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

**PLANNING AND ZONING COMMISSION MEETING**

**Tuesday, April 26, 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 22, 2022, Planning & Zoning Commission meeting. / Move to action.
4. Public Hearing/Non-Consent Agenda. /Move to action.
  - a. Review and consider approval of the Final Plat for Parkside Hills – Second Addition (Applicant Advantage Development). / Move to action.
  - b. Review and consider approval the Croell Redi Mix temporary concrete plant Site Plan. / Move to action.
  - c. Review and consider approval of the Preliminary Plat for The Meadows, Part 5 (Applicant Meadows Development Inc.). / Move to action.
  - d. Discussion – draft design standard guidelines (City Administrator Adam Kofoed)
  - e. Discussion – sign requirements for the Planned Unit Development zoning district.
  - f. Discussion – The Meadows Part 3 update
5. Old Business
6. City Staff Reports
7. Comments from Chair and Commission Members.
8. Next regular Planning & Zoning Commission meeting Tuesday, May 24, 2022.
9. Adjourn

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**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 Planning & Zoning Commission Meeting**  
**March 22, 2022**  
***West Branch City Council Chambers, 110 North Poplar Street***

Members Present: Brad Bower, Sally Peck, Emilie Walsh, John Fuller, Ryan Bowers, James Hoffman, Matt VanScoyoc. Staff Present: Terry Goerdts, Adam Kofoed, Roger Laughlin, Dave Schechinger

Approval of minutes from the last meeting is tabled for next meeting.

Approval of Agenda for this meeting was motioned by Fuller and seconded by Walsh and was unanimously approved by the commission members present.

**Approve the Preliminary Plat for Parkside Hills – 2<sup>nd</sup> Addition.** Administrator Kofoed said that he and the developer discussed the parking spaces and Admin Kofoed asked them to reduce the number of parking spaces. However, the developer said they have the ability to add 25 more back in if the tenants or place of businesses require or need more parking. Sally asked about the need for parking spaces and the developer explained. Commission member Fuller asked about bike parking spaces in the area and the developer addressed their wish to create a walk/bike-able neighborhood. Sally asked about sidewalks thru the parking lot. Developer indicated there would not be any.

Motion by Walsh, second by Bowers to approve the preliminary plat for Parkside Hills – 2<sup>nd</sup> Addition.

AYES: Unanimous NAYS: None. Motion carried

**Approve the Preliminary Plat for the Meadows Subdivision, Part 3:** Gary Werle spoke to the commission about changes that shifted the road about 40 feet. Lot 1, 2, 3 grew because of that. Werle addressed the Preliminary Plat Checklist. Questions about sidewalk on Cedar-Johnson Rd and West Main Street. Discussion with Mayor Laughlin of escrow for sidewalk from the developer for when the road improvements are completed. Administrator Kofoed explained that process. Commission member Fuller asked about the exit from the development onto the roadways. Engineer Schechinger commented on the current standards and did not have any concerns. Commission member Bowers asked about if the approval was still contingent on the engineering questions noted in the Preliminary Plat Checklist. Engineer Schechinger discussed some of the concerns he had with the stormwater basin with the developer on the checklist.

Bowers motioned for approval contingent on addressing the concerns noted in the Preliminary Plat Checklist, second by Bower. Approval was unanimously approved. Motion carried.

**Approve draft language for Ordinance 792- Amending Chapter 165 of the Code of Ordinances regarding signs in the HCI Zoning District:** Terry Goerdts addressed any questions.

Bower motioned to approve, Fuller seconded. Voice Vote was unanimously approved.

**Old Business:** Update from Mayor on former Croell Ready Mix site. Commission member Hoffman asked about traffic counts for a baseline on Cedar-Johnson Rd. Engineer Schechinger will check with Johnson County on any possible information they have and get back to the commission.

**Motioned to adjourn by Fuller, seconded by Bower at 7:40pm**

Submitted by:

Emilie Walsh  
Commission Member



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

## FINAL 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

## PRELIMINARY 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, use the following checklist on page 3 & 4 to confirm that application is complete.

**Submittal Deadline:** 1<sup>st</sup> working day of the month at 12:00 p.m.

### **Submittal Requirements:**

- ☒ 1 completed copy of this application form, including checklist.
- ☒ 2 scalable copies folded to 8.5"x11" & Acrobat "PDF" files emailed to [leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org)
- ☒ Other information requested by City Staff for review of the proposed project.

### **For Staff Use:**

\_\_\_\_\_ Date application and Final 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 Planning & Zoning Commission.

