

# City of West Branch

~A Heritage for Success~

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110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358  
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

## **PLANNING AND ZONING COMMISSION MEETING**

**Tuesday, January 26, 2016 • 7:00 p.m.**

**West Branch City Council Chambers, 110 N. Poplar St.**

*Council Quorum May Be Present*

1. Call to Order
2. Roll Call
3. Approve Agenda/Consent Agenda/Move to action.
  - a. Approve minutes from the November 24, 2015 Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
  - a. Approve \_\_\_\_\_ as Chairperson of the Planning & Zoning Commission./Move to action.
  - b. Approve \_\_\_\_\_ as Vice Chairperson of the Planning & Zoning Commission./Move to action.
  - c. Chris Kofoed and Brad Larson, KLM – Meadows Rezoning and Phase 2 Update
  - d. Wayne and Steve Lynch, Lynch Plumbing, Inc. – Lynch Heights Rezoning and Subdivision Proposal
  - e. Discussion on Update to the West Branch Comprehensive Plan
  - f. City Engineer Dave Schechinger - Residential Plot Plans
  - g. Approve recommendation to the City Council to pursue adoption of a residential plot plan./Move to action.
5. City Staff Reports
  - a. City Engineer Dave Schechinger – Upcoming City Infrastructure Projects
  - b. Zoning Administrator Paul Stagg – P-1 (Public Use) Zoning District Discussion
  - c. Zoning Administrator Paul Stagg – Intro to Planning and Zoning Workshop presented by Gary Taylor, Iowa State University Extension and Outreach
6. Comments from Chair and Commission Members
7. Next Regularly Scheduled Commission Meeting – March 22, 2016 at 7:00 p.m.
8. Adjourn

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**Planning & Zoning Commission Members:** Chair – John Fuller, Vice Chair - Gary Slach, LeeAnn Aspelmeier, Sally Peck, Ryan Bowers, Clara Oleson, Liz Seiberling, **Zoning Administrator:** Paul Stagg • **Deputy City Clerk:** Leslie Brick  
**Mayor:** Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson  
**City Administrator/Clerk:** Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

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

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

*November 24, 2015*

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

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 6:30 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg, City Administrator Matt Muckler and Deputy City Clerk Leslie Brick. Commission Members, LeeAnn Aspelmeier, Ryan Bowers, Liz Seiberling, and Clara Oleson. Absent: Sally Peck and Gary Slach.

Approve minutes from the September 22, 2015 Planning and Zoning Commission Meeting./Move to action.

Motion by Bowers, second by Oleson. AYES: Bowers, Oleson. Absent: Peck and Slach.  
Motion carried on a voice vote.

Approve Planning and Zoning Commission Meeting dates for 2016./Move to action.

Motion by Bowers, second by Oleson. AYES: Bowers, Oleson. Absent: Peck and Slach.  
Motion carried on a voice vote.

Discussion on Update to the West Branch Comprehensive Plan. Updates to Chapter 4, a. Community Profile, and discussion of peer cities. b. Potential revisions to assigned chapters.

Fuller opened the discussion on potential changes to update the information contained within the Comp Plan. Items noted that are in need of updates were current population numbers based on the 2014 census and peer cities that are comparable in population and geographic location to West Branch. Oleson suggested a page for acronyms for better understanding of terminology used throughout the document and updated photos of residents rather than generic photos. Fuller also suggested a reference page to document where the information contained within the Plan was derived. Bowers recommended adding water statistics, information on Best Management Practices (BMP) and updates to projects completed since the plan was written.

Old Business.

None to report.

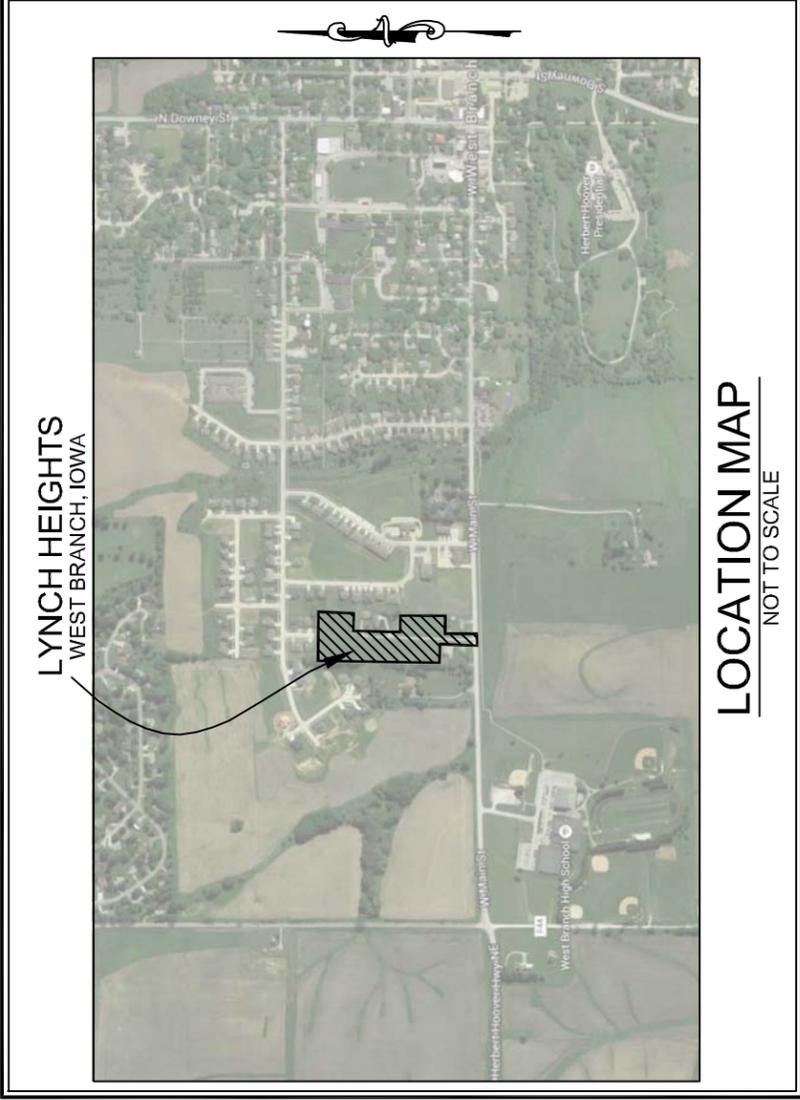
New Business.

