

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

City of West Branch Planning & Zoning Commission Meeting

November 25, 2014

West Branch City Council Chambers, 110 North Poplar Street

Chairman, Roger Laughlin opened the regular meeting of the Planning & Zoning Commission at 6:30 p.m. welcoming the audience and Mayor Mark Worrell, City Administrator Matt Muckler, Zoning Administrator Paul Stagg and Deputy City Clerk Leslie Brick. Commission Members Roger Laughlin (Chair), John Fuller, Gary Slach, LeeAnn Aspelmeier and Ryan Bowers were present. Absent: Helen Dauber, Trent Hansen and Molly Menard.

New Commission Member Ryan Bowers was introduced to the Commission. The recent resignations of Trent Hansen and Molly Menard were announced. Deputy City Clerk Leslie Brick was also introduced to the Commission.

Approve minutes from the September 23, 2014 Planning & Zoning Commission Meeting.

Motion by Fuller, second by Slach. AYES: Fuller, Slach, Laughlin, Aspelmeier. NAYS: None
Abstain: Bowers. Motion carried.

Discussion of proposed new Fence, Electrical, Demolition, Mechanical and Plumbing Permit Forms and Fees.

Stagg opened the discussion regarding proposed new permit forms and gave a brief overview of each form. Commission members raised several questions regarding the forms and felt there was a need for better clarity on when a permit was needed. Suggestions included information on the City's website, a notice in the newspaper and an annual reminder sent with the utility bills. The members also felt that some of the forms lacked a 'conclusion' and suggested that all should have a final inspection process to ensure that work was completed as allowed. All members were in agreement of the proposed fees subject to Council approval. Stagg will update forms and discuss revisions at the next scheduled Planning & Zoning Commission meeting.

Old Business

Casey's update – Zoning Administrator, Stagg reported that City Officials met with Casey's executives and that City Engineer Dave Schechinger reported to Casey's that IDOT is not expected to require further studies on the project. IDOT will review the Casey's project plans when they are submitted by Peld's Engineering on behalf of Casey's. Casey's has not submitted their application as of this date but is expected to do so in the next couple of weeks. Construction is expected to begin in 2015.

Future land Use – Commission members suggested updates and addition of the flood plain overlay.

New Business

The following 2015 dates have been set for future Planning & Zoning meetings as follows; January 27, March 24, May 26, July 28, September 22, and November 24.

Comments from Mayor

Mayor Worrell indicated that a special December meeting may be needed to discuss the Meadows Subdivision Phase 2. MMS Consultants and KLM Investments, Inc. are finalizing a preliminary plat and will be ready to move forward soon.

Adjourn

Motion to adjourn meeting by Fuller, second by Slach. Motion carried on a voice vote. Planning & Zoning meeting adjourned at 8:20 p.m.