\_\_\_\_\_ Date or 1<sup>st</sup> Planning & Zoning Commission meeting

\_\_\_\_\_ Date of Planning & Zoning Commission Approval

\_\_\_\_\_ Stamp Final Plat 'Approved' – email to Subdivider, their engineer & City Council

\_\_\_\_\_ Forward approved Final Plat to City Attorney for creation of Resolution

\_\_\_\_\_ Invoice Subdivider for Engineering fees

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

\_\_\_\_\_ Final Plat Resolution # \_\_\_\_\_, approved \_\_\_\_\_

**Signature of City Staff / Title** \_\_\_\_\_ **Date** \_\_\_\_\_



**City of West Branch - Final Plat Requirements: Chapter 170.11**

- ☒ Title under which the subdivision is to be recorded.
- ☒ The linear dimensions (as required by the Iowa Code) of the subdivision boundary, lot lines, streets and alleys. These should be exact and complete to include all distances, radii, arc, chords, points of tangency and central angles.
- ☒ Street names and clear designations of public alleys. Streets that are continuations of present streets should bear the same name. If new names are needed, they should be distinctive. Street names may be required to conform to the City plan (and approved by Cedar County EMA).
- ☒ Description and location of all permanent monuments set in the subdivision to be placed at all block corners, at all angles and points of curve of the street and alley property lines, and at all corners and angles on the exterior boundary. The plat shall show that the subdivision is tied to a physically monumented land line, which is identified by two U.S. public land survey systems corners, or by two physically monumented corners of a recorded subdivision.
- ☒ The plat should be signed and acknowledged by the subdivision land owner and his or her spouse.
- ☒ A sealed certification of the accuracy of the plat by a land surveyor who prepared the final plat.
- ☒ Signatures of utilities approving easements and locations of utilities.
- ☒ The legal description of the area being platted.
- ☒ Identification of all adjoining properties, and where such adjoining properties are part of recorded subdivisions, the names of those subdivisions.
- ☒ Any other pertinent information, which may include a site development plat, necessary for the proper evaluation of the plat.
- ☒ The locations, dimension and uses of all proposed easements.

**Final Plat Attachments: Chapter 170.12 – Subdivider shall cause all documents to be recorded and copies provided to the City before construction begins.**

- ☒ A correct description of the subdivision land.
- ☒ A statement by the proprietors and their spouses, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgments of deeds. The statement by the proprietors may also include a dedication to the public of all lands within the plat that are designated for streets, alleys, parks, open areas, school property, or other public used, if the dedication is approved by the Council.
- ☒ An opinion by an attorney-at-law who has examined the abstract of title of the land being platted. The opinion shall state the names of the proprietors and holders of mortgages, liens or other encumbrances on the land being platted and shall note the encumbrances, along with any bonds securing the encumbrances. Utility easements shall not be construed to be encumbrances for the purpose of this section.
- ☒ A certificate of the County Treasurer that the land is free from certified taxes and certified special assessments or that the land is free from certified taxes and that the certified special assessments are secured by bond in compliance with Section 354.12 of the Code of Iowa.
- ☒ A statement from the mortgage holders of lienholders, if any that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgement of deeds. An affidavit and bond as provided for in Section 354.12 of the Code of Iowa may be recorded in of the consent of the mortgage or lienholder. When a mortgage or lienholder consents to the subdivision, a release of mortgage or lien shall be recorded for any areas conveyed to the City or dedicated to the public.
- ☒ A certificate of dedication of streets and other public property.
- ☒ A statement of restriction of all types that run with the land and become covenants in the deeds of lots.
- ☒ A resolution and certificate of approval by the Council and for signatures of the Mayor and Clerk.

- ☐ Design plans for all public improvements prepared under the direction of a registered professional engineer licensed in the State, including plan and profiles, typical cross sections and specifications of street improvements and utility systems, to show the location, size and grade. These should be shown on a fifty (50) foot horizontal scale and a five (5) foot vertical scale with west or north at the left.
- ☒ A certificate by the City Engineer or similar official within two (2) weeks of submission that all required improvements and installations have been completed, or that a letter of credit or performance bond guaranteeing completion has been approved by the City Attorney and filed with the Clerk, or that the Council has agreed that the City will provide the necessary improvements and installations and assess the costs against the subdivider or future property owners in the subdivision, or by agreement between the City and subdivider as to installation and assessment of such improvements.
- ☒ The encumbrance bond, if any.
- ☒ Final plans, following completion of construction, identifying the as-built location and elevation of all public improvements installed.
- ☒ A statement by a registered land surveyor that the plat was prepared under the surveyor's direct personal supervision, signed and dated by the surveyor and bearing the surveyor's Iowa registration number or seal.

