

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

**City of West Branch Planning & Zoning Commission Meeting**  
**July 25, 2023**  
***West Branch City Council Chambers, 110 North Poplar Street***

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 7:01 p.m.

Roll call:

Commission members present: Ryan Bowers, Madison Conley, Sally Peck, Jim Hoffman, Brad Bower, Matt Van Scoyoc.

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

Public Attendees: Chad Keune Advantage Development and Ron Amelon MMS Engineering

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

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

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

**PUBLIC HEARING/NON-CONSENT AGENDA**

Accept Jim Hoffman's Resignation. / Move to action.

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

Nominate a Secretary of Planning and Zoning

No nomination was made.

Motion to Review and Consider a portion of the alley located between N. 4<sup>th</sup> and N. 5<sup>th</sup> St. and forwarding recommendation to the City Council. /Move to action

The Commission felt the board did not have enough information to make a recommendation.

Motion by Bower, second by Bowers make no recommendation and request for more information. AYES: Bower, Bowers, Conley, Van Scoyoc. ABSTAIN: Peck. NAYS: None. Motion to provide no recommendation carried.

Motion to Review and Consider The Meadows Part 3, Lot 4 Site Plan and forward recommendation to the West Branch City Council/Move to action

Zoning Administrator Terry Goerd recommended the correct parking space requirements be reflected in the site plan. Chad Keune the developer agreed. Other topics covered the type of facility, future trail from Johnson County to West Branch, and land purchased for a turn lane if needed in the future.

Motion by Bowers, second by Conley to approve and ensure parking spaces are correctly shown in the site plan. AYES: Bower, Bowers, Conley, Van Scoyoc, Peck. NAYS: None. Motion carried.

**OLD BUSINESS:**

- a. Transportation Chapter discussed by Chair, John Fuller. Topics covered were:

- a. Complete Streets
- b. ADA Sidewalks
- c. Transportation Safety
- d. Trails Plan
- e. River Bend Transit started providing transportation services in West Branch in 2022

**b. Building design standards**

Chad Keune of Advantage Development was expressed developer concerns with a building design standard. Commission will need to vote on the design standards soon.

**STAFF REPORTS:**

LOST Referendum is November 7, 2023.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS:**

None

Adjourn

Motion by Bowers, second by Bower to adjourn the Planning & Zoning Commission meeting.  
Motion carried on a voice vote. The meeting adjourned at 9:10 p.m.

Submitted by:

Adam Kofoed

City Administrator