None to Report.

Adjourn

Motion to adjourn meeting by Oleson, second by Bowers. Motion carried on a voice vote.  
Planning & Zoning meeting adjourned at 8:26 p.m.





LYNCH HEIGHTS  
WEST BRANCH, IOWA

**LOCATION MAP**

NOT TO SCALE

# REZONING EXHIBIT LYNCH HEIGHTS WEST BRANCH, IOWA

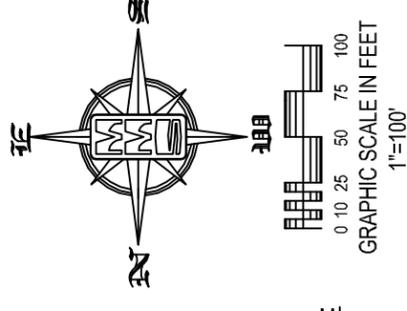
**PLAT PREPARED BY:**  
MMS CONSULTANTS INC.  
1917 S. GILBERT STREET  
IOWA CITY, IA 52240

**OWNER/APPLICANT:**  
LYNCH PLUMBING, INC.  
829 W. MAIN STREET  
TIPTON, IA 52772

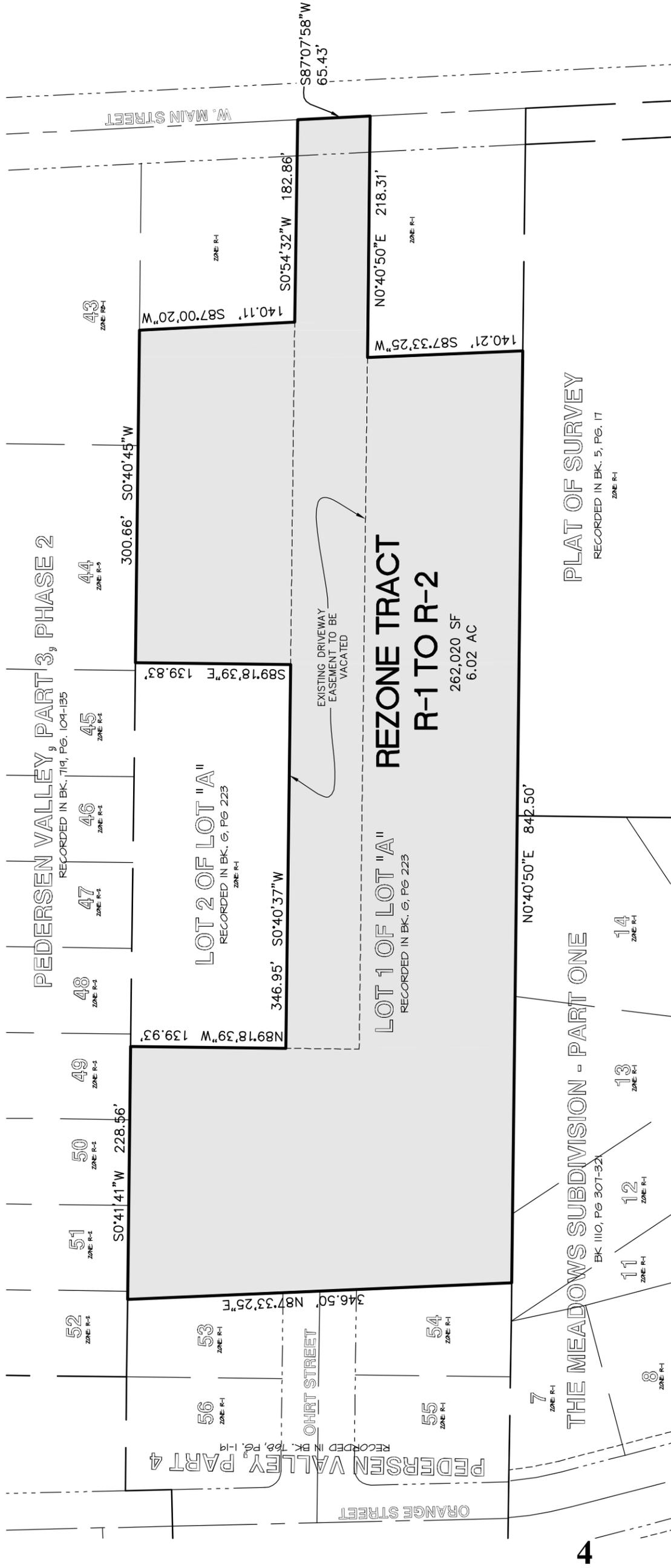
**APPLICANT'S ATTORNEY:**  
STEVEN C. ANDERSON  
568 HIGHWAY 1 WEST  
IOWA CITY, IA 52246

**REZONE TRACT FROM R-1 TO R-2**

LOT 1 OF LOT "A", WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK G, AT PAGE 223, IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE, CONTAINING 6.02 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.



**MMS CONSULTANTS, INC.**  
CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS  
1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
(319) 351-8282  
[www.mmsconsultants.net](http://www.mmsconsultants.net)



Date	Revision

## REZONING EXHIBIT

**LYNCH HEIGHTS**  
WEST BRANCH  
CEDAR COUNTY  
IOWA

**MMS CONSULTANTS, INC.**

Date: **01-15-16**

Designed by:	GDM	Field Book No:	1129
Drawn by:	JDM	Scale:	1"=100'
Checked by:	GDM	Sheet No:	1
Project No:	IC 9707001	of:	1

