

City of West Branch

~A Heritage for Success~

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PLANNING AND ZONING COMMISSION MEETING

Tuesday, November 25, 2014 • 6:30 p.m.

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

Council Quorum May Be Present

1. Call to Order
2. Introduction of new Commission Member Ryan Bowers (Note: Resignations were submitted by Trent Hansen and Molly Menard.)
3. Introduction of new Deputy City Clerk Leslie Brick
4. Roll Call
5. Approve minutes from the September 23, 2014 Planning and Zoning Commission Meeting/Move to action.
6. Discussion of proposed new Fence, Electrical, Demolition, Mechanical and Plumbing Permit Forms and Fees.
7. Old Business
 - a. Zoning Administrator Paul Stagg – Casey’s Update
8. New Business
 - a. 2015 Planning & Zoning Meeting Schedule: January 25, March 24, May 26, July 28, September 22, and November 24.
9. Adjourn

Planning & Zoning Commission Members: Roger Laughlin, Chair, LeeAnn Aspelmeier,

Ryan Bowers (pending), Helen Dauber, John Fuller, Gary Slach, vacancy

Mayor: Mark Worrell • **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
September 23, 2014
West Branch City Council Chambers, 110 North Poplar Street

Chair Roger Laughlin opened the meeting of the West Branch Planning and Zoning Commission at 6:30 p.m. by welcoming the audience and the following City Staff: City Administrator Matt Muckler, Zoning Administrator Paul Stagg, Administrative Assistant Shanelle Peden, and City Engineer Dave Schechinger. Commission members Roger Laughlin (Chair), John Fuller, Trent Hansen, and Gary Slach. Commission members LeeAnn Aspelmeier, Helen Dauber, and Molly Menard were absent.

Approve minutes from the June 1, 2014 Planning and Zoning Commission Meeting

Motion by Fuller to approve the minutes from the June 11, 2014 Commission meeting, second by Laughlin. AYES: Fuller, Laughlin, Hansen, Slach. NAYS: None. ABSENT: Aspelmeier, Dauber, Menard. Motion carried.

City Administrator Matt Muckler - Discussion of proposed amendment to Section 170.15.5.D of the West Branch Zoning Ordinance.

Muckler noted that he is hoping to have additional information for the Commission to review at the next meeting.

City Administrator Matt Muckler - Update on cemetery annexation.

Muckler mentioned that information would be presented to Council at an upcoming meeting and subsequently submitted to the Cedar County Board of Supervisors for approval. Muckler added that the City would then apply for annexation with the Iowa Secretary of State. Laughlin asked if every annexation was submitted to the Secretary of State. Muckler responded that submission was at the recommendation of City Attorney Kevin Olson.

Chair Roger Laughlin - Discussion of revisions to future land use plan.

Schechinger noted that areas and options for future infrastructure placement should be identified. Laughlin added that the ultimate goal is to produce new map with future areas for development. Fuller asked for recommendations from City Staff. Muckler added that he was in contact with Bill Croell regarding the current Redi-Mix plant and the possibilities of future locations.

City Engineer Dave Schechinger – West Main Traffic Study Update.

Schechinger stated that suggestions from the Study included modifications for the West Branch Community School District property, Johnson-Cedar Road, and widening a portion of Main Street and Herbert Hoover Highway. Schechinger added that suggestions would include flattening the hill at the West edge of the City. Schechinger noted that he will be meeting with Johnson County on September 30th to discuss the traffic flow and anticipates discussing pedestrian access in the area and future development of the Meadows Subdivision. Schechinger also mentioned the need for school crossing signals at the intersections of Scott Drive and Pedersen Street. Schechinger concluded his comments with the idea of reviewing a speed study conducted in the area.

Fuller mentioned that he thought there would be potential substantial cost to changing the curve at the intersection West Main Street and Cedar Johnson Road. Brad Larson, representing KLM Investments, asked about the Johnson County plan for revising Herbert Hoover Highway. Schechinger responded that the plan is to widen the shoulders and expand the trail. Fuller asked what could be done to encourage a quicker turnaround time for trail expansion. Schechinger thought that Johnson County was working collaboratively with area partners to ensure good connectivity to multiple trail systems. Fuller asked if a roundabout could be constructed in the area. Muckler noted that the City applied for a REAP Grant, which (if approved), would connect the West Branch Mobile Home Village to the City. Muckler also added that the National Park expressed interest in connecting with the City at the intersection of Scott Drive and West Branch Ford. Hansen asked if there were funds in the budget to fix the trail towards West Branch High School. Muckler remarked that he spoke with National Park Superintendent Pete Swisher and paving is a priority for the entity. Hansen noted that the City fixed the curb cuts in the area, yet wanted to know who was responsible for the future upkeep. Muckler responded that the National Park would bear responsibility for a portion in conjunction with the West Branch Community School District.

City Engineer Dave Schechinger and Zoning Administrator Paul Stagg - Discussion of potential building permits enhancements.

Stagg and Schechinger noted that revisions to some and creation of other permits would help improve the process. Recommendations included: Building Permit Application, Single Family, Duplex & Townhouse Dwellings, Driveway Permit Application, Fence Permit Application, Temporary Use Application, Subdivision Construction Permit Application, Commercial/Industrial/Multi-Family Permit Application, Demolition Permit Application, Electrical Permit Application, Plumbing Permit Application, Mechanical Permit Application, and a City of West Branch Building Permit Application.

