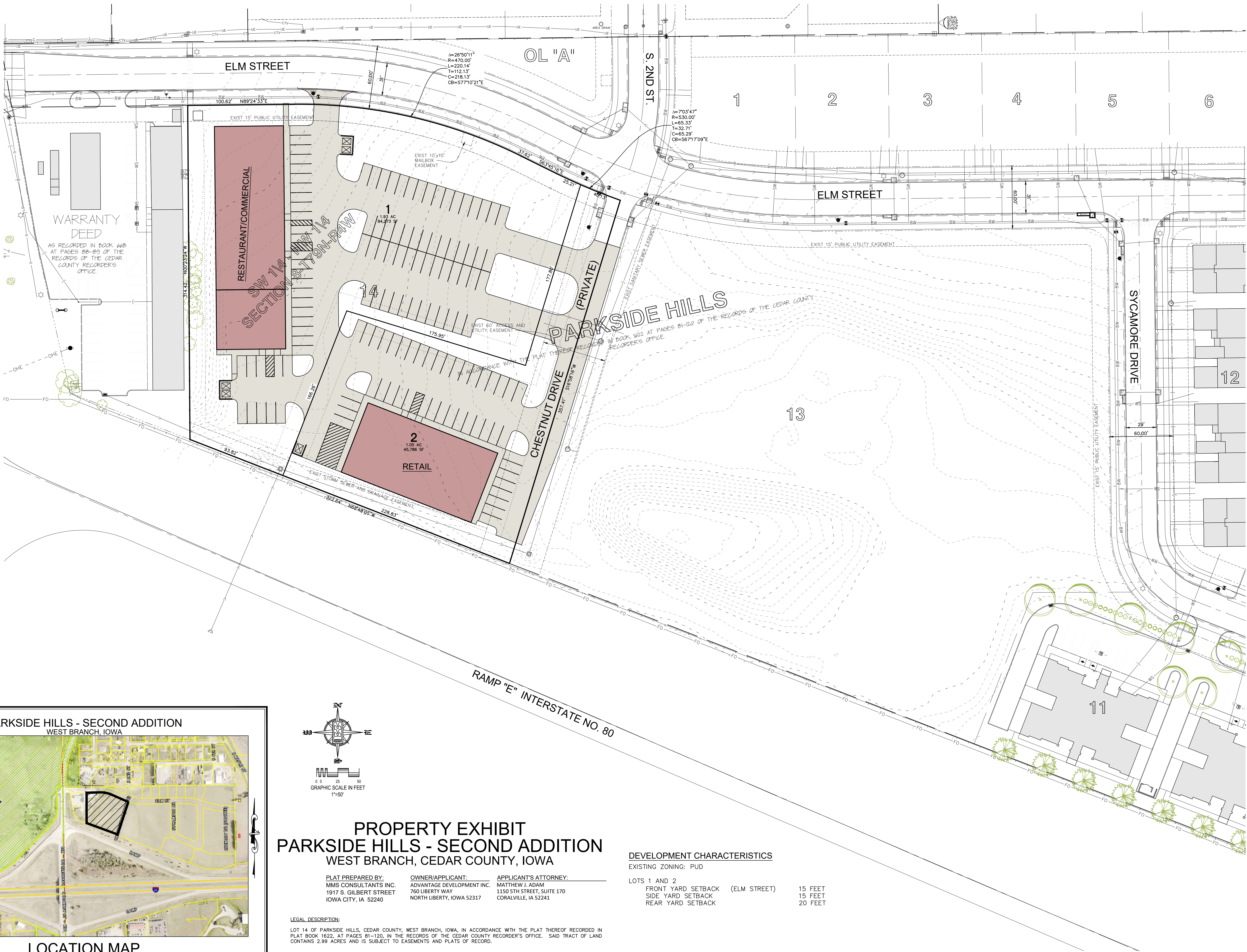
Date: 02-23-2022

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



PLANNING & ZONING CONSIDERATION

MEETING DATE: March 22, 2022

AGENDA ITEM: Approve the Preliminary Plat for The Meadows Part 3 (applicant Gary Werle)
--

PREPARED BY: City Administrator, Adam Kofoed

DATE: March 16, 2022

BACKGROUND:

Staff met with Gary Werle on March 14, 2022 and are recommending the following to the preliminary plat.

