

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

City of West Branch Planning & Zoning Commission Meeting
March 28, 2023
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 7:03 p.m.

Roll call:

Commission members present: Ryan Bowers, Madison Conley, Sally Peck, Jim Hoffman.

Absent: Brad Bower, Matt Van Scoyoc.

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

Attending via Zoom: Dave Schechinger

Public Attendees: None

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the March 28, 2023 Planning & Zoning Commission meeting. /Move to action.

Changes requested City Admin Adam – Removal of Section 4(b),4(c), and 4(e). Chair Fuller requested land use stay in for future discussion.

Motion by Bowers, second by Fuller to approve the amended agenda. Motion carried.

Approve the minutes from the February 28, 2023 Planning & Zoning Commission meeting. / Move to action.

Motion by Bowers, second by Hoffman to approve the minutes. Motion carried.

PUBLIC HEARING/NON-CONSENT AGENDA

Review/Approve a REVISED Site Plan for Heritage Hill. / Move to action.

Multiple changes covering site, structures size, covered parking. Adam covered them in developer absence, and provided reasoning and background information. Ryan inquired about look of the building. Terry commented that they would be like design to original concepts seen in prior meetings. Ryan also inquired about the pond. Dave confirmed that volume would be the same, and handle the storm water retention.

Sally inquired about inclusion about playground within site. Adam cited that both trail and greenspace is covered within the site plan. Thresholds for construction costs were set to optimize tax credits. Addition(s) could significantly influence these targets.

Terry cited that he agreed with the changes in terms of utilizing code and cost containment.

Motion by Bowers, second by Conley to approve the revised site plan. AYES: Bowers, Conley, Peck, Hoffman NAYS: None ABSENT: Bower, Van Scoyoc Motion carried.

Review Chapter 5: Land Use (West Branch Comprehensive Plan)

Chair Fuller provided Chapter 5 overview and background.

Sally initiated discussion around increase traffic flow, aligning with increased density from developments and potential plans to remediate. Terry cited development plans are targeted to completely fill. Chair Fuller explored of utilization of bumps, as well as elimination of street parking as examples of mitigation. Adam conveyed that in peak times and/or specific locations

based on stop sequencing there can be inconveniences. The duration of these events appears brief and have not driven the need to for City Council to invoke more permanent remediation/actions. Increased communication (Signage) and enforcement was met with group agreement. Ryan inquired about updating tables captured withing Chapter 5 with current data. Chair Fuller remarked that it would be premature to update land use while significant changes are occurring. There may be value updating the base, but resources and priorities challenge prioritization to complete. Madison inquired where the table data was gathered from. Adam was unsure which software was utilized. Comprehensive plan update is targeted to be updated every 10 years, but not a requirement. There is no plan for complete update, but section(s) could be targeted for iterative updates, as required. Adam reiterated need to keep bringing up at Strategic Planning sessions to convey the need for updates.

Discuss Future Land Use Map homework

Chair Fuller provided vision for utilization of Land use map.

- Target doubling in 20 years, increased residential community
- Increase in local commerce – professional practice(s), potential hotel.
- More recreation - parks
- Revitalization of aging housing
- Maintaining historic nature

Sally cited emphasis to maintain flow. Infill not to focus on spot zoning. City has controlled developments to date to maintain consistency.

Terry inquired about creating program of maintenance enforcement on existing property. Madison inquired on alignment with Housing rehabilitation program. Terry concurred, and confirmed existing maintenance Code. Chair Fuller cited the carrots – programs of financial support. Grants exist for the public to utilize. Adam outlined nuisance plan – combining mutual milestones and evidence of progress. International Maintenance Property Code is utilized.

OLD BUSINESS:

a. Review suggested Code update – establishing Front Setback Coverage

Terry performed research on recent site plans – which do meet the targeted setback percentage – 50%.

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

b. Review suggested Code update – defining Parking space

Language was revisited and change wording from must to shall. Madison inquired about existing parking spaces. Terry confirmed this change is not retroactive. Sally inquired about permeable surface. Team response that it was covered.

Motion by Peck, second by Conley to approve the updated Code AYES: Bowers, Conley, Peck, Hoffman NAYS: None ABSENT: Bower, Van Scoyoc Motion carried

c. Building design standards

Pending State changes leave this activity in flux.

d. Tree standards

Tree commission meeting currently and will bring proposals to Planning and Zoning at a future date.

STAFF REPORTS:

Historic preservation meeting set for April 12

Parks and Rec survey out – good response. 98 returned

Utilization of Owl - evidence of State actions, outcome of budget changes.
April 3rd City Council meeting – Adam will be covering budget updates and insight.

Terry report that initial rough-in on 4 unit building on 4th street is close to inspection.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

Chair Fuller commented the State activities includes topsoil focus.
ISU holding training sessions within state.

Adjourn

Motion by Bowers, second by Hoffman 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