

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

City of West Branch Special Planning & Zoning Commission Meeting

July 6, 2021

West Branch City Council Chambers, 110 North Poplar Street

Until further notice, all of our Planning & Zoning Meetings will be held in-person and electronically. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa.

Vice Chairperson Ryan Bowers called the Special Planning & Zoning Commission meeting to order at 7:05 p.m. Roll call: Commission members present: Ryan Bowers, Jim Hoffman, Matt Van Scoyoc, Brad Bower, Emilie Walsh and Sally Peck. Absent: John Fuller. City Staff present: Deputy Clerk Leslie Brick, Terry Goerdts, Public Works Director Matt Goodale, Mayor Roger Laughlin and City Engineer Dave Schechinger.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the July 6, 2021 Special Planning & Zoning Commission meeting. /Move to action. Motion by Bower, second by Hoffman to approve the agenda. Motion carried on a voice vote.

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to approve the West Branch Village / Haven Park Expansion Site Plan. Move to action.

Joseph Mailander, Clearwell Engineering said the city's and commission's recommendations were addressed and incorporated into the site plan. Mailander said he appreciated the comments as they made for a better project. Mailander reviewed the changes to the site plan which included the following: sewer for the new lots will go to the city system and will be metered for flow and billed accordingly to the West Branch Village / Haven Park. A second emergency shelter and access drive will be added which will require the relocation of two or three homes, open space was added for a future playground, additional guest parking, a detention area added for stormwater run-off, trail connection to the Hoover Trail, and trees added to each lot.

Motion by Van Scoyoc, second by Bower to approve. AYES: Van Scoyoc, Bower, Walsh, Peck, Bowers, Hoffman. NAYS: None. Absent: Fuller. Motion carried.

Motion to approve a revised Site Plan for Parkside Petroleum LLC – 401 Parkside Drive, West Branch. / Move to action.

Schechinger said the developer decided to move the sanitary sewer and water lines to better fit on the site, which in turn required their sign to be relocated to the southwest corner of the property. Bowers questioned if sidewalks would be added from the subdivision down Parkside Drive. Schechinger stated that the National Park Service owns the property on either side of Parkside Drive and they would be the ones who would need to install sidewalks should they desire to do so. Schechinger added that the general route to school from the Parkside Hills Subdivision would be via S. 2nd Street.

Motion by Hoffman, second by Bower to approve. AYES: Hoffman, Bower, Bowers, Van Scoyoc, Walsh, Peck. NAYS: None. Absent: Fuller. Motion carried.

Motion to approve a recommendation to vacate Birdie Drive (a proposed street in the Cedar's Edge Subdivision). – per Chapter 137. / Move to action.

Jerry Sexton, owner of Cedar's Edge Subdivision asked the commission to consider his request to vacate Birdie Drive. Sexton explained that Birdie Drive is a street that is to be constructed after Cedar Johnson Road is improved in the future. Sexton said that he has someone interested in purchasing the lot (20) and concerned about the corner lot requirement of a twenty-five-foot side yard. Schechinger stated that the fire department requires a turn around and without the street would not be able to do that. Sexton offered that emergency vehicles could use the parking area by the golf course cart shed to turn around if needed. A concern was also raised about snow plowing and where snow would be stored and if the area would be

plowed should an event require fire truck access. Sexton said that there is currently an access drive to Cedar Johnson Road that would remain open and that he would ask the city to plow past that access drive to where the chip and seal road ends. Peck asked if there was a rush for approving the request tonight and Sexton said he had a buyer for the lot who was in the process of designing a house layout. Bowers asked if Sexton discussed his request with the Fire Chief. Sexton said he did not, but would do so. Walsh said she would make a motion to approve the request contingent upon the Fire Chief's approval and the city engineer's approval for appropriate fire truck access.

Motion by Walsh, second by Bower to approve the street vacation request contingent upon the fire chief and city engineer's approval. AYES: Walsh, Bower, Van Scoyoc, Bowers, Hoffman. NAYS: Peck. Absent: Fuller. Motion carried.

Comprehensive Plan discussion

Fuller was absent so no discussion was held.

West Branch Tree Survey

Fuller was absent so no discussion was held.

OLD BUSINESS:

Update on the former Croell site rezoning

Laughlin said he was ready to have the city move forward with rezoning the former Croell site and a few of the surrounding properties to a PUD. Laughlin said he had verbal conversations with Herring, Bennett and Miller. Laughlin said the owners of West Branch Roofing will benefit from the rezoning change as well so they could move forward with their building plans. Brick said she would contact all affected property owners in writing and prepare to have a public hearing on the rezoning at the September 28th Planning & Zoning meeting.

STAFF REPORTS: None

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

Bowers asked for an update on the West Branch Capital Improvements Plan and what is to be included in it.

Adjourn

Motion by Peck, second by Bower to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:53 p.m.

Submitted by:

Leslie Brick

Deputy City Clerk