



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

MINUTES Planning and Zoning
Tuesday, September 27, 2022 • 7:00 p.m.

1. Call to Order
 - a. Meeting was called to order at 7:00pm by Chairperson John Fuller
2. Roll call
 - a. Commission members present: John Fuller, Ryan Bowers, Matt Van Scoyoc, Sally Peck, and Brad Bower. Emily Walsh was absent.
 - b. Staff and Council present: Mayor Roger Laughlin, Zoning Administrator Terry Goerd, City Engineer Dave Schechinger, City Administrator Adam Kofoed, and AV Jamie Tucker.
 - c. Developers present: Blaine Thomas BBCO Heritage Hill, Chad Keune Advantage Development, and Chris Kofoed
3. Approve Agenda/Move to action.
 - a. Motion to approve by Bower, seconded by Bowers. Motion passed 6-0.
4. Public Hearing/Non-Consent Agenda. /Move to action.
 - a. Approve minutes from the Aug. 23, 2022 Planning & Zoning Commission meeting. / Move to action.
 - b. Public Hearing: a request to rezone 154 Ohrt Street from R-1 to R-2. / Move to action.
 - i. Motion to approve by Van Scoyoc, seconded by Hoffman. Motion passes 6-0. No public comments were made.
 - c. Public Hearing: Amending the Historic Preservation Ordinance (Chapter 25). / Move to action.
 - i. Motion by Bower, second by Hoffman. Motion passes 6-0.
 - d. Request to approve signage for Subway at Parkside Hills BP./ Move to action.
 - i. Motion by Bowers, second by Peck. Motion passes 6-0. CA Kofoed asked questions on what was necessary signage to view. Board felt if signage was out of place for the type of development it should be review. Board did not feel the subway sign request should qualify for a board review.

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- e. Public Hearing: a request for rezoning 224 N. 4th Street from R-3 to PUD **AND** a parcel along the east side of Wapsi Creek owned by the City of West Branch from P-1 to PUD. / Move to action.
 - i. Motion to approve Bower, seconded by Peck. Motion passed 6-0. One neighbor on 4th St. asked about the development did not express approval or disapproval. Mayor Laughlin spoke in support of the rezoning and project.
- f. Review and approval of Heritage Hill Preliminary Plat. / Move to action.
 - i. Motion to approve by Bower, second by Van Scoyoc. Motion passed 6-0.
- g. Review and consider approval of Heritage Hill Final Plat with following conditions. / Move to action.
 - i. Advisory review committee of one planning and zoning member, mayor, engineer, building inspector, city attorney, and city administrator to advocate on behalf of planning and zoning commission and city council.
 - ii. Developer is responsible for costs and resubmittal of a final plat in the event an error occurs after final plat has been recorded.
 - 1. Motion to approve by Bowers, second by Bower. Motion passes 6-0. CA Kofoed explain final plat was needed for developer to secure financing through Iowa's Workforce Housing Tax Credit program and felt conditions were needed since it's not the norm for West Branch to approve primary and final in the same meeting. Developer Thomas explained the project phases, structures, and building designs. Commissioner Bowers asked about public notices. CA Kofoed noted city exceed the state law 200-foot public notice law. Kofoed noted city office received 0 phone calls and 0 emails. Kofoed expressed its his job to sit down with residents if they have questions, but Kofoed cannot fulfil that duty if residents do not approach the city office.
- h. Review and consider approval of Heritage Hill Site Plan Buildings 1-4. / Move to action.
 - i. Motion to approve by Bower, second by Bowers. Motion Passed 6-0.
- i. Draft Review of Heritage Hill 12-plex.

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5. Old Business

a. Design standard discussion

- i. Review with consideration of approval for accessory rental unit ordinance
 1. Fuller wants to see cohesive language in the draft. That buildings should have a consistent look. CA Kofoed noted that could be somewhat difficult to administer and Fuller understood.
 2. Bowers asked that ordinance be for R-1 single family and possibly R-2 small lot single family but doesn't feel ordinance works well for twin homes, zero lots, and larger developments.
 3. Commissioners asked if it was modeled after a community or if others use it. Goerdts explained it's modeled after other communities who have learned pros and cons of accessory rental units.

ii. Comments on parking minimum requirement flexibility.

1. Fuller noted offsite parking requirements should be noted as an exception.
2. Discussion was had regarding the balance of parking. Some properties need a lot while others need a little. A discussion took place that increasing costs and drainage issues could be partially mitigated with removing unnecessary parking.

6. City Staff Reports

- a. CA Kofoed noted more EMS volunteers are needed.
- b. Mayor Laughlin noted CDG is applying for another challenged grant.
- c. Goerdts added building permits continue to be strong and it is roughly 50/50 between R1 and R2.

7. Comments from Chair and Commission Members.

8. Next regular Planning & Zoning Commission meeting Tuesday, October 25, 2022.

- a. Motion to adjourn by Bower, second by Hoffman. Motion passed 6-0. Meeting adjourned 8:25pm.

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