

City of West Branch Planning & Zoning Commission Meeting
January 23, 2024
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller called the Planning & Zoning Commission meeting to order at 6:59 p.m.

Roll call:

Commission members present: John Fuller, Ryan Bowers, Madison Conley, Brad Bower, Matt Van Scoyoc, Max Kober

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

Developers present: Chris Kofoed and Chad Keune.

Public present: Mayor Roger Laughlin, Councilperson Sexton, Bruce Barnhart, Kyle & Becca Haganman, Kevin Stoolman

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve the agenda for the January 23, 2024 Planning & Zoning Commission meeting. /Move to action.

Motion by Kober, second by Bower to approve the agenda. Motion carried 6-0.

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

Motion by Bowers, second by Conley to approve the minutes. Motion carried 6-0.

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to Nominate John Fuller for Chairperson for the Planning & Zoning Commission for 2024. /Move to action.

Motion by Bowers, seconded by Van Scoyoc. Motion carried 6-0.

Nominate Ryan Bowers for Vice Chairperson for the Planning & Zoning Commission for 2024. /Move to action.

Motion by Bower, second by Fuller to approve the agenda. Motion carried 6-0.

Public Hearing regarding Amending the West Branch Code of Ordinances - Chapter 160 Floodplain Regulations and Chapter 165, Zoning Regulations.

Developer, Chris Kofoed asked about every third house being a different elevation design was being dropped from Chapter 167. Goerd explained floor plans were dropped. City Administrator Kofoed verified whether elevations can be reused again on the same block. Commissioner Bowers stated if elevations were reused it would not provide enough diversity. Chair Fuller expressed the board wants to see less conformity and floor elevations should not be reused on the same block. Conley and Goerd expressed removing the last sentence with which talks about new blocks. The board eventually concluded it was best to remove the new block or perpendicular street requirement under 167.03 paragraph 1. Board members and audience members wondered if 10% difference was enough. Bowers led the discussion and board agreed it's the intent of the ordinance to be flexible and the planning board could change the percentage after observing the markets response to the new design guidelines.

d. Final approval of Ordinance language on recommended changes and forward to the City Council. / Move to action.

e. Review and approve a Final Plat Re-subdivision of Parkside Hills, Lot 9. / Move to action. Motion by Bowers to add guidelines or examples and remove the last sentence in 167.03 paragraph. Second by Van Scoyoc. Motion carried 6-0.

f. Review and approve a Site Plan for Parkside Hills, Lot 9. / Move to action
Bowers motion, Bower second, Motion carried 6-0.

Developer Chad Keune explained the purpose of the new final plat and site plan are to subdivide the lots so each property owner in a rowhouse will have landownership allowing for secondary market backed loans. This will reduce interest rates and make the homes more affordable. Bowers asked if the items covered under the condo association will be covered under the new homeowner's association. Keune confirmed yes, the covenants and rules will still be the same. Inspector Terry Goerdts advised the board this is allowed since the area in question is zoned as a planned unit development. Administrator Kofoed said it has the city attorney and engineer approval.

g. Review and approve a Site Plan for WB Dental Office. / Move to action.
Bowers made motion to approve the site plan as submitted and if changes were made with the detention basin that water runoff needs to be addressed in the amended site plan. Second by Kober. Motion Carried 6-0.

Administrator Kofoed explained the site plan checklist requirements that had comments from staff. Snyder was excellent to work with and provided responses to each request.

There were discussions between the contractor, commission, staff, and the mayor on the stormwater detention basin. The engineer and attorney were not present so no determination was made. There were past agreements council made with a previous site in this particular subdivision but not all actions were met by both parties. Elected officials and developers disliked the idea of having a detention pond along main street. Detention basins become eyesores, which is concerning to council as Main Street is a heavily used street. Staff interprets the stormwater ordinance as the site in question cannot add anymore water runoff to the existing infrastructure and other properties. Based on the steep slope of the lot there is only one economically feasible place to drain water and that is on Main Street.

OLD BUSINESS:

None

Reports

Inspector Goerdts was given an award by his peers as the best building inspector of the year. Bowers asked about the capital improvement plan. Kofoed encouraged the board to speak with council on their suggestions to the capital improvement plan. Fuller briefly discussed the Parks and Recreation chapter of the comprehensive plan and mentioned the historic preservation is making strides to become a certified local government.

Adjourn

Motion by Bowers, second by Conley to adjourn the Planning & Zoning Commission meeting.
Motion carried on a voice vote. The meeting adjourned at 8:23 p.m.

Submitted by:
Adam Kofoed
City Administrator