

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

## **City of West Branch Planning & Zoning Commission Meeting**

***November 15, 2016***

***West Branch City Council Chambers, 110 North Poplar Street***

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:52 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg, City Administrator Matt Muckler, Deputy City Clerk Leslie Brick and Public Works Director Matt Goodale. Commission Members LeeAnn Aspelmeier, Ryan Bowers, Clara Oleson and Gary Slach were present. Liz Seiberling and Sally Peck were absent.

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

Approve minutes from the September 27, 2016 Planning and Zoning Commission Meeting.

Approve minutes from the September 29, 2016 Special Planning and Zoning Commission Meeting.

Fuller noted that the minutes for the September 27<sup>th</sup> and 29<sup>th</sup> meeting were not provided in the packet and would need to be approved at the next meeting and asked for a motion to approve the agenda only at this time.

Motion by Bowers, second by Aspelmeier to approve the agenda. Absent: Seiberling and Peck. Motion carried on a voice vote.

### **Public Hearing/Non-Consent Agenda**

#### Discussion of Croell Redi-Mix Site Plan.

City Engineer Dave Schechinger reviewed the concept for Croell Redi Mix's site plan at their new location in the West Branch industrial area. He said storm water for the property is being addressed and had no overall concerns with the company's concept. He said more information would be presented in January at the next Planning & Zoning meeting.

#### Approve West Branch Salt Shed Site Plan./Move to action.

Schechinger presented the site plan and commented on various ways the storm water will be addressed going forward on the property. He further explained that the new structure will be a hoop style building and that in addition, city property would have fencing installed around the perimeter. Schechinger said the site plan also included new trees to help screen the building from surrounding homes.

Motion by Bowers, second by Aspelmeier to approve the West Branch Salt Shed Site Plan. Absent: Seiberling and Peck. Motion carried on a voice vote.

#### Discussion of Residential Individual Lot Site Plan Requirements.

Schechinger pointed out that several samples of residential individual lot site plans requirement forms were provided in the meeting packet for review and discussion. He stated that the samples were derived from other communities that use them. The commission agreed that a 'multi-tiered' format was best and asked for a simplified form that would be easily understood for the consumer. Councilmember MaryBeth commented that she would like to see the first tier not require an engineer to add to the costs. Bowers added that site plans needed to be reviewed more thoroughly to eliminate some of the past issues some residents have encountered. Oleson and Aspelmeier asked staff to assist with developing the items needed in each tier for discussion at the next meeting.

Discussion of Chapter 151 of the Code of Ordinances of the City of West Branch, Iowa: “Trees.”

Oleson opened the discussion and commented that the current code does not address protecting trees or planting of new trees. Fuller commented that this item should be added as a future discussion topic with more research needed and action steps identified.

Discussion on Update to the West Branch Comprehensive Plan

No new information was discussed.

**CITY STAFF REPORTS**

Muckler announced the resignation of Zoning Administrator Paul Stagg and thanked him for his service with the commission. Stagg’s last day is Friday, November 25, 2016.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

Slach suggested an idea for developing a trail system in West Branch and asked for the commission to consider asking developers to install trails within a new development with the City sharing in the cost. He felt a trail system would be an additional asset to the community.

Discussion concerning cancellation of the November 22, 2016 regular Planning and Zoning Commission Meeting and the next regularly-scheduled Planning and Zoning Commission Meeting – January 24, 2017 at 7:00 p.m.

All commission members agreed on cancelling the November 22, 2016 meeting.

Adjourn

Motion to adjourn meeting by Fuller. Motion carried on a voice vote. Planning & Zoning Commission Meeting adjourned at 9:07 p.m.