

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

**City of West Branch Planning & Zoning Commission Meeting**  
**September 27, 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, Mayor Roger Laughlin and Councilperson MaryBeth Stevenson. Commission Members, Ryan Bowers, Clara Oleson, Sally Peck and Gary Slach were present. LeeAnn Aspelmeier and Liz Seiberling were absent.

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

Approve the agenda. Motion by Bowers, second by Oleson to approve the agenda. Motion carried on a voice vote. Approve minutes from the July 26, 2016 Planning and Zoning Commission Meeting. Motion by Bowers, second by Slach to approve the July 26, 2016 minutes. Motion carried on a voice vote.

**Public Hearing/Non-Consent Agenda**

Discussion on West Branch High School Phase 3 Improvements Project Site Plan.

Brian Boelk, HBK Engineering described the project that will focus on fire safety, emergency access and grading for a future multi-use building. The new water main will be installed for this project. City Engineer Dave Schechinger provided his comments that plans were reviewed and all areas of concern were addressed and were mutually agreed upon. Oleson asked if there were plans for landscaping and adding trees. Boelk commented that would be addressed in the next phase. Superintendent Hatfield explained that the school was hopeful to start construction this fall and asked for consideration for a special Planning & Zoning meeting to approve the site plan. Fuller said they would consider the request.

Discussion on Residential Individual Lot Site Plan Requirements.

Commission Member Sally Peck stated that requirements for new construction should be different from construction that takes place on existing properties. Commission member Ryan Bowers stated that projects on properties where for instance a home has already been constructed, should still have requirements in the case of extensive remodels or instances where drainage on the property would be affected. Commission member Peck agreed that grading changes would be instances where these requirements would be desirable. Commission Member Clara Oleson asked what reasons the city staff is bringing these requirements forward for Commission consideration. City Administrator Matt Muckler spoke about pending development in the Meadows Subdivision and other places in West Branch and stormwater problems that were created by previous development in the Pedersen Valley Subdivision. Commission member Ryan Bowers stated that after researching other communities in our area that other communities had similar requirements. Chair John Fuller asked about cost. Muckler stated that estimates for a homeowner or builder having a residential individual lot site plan requirements drafted would be close to \$1,500. Muckler stated that these requirements were desirable and worth the cost that would be incurred by both the potential homeowner and the City. Chair Fuller asked about grading changes that are made after construction of a project is completed. Muckler stated that we simply can't catch every grading change that a resident might make to their property. Muckler stated that he thought a basic site plan would be appropriate for garages, additions and other changes to an existing property versus a full site plan to be required for new home construction. City Engineer Dave Schechinger discussed examples from other communities and how West Branch could create a basic site plan for minor improvements. Resident and owner of Sexton Construction, Jerry Sexton, 19 Greenview Drive, reported issues with housing that he built on Hilltop Drive where he constructed

housing appropriately and another builder came in later and constructed improvements in a manner which caused stormwater problems. Sexton stated that he was in favor of some, but not all, of the proposed requirements. Chair Fuller asked which requirements Sexton would oppose. Sexton stated that he would like additional time to review individual requirements. Commission Member Slach stated that the grading requirements were appropriate, but that designating utilities, street width, water and sewer utilities might not be necessary. Councilperson Mary Beth Stevenson thanked the Commission for their consideration of these requirements and spoke in favor of the requirements, as presented by city staff. Stevenson understands that the Commission has identified MLO's, grading plan, the overland flow path and elevations as priority items. Stevenson stated that the cost involved with these requirements were worth the expense to provide assurance to the homeowner and the community as a whole. Resident Amanda Rushton, 155 Ohrt, spoke in favor of the requirements. Rushton stated that she trusted the City of West Branch to thoroughly review grading and stormwater issues when she built her home and believes that the City should adopt residential individual site plan requirements. Chair Fuller talked about the need for a tiered process and asked City Engineer Dave Schechinger to bring a tiered approach back for the Commission's consideration. Schechinger stated that the purpose of the site plan is to provide city staff with the information that they need to review building permit applications appropriately and agreed to bring back a tiered proposal at a future meeting.

#### Discussion on Update to the West Branch Comprehensive Plan

The commission discussed consideration of a fringe area agreement with Johnson County, affordable housing and the concept of land banking. Ideas were also discussed surrounding expanding historical preservation to include older homes within the city.

#### Approve recommendation of adoption of a uniform Rules of Procedure for all boards and commissions./Move to action.

Bowers provided comments on minor changes with titling and dates but felt comfortable with moving forward with adopting. He also noted that in his review, he felt there may be some rules not currently being followed and that the commission should review them extensively.

Motion by Oleson, second by Bowers to approve adoption of a uniform Rules of Procedure. Motion carried on a voice vote.

#### Approve recommendation to City Council to expedite construction of Cedar-Johnson Road from Main Street to Greenview Drive and a connection between Greenview Subdivision and Pedersen Valley Subdivision with Capital Improvement Plan Funds./Move to action.

Slach reminded the commission that the intent of the City several years ago was to make a connection to Greenview Subdivision as development moved west and that with the Pedersen Valley development, the time had come to make that connection. Slach also commented that with future improvements to the Cedar/Johnson Road, residents in Greenview and Bickford developments need to be provided with daily and emergency access. Peck agreed that this should be a priority. Muckler stated that Mayor and Council have also discussed and realized that this is a priority but that it had not yet made it on the CIP as cost estimates had not yet been done. After further discussion the commission determined to amend the motion. Motion by Slach, second by Oleson to approve recommendation to City Council to *expedite the connection from Pedersen Valley to Greenview Subdivision* and expedite construction of Cedar-Johnson Road from Main Street to Greenview Drive with CIP funds. Motion carried on a voice vote.

### **CITY STAFF REPORTS**

#### Discussion of West Branch Salt Shed Site Plan

Stagg opened the discussion by stating the City Council passed a resolution on September 19, 2016 to close a portion of Cookson Drive to accommodate the construction of a new salt shed. Schechinger described the

concept that will create a new parcel to allow the City to construct the new salt shed on north end of the existing Public Works maintenance shed. A portion of Cookson Street will be removed, the area fenced in and salt shed will be constructed. He further commented that the purpose for moving the salt shed containment area was to eliminate further contamination to adjacent properties due to a storm water drainage area on the south end of the property where the current shed is located. The current shed will be used for equipment or other material storage.

Discussion of Croell Redi-Mix Site Plan

Schechinger advised the commission that a meeting with Croell was scheduled for October 3, 2016 to discuss the site plan for their new location and more information would be presented at the next meeting.

**COMMENTS FROM CHAIR AND COMMISSION MEMBERS**

Fuller suggested some possible dates and times for a special Planning & Zoning Meeting to approve the West Branch High School Phase 3 Improvements Project Site Plan. The members mutually agreed on September 29, 2016 at 7:00 p.m.

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

Fuller asked the commission if anyone had any conflicts with the next meeting date with it being during a holiday week. No one objected so the meeting will be as scheduled.

Adjourn

Motion to adjourn meeting by Oleson, second by Peck. Motion carried on a voice vote. Planning & Zoning Commission Meeting adjourned at 9:00 p.m.