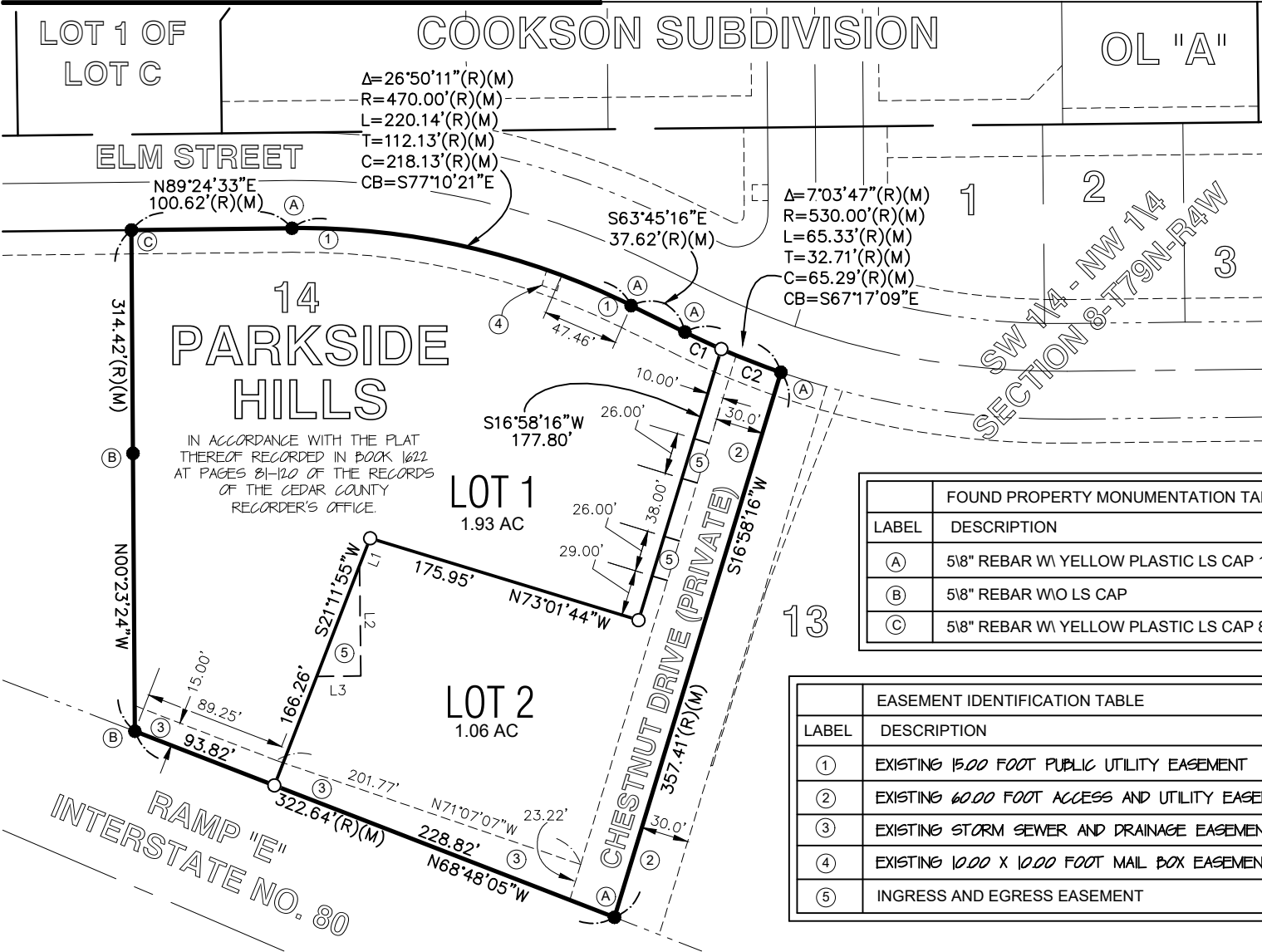
**Process:** Staff will review the first submittal and issue a preliminary report listing required and recommended changes, and will include a date by which a revised complete set of 7 copies is required to be submitted for final staff review and for Planning & Zoning Commission and Council consideration.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

DESCRIPTION - PARKSIDE HILLS - SECOND ADDITION

Lot 14 of Parkside Hills, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office. Said Lot 14 contains 2.99 Acres, and is subject to easements and restrictions of record.

G:\6992\6992-377\6992-377E.dwg, 4/4/2022 2:39:26 PM

LOCATION: LOT 14 OF PARKSIDE HILLS IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA	SUBDIVIDER: ADVANTAGE DEVELOPMENT INC 760 LIBERTY WAY NORTH LIBERTY, IOWA 52317
LAND SURVEYOR: RICHARD R. NOWOTNY P.L.S MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282	SUBDIVIDER'S ATTORNEY: MATTHEW J. ADAM 1150 5TH STREET, SUITE 170 CORALVILLE, IOWA 52241
DATE OF SURVEY: 12-31-2018	PROPRIETOR OR OWNER: ADVANTAGE DEVELOPMENT INC 760 LIBERTY WAY NORTH LIBERTY, IOWA 52317
	DOCUMENT RETURN INFORMATION: ATTORNEY

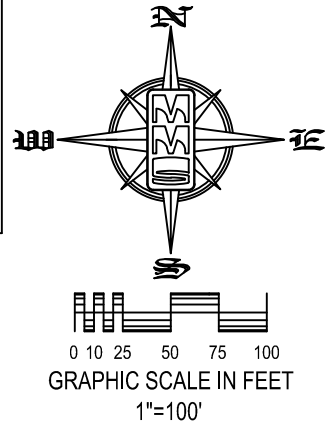


FOUND PROPERTY MONUMENTATION TABLE	
LABEL	DESCRIPTION
(A)	5/8" REBAR W/ YELLOW PLASTIC LS CAP 17916
(B)	5/8" REBAR W/O LS CAP
(C)	5/8" REBAR W/ YELLOW PLASTIC LS CAP 8165

EASEMENT IDENTIFICATION TABLE	
LABEL	DESCRIPTION
①	EXISTING 15.00 FOOT PUBLIC UTILITY EASEMENT
②	EXISTING 60.00 FOOT ACCESS AND UTILITY EASEMENT
③	EXISTING STORM SEWER AND DRAINAGE EASEMENT
④	EXISTING 10.00 X 10.00 FOOT MAIL BOX EASEMENT
⑤	INGRESS AND EGRESS EASEMENT