# PRELIMINARY GRADING CONCEPT LYNCH HEIGHTS WEST BRANCH, IOWA

PLAT PREPARED BY:  
MMS CONSULTANTS, INC.  
1917 S. GILBERT STREET  
IOWA CITY, IA 52240

OWNER/APPLICANT:  
LYNCH PLUMBING, INC.  
829 W. MAIN STREET  
TIPTON, IA 52772

APPLICANT'S ATTORNEY:  
STEVEN C. ANDERSON  
588 HIGHWAY 1 WEST  
IOWA CITY, IA 52246

6.02 ACRES



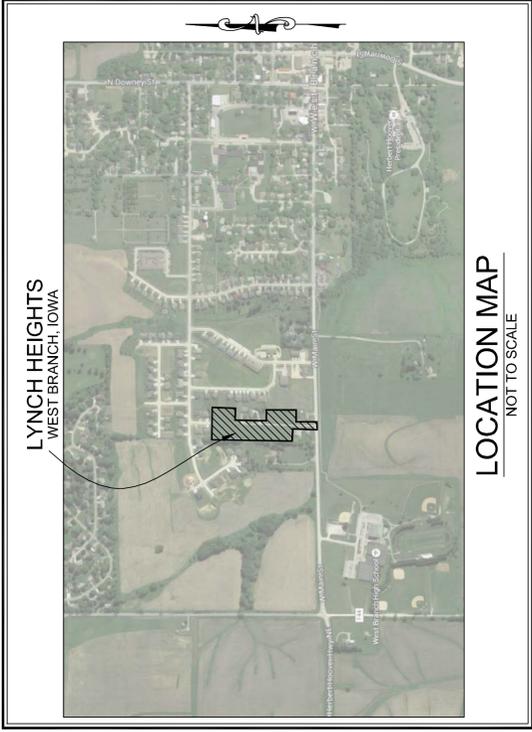
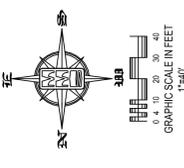
CIVIL ENGINEERS  
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ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.  
IOWA CITY, IA 52240  
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www.mmsconsultants.net

**STANDARD LEGEND AND NOTES**

PROPERTY & ZONE BOUNDARY LINES	CONGRESSIONAL SECTION LINES
RIGHT-OF-WAY LINES	RIGHT-OF-WAY LINES
CENTER LINES	CENTER LINES
EXISTING CENTER LINES	EXISTING CENTER LINES
LOT LINES, PLATTED OR BY DEED	LOT LINES, PLATTED OR BY DEED
EXISTING EASEMENT LINES	EXISTING EASEMENT LINES
BENCHMARK	BENCHMARK
RECOMPUTED DIMENSIONS	RECOMPUTED DIMENSIONS
CURVE SEGMENT NUMBER	CURVE SEGMENT NUMBER
PROPOSED	PROPOSED
POWER POLE W/PROP	POWER POLE W/PROP
POWER POLE W/TRANS	POWER POLE W/TRANS
LIGHT POLE	LIGHT POLE
SANITARY MANHOLE	SANITARY MANHOLE
WATER VALVE	WATER VALVE
DRAINAGE MANHOLE	DRAINAGE MANHOLE
PROP. SANITARY SEWER	PROP. SANITARY SEWER
EXISTING SANITARY SEWER	EXISTING SANITARY SEWER
PROP. STORM SEWER	PROP. STORM SEWER
EXISTING STORM SEWER	EXISTING STORM SEWER
ELECTRICAL LINES	ELECTRICAL LINES
TELEPHONE LINES	TELEPHONE LINES
CONTOUR LINES (1" INTERVAL)	CONTOUR LINES (1" INTERVAL)
PROPOSED TREE LINE	PROPOSED TREE LINE
EXISTING DECIDUOUS TREE & SHRUB	EXISTING DECIDUOUS TREE & SHRUB
EXISTING EVERGREEN TREES & SHRUBS	EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES (POWER POLES, SANITARY SEWERS, STORM SEWERS, ETC.) ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.



Date	Revision



PRELIMINARY  
GRADING  
CONCEPT

LYNCH HEIGHTS  
WEST BRANCH  
CEDAR COUNTY  
IOWA

MMS CONSULTANTS, INC.

Date:	01-15-16
Designed by:	GDM
Drawn by:	JDM
Checked by:	GDM
Project No.:	IOWA CITY 9707001
Field Book No.:	1129
Scale:	1"=40'
Sheet No.:	1
of:	1

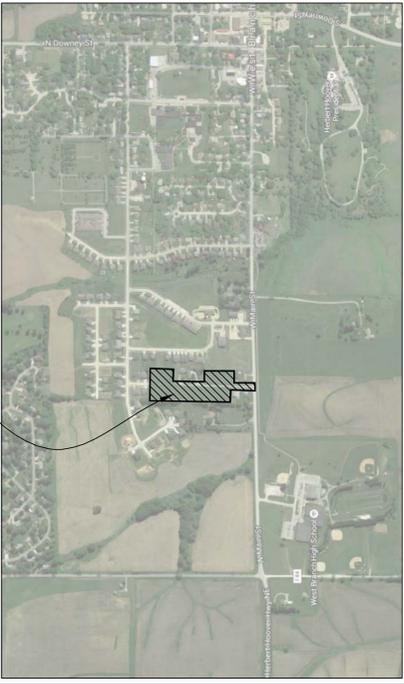
PLAT OF SURVEY  
RECORDED IN BK. 3, PG. 17  
ZONE R-1

THE MEADOWS SUBDIVISION - PART ONE  
BK. 110, PG. 307-321

PEDERSEN VALLEY, PART 4  
RECORDED IN BK. 78, PG. 1-4

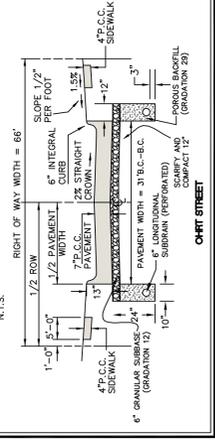
PEDERSEN VALLEY PART 3, PHASE 2  
RECORDED IN BK. 114, PG. 104-135

**LYNCH HEIGHTS  
WEST BRANCH, IOWA**



**LOCATION MAP**  
NOT TO SCALE

**TYPICAL STREET SECTION**  
N.T.S.



**DEVELOPMENT CHARACTERISTICS**

PROPOSED ZONING IS R-2 RESIDENTIAL

- LOTS 1 THROUGH 18
- R-2 RESIDENTIAL
- R-2 RESIDENTIAL REQUIREMENTS
- MINIMUM LOT AREA (SINGLE FAMILY) 6,000 SF
- MINIMUM LOT AREA (TWO FAMILY) 8,400 SF
- MINIMUM SETBACK FRONTAGE (SINGLE FAMILY) 60 FEET
- MINIMUM SETBACK FRONTAGE (TWO FAMILY) 20 FEET
- MINIMUM SIDE YARD SETBACK 5 FEET
- MINIMUM REAR YARD SETBACK 25 FEET