- Additional setback on the north side of West Main for a potential turn lane expansion on West Main.
- Full dimensions on Valley View Drive turning radius that meets city's design standards.
- Axiom needs to verify if a 50 foot or 25-foot drainage easement is needed on the north side of plat.
- Is a sidewalk necessary on lot #3?
 - Sidewalks on lots 1, 2 and 5 may have future road construction so City Council will likely just ask for an escrow payment.
- Future landscape and construction plan is needed before excavating is allowed.

RECOMMENDATION:

To approve the preliminary plat with the conditions added in the paragraph above and any the commission feels is worth adding. All items must be completed before forwarding to the City Council.

Preliminary plat conditions must be added to the preliminary plat by 10:00 A.M. March 30, to make the April 4th City Council meeting.



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

PRELIMINARY PLAT APPLICATION

Applicant 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

Signature: _____

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

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): NE corner Cedar-Johnson Rd & W. Main Street

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

Subdivision Name: The Meadows Subdivision Part 3

Number of Lots: 5 Property Size: 11.26 acres Current Zoning: RB-1

Subdivider's Engineer

Name: Brian Boelk

Address: 60 E Court Street Iowa City IA 52240

Street or PO Box #

City

State

Zip Code

Phone: 319-519-6220

Email: bboelk@axiom-con.com

City of West Branch - Preliminary Plat Requirements:

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- ☒ 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.
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- ☒ 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.
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- ☒ A general summary description of any protective covenants or private restrictions to be incorporated in the final plat.
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- ☒ 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 166.15(15)
- ☒ A proposal to turn over 5% of useable subdivided land or its value to the City of West Branch for park development. **Open Space (park) accounted for during Meadows Part 4 development**
- ☒ A list of all variances from zoning and subdivision regulations that are being requested.

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- ☒ Other information requested by City Staff for review of the proposed project.
- ☒ 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. [To be provided by Chris Kofoed](#)

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_____ Date application and preliminary plat received

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

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_____ 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** _____