PLAT/PLAN APPROVED by the City of West Branch	UTILITY EASEMENTS, AS SHOWN HEREON, ARE ADEQUATE FOR THE INSTALLATION AND MAINTENANCE OF THE FACILITIES REQUIRED BY THE FOLLOWING AGENCIES:
Mayor	ALLIANT ENERGY Date:
City Clerk	LIBERTY COMMUNICATIONS Date:
	MEDIACOM Date:

# FINAL PLAT PARKSIDE HILLS - SECOND ADDITION WEST BRANCH, CEDAR COUNTY, IOWA



LEGEND AND NOTES	
	- CONGRESSIONAL CORNER, FOUND
	- PROPERTY CORNER(S), FOUND (as noted)
	- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS" )
	- 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
(R)	- RECORDED DIMENSIONS
(M)	- MEASURED DIMENSIONS
C22-1	- CURVE SEGMENT NUMBER
UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS ERROR OF CLOSURE IS LESS THAN 1 FOOT IN 10,000 FEET	

LINE SEGMENT TABLE		
LINE	LENGTH	BEARING
L1	18.37	N21°11'55"E
L2	69.30	N00°35'27"W
L3	27.70	N89°24'33"E

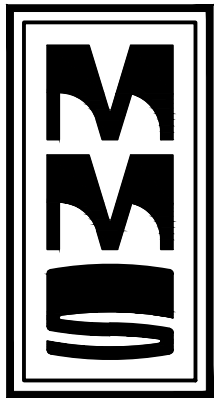
CURVE SEGMENT TABLE						
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	BEARING
C1	2°43'30"	530.00'	25.21'	12.61'	25.21'	S65°07'01"E
C2	4°20'16"	530.00'	40.13'	20.07'	40.12'	S68°38'54"E

## DESCRIPTION - PARKSIDE HILLS - SECOND ADDITION

Lot 14 of Parkside Hills, in accordance with the Plat thereof Recorded in Book 1622 at Pages 81-120 of the Records of the Cedar County Recorder's Office. Said Lot 14 contains 2.99 Acres, and is subject to easements and restrictions of record.

	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.  RICHARD R. NOWOTNY P.L.S. Iowa Lic. No. 17916 My license renewal date is December 31, 20 ____.  Pages or sheets covered by this seal: _____ _____ _____
SEAL	

Signed before me this _____ day of _____, 20____.
Notary Public, in and for the State of Iowa.



CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS  
  
1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
(319) 351-8282  
[www.mmsconsultants.net](http://www.mmsconsultants.net)

Date	Revision
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## FINAL PLAT

## PARKSIDE HILLS - SECOND ADDITION

WEST BRANCH  
CEDAR COUNTY  
IOWA

MMS CONSULTANTS, INC.

Date:	03-31-2022
Designed by:	Field Book No:
RLA	1239
Drawn by:	Scale:
RLW	1"=100'
Checked by:	Sheet No:
RRN	1
Project No:	of:
IC 6992-377	1



## REQUEST FOR COMMISSION CONSIDERATION

<b>MEETING DATE:</b> April 26, 2022
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<b>AGENDA ITEM:</b> Review and approve Croell Redi Mix temporary concrete plant Site Plan.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> April 13, 2022
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### BACKGROUND:

Croell Redi Mix has been awarded two large projects near West Branch and therefore needs to set up a temporary concrete plant to service the projects. The site chosen is the southeast corner of Fawcett Drive and South Baker Avenue. Croell has submitted a site plan drawing of the location site and City Engineer Dave Schechinger asked the following questions. (Croell's responses in RED)

How long will this be in place? 2 year project, 30 working days June – August 2022 & 30 working days June – August 2023.

How many trucks they plan to run in and out of this site each day. 100 loads coming in, 130 loads going out

What is the peak trips per hour they would expect to see during peak production. 240 loads out, 160 loads in

What will the surfacing be for the driveway and parking? Will dust control be required? Hard surface traffic flow & parking, dust control will be used in compliance with the IA DNR Air Permit (as needed)

Will they require water service to the site? If so, what size meter? Hydrant service that is onsite, 2" meter and backflow

Will containment be provided for any onsite fuel storage? What about additives? Double walled fuel tanker, admixtures are stored in steel tanker (built in "Premier" spill containment)