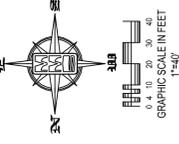
**PRELIMINARY PLAT  
LYNCH HEIGHTS  
WEST BRANCH, IOWA**

**PLAT PREPARED BY:** MMS CONSULTANTS INC.  
1917 S. GILBERT STREET  
IOWA CITY, IA 52240

**OWNER/APPLICANT:** LYNCH PLUMBING, INC.  
829 W. MAIN STREET  
TIPTON, IA 52272

**APPLICANT'S ATTORNEY:** STEVEN C. ANDERSON  
568 HIGHWAY 1 WEST  
IOWA CITY, IA 52246

**LEGAL DESCRIPTION:** WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF LOT 1 OF LOT "A", WEST BRANCH, CEDAR COUNTY, IOWA, AS RECORDED IN PLAT BOOK G, AT PAGE 223, IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE, CONTAINING 6.02 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.



**STANDARD LEGEND AND NOTES**

- PROPERTY 2 1/2" BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- CENTER LINES
- CENTER LINES
- EXISTING CENTRAL LINES
- LOT LINES, PLATTED OR BY DEED
- EXISTING EASEMENT LINES
- BENCHMARK
- DIMENSIONS
- CURVE SEGMENT NUMBER
- EXIST- 2'-1"
- PROP- 2'-1"
- POWER POLE W/PROP
- POWER POLE W/TRANS
- LIGHT POLE
- SANITARY MANHOLE
- WATER VALVE
- DRAINAGE MANHOLE
- FENCE LINE
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- ELECTRICAL LINES
- TELEPHONE LINES
- CONTOUR LINES (1" INTERVAL)
- PROPOSED TREE LINE
- EXISTING TREE LINE
- EXISTING DECIDUOUS TREE & SHRUB
- EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES AND UTILITIES SHOWN ON THIS PLAT ARE TO BE PREPARED AND SUBMITTED TO THE APPROVAL OF THIS DOCUMENT.

6.02 ACRES



**CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS**

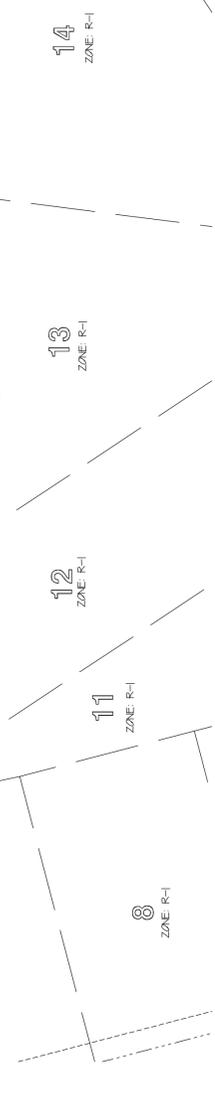
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Date	Revision



**THE MEADOWS SUBDIVISION - PART ONE**

BK. 110, PG. 307-321



**PLAT OF SURVEY**

RECORDED IN BK. 3, PG. 17

ZONE R-1

**PRELIMINARY  
PLAT**

**LYNCH HEIGHTS**

WEST BRANCH  
CEDAR COUNTY  
IOWA

**MMS CONSULTANTS, INC.**

Date: 01-15-16

Designed by: GDM Field Book No: 1129

Drawn by: JDM Scale: 1"=40'

Checked by: GDM Sheet No: 1

Project No: IOWA CITY 9707001

of: 1



STAFF USE ONLY  
 RECEIVED BY:  
 DATE:

**Building Permit Application**  
**Single Family, Duplex & Townhouse Dwellings**  
 BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, BUILDING SEWER & WATER SERVICE  
 (Form #1 Dated 5/27/2014)

Applicant must complete numbered items and highlighted spaces.

<b>1</b>	<b>JOB ADDRESS:</b>								
<b>2</b>	<u>OWNER</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>			<u>PHONE #</u>			
						<u>EMAIL</u>			
<b>3</b>	<u>APPLICANT</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>			<u>PHONE #</u>			
						<u>EMAIL</u>			
<b>4</b>	<u>GENERAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>			<u>PHONE #</u>			
						<u>EMAIL</u>			
<b>5</b>	<u>ELECTRICAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>			<u>PHONE #</u>			
						<u>EMAIL</u>			
						<u>STATE LICENSE #</u>			
<b>6</b>	<u>PLUMBING CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>			<u>PHONE #</u>			
						<u>EMAIL</u>			
						<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>			
<b>7</b>	<u>HVAC CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>			<u>PHONE #</u>			
						<u>EMAIL</u>			
						<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>			
<b>8</b>	<u>SEWER &amp; WATER CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>			<u>PHONE #</u>			
						<u>EMAIL</u>			
						<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>			
<b>9</b>	<u>DESCRIBE WORK:</u>								
<b>10</b>	<u>TOTAL SQ. FT OF HABITABLE FINISHED AREAS</u>		<b>11</b>	<u>TOTAL SQ. FT OF UNFINISHED / STORAGE</u>		<b>12</b>	<u>TOTAL SQ. FT OF GARAGE AREA</u>		
<b>13</b>	<u>USE OF BUILDING OR STRUCTURE</u>			<b>14</b>	<u>VALUATION:</u>		<b>15</b>	<u>NUMBER OF WATER METERS:</u>	
STATE OF IOWA ENERGY EFFICIENCY REQUIREMENTS									
Compliance shall be demonstrated by either meeting the requirements below or meeting the requirements of International Energy Conservation Code Section 405 by providing a <i>Compliance Report</i>									
<u>CLIMATE ZONE</u>	<u>FENESTRATION U-FACTOR B</u>	<u>SKYLIGHT U-FACTOR B</u>	<u>CEILING R-VALUE</u>	<u>WOOD FRAME WALL R-VALUE</u>	<u>MASS WALL R-VALUE I</u>	<u>FLOOR R-VALUE</u>	<u>BASEMENT WALL R-VALUE C</u>	<u>SLAB R-VALUE AND DEPTH D</u>	<u>CRAWL SPACE WALL R-VALUE C</u>
<b>5</b>	<b>0.32</b>	<b>0.55</b>	<b>49</b>	<b>20 or 13 + 5</b> <small>(See footnote h)</small>	<b>13/17</b>	<b>30</b> <small>(See footnote g)</small>	<b>15/19</b>	<b>10,2 ft</b>	<b>15/19</b>

