



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, October 25, 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.
4. Public Hearing/Non-Consent Agenda. /Move to action.
 - a. Approve minutes from the September 27, 2022 Planning & Zoning Commission meeting. / Move to action.
5. Old Business
 - a. Design standard discussion
 - i. Review with consideration of approval for accessory rental unit ordinance
 - ii. Comments on parking minimum requirement flexibility.
 - iii. Landscape requirements discussion
6. City Staff Reports
 - a. Strategic planning questionnaire Please fill out prior to meeting.
7. Comments from Chair and Commission Members.
8. Next regular Planning & Zoning Commission meeting Tuesday, November 22, 2022.
9. Adjourn

Planning & Zoning Commission Members: Chair John Fuller, Vice Chair Ryan Bowers, Sally Peck, Brad Bower, Matt Van Scoyoc, Jim Hoffman, Vacant • **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



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**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.

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

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REQUEST FOR CONSIDERATION

MEETING DATE: August 23, 2022

AGENDA ITEM: Design Standards Discussion

PREPARED BY: Adam Kofoed, City Administrator

DATE: August 17, 2022

BACKGROUND:

The Design Committee met last month. Here were main topics discussed for further consideration.

1. Visitability Standards
2. Accessory Dwelling Units
3. Parking Minimum Reduction Authority
4. Landscape Design
5. Floor and Exterior Diversity
6. Front Setback Exceptions to discourage snout houses but not ban them
7. Street Design
8. Commercial Façade Minimums
9. Housing Incentive to Encourage Front Porches since they are ideal for community engagement but add cost to homes.

IMPLEMENTATION:

Each month, I will try to add a new section for the commissions review. When that section is fully approved by the board I will hold onto it, until the final design standard is adopted. Items marked in yellow in draft ordinances, I need commission direction or it could be a divisive topic when administering the ordinance.

ACCESSORY RENTAL UNIT ORDINANCE

1. Purpose: Accessory rental units are allowed in certain situations to:
 - a. Create new housing units while respecting the look and scale of R1 and single family R2-dwelling development;
 - b. Support more efficient use of existing housing stock and infrastructure;
 - c. Add moderately priced rental units to the housing stock to meet the needs of smaller households, moderate income households, elderly, and persons with disabilities;
 - c. Provide housing that responds to changing family needs, smaller households, and increasing housing costs; and
 - d. Provide accessible housing for seniors and persons with disabilities.
 - f. To best utilize the limit land available in West Branch.

Permit Required: Prior to the establishment of any accessory apartment, the owner of the principal dwelling unit must obtain a building permit from the City Office.
2. Definition. An accessory dwelling unit is a self-contained housing unit that is clearly a subordinate to the single-family dwelling and complies with each of the requirements a contained in this chapter and West Branch's Zoning Ordinance. An ADU shall include a kitchen, a separate bathroom, and a separate entrance/exit.
3. Ownership And Occupancy:
 - a. The owner of the property on which an accessory apartment is located must occupy at least one of the dwelling units on the premises as the permanent legal resident. Must live in the primary dwelling at a minimum of seven (7) months.
 - b. Prior to issuance of a permit, the owner(s) must provide an affidavit stating that the owner will occupy one of the dwelling units on the premises as the owner's primary residence, except for bona fide temporary absences. When a structure, which has received a permit for an ADU, is sold, the new owner(s), if they wish to continue to exercise the permit, must, within thirty (30) days of the sale, submit a notarized letter to the Administrator stating that they will occupy one of the dwelling units on the premises as their primary residence, except for bona fide temporary absences.

d. The accessory apartment and the principal dwelling must be under the same ownership.

e. The total number of individuals that reside in the accessory apartment may not exceed two (2).

4. Site Requirements:

a. Only one accessory apartment may be established per single- family lot.

b. In addition to the parking required for the principal dwelling unit, one off street parking space is required for the accessory apartment.

c. The minimum lot area per unit requirement of the underlying base zone does not apply to an accessory apartment, i.e., no additional lot area is required beyond that which is required for the principal dwelling unit.

5. Design Requirements:

a. The accessory apartment may be located within the principal dwelling or within an accessory building.

b. The accessory apartment must be a complete, separate dwelling unit that functions independently from the principal single- family dwelling unit. It must contain its own kitchen and bathroom facilities.

c. When located within the principal dwelling, the accessory apartment must be designed so that the appearance of the building remains that of a single-family residence. Any new entrances should face the side or rear yard of the building, and any addition for an accessory apartment may not increase the floor area of the original dwelling by more than ten percent (10%). Exterior finish materials, trim, windows, and eaves must visually match the principal dwelling unit.

6. Apartment Size: The accessory apartment must be clearly subordinate in area to the principal dwelling unit or to the accessory building in which it is located. Accordingly, it must comply with the following standards:

a. For an accessory apartment located within a principal dwelling unit, the floor area of the accessory unit may not exceed thirty percent (30%) of the total floor area of the principal dwelling, excluding the area of an attached garage, or six hundred fifty (650) square feet, whichever is less.

b. For an accessory apartment located within an accessory building, the floor area of the accessory apartment may not exceed fifty percent (50%) of the total floor area of the accessory building or six hundred fifty (650) square feet, whichever is less.

c. The accessory apartment may contain no more than one bedroom.

d. Exterior color and design must blend in with the primary dwelling unit or not be designed in a way that takes away focus from the primary building.

7. Penalties

An administrative permit for an ADU may be revoked or declined for renewal by the Administrator if the Administrator determines that the ADU or the permit holder is not in compliance with city code or condition(s) of approval. If a permit is revoked or declined for renewal, the property owner must restore the property and bring it into compliance with city/county ordinances, including any necessary removal of improvements, within thirty (30) days. The city/county may toll the thirty (30) days pending an appeal.

Municipal infractions may also be used for noncompliance of following the rules and regulations of accessory rental units.

PARKING REDUCTION AUTHORITY

1. Minimum parking requirement

- a. Planning and zoning commission has the right to recommend a 25% reduction in the minimum parking requirement to the city council.
- b. City council has the right to waive minimum parking requirements of up to 25%. Anything more than 25% must be approved as a variance under the Board of Adjustment appeal process.
- c. Subdividers must show what reductions would look like in their preliminary and final plats, plus their site plans.

Need comments from Commissioner Fuller on what he meant that offsite parking should be noted as an exception. Does that mean only offsite is the exception?

Strategic Planning

What should be your commissions top issues be over the next three to five years?

Urgent:

High:

High:

Medium:

Medium:

Medium:

Lows:

What would you like to learn more about in regards to your commission?

Administration may take a larger role in communicating to the public. What are some items you would like to know more about or what do you feel the public should know more about?