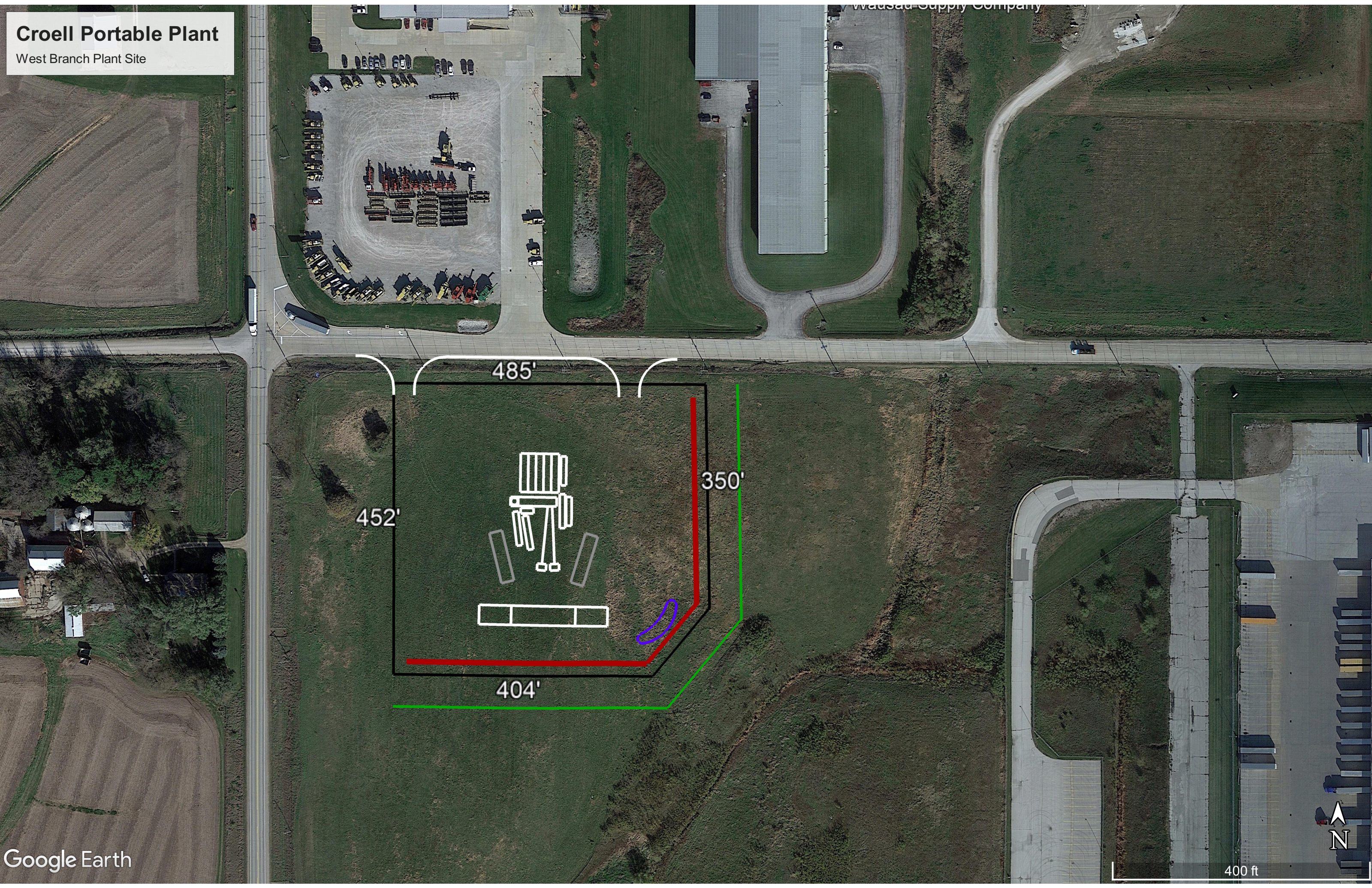
Will a truck wash be provided? How is the washout captured or contained? No truck wash will not be provided, tracking pad will be used. Water truck and truck broom will be on site for use when needed. Site Storm water/pond area will be graded for the site.

In addition, Public Works Director Matt Goodale had concerns with Croell's truck route from their quarry north of West Branch to the temporary site. Goodale met with Tim Herold (Croell Redi Mix) and they mutually agreed that trucks would avoid Main Street and use North Downey to Green Street, Green Street to North First Street, Parkside Drive to South Baker Avenue.

There were no other city staff concerns.



**Croell Portable Plant**  
West Branch Plant Site







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

## PRELIMINARY PLAT APPLICATION

Applicant Name: Meadows Development, Inc.

Address: 920 Eastview Place NE Iowa City IA 52240

Street or PO Box

City

State

Zip Code

Phone: 319-936-2052

Email: ckofoedcpa@Lcom.net

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 of Prairie View Drive and Ridge View Drive

Assessor's Parcel # (Attach Legal Description): 0490-13-06-376-001-0 and 0490-13-06-305-001-0

Subdivision Name: The Meadows Subdivision Part 5

Number of Lots: 22 Property Size: 7.92 acres Current Zoning: R-2

### **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:**

- ☒ 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, approximat 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.
- ☒ 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 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.

**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:** 1<sup>st</sup> 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](mailto:leslie@westbranchiowa.org)
- ☒ 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.