Minimum Requirements  
for Residential Plot Plan

The plot plan must be accurately drawn to an engineer scale displaying the following information:

Minimum paper size 8 1/2"x11"  
Maximum paper size 11" x 17"

General Information:

1. Applicant(s) name.
2. Legal description.
3. Site address.
4. Current zoning classification.
5. Zoning setback lines.
6. An identified scale.
7. North directional arrow.
8. Property line dimensions and bearing directions.
9. Official property iron pins.
10. Existing structures including decks, porches, garages and sheds.
11. Proposed structures or additions including decks, porches, sunrooms, garages and sheds.
12. Dimensions of all buildings.
13. Roof overhangs.
14. Existing or proposed fences.
15. Driveways, sidewalks, patios and retaining walls. (engineering required for retaining walls when the height exceeds 4-ft from the bottom of the footing to the top of the wall)
16. Distances between building walls and lot lines.
17. Water service size and location.
18. Building sewer size and location.
19. The sump pump discharge line location. (minimum 3" diameter)
20. Place two points on the side line lots where the front wall intersects the side lot lines. Indicate the distances from the front corner iron pins to the two points and from the two points to the building corners.
21. Statement on the site plan that all property iron pins shall be visible and marked during the entire construction process.

Engineering Information :

1. Public utilities abutting the property. (storm sewers, sanitary sewers & water mains)
2. Location and dimensions of all public and private easements. (see property title and subdivision final plat)
3. Flood zones.
4. Minimum low opening elevations.
5. Elevations of top of foundation walls, final grade at foundation walls, final grade at 10 feet from foundation walls, top of lowest floor elevation, top of curb, property corner elevations and storm sewer conveyance openings.
6. Storm water surface flow arrows.

REQUIREMENTS FOR SUBMITTING DRAWINGS  
(one set of plans required for each application)

1. Scaled floor plans with designated room uses, square footage of habitable space, square footage of unfinished/storage spaces, doors and windows.
2. Indicate locations of smoke and carbon monoxide detectors.
3. Foundation plan showing all footings, stem walls, basement walls, slabs, foundation damp proofing material, drainage system and slab vapor barrier. Sizes, locations and cross sections showing reinforcement of each. All bearing load number from engineered girders and beams shall be noted. If engineered foundation is used or required, stamped plans shall be submitted with the permit application for approval.
4. Floor framing plans, which include size, type of material, spans, and bearing points of all joist, girders, beams and columns. Show method of all connections to the footings or foundation.
5. Wall cross sections providing framing details showing interior wall finish, vapor barrier, insulation, wall bracing, sheathing, weather barrier, flashing and exterior wall coverings.
6. Header sizes and materials of openings exceeding 4-feet in width.
7. Roof framing details indicating roof system to be used, sheathing, underlayment, ice dam, covering.
8. Stair details showing rise, run, guards and handrails.
9. Decks and porches showing footing locations, depth and size, columns, floor and roof framing materials and connection methods throughout the entire structures.
10. Location of all heating appliances and type of fuel to be used.
11. Location of electrical service and panel boards.
12. Show all insulation materials used to comply with energy code requirements.
13. If mail order plans are used and changes are made, the plans will need to be modified prior to submittal for permit.
14. Show all design standard requirements of Section 1612 of the Zoning Code.

Requirements to Maintain a Valid Permit

- Address placard shall be placed so that the address number is visible from the public street.
- The approved set of plans, specifications and other data must be kept on the job site and protected from weather.
- Advance one day notice is required for inspection request. See inspection policy for exceptions.
- Contractors shall maintain required business license, contractor's license, bonds and insurances.
- The permit holder is required to review and follow the approved plans, specifications.
- The permit holder is responsible to ensure plan review comments are communicated to all subcontractors and provided or resolved before scheduling an inspection.
- A common rule of thumb for inspections is "never cover anything until the City Inspector has seen it and signed off."

**The undersigned has submitted the required plans, specifications and plot plan which are hereto attached, incorporated into and part of this application. The undersigned agrees to comply with all applicable codes; give full notification to the building inspector when required inspections are needed; that he or she will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit is issued.**

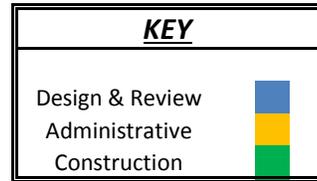
**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction.**

Signature of Owner or Authorized Agent

Date

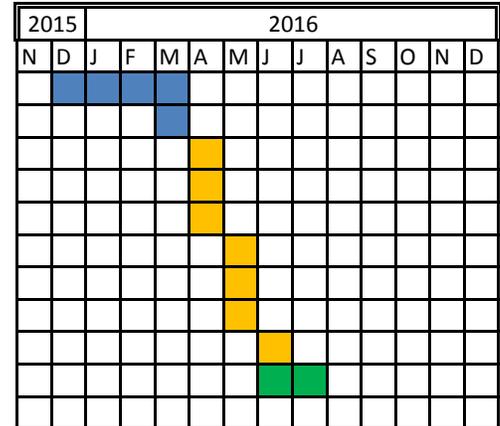
PLEASE PRINT ABOVE NAME HERE:

**CIP Improvements Phasing**  
**City of West Branch, Iowa**  
**December 18, 2015**  
**Veenstra & Kimm, Inc.**



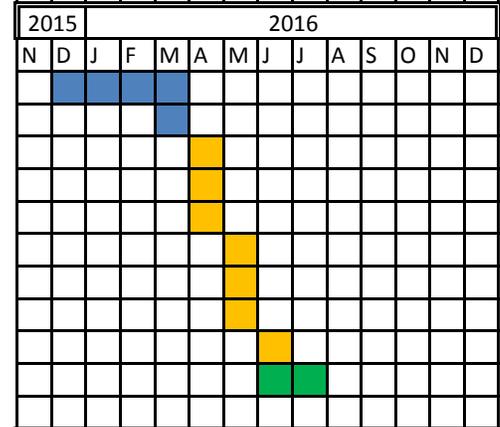
**Main Street Intersection Improvements**