2019/03

PRELIMINARY PLAT
THE MEADOWS SUBDIVISION PART 3
WEST BRANCH, IOWA

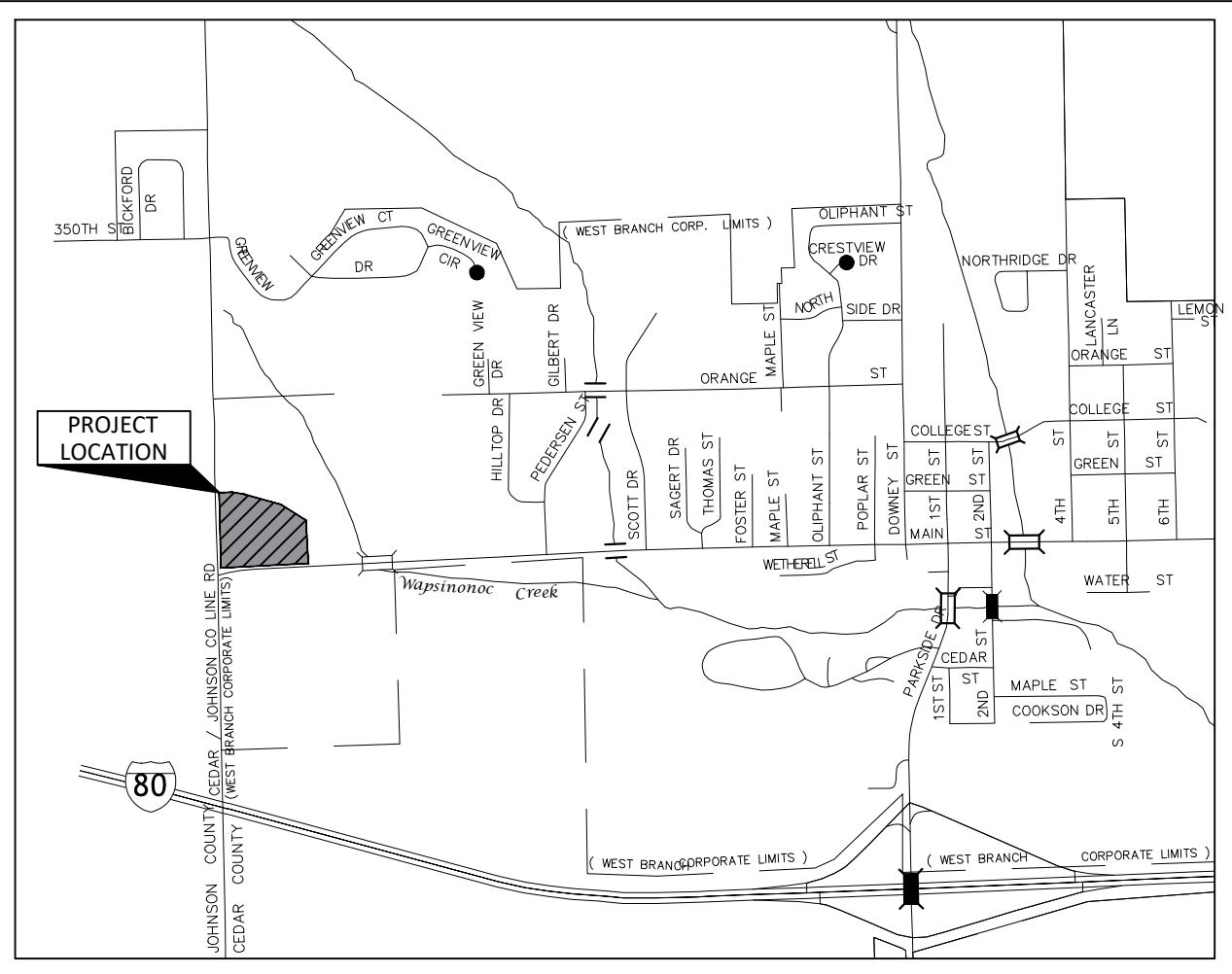
LEGAL DESCRIPTION:

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.

