

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

**City of West Branch Planning & Zoning Commission Meeting**  
**February 28, 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, Madison Conley. Brad Bower. Matt Van Scoyoc, Sally Peck. Jim Hoffman (Zoom)

Absent: None

City Staff present: City Admin Adam Kofoed, Mayor Roger Laughlin, and Zoning Administrator Terry Goerd.

Attending via Zoom:

Public Attendees: None

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

Approve the agenda for the February 28, 2023 Planning & Zoning Commission meeting. /Move to action.  
Motion by Bowers, second by Peck to approve the agenda.

Approve the minutes from the January 24, 2023 Planning & Zoning Commission meeting. / Move to action.  
Motion by Bower, second by Van Scoyoc to approve the minutes. Motion carried.

**PUBLIC HEARING/NON-CONSENT AGENDA**

Discuss possible future annexation request and process for proceeding

Admin Kofoed(Adam) provided overview of parcel of land(Norm Bickford) being proposed for annexation/development. 4 Quadrants north and west of City. One parcel (with house) crosses 350<sup>th</sup> Street.

Need for sewer tie ins to existing system, with plans being evaluated to minimize funding.

Infrastructure cost(s) be shared by developer – new to City from past projects.

Water pressure towards lower specs in current region. 2nd story structures would reduce further. Therefore, plans being reviewed include a water booster station to be added to system.

Mud section of Cedar/Johnson Road being evaluated as well. Developer has agreed to cover the road costs in this section.

Work to date on infrastructure planning has reduced proposed cost by half. Development will be mixed – single, family, zero lots, condos, apartments. Outcome focus is for mixed income housing. 5000 by 2040 – 17 years to plan and execute.

Chair Fuller inquired on PUD inclusion. Adam cites use of wide range of income housing. Density is a contributor to raising housing numbers within the calculations.

Adam also cited elements of Comprehensive plan – Increase walkability, bike/trail availability, integration of neighborhoods. Utilization of service and private roads, perhaps not quite as wide. Chair Fuller cited green space lacking on west side, development affords opportunity to expand this.

Pipeline exists within North most parcel – further necessitates need for mixed use.

Chair Fuller inquired about need for multiple access points/connections toward lowering load on Johnson/Cedar road. Adam commented that there would be connections within development, and multiple access point and egress to existing roadways/.

R Bowers inquired about street improvements, targeting Cedar/Johnson Road improvements.

Adam targets 2026 for dirt activities in the development ... Mayor Laughlin cited main street improvements currently planned first. However, both agreed City Council could be swayed to change with new information received.

R Bowers inquired about annexation protocol/requirements in relation to P&Z board. Adam stated that he was bringing it to the attention of the board. No internal changes in procedures/policy currently. There will be additional steps, consultation with Johnson County Board of Supervisors. Proximity to larger cities requires the added steps.

Chair Fuller inquired about possible Johnson County opposition to annexation. Mayor Laughlin stated their land use plan may be violated. Adam noted that more frequently adjacent cities would compete over annexation.

R Bowers inquired about improvements to Class B roadway (280th street) on Northmost section of proposed annexation. Adam stated that it will be urbanized within the project as well. Decision on surfacing to be determined within Engineering staff. R Bowers further inquired about tools to determine decision, such as traffic counts. Adam reiterated that entities may use the tools, but are not required to act where funding paths do not exist.

#### Discuss Zoning & Future Land Use Maps

Adam moved on to display and provide overview of two maps. First map is current zoning (considered law). Second map shows planned land use. (future) Examples were provided utilizing both maps within City and Board decisions and use. Chair Fuller cited that planned map is the vision of the future, and can be used to trigger when current use differs from targeted use within change proposal(s).

Adam further noted that he was working in rearward progression, displaying maps and outcomes from words and vision statements from Comprehensive plan.

S Peck inquired about Historic district being aligned only within Business district. Board consensus with comment. Historic preservation plan exists, and is currently being updated by Adam. Expansion to preserving neighborhoods would likely be next update area, but requires manpower and planning. Joint meeting between multiple Boards may be required and be fruitful to align objectives/outcomes.

Adam followed up with citing underway state reforms around setback funding and property tax that are impacting these steps and outcomes. Budget constraints further influence resource allocation towards these activities and goals. Adam cited the example – Zoning map modifications being accumulated internally until they can be batch completed on public sites.

#### Discuss Comprehensive Plan objectives

Chair Fuller outlined current plan details introduced from 2019 and proposed path to update sections.

Plan contains 12 Chapters – with Goals and objectives within each chapter. Board could tackle an individual section for modifications and improvements.

Chapter 5 on Land use may be the appropriate starting point. Target for next meeting

#### Review suggested Code update – establishing Front Setback Coverage

T Goerdts restated this topic was tabled, pending internal review with M Goodale. Updated wording to be penned from this meeting and reviewed in March P&Z meeting.

#### Review suggested Code update – defining Parking space

T Goerdt restated code change proposal. Chair Fuller again requested inserting “For New Construction” to begin the updated sentence. T Goerdt also requesting changeout from must to shall within the sentence.

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

Revisited discussion and team consensus to table to submit both proposals at same time.

#### **OLD BUSINESS:**

##### Sign requirements for HCI District.

T Goerdt requesting removal, as we have this covered in existing ordinance. Will be covered in PUD request(s).

##### Building design standards

Adam still working on language. Being impacted by government changes currently under review. To be held.

##### Tree standards

Tree commission member volunteering to review recommendations, then provide update. M Van Scoyoc inquired if retroactive. Adam confirmed would be forward focused.

#### **STAFF REPORTS:**

##### Homework - create a 5000 population (by 2040) Future Land Use Map

Adam to email out request for markups/proposal(s) on individual vision.

#### **COMMENTS FROM CHAIR AND COMMISSION MEMBERS: -**

J Hoffman inquired on number of suitors for annexed land. Adam responded that was unknown at this time. Can review at later date on paper.

##### Adjourn

Motion by Bower, second Bowers to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 8:42 p.m.

Submitted by:

Jim Hoffman

Planning & Zoning Commission