	Date
Preliminary Design	March 7, 2016
City Review	March 21, 2016
Council Set Public Hearing Date & Bid Date	April 4, 2016
Final Plans and Specifications	April 11, 2016
Publish Notice of Hearing and Letting	April 14, 2016
Public Hearing	May 2, 2016
Receive Bids	May 12, 2016
Award Contract	May 16, 2016
Notice to Proceed	June 6, 2016
Construction	July 15, 2016



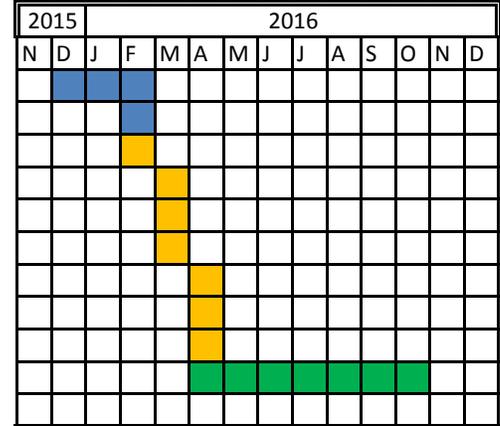
**Pedersen & Scott Intersection Improvements**

	Date
Preliminary Design	March 7, 2016
City Review	March 21, 2016
Council Set Public Hearing Date & Bid Date	April 4, 2016
Final Plans and Specifications	April 11, 2016
Publish Notice of Hearing and Letting	April 14, 2016
Public Hearing	May 2, 2016
Receive Bids	May 12, 2016
Award Contract	May 16, 2016
Notice to Proceed	June 6, 2016
Construction	July 15, 2016



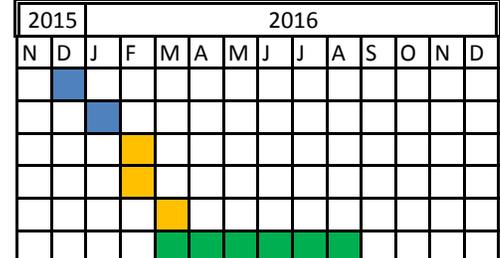
**4th Street Reconstruction**

	Date
Preliminary Design	February 1, 2016
City Review	February 15, 2016
Council Set Public Hearing Date & Bid Date	February 16, 2016
Final Plans and Specifications	February 29, 2016
Publish Notice of Hearing and Letting	March 3, 2016
Public Hearing	March 21, 2016
Receive Bids	April 7, 2016
Award Contract	April 11, 2016
Notice to Proceed	April 25, 2016
Construction	October 28, 2016



**W. Main Street Water Main Improvements**

	Date
Preliminary Design	December 09, 2015
City Review	January 21, 2016
Receive Quotations	February 11, 2016
Award Contract	February 16, 2016
Notice to Proceed	March 8, 2016
Construction	August 5, 2016



**3. Ongoing City Revenues – Capital Projects**

**4. Optional Funding Sources – Not Currently Used By the City of West Branch**

- A. Capital improvements fund tax levy
- B. Franchise fees – Electric, gas, and cable revenues
- C. Special assessments

**5. Annual Appropriations for Capital Projects**

- A. City General Fund
- B. Road Use Tax (RUT) Revenues
- C. Sanitary Sewer and Water Fund Revenues

**6. Proposed Capital Projects by Funding Area**

- A. Park Planning
- B. Tax Increment Financing
- C. Fire
- D. Utility (Water/Sewer/Stormwater)
- E. General Obligation Bonds

**7. Proposed Capital Projects – FY 2015-16**

- A. 4<sup>th</sup> Street from WB Animal Clinic to Reagan Blvd. (\$500,000)
- B. Main Street Crossings at Pedersen Street and Scott Drive (\$70,000)
- C. Main & Oliphant Intersection Improvements (\$110,000)
- D. Main & Foster Intersection Improvements (\$150,000)

**8. Proposed Capital Projects FY 2016-17**

- A. Beranek Street (\$400,000)
- B. S. Maple, 2<sup>nd</sup> -4<sup>th</sup> (\$60,000)

- C. N. 1<sup>st</sup> Street, Green to Maple (\$81,000)
- D. 2<sup>nd</sup> Street, Green to College (\$135,000)
- E. 2<sup>nd</sup> Street, Main to Green (\$140,000)

**9. Proposed Capital Projects – FY 2017-18**

- A. College Street Bridge (\$750,000)
- B. South 1<sup>st</sup> Street, Cookson to Cedar (\$102,000)

**10. Proposed Capital Projects –FY 2018-19**

- A. Cookson Drive, Maple to end (\$73,000)
- B. Foster Street, Main to School (\$158,000)
- C. Town Hall Renovation (\$400,000)
- D. Oliphant Street, Downey to 551 N. (\$130,000)

**11. Proposed Capital Projects – FY 2019-20**

- A. North 1<sup>st</sup> Street, College St. to dead end (\$239,000)
- B. Northside, Oliphant to Maple (\$113,000)
- C. West Main Street Overlay (\$215,000)
- D. East Main Street Overlay (\$205,000)

**12. Final Comments & Acknowledgement**



## West Branch Capital Improvements Plan 2016-2020

### 1. General Overview and Introduction

#### A. Introduction

The Mayor and City Council decided to prepare a capital improvements plan (CIP) for future capital projects in West Branch in 2014. The two basic components of a CIP are to identify the projects and the estimated costs of each and then devise a way to pay for these projects. Appendix G is an overall summary of what constitutes a capital improvements plan.

#### B. The CIP – What it is and is Not

A capital improvement plan is a “tool” for the scheduling, planning, and financing of large construction projects and major pieces of equipment. It is a “blueprint” for the future infrastructure improvements in the City. It is a written document that links together the City’s comprehensive plan with the City’s annual budget. It provides the mayor, city council, city staff and the citizens with a listing of capital projects that the City will need to complete over the next four to five years.