PROJECT VICINITY MAP



CITY OF WEST BRANCH, IOWA

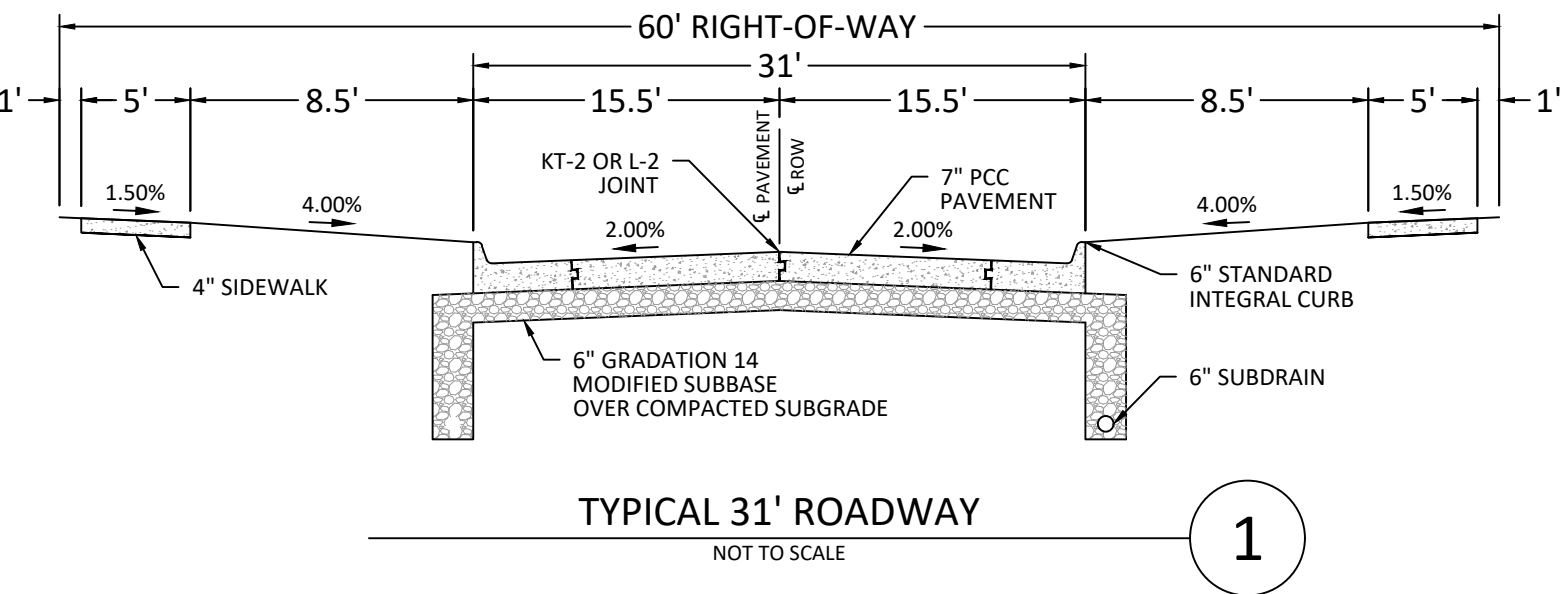
APPLICANT INFORMATION:

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



EXISTING ZONING:

RB-1 RESIDENTIAL/BUSINESS DISTRICT

KEY NOTES:

- 10' PUBLIC UTILITY EASEMENT
- 25' PUBLIC UTILITY EASEMENT
- EXISTING 8" WATER MAIN
- EXISTING 8" SANITARY SEWER

PARCEL:

