



PLANNING AND ZONING COMMISSION MEETING
Tuesday, March 24, 2026 • 7:00 p.m.
West Branch City Council Chambers, 110 N. Poplar St.
Council Quorum May Be Present

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699

1. Call to Order
2. Roll Call
3. Approve Agenda/Move to action.
 - a. Approve minutes from the January 27, 2026 meeting.
4. Public Hearing/Non-Consent Agenda. /Move to action.
 - a. Public Hearing – Proposed amendment to the West Branch Zoning Code regarding Accessory Dwelling Units and Permitted Obstructions in required yards./ Move to Action.
5. Discussion – U of I Student Team update and Q&A.
6. City Staff reports
7. Comments from Chair and Commission Members
8. Next regular Planning & Zoning Commission meeting Tuesday, May 26, 2026
9. Adjourn

Planning & Zoning Commission Members: Chair John Fuller, Vice Chair Ryan Bowers, Brad Bower, Matt Van Scoyoc, Madison Conley, Emilie Walsh, Ryan Foley • **Zoning Administrator:** Terry Goerdts
Mayor: Roger Laughlin • **Council Members:** Mike Horihan, Colton Miller, Chantry Noel, Jerry Sexton, Tom Dean
City Administrator: Adam Kofoed **City Clerk:** Alycia Friis • **Fire Chief:** Kevin Stoolman • **Police Chief:** Greg Hall
• **Public Works Director:** Matt Goodale

City of West Branch Planning & Zoning Commission Meeting
January 27, 2026
West Branch City Council Chambers, 110 North Poplar Street

Chair John Fuller called the (Special) Planning & Zoning Commission meeting to order at 7:00 p.m.

Commission members present: John Fuller, Ryan Bowers, Brad Bower, and Ryan Foley.

Council members present: None

City Staff present: City Administrator, Adam Kofoed, Zoning Administrator, Terry Goerd

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Motion by Bowers, second by Bower to approve the agenda. Motion approved 4-0

PUBLIC HEARING/NON-CONSENT AGENDA

- a. Nominate John Fuller for Chairperson for the Planning & Zoning Commission for 2026. /Move to action.

Motion by Bowers, second by Bower. Motion approved 4-0

- b. Nominate Ryan Bowers for Vice-Chairperson for the Planning & Zoning Commission for 2026. /Move to action.

Motion by Bower, second by Fuller. Motion approved 4-0.

- c. Nominate City Administrator Adam Kofoed for Secretary for the Planning & Zoning Commission for 2026. /Move to action.

Motion by Fuller, second by Bower. Motion approved 4-0

- d. Review and Approve Building Plans for Honey Den rebuild. / Move to Action

There was a lot of interest in the building and the plans. The group discussed the options of note this design passed main street's design review. The board discussed the drawings because they came with different options. Kofoed noted the owner is out of town but will be in attendance to answer those specific questions. The board ultimately decided to approve the designs because main street did and any changes made must be approved by the building inspection. Motion by Bowers, Second by Bower. Motion approved 4-0.

Comments from Chair and Commission Members

Inspector Goerd adding a new ordinance for the commission to review about allowing decks on corner lots for swimming pools.

Adjourn

Motion by Bower, second by Foley to adjourn the Planning & Zoning Commission meeting. Motion carried on a voice vote. The meeting adjourned at 7:56 p.m.

Submitted by:

Adam Kofoed

City Administrator

NOTICE OF PUBLIC HEARING
ON A PROPOSED AMENDMENT TO THE WEST BRANCH ZONING CODE
REGARDING ACCESSORY DWELLING UNITS AND PERMITTED
OBSTRUCTIONS IN REQUIRED YARDS.

PLEASE BE ALSO ADVISED that a public hearing on the proposed Amendment to the West Branch Zoning Code Regarding Accessory Dwelling Units and Permitted Obstructions in Required Yards, will be held at 7:00 p.m. on Tuesday, March 24th, 2026 in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. At that time, the Planning and Zoning Commission will receive comments for or against said Agreement. In addition, written comments can be forwarded to the City Clerk.

/s/ _____
Alycia Friis, City Clerk