On the other hand, a capital improvements plan is not “cast in stone.” It is a planning document that can be revised at any time. It is not a legal commitment by the city council to complete any particular project within a specified period of time. The adoption of the CIP does not obligate future city councils to any course of action. It merely provides an indication of the projects that might be completed, when they might be accomplished, and how they could be funded. The final decision as to whether a project will be built will be decided by the city council during the preparation of the annual city budget and the actual award of a contract to complete the project.

#### C. Annual CIP Reviews

After the CIP has been adopted, it will need to be reviewed and updated on an annual basis by the city staff. Completed projects will be deleted from the CIP. New projects will be added to the CIP. Some projects will be revised and updated, as new information becomes available. The ideal time to update the CIP is in October or November of each year or prior to the preparation of the next city budget.



**D. Utility (Water/Sewer/Stormwater)**

Recent increases to the water and sewer rates, described in more detail previously in Section 5C, have ensured that both the water and sewer utilities are self-sustaining, to include any capital improvement projects. Future projects may require revenue bonding, however current capital improvements are planned to be completed by utilizing annual rates paid by water users. It is important to note that several customers of the water utility are located outside the city limits. One of the largest water customers, West Branch Village Mobile Home Community, has its own wastewater treatment facility. Both the water service that is provided outside city limits and the funding situation with West Branch Village Mobile Home Community ensure that water revenues consistently outpace sewer revenues.

As described earlier in Section 2G, the City of West Branch recently created a stormwater utility with the purpose of encouraging and implementing storm water best management practices and repairing, replacing and installing storm water infrastructure. Initial plans calls for matching funds to be provided for these purposes from the general fund.

**E. General Obligation Bonds**

Lastly, the projects that are not receiving funding from the sources described in Sections 6A-D will compete for revenue generated by general obligation bonds. The Council has decided to funds these projects at \$800,000 per year for the five upcoming fiscal years: 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020. A large part of the capital improvement planning process involved prioritizing the projects that will be funded through general obligation bonds. Sections 7-11 contain a listing of the individual projects and a brief description of what is planned as part of each project.

**7. Proposed Capital Projects – FY 2015-16**

**A. 4<sup>th</sup> Street from WB Animal Clinic to Reagan Blvd. (\$500,000)**

This portion of 4<sup>th</sup> Street has long been a concern for both drivers and pedestrians. The project would reconstruct 4<sup>th</sup> Street and install a sidewalk on the west side of the street.

**B. Main Street Crossings at Pedersen Street and Scott Drive (\$70,000)**

When Pedersen Valley was developed, there was no planning for a crossing of Main Street to take place at Pedersen Street. In its current condition, there is no safe way to cross Main Street at this location and pedestrians are forced to navigate a ditch on the south side of Main Street in order to access the trail that runs from the Herbert Hoover National Historic Site (near the Ford Garage) and West Branch High School.

**C. Main & Oliphant Intersection Improvements (\$110,000)**

This intersection has been a topic of discussion for several years. A three-way stop was created at this intersection through the addition of stop signs for both westbound and eastbound traffic. That was followed by the installation of flashing school zone lights. This project would provide an accessible crossing for pedestrians. From the very beginning of the capital improvement planning process (see Appendix U), this project received unanimously high marks from both city staff and elected officials.

**D. Main & Foster Intersection Improvements (\$150,000)**

Another popular place for students to walk before and after school and for drivers to access West Branch Middle School, this intersection is an important one for the safety of our students in West Branch. Stairs are present of the sidewalk located on the northwest corner of the intersection. These improvements would include providing an accessible intersection for pedestrians.

**8. Proposed Capital Projects FY 2016-17**

**A. Beranek Street (\$400,000)**

The Beranek Street Project is the major project planned for the 2016-2017 fiscal year. This project will include a road construction project on Beranek Street from 2<sup>nd</sup> Street to the entrance of Beranek Park. Also included is a sidewalk and the widening of the Beranek Park Parking Lot.

**B. South Maple Street, 2<sup>nd</sup> to 4<sup>th</sup> (\$60,000)**

This project has been long regarded as a priority project. Staff recommendations were to improve this roadway in the 2010-2011 annual budget. Instead, the City Council appropriated funding that year to resurface N. Downey Street. This project would provide an asphalt overlay on this portion of the road.

**C. North 1<sup>st</sup> Street, Green to Maple (\$60,000)**

This stretch of N. 1<sup>st</sup> Street was identified as failing on the Street Condition Map. It was identified as a PCC road with severe cracking, patching, exposed rebar, potholes and spalling.

**D. 2<sup>nd</sup> Street, Green to College (\$135,000)**

This stretch of roadway was rated as poor by the recent street inspection process. The inspection described the road as a seal coat road with a couple minor cold patches in the surface and slight edge unraveling/edge rutting. An asphalt overlay will be completed.

**E. 2<sup>nd</sup> Street, Main to Green (\$150,000)**

This section of roadway also received a rating of poor from the street inspection process. The inspection noted that this stretch of 2<sup>nd</sup> Street is a seal coat road with several edge pot holes, lane rutting, and unraveling edges. There is also a broken up section at Green Street. An asphalt overlay will be completed

**9. Proposed Capital Projects – FY 2017-18**

**A. College Street Bridge (\$750,000)**

The necessity to replace the College Street Bridge was a driving force in the motivation to develop a capital improvement plan. This project, which will likely \$1.5 million, was a project that would never have been able to be replaced as part of the regular operating budget.

**B. South 1<sup>st</sup> Street, Cookson to Cedar (\$102,000)**

This stretch of roadway was described in the street inspection report as having several severe longitudinal cracks and several transverse cracks. The road will be replaced.

10. **Proposed Capital Projects – FY 2018-19**

**A. Cookson Drive, Maple Street to end (\$73,000)**

This road is described as PCC with many severe cracks both longitudinal and transverse. Removal and replacement of the road will be completed.

**B. Foster Street, Main Street to WB Middle School (\$158,000)**

Foster Street is a PCC road with minor pitting, settlement cracking, longitudinal cracking and some transverse cracks. This project would resurface the roadway.

