

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

City of West Branch Planning & Zoning Commission Meeting
January 24, 2023
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 7:00 p.m. Roll call: Commission members present: Ryan Bowers, Jim Hoffman, Brad Bower . Absent: Matt VanScoyoc, Sally Peck. City Staff present: Mayor Roger Laughlin and Zoning Administrator Terry Goerd. Attending via Zoom: City Engineer Dave Schechinger and Public Works Director Matt Goodale.

Public Attendees: Tom Amelon (MMS), Chris Kofoed

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the January 24, 2023 Planning & Zoning Commission meeting. /Move to action.
Motion by Bowers, second by Hoffman to approve the agenda.

Approve the minutes from the October 25, 2022 Planning & Zoning Commission meeting. / Move to action.
Motion by Bowers, second by Bower to approve the minutes. Motion carried on a voice vote.

PUBLIC HEARING/NON-CONSENT AGENDA

Nominate _____ for Chairperson for the Planning & Zoning Commission for 2023. /Move to action.
Commission member Ryan Bowers nominated John Fuller as Chairperson. Hoffman seconded the motion. There were no other nominations.
Motion by Bowers, second by Bower. Motion carried on a voice vote.

Nominate _____ for Vice Chairperson for the Planning & Zoning Commission for 2023. / Move to action.
Chair John Fuller nominated Ryan Bowers and Vice Chairperson. Bower seconded the motion. There were no other nominations.
Motion by Fuller, second by Bower. Motion carried on a voice vote.

Nominate _____ for Secretary for the Planning & Zoning Commission for 2023.
Commission member Brad Bower nominated Jim Hoffman as Secretary. Ryan Bowers seconded the motion. There were no other nominations.
Motion by Bowers, second by Bowers. Motion carried on a voice vote.

Review / Approve The Meadows Part 3 Subdivision Preliminary Plat. / Move to action.

Ron Amelon (MMS) provided overview/update on request. R Bowers inquired about the street entrance setback. Amelon confirmed changes were to accommodate larger lots on south side of property. Bowers also inquired about future trail on east side. Amelon stated it was included on different development. Mayor Laughlin confirmed it was on the Outlot and still is the plan. Chair Fuller inquired on lot 4 housing assisted living. Amelon confirmed that was only the plan for now. Bowers inquired about additional paving requirements from entrance to roundabout. Amelon confirmed proposing concrete up to intersection. Discussions started, Mayor Laughlin confirmed, but no update on status. Chair Fuller inquired about addition for a turn lane. Amelon confirmed no plans for a turn lane. Member discussion recollected that turn lane was part of prior developer discussion. No access off of Main Street at this time. Bower inquired on accommodation for tractor trailer. Amelon confirmed plan considers fire truck access, but not actual trailer. Dave S confirmed that code required 80 ft diameter and plan has 89. Matt G confirmed that similar cul des sacs exist within the city currently. Bower stated plan has no street parking, Amelon confirmed. Bowers inquired about stormwater draining. Amelon confirmed all drainage is being handled by existing

water basins. Bowers opened inquiry around sidewalks. Plan directs pedestrian traffic to crosswalk in roundabout. Amelon has reviewed plans for addition of sidewalk in west side, but site grading is cost prohibitive. Mayor Laughlin is aligned with current proposal. Bower added comment to inclusion of walkways to trail on east side. Mayor Laughlin commented on sidewalks on northside of entrance. Terry G confirmed plans include grade for future sidewalks. Amelon confirmed they were including as much as can be accommodated into plan.

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

Consider and approve a one-year extension regarding Parkside Hills, Lot 11 Site Plan (per Chapter 167.09 – Validity of Approval) and recommend forwarding to City Council. / Move to action.

Mayor Laughlin stated activity was not started as lumber prices were too excessive. Waiting for more stable prices to be established. Chair Fuller confirmed that supply changes may influence final design outcomes, and samples submitted. T Goerdt confirmed that nothing changed in codes.

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

Review / Approve The Meadows Part 5 Subdivision Final Plat. / Move to action.

Chris Kofoed provide update on request. Timing is main consideration in preparation for spring work. No changes from previous submittal. Dave S updated on written comments around Council previous final plot approval. He proposed P&Z approval with contingencies to become completed prior to council review. Discussion around storm sewer retention and out lots for future developments. Dave S outline plan which includes individual lot site plans for handling future developments. That plan aligns with lots included on northside of roadway.

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

Review suggested Code update – establishing Front Setback Coverage

T Goerdt provided overview. Focus is on front yard, where no restriction on amount of impervious surface exists. Effort to maintain green space in front yard. Proposal is to include maximum allowance of drive/parking surface. Chair Fuller inquired where proposal originated. Goerdt confirmed he provided initial language from combination of inputs. J Hoffman inquired around focus around post construction. Goerdt confirmed that it was forward focused. Zero lot lines may require additional review. Discussions migrated to stormwater runoff concerns. Goerdt inquired about calculations within developments. Dave S. provided background on assumptions with plus/minus on estimates and focus on averages. Bower inquired on parking on side. Goerdt confirm nothing currently exists. Matt G added that Zero and Townhomes do need review. Front yards largely consumed with driveway. Group discussion arrived at need to have different allowance(s) for different lot use. To be tabled until additional internal review completed and reintroduce at a future meeting.

Review suggested Code update – defining Parking space

T Goerdt provided overview that code does not specify hard surface requirement, thus allowing for gravel or other material. Goerdt also confirmed Apron (sidewalk to street) requires concrete. No requirement from sidewalk to garage. Discussions focused on new construction and grandfather existing building/structures. Chair Fuller inquired on inserting two additional words – newly constructed – into the last sentence of code update, would that be agreeable to all. Group agreed. C Kofoed stated to group that KLM developments have the requirements in the covenants. To be tabled until updates can be added and revisit at future meeting.

OLD BUSINESS: Consensus to postpone items 1 - 3 due to missing attendees.

1. Sign requirements for HCI District. (Terry Goerdt)
2. Building design standards
3. Tree standards

DISCUSSION:

4. Other developer requests
5. City Budget challenges
Mayor Laughlin reported on state cuts/changes on property taxes. Budget impact on city is being addressed.
6. Capital Improvement Plan progress
Roundabout has been bid. Good price, starting work in Spring.
Downstream widening – Bids to be out toward March.
East side town water improvement – Focus on potable water, but include other improvements along the way. Focus on multiple streets
7. City Councils Strategic Goals for 2023 and beyond
R Bowers inquired on annexations - multiple areas discussed - cost prohibition and feasibility still exist. Mayor Laughlin focused on larger targets that are candidates for annexation.
Chair Fuller brought up the land use plan. Mayor Laughlin stated that we are following it.
Future additions were identified, and specific additional City requirements were tied to each submittal.

STAFF REPORTS: - None

COMMENTS FROM CHAIR AND COMMISSION MEMBERS: - None

Adjourn

Motion by Bower, second Bowers to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 8:13 p.m.

Submitted by:

Jim Hoffman

Planning & Zoning Commission