

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

City of West Branch Planning & Zoning Commission Meeting
April 25, 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, Brad Bower, Matt Van Scoyoc
Sally Peck, Jim Hoffman.

Absent: None

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

Attending via Zoom:

Public Attendees: None

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the April 25, 2023 Planning & Zoning Commission meeting. /Move to action.

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

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

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

PUBLIC HEARING/NON-CONSENT AGENDA

Review Chapter 6: Housing (West Branch Comprehensive Plan)

Chair Fuller again provided brief overview and background.

Multiple area(s)/topic(s) were discussed in regards to housing:

- Infill/Housing overall adequacy appears balanced
 - Regional(clumping) or scatter filled housing is being utilized
 - o Low Income housing being difficult to incentivize Developer, who could choose to bypass West Branch towards other cities
 - Inbound/Outflow of workforce appears unchanged in relation to original study.
 - o 34% engaged in education/social/health services
 - o It was noted 30% inbound reside in Iowa City
- Nationwide lack of affordable housing – Developer(s) adjusting plans to meet needs
- Hazardous Exposure(s)(Radon) within housing – Addressed within real estate inspections, and passively mitigated from systems within homes. Possible outcome of tighter construction
 - Potential elimination of Energy requirements
 - ECICOG/ECIA Grants – dialogue focused on energy improvements
 - o May require further resident details to acquire aid
 - o Identify thresholds for improvements/preservation activities
 - o Roadmap or standard required – seek out copy of ECIA standard to begin with and bring into P&Z meeting for review

After discussion completed, Team agreement that no changes were required within the Chapter. Furthermore, one outcome item was LMI TIF money withing the budget. It was requested that these housing improvement dollars be raised to City Council for continued awareness.

Discuss Future Land Use Map

Again, open discussion

Topics discussed:

- Focus on amenities: Parks being high emphasis
 - o With this, focus also comes on liabilities, cost drivers, potential tax add requirement(s)
- Emphasis on viable amenities – toward elimination of empty stores/land vacancies

Mentioned targets were Rec Center adds, Library improvement(s), City admin building – individual project within 5 year, perhaps 3 for 1 in 10 year timeline.

OLD BUSINESS:

Building design standards

State still discussing, may have some direction by May. Needs to stay on Agenda

Tree standards

Tree committee meeting(s) underway

STAFF REPORTS:

Parks & Rec still reviewing survey

Roundabout activity underway and on target for July operation

East Side water mains – meeting set with public

Creek widening – City won condemnation hearing

Budget discussion in City Council meeting completed in April

State House passage/Senate unsure

Terry reported that building activity is picking up

COMMENTS FROM CHAIR AND COMMISSION MEMBERS:

Matt inquired on Lagoon progress/status

Adam confirmed that timeline extension likely required, as schedule has slipped.

Adjourn

Chair Fuller adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote.

The meeting adjourned at 8:14 p.m.

Submitted by:

Jim Hoffman

Planning & Zoning Commission