**C. Town Hall Renovations (\$400,000)**

At the January 10, 2013 City Council Budget Work Session, the City Council held a discussion of potential renovations to the Town Hall building and continued those discussions at their January 22, 2013 Council Meeting. Four main objectives were identified by staff that could be accomplished by a renovation of Town Hall, while maintaining the building's primary focus as a public meeting and gathering space:

- 1) Make the building accessible. This is important not only for voting, but also for allowing access to the building for all of our community members for all events held in the Town Hall.
- 2) Provide modern his and hers restroom facilities on the main floor of the building (in the vicinity of the current Park & Rec Office).
- 3) Convert the two-car garage space into more usable space, which could include stairs, an elevator or lift to allow people access to the main floor, an office (for park & rec), a conference room and a lobby area.
- 4) Restrict access to the basement and provide a space for Police Department evidence storage (in an area of the basement that is secure) and general Police Department and Park and Recreation storage.





At the January 22, 2013 City Council Meeting, Main Street West Branch offered the services of Main Street Iowa Design Specialist Tim Reinders. Mr Reinders recently visited West Branch and discussed the facility renovation needs with the West Branch Preservation Commission. The Commission has reviewed the conceptual drawings provided by Mr. Reinders and have developed several recommendations for the City Council as they consider potential renovations to the Town Hall. The West Branch Preservation Commission believes that the lower version of Sheet Number 1 of 2 would be the preferred plan of action for interior renovations. Their main recommendations include:

- 1) Do not decrease size of events/community/main room but if space is needed, reduce the size of the kitchen,
- 2) It would be best to have the bathrooms on the same level as the main room,
- 3) The old garage should have two rooms,
- 4) Exterior modifications should be harmonious with the structure,
- 5) Preserve the Veteran's memorial in the main room.
- 6) Additional concerns include a) keeping the coat racks close to the main room, b) water fountains, c) the proposed lift enclosure should be sympathetic to the interior architecture, and d) there is an exterior door in the kitchen that needs to be factored into the project.

***D. Oliphant Street, Downey to 551 N. Oliphant (\$130,000)***

This road was rated as failing in the recent street study. The road was found to be PCC with many severe cracks both longitudinal and transverse. Removal and replacement of most of road is needed.

**11. Proposed Capital Projects – FY 2019-2020**

**A. North 1<sup>st</sup> Street, College Street to dead end (\$239,000)**

This was yet another stretch of road that was determined to be failing. The road was described as a PCC road with major spalling, cracking throughout the slab with lots of patching. Reconstruction was recommended.

**B. Northside, Oliphant to Maple (\$113,000)**

During the recent street inspections, Northside was found to be a PCC road with heavy cracking and faulting. No saw joints were ever cut into pavement and major pitting was detected. The road was rated as failing.

**C. West Main Street Overlay (\$215,000)**

While both the west and east main street overlays were lower priorities than some of the previously mentioned projects, it is expected that there will be a need for an overlay on Main Street within the next several years.

**D. East Main Street Overlay (\$205,000)**

While both the west and east main street overlays were lower priorities than some of the previously mentioned projects, it is expected that there will be a need for an overlay on Main Street within the next several years.

**12. Final Comments and Acknowledgements**

The preparation of a capital improvements plan requires the review and analysis of potential capital project and the City's capacity to finance the proposed projects. The process of writing a capital improvements plan is really a "team effort" that involves the City's employees and elected officials.

We would like to thank the Mayor and City Council members for suggesting potential projects, ranking the projects, and reviewing the various CIP reports. They were committed to the process and were willing to put in the hard work to make this plan a reality.

We would like to thank the West Branch Executive Team for providing much of the background information and data needed for this CIP report: City Administrator Matt Muckler, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, Parks & Recreation Director Melissa Russell, Public Works Director Matt Goodale, and Library Director Nick Shimmin. They reviewed various parts of the CIP early in the process so as to verify that accurate and current information was being used in the financial analysis of the City's capacity to fund projects.

Finally, we would also like to thank City Engineer Dave Schechinger, as well as Larry and Maggie Burger with Speer Financial. Dave Schechinger provided information regarding potential capital projects. His knowledge of the City's infrastructure needs was very valuable in the preparation of the list of potential projects. Larry and Maggie Burger provided the Council with important information concerning the City's constitutional debt limit, property tax levy projections and advice concerning tax increment financing.

# Intro to Planning and Zoning Workshops

## **Announcing the Spring 2016 workshop dates and locations**

Monday, March 21 – Okoboji – Arrowwood Resort, 1405 Highway 71

Tuesday, March 22 – Clear Lake – Best Western Holiday Lodge, 2023 7th Ave North

Tuesday, April 5 – Decorah – Hotel Winneshiek, 104 East Water Street

Wednesday, April 6 – Cedar Rapids – Clarion Hotel & Convention Center, 525 33rd Ave. SW

Monday, April 11 – Sioux City – Bev's on the River, 1110 Larsen Park Road

Tuesday, April 19 – Creston – Supertel Inn & Conference Center, 800 Laurel Street

The link to the on-line registration page will be provided in January.

## **About the Introduction to Planning and Zoning Workshops**

The Introduction to Planning and Zoning for Local Officials workshop is a three-hour session designed to introduce the basic principles of land use planning and development management to elected officials, planning and zoning officials, and board of adjustment members without formal training in the subjects. Using case scenarios in a highly-interactive format, the workshop highlights issues frequently faced in the land use process.

The workshop is offered annually in multiple locations across the state. Locations change from year-to-year so that city and county officials are able to attend a location near them at least once every two years. All workshops begin with registration and a light supper at 5:30 p.m. The program begins at 6:00 p.m. and concludes by 8:45 p.m. The registration fee is \$65 per individual. This fee is reduced to \$55 per individual if a city or county registers 5 or more officials to attend. The fee covers the workshop instruction, workshop materials, and supper.

## **Certification Credits**

The workshop has been pre-approved by the Iowa Municipal Finance Officers Association and the Iowa League of Cities for credits toward certification.

## **Other matters?**

New board or commission members? Vexing issues? Just in need of some “personalized” assistance? Gary Taylor will conduct a workshop tailored to your community’s needs anytime throughout the year. Contact for costs and scheduling: (515) 290-0214 or gtaylor@iastate.edu