

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

## **City of West Branch Special Planning & Zoning Commission Meeting**

***March 1, 2022***

***West Branch City Council Chambers, 110 North Poplar Street***

Chairperson John Fuller called the (special) Planning & Zoning Commission meeting to order at 7:00 p.m. Roll call: Commission members present: Ryan Bowers, Jim Hoffman, Matt Van Scoyoc, Brad Bower and Salli Peck. Absent: Emilie Walsh. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Zoning Administrator Terry Goerdts and Mayor Roger Laughlin. Attending via Zoom: City Engineer Dave Schechinger.

### **APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

Approve the agenda for the March 1, 2022 Special Planning & Zoning Commission meeting. /Move to action.

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

Approve the minutes from the January 25, 2021 Planning & Zoning Commission meeting. / Move to action.

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

### **PUBLIC HEARING/NON-CONSENT AGENDA**

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.

Brian Boelk, Axiom Consultants addressed the Council with a proposal on the behalf of potential developer Gary Werle. Boelk said the property, The Meadows Part 3, is currently zoned RB-1 (residential business) and based on a concept that Werle has proposed, would be a good project for a Planned Unit Development (PUD). Werle has received initial interest in a convenience store and one (or two) multi-level, multi-family apartment complexes. Werle said he is concerned with the timeline for meeting all of the requirement of a PUD and how long the rezoning process would take. Werle stated he is not prepared to provide a concept, plan, exterior building materials, etc. Werle said he has a couple of interested partners in two of the five lots, but nothing confirmed for the remaining three. Werle said with the multiple steps of the PUD, he wondered if it would impede his intent of moving dirt by August. Fuller explained that the intent of the PUD is to allow 'creative thinking' development and 'flexibility' for mixed use of property. Werle wondered if keeping with the current zoning would be best and request variances to the zoning code as needed in the future. Kofoed reiterated that which ever way the Werle chose to go, the property will need to be platted (both preliminary and final), individual site plan reviews will be required for each lot according to the zoning of the property and that staff will need to be involved in each step of the process as well as approval from both the commission and City Council. Kofoed indicated that August was probably not realistic at this time if the Werle was not prepared to provide the City with a plan or concept. Goerdts suggested that the property could stay as RB-1 and if the two large apartment complexes were finalized, then rezone to a PUD. Peck asked Werle if his project (with what he knew so far), required the PUD. Werle couldn't confirm. After further discussion on the rezoning process and public hearing requirements, the commission ordered a public hearing to be held for the next Planning & Zoning meeting for rezoning the property at Werle's initial request. Motion by Fuller, second by Bowers to approve the rezoning request. AYES: Fuller, Bowers, Van Scoyoc, Bower, Hoffman. NAYS: Peck. Absent: Walsh. Motion carried.

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.

City Engineer Schechinger said that the city has requested that the owners preserve a corridor through the property in the event that 4<sup>th</sup> Street is extended north in the future. Schechinger said an agreement has been drafted and awaiting signatures. The commission had no other comments. Motion by Bowers, second by Van Scoyoc to approve the final plat of the Sara Park Subdivision with the approved conditions drafted by the city attorney. Motion carried on a voice vote.

Review and provide comments for a preliminary plat of a re-subdivision of Parkside Hills.

Chad Kuene, Developer of Parkside Hills stated that he is wanting to re-subdivide lots 13 & 14 of Parkside Hills Subdivision to allow the large parcels to be divided and sold as needed. Kuene said lot 14 would be divided into two lots. One for commercial/restaurant space and the other a possible hotel or other commercial business. Kuene said he is interested in starting construction later this fall on the commercial/restaurant space. He went on to say that ample parking would be provided for both buildings and that room for additional (or less) parking could be accommodated. Kuene also noted that adequate green space along Elm Street would provide a buffer between the buildings and parking and will be aesthetically pleasing. Kuene briefly mentioned signage for the businesses would be part of a covenants for the subdivision and that it would be low profile in stature. The commissions only comments were that they would like to see a little less parking, but with an option to provide more later as needed and ensuring that the property was walkable with sidewalks and bicycle racks.

**OLD BUSINESS:** None.

**STAFF REPORTS:**

Kofoed said he would like the commission to start talking building design standards with regard to new development in West Branch.

Goerdt suggested that signage requirements be discussed and drafted for PUD's as the current language does not address that.

Laughlin reported that former Croell site moving forward in a positive direction.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

Adjourn

Motion by Bower, second Bowers to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:42 p.m.

Submitted by:

Leslie Brick

City Clerk