### **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 1<sup>st</sup> Planning & Zoning Commission meeting

\_\_\_\_\_ Date of 2<sup>nd</sup> 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 5  
WEST BRANCH, IOWA

LEGAL DESCRIPTION

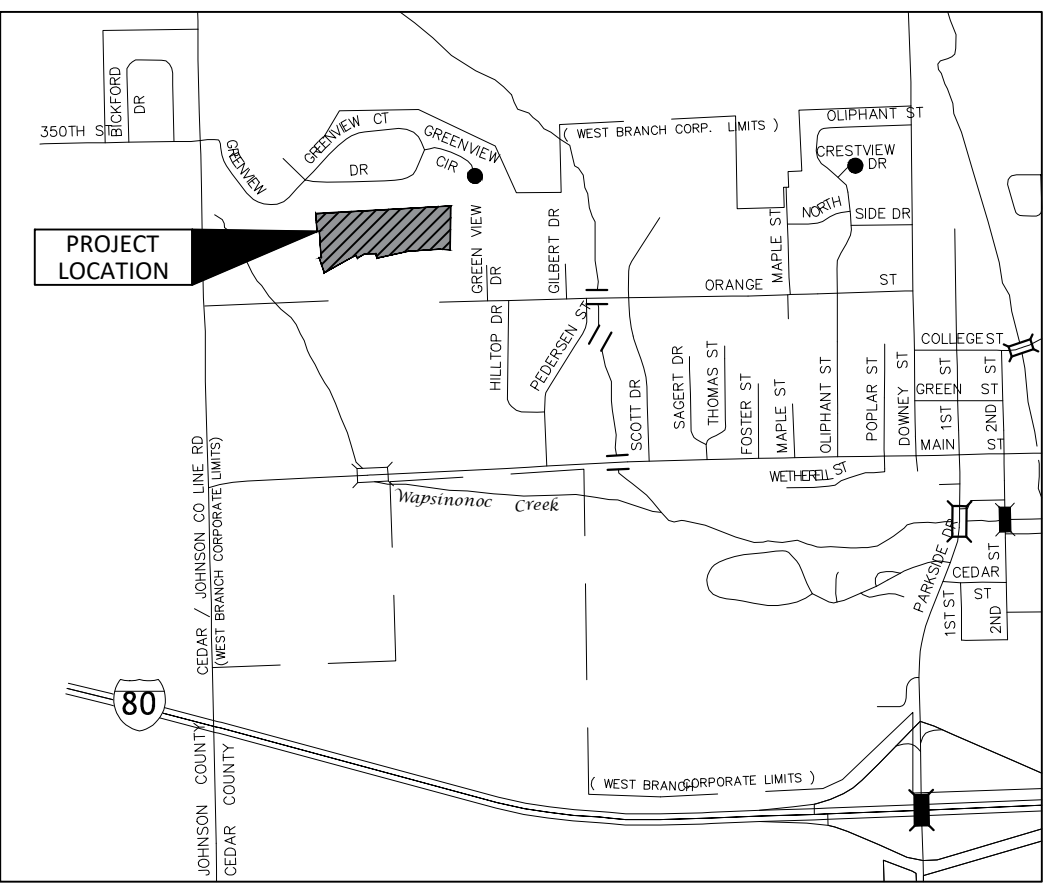
THE MEADOWS SUBDIVISION PART 5 BEING PART OF AUDITOR'S PARCEL G, AS RECORDED IN PLAT BOOK I, PAGE 103 OF THE CEDAR COUNTY RECORDER'S OFFICE, IN THE NORTHWEST FRACTIONAL QUARTER (NW ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) AND THE NORTHEAST FRACTIONAL QUARTER (NE ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 8 OF THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554 PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE NORTH LINE OF SAID PARCEL G N86°46'49"E, 1017.99 FEET TO THE NORTHWEST CORNER OF LOT 25 OF LOETHEN RIDGE ESTATES AS RECORDED IN BOOK 1553, PAGE 129 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE EAST LINE OF SAID LOETHEN RIDGE ESTATES S00°54'09"W, 331.54 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF SAID LOETHEN RIDGE ESTATES; THENCE N86°03'04"W, 75.92 FEET ALONG THE NORTH LINE OF THE MEADOWS SUBDIVISION PART 2 AS RECORDED IN BOOK 1387, PAGE 78 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID NORTH LINE S86°46'30"W, 234.26 FEET; THENCE ALONG SAID NORTH LINE S77°42'45"W, 246.67 FEET; THENCE ALONG SAID NORTH LINE N15°39'23"W, 32.45 FEET; THENCE ALONG SAID NORTH LINE N88°48'26"W, 80.24 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 68.43 FEET; THENCE ALONG SAID NORTH LINE N28°56'30"W, 23.66 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 271.17 FEET TO THE EAST LINE OF SAID MEADOWS SUBDIVISION PART 4B; THENCE ALONG SAID EAST LINE N18°57'41"W, 118.97 FEET; THENCE ALONG SAID EAST LINE N86°46'30"E, 13.79 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 198.71 FEET; THENCE ALONG SAID EAST LINE S86°46'30"W, 19.26 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 135.10 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 7.92 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

- NOTES:
- ALL LOTS ZONED R2.
  - SETBACKS FOR R-2 ARE 25' FOR FRONT, 25' FOR REAR, AND 8' FOR SIDE YARDS.
  - OUTLOT A IS TO BE OWNED AND MAINTAINED BY A HOME OWNERS ASSOCIATION
  - LOT A TO BE DEDICATED TO THE CITY OF WEST BRANCH AS STREET ROW
  - VARIANCES ARE REQUESTED FOR THE FOLLOWING ITEMS:
    - STREET GRADES IN EXCESS OF 5.00%
    - STREET WIDTH OF 29'