Stagg noted that some permitting only requires a specific permit. Dick Maske, Owner and Operator of Plato Electric, added that electrical permits would need to meet the same guidelines as the state electrical code. Laughlin added that the City creates a schedule of fees in correlation with specific permits. Terry Goerd, Inspector for the City, mentioned that the City can adopt the state code and has the flexibility to implement additional code. Muckler mentioned that one of the City Council future goals is to review and update sections of the City Code. Dan Haub, Owner and Operator of Oasis Electric, asked what fixed costs the City has invested in an inspection. Goerd noted that the City sets up a fee schedule to cover administrative costs and operating expenses. Maske asked if the City would turn over electrical inspections to the State. Muckler responded that the City completes inspections with efficiency in mind.

Hansen asked what liability the City bears regarding usage of new and revised permits. Schechinger noted that during development, grading should be followed according to plan, adding that incidentals may not be avoidable and that the City must follow due diligence. Stagg asked how grading would be determined, to which Schechinger replied that an inspection should be reviewed with the elevation in mind. Slach noted that he did not want to see the City reacting to an isolated event as a standard procedure. Goerd added that during the plat review and approval process, development can be specified as to what would fit best on each lot. Schechinger echoed

those sentiments, explaining that proper drainage and access to public utilities should be included. Goerdts concluded the comments, noting that the builder should have a copy of the final plat with the building plans when constructing a home.

City Administrator Matt Muckler – City Council Goal Setting Session Results.

Muckler noted the City Council asked for review of the Code of Ordinances during their September 15, 2014 Goal Setting session. Fuller asked what the Council was looking for in terms of review. Muckler responded that the Council was hoping the Commission could provide further clarification, and suggested that the group review begin with Chapter 165 (through section 165.19).

City Engineer Dave Schechinger – Stormwater runoff at new park space in Pedersen Valley.

Schechinger noted that the higher curve number reported is an indication of less pervious surface and causes more water runoff. Schechinger added that underlying soil changes also contribute to added flow when development occurs. He also noted that the entire subdivision can meet water impact needs based on the location of the soccer fields and the water flow pattern from all areas of Pedersen Valley. Schechinger concluded his comments, noting that Crestview Nursing & Rehabilitation Center has expressed concern with lighting in the area during the evening. Laughlin recommended that tall trees be planted. Hansen asked if changes to on-street parking would take place in the area if development occurs. Hansen also asked if Gilbert Street would be extended if the property purchased by the City in Pedersen Valley is developed. Muckler responded that monies have been budgeted if development were to take place.

Comments from Commission Members

Laughlin asked if there had been any further discussion regarding the City acquiring additional cemetery property, and the possibility of moving the Public Works storage shed to accommodate the change.

Motion by Slach to adjourn, second by Fuller. Motion carried on a voice vote. Planning and Zoning Commission meeting adjourned at 8:36 pm.

CITY OF WEST BRANCH
FENCE PERMIT APPLICATION

Fence Location Address _____

Property Owner _____ Phone _____

Fence Material _____ Fence Height _____

Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor.

It is advised that the affected neighbor(s) be consulted if the fence will be placed right on the property line or if two or more fences will be joined structurally.

CODE OF ORDINANCES, WEST BRANCH, IOWA

165.44 FENCES. Fences and hedges located within a front, side or rear yard or within five (5) feet of a lot line shall be subject to the following location, height, and building permit requirements

1. Fences, hedges, and walls shall be located so no part thereof is within two (2) feet of any alley, sidewalk, or a street right-of-way line.
2. No portion of a fence, hedge, or wall located in a residential or agriculture district, or adjoining a residential use area shall be erected in excess of six (6) feet on side or rear yards.
3. Maximum heights for fences, hedges, and walls in all other districts not adjoining a residential use area shall not exceed twelve (12) feet.
4. Fences, hedges, and walls shall not exceed four (4) feet in height in any front yards in any zoning district within the City.
5. At street intersections, no fence, hedge, or wall more than three (3) feet in height above the street level shall be located within a triangular area composed of two of its sides twenty-five (25) feet in length and measured along the right-of way lines from the point of intersection of the above-referenced lines. No portions of the fence, hedge, or wall located within the designated twenty-five (25) foot triangular area shall be more than ten percent (10%) solid.
6. Fences, hedges, and walls shall be entirely located within the confines of the property.
7. Front yards shall be determined by where the side yard and front building line meet or intersect.
8. On corner lots, the portion of a fence, hedge, or wall that is located in the designated backyard shall not be erected in excess of four (4) feet. No portion of said fence shall be more than ten percent (10%) solid.

*I have read and agree to the above listed provisions and will construct said project accordingly

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Approved / Denied _____ Permit No. _____ Fee: \$25.00

Zoning Administrator _____ Date _____

CITY OF WEST BRANCH
ELECTRICAL PERMIT APPLICATION

Building Address _____

Owner _____

Electrical Contractor _____ Phone: _____

License # _____ IA Contractor Reg. # _____

Description of Work: _____

Contract Price for Electrical Work: \$ _____

Electrical fees for new and remodels of single family dwellings, duplexes and townhouses where building permits are obtained will be collected from the building permit applicant and no additional electric permit is required.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I agree to perform the work described in accordance with the plans/specifications submitted, in accordance with all provisions of the Electrical Code, and schedule all required inspections by calling Terry Goerdts at 319-330-9806.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Dollar Volume of Work

Permit Fee

- | | |
|--|---------|
| 1. \$1 – 1,500..... | \$25 |
| 2. \$1,501 – 5,000..... | \$50 |
| 3. \$5,001 – 25,000..... | \$75 |
| 4. \$25,001 – 50,000..... | \$100 |
| 5. \