

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

**City of West Branch Planning & Zoning Commission Special Meeting**  
**September 29, 2016**  
**West Branch City Council Chambers, 110 North Poplar Street**

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:00 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg, City Administrator Matt Muckler and Mayor Roger Laughlin. Commission Members LeeAnn Aspelmeier, Ryan Bowers, Clara Oleson, and Sally Peck were present. Liz Seiberling and Gary Slach were absent.

**Approve Agenda/Consent Agenda/Move to action.**

Motion by Oleson, second by Peck to approve the agenda. Motion carried on a voice vote.

**Public Hearing/Non-Consent Agenda**

Approve recommendation to City Council to approve West Branch High School Phase 3 Improvements Project Site Plan, excepting the building marked "Pole Building" on the site plan which will require its own site plan to be submitted by the West Branch Community School District at a later date./Move to action.

Fuller requested an explanation for plans of water quality issues with the proposed new water main. Brian Boelk of HBK Engineers explained that the new main is for the purpose of fire protection only and indicated that a 28E agreement was being considered with the city for future maintenance. City Administrator Matt Muckler confirmed that the new water main would be for the purpose of fire protection only and that a 28E agreement is being considered. He further explained that the new main used for fire protection would not have any effect on metering and or billing for water to the school as standard procedure. He also said the 28E agreement would be for flushing and maintaining the hydrants with no charge.

Oleson suggested an amendment to the recommendation to include a 28E agreement. Motion by Oleson, second by Bowers. Motion carried on a voice vote.

Motion by Fuller to approve recommendation to City Council with the amendment of a 28E agreement.

Motion carried on a voice vote.

**CITY STAFF REPORTS – No comments**

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

Fuller mentioned that the City of Iowa City will be conducting a housing study and has extended the study to include Coralville. Fuller approached the City of Iowa City and suggested that West Branch be included in the study due to its proximity. He said Iowa City would consider the possibility. Fuller felt this would be beneficial for the West Branch Comprehensive Plan. Fuller said he would report back to the commission when more information was available.

Peck expressed her concerns for older trees in the community and the need to respect and preserve them. She cited several older communities that preserve its trees and the charm older trees provide a community. She suggested the creation of a tree committee. Mayor Laughlin was in favor of the idea and said he would give it some thought.

The next regularly-scheduled Planning and Zoning Commission Meeting on November 22, 2016 at 7:00 p.m. has been rescheduled to Tuesday, November 15, 2016 at 7:00 p.m.

Adjourn

Motion to adjourn meeting by Fuller. Motion carried on a voice vote. Planning & Zoning Commission Meeting at 7:29 p.m.