PROJECT VICINITY MAP



LEGEND:

UTILITIES	EXISTING	PROPOSED
COMMUNICATIONS	— (CD) —	
OVERHEAD LINE	— (OH) —	
ELECTRIC	— (E) —	
FIBER OPTIC	— (FD) —	
GAS	— (G) —	
SANITARY SEWER	— (S) —	— SS —
STORM	— (ST) —	— ST —
SUBDRAIN	— (SD) —	— SD —
WATER: DOMESTIC	— (W) —	— W —
COMMUNICATIONS HANDHOLE	⊠	⊠
COMMUNICATIONS PEDESTAL	⊡	⊡
COMMUNICATIONS MANHOLE	⊞	⊞
GUY WIRE ANCHOR	⋈	⋈
UTILITY POLE	⊙	⊙
UTILITY POLE WITH LIGHT	⊙	⊙
LIGHT POLE	⊙	⊙
ELECTRIC MANHOLE	⊞	⊞
ELECTRIC TRANSFORMER	⊞	⊞
FIBER OPTIC HANDHOLE	⊞	⊞
FIBER OPTIC MANHOLE	⊞	⊞
SANITARY SEWER MANHOLE	⊞	⊞
SANITARY SEWER CLEANOUT	⊞	⊞
STORM SEWER MANHOLE	⊞	⊞
STORM SEWER INTAKE	⊞	⊞
HYDRANT	⊞	⊞
WATER VALVE	⊞	⊞
CURB STOP	⊞	⊞
SITE	EXISTING	PROPOSED
CONTOUR - INDEX	— 100 —	— 100 —
CONTOUR - INTERMEDIATE	— 101 —	— 101 —
FENCE: BARB WIRE	— x — x —	
FENCE: CHAIN LINK	— o — o —	
FENCE: CONSTRUCTION	— / — / —	
FENCE: WIRE	— - - - -	
FENCE: WOOD	— □ — □ —	
SHRUBBERY	⊙	⊙
TREE: DECIDUOUS	⊙	⊙
TREE: CONIFEROUS	⊙	⊙
SIGN	⊙	⊙

KEY NOTES:

- 15' PUBLIC UTILITY EASEMENT
- 20' SANITARY SEWER EASEMENT
- 20' STORM SEWER AND DRAINAGE EASEMENT
- PROPOSED MAILBOX LOCATION

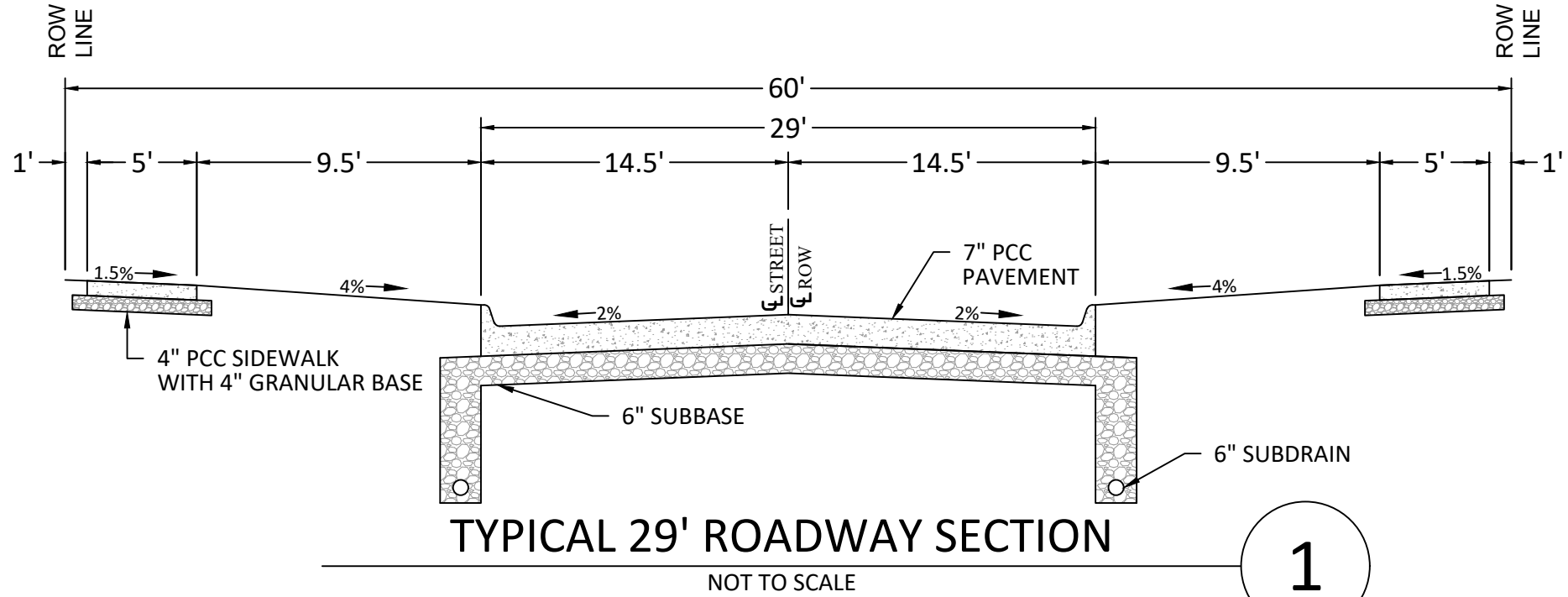
APPLICANT INFORMATION:

OWNER:  
KLM INVESTMENTS, LLC.  
25 EASTVIEW PLACE NE  
IOWA CITY, IA 52240

DEVELOPER:  
MEADOWS DEVELOPMENT, INC.  
920 EASTVIEW PLACE NE  
IOWA CITY, IA 52240

ATTORNEY:  
MICHAEL W. KENNEDY  
920 S. DUBUQUE STREET  
IOWA CITY, IA 52240

PREPARED BY:  
AXIOM CONSULTANTS, LLC  
60 E. COURT STREET, UNIT 3  
IOWA CITY, IOWA 52240



AXIOM  
CONSULTANTS

ENGINEER:  
0 25 50

DRAWING LOG

THE MEADOWS SUBDIVISION  
PART 5

PRELIMINARY PLAT

1 OF 1

DATE	04-14-2022
DESCRIPTION OF CHANGES	CITY REVIEW
REV	

PROJECT NAME:

THE MEADOWS SUBDIVISION  
PART 5

CLIENT NAME:

KLM INVESTMENTS, INC

PROJECT NO.:

21-0224

DESIGN PROFESSIONAL:

BOELK

SHEET NUMBER:

1 OF 1

NOT FOR CONSTRUCTION





## REQUEST FOR COMMISSION CONSIDERATION

<b>MEETING DATE:</b> April 26, 2022
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<b>AGENDA ITEM:</b> Design Standards
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<b>PREPARED BY:</b> City Administrator, Adam Kofoed
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<b>DATE:</b> April 19, 2022
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### BACKGROUND:

Staff is needing two commission members who have time once a quarter over the next year or two to discuss design standards with a committee. Staff would like to have one council/mayor, two planning board members, one engineer, one developer, and one public works staff member to discuss design standards.

Behind this coversheet is a sample of council requests and some best practices for walkability and housing diversity. Not all practices need to be adopted but should be discussed between parties with different interests.

No action is needed at this time.

ORDINANCE NO.

**AN ORDINANCE ADDING A ZONING CODE DESIGN  
STANDARDS SECTION IN THE CITY OF WEST BRANCH'S  
ZONING ORDINANCE 2022**

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WHEREAS, a timely Notice of Public Hearings before the Planning and Zoning Commission of the City of West Branch was conducted; and

WHEREAS, on August 11, 2013, a Public Hearing was held before the Planning and Zoning Commission where recommendations were forwarded to the Board of Trustees of the City of West Branch to consider proposed revisions to the City of West Branch Zoning Ordinance; and

WHEREAS, the City Council of the City of West Branch have determined it is in the best interest of the health, safety and welfare of the residents of the City of West Branch to take action by adding the following changes to the 2022 Zoning Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WEST BRANCH< IOWA, AS FOLLOWS:

**ZONING CODE DESIGN STANDARDS.**

**1. Purpose and Authority**

Design standards set for in this chapter are intended to reduce monotonous growth and encourage small town residential growth compatible with the city's historic small-town atmosphere. These standards are guided by the comprehensive plan and promote mental health, neighborhood safety, and the general welfare of the community. The authority of this chapter is based upon the right of the Council as empowered by the provisions of Chapter 414 of the Code of Iowa.

**2. All Zoning Classification Standards**

The following design standards must be met along all zoning districts.

**3. Intersection Designs**

- a. Crosswalks must be use through different colored cement.
- b. Where applicable ADA accessible bump outs must be installed. Ideal locations all residential, commercial, and public use zoning districts.

**4. Minimum Parking Requirement Reductions for New Construction**

- a. The planning and zoning commission may waive the minimum parking space requirement by 15%.
- b. For a higher than 15% reduction, the applicant must ask for...

**5. Residential Design Standards**

The following standards are applicable to the R-1, R-2, R-3, and RB1 zoning districts.

6. Residential Floor Plan Diversity
  - a. Every three separate structures, must have a different floor plan in a way that discourages monotonous residential growth but encourages flexibility and a small-town atmosphere.
  - b. Different structure must be shown in all plats, site plans, and building permits.
7. Residential Exterior Diversity
  - a. Every three separate structures, must have an exterior design such as different colors or different exterior materials. in a way that discourages monotonous residential growth but encourages flexibility and a small-town atmosphere.
  - b. Different structure must be shown in all plats, site plans, and building permits.
8. Business District Exterior Standards

#### Other Items

9. Business District Exterior Standards
  - a. Do we want some sort of quality of exterior established instead of typical big brown box store for Dollar General?
10. Street Design
  - a. Discussions on street and right of width. Are streets and right of ways too wide in *some* neighborhoods that reduce walkability and encourage speeding?
11. Accessory Dwelling Units
12. Appeals
  - a. Will need to define an appeal process when an ordinance is established.