PARCEL SIZE (AC) INTENDED USE
LOT A 1.01 RIGHT OF WAY

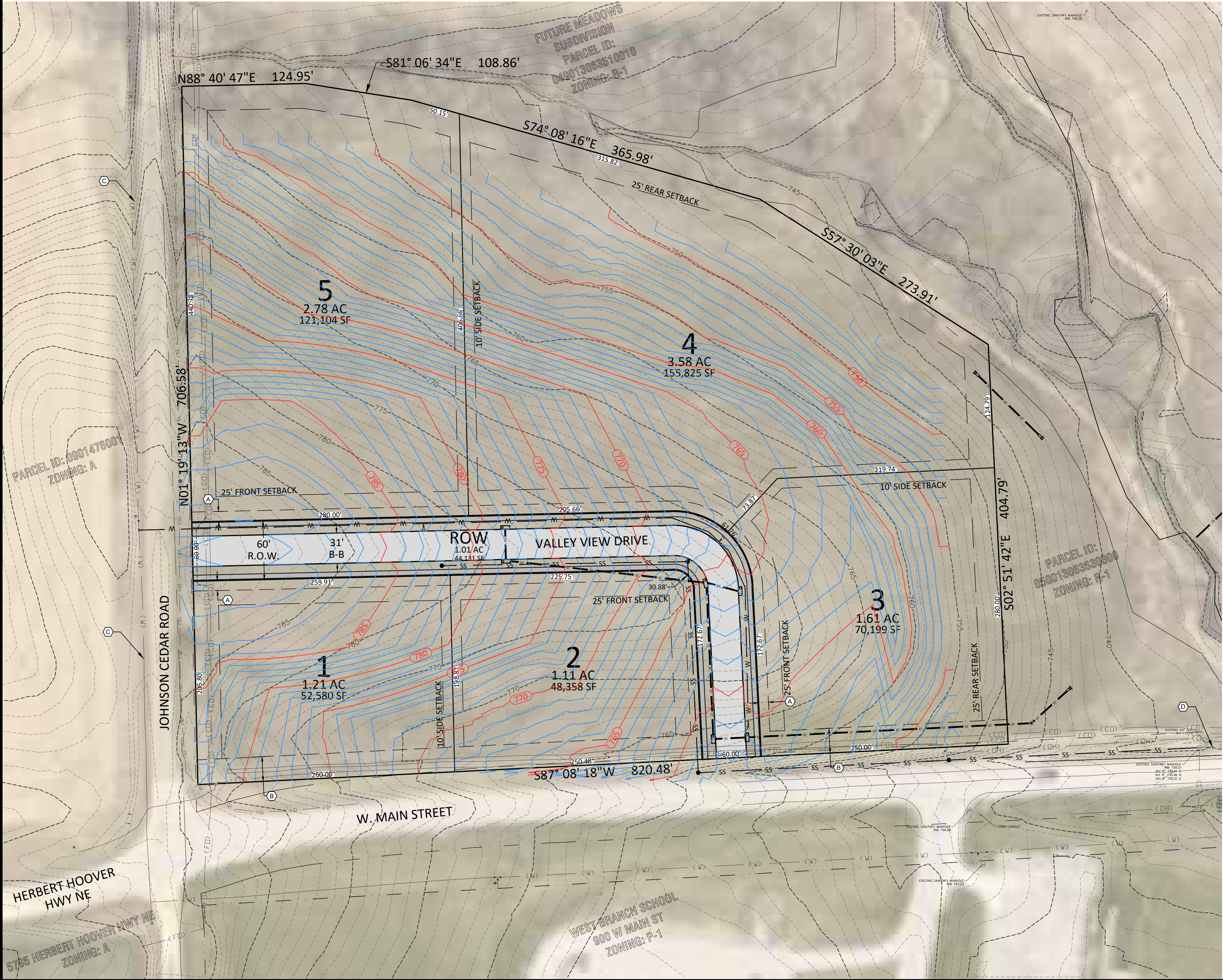
1. LOT A IS TO BE DEDICATED TO THE CITY FOR RIGHT OF WAY.

NOTES:

- BASIS OF BEARING IS GPS MEASUREMENTS IN THE IOWA PLANE COORDINATE SYSTEM NORTH ZONE NAD 83.
- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS.
- ERROR OF CLOSURE IS LESS THAN 1 IN 10,000.

LEGEND:

UTILITIES	EXISTING	PROPOSED
SANITARY SEWER	— (S) —	— SS —
STORM	— (ST) —	— ST —
SUBDRAIN	— (SD) —	— SD —
WATER: DOMESTIC	— (W) —	— W —
COMMUNICATIONS HANDHOLE	— (CH) —	— CH —
COMMUNICATIONS PEDESTAL	— (CP) —	— CP —
COMMUNICATIONS MANHOLE	— (CM) —	— CM —
GUY WIRE ANCHOR	— (GA) —	— GA —
UTILITY POLE	— (UP) —	— UP —
UTILITY POLE WITH LIGHT	— (UPL) —	— UPL —
LIGHT POLE	— (LP) —	— LP —
SANITARY SEWER MANHOLE	— (SSM) —	— SSM —
SANITARY SEWER CLEANOUT	— (SSC) —	— SSC —
STORM SEWER MANHOLE	— (STM) —	— STM —
STORM SEWER INTAKE	— (STI) —	— STI —
HYDRANT	— (H) —	— H —
WATER VALVE	— (V) —	— V —
CURB STOP	— (CS) —	— CS —
SITE	EXISTING	PROPOSED
CONTOUR - INDEX	— 100 —	— 100 —
CONTOUR - INTERMEDIATE	— 101 —	— 101 —



AXIOMCONSULTANTS

ENGINEER:

DRAWING LOG	DATE	DESCRIPTION OF CHANGES	REV	DATE	DESCRIPTION OF CHANGES

PROJECT NAME:

THE MEADOWS SUBDIVISION PART 3

MIXED USE DEVELOPMENT

WEST BRANCH, IOWA

CLIENT NAME:

KLM INVESTMENTS, LLC

SHEET NAME:

PRELIMINARY PLAT

SHEET NUMBER:

22-0009

BOELK

PRELIMINARY PLAT

1 OF 1

ORDINANCE NO. 792

AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH REGARDING SIGNS IN HCI ZONING DISTRICT.

WHEREAS, the Planning and Zoning Commission has recommended changes to the zoning code as outlined below.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 165.42 of the Code of Ordinances is hereby amended by adding a new section (5) and (6), which read as follows:

“5. Sign requirements in HCI Zoning Districts.

- a. Fascia Signs: Fascia signs shall have a maximum square footage of 15% of the sign wall area. It shall not extend above the roof surface.
- b. Monument Signs: Monument signs are required to be set back a minimum of 5’ from the property line. Sign shall not exceed 6’ on height. The maximum sign size shall be two square feet for each linear foot of lot frontage not to exceed 200sf or 100sf per sign face.
- c. Freestanding Signs: Freestanding signs shall be set back from the property line a minimum of 5’. Signs shall not be lower than 10’ above grade and shall not exceed 65’ above grade. The maximum size of a freestanding sign is not limited. Freestanding signs shall be designed by a licensed professional and plans shall be stamped.
- d. Canopy signs: Canopy signs shall not have a maximum height or area.
- e. Awning Signs: Awning signs shall have a maximum height of the top of the first story and shall not be limited in size.
- f. Window Signs: Window signs shall have a maximum square footage of 25% of the window glazing area.
- g. All signs permitted in a Residential District.
- h. Illumination: Illuminated signs in HCI Zones can be illuminated internally or externally. If illuminated externally it must be downcast lighting. Illumination shall not exceed a maximum of 1 foot candle measured at the property line. Illumination shall be non-flashing and shall not contain a rotating, oscillating, revolving beam or beacon of light.
- i. Location: At street intersections, freestanding and monument signs shall not be located within a triangle area composed of its sides thirty feet(30) in length and measured along the curb lines from the point of intersection of the above referenced lines.

6. Prohibited Signs in all Zoning Districts.

- a. Animated signs, excluding barber pole signs that do not exceed three feet in height and nine inches in diameter and excluding time and temperature signs and excluding changeable message signs.
 - b. Hazardous signs
 - c. Obsolete signs
 - d. Portable signs, including signs on wheels
 - e. Roof signs, unless complying with the City Building Code
 - f. Search lights
 - g. Spinners or other similar devices
 - h. Swinging lights
 - i. Signs not anchored for wind load except real estate or like signs.”
2. Amendment. The Code of Ordinances is hereby amended by renumbering the current 165.42 (5) to 165.42(7).
3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
4. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
5. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading:
Second reading:
Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



PLANNING & ZONING CONSIDERATION

MEETING DATE: March 22, 2022

AGENDA ITEM: Discussion for additional Planning & Zoning meetings for 2022 and beyond
--

PREPARED BY: City Clerk, Leslie Brick (on behalf of City Administrator Adam Kofoed)
--

DATE: March 16, 2022

BACKGROUND:

Due to expected growth in West Branch in the upcoming months, staff feels that the Planning & Zoning Commission should meet monthly on the 4th Tuesday each month to keep projects moving forward.

This will also allow City Administrator Kofoed to become more integrated in his role working with the Commission and developers while working toward meeting the goals of the 2019 West Branch Comprehensive Plan.

Proposed 2022 meeting schedule:

April 26th

May 24th

June 28th

July 26th

August 23rd

September 27th

October 25th

November 22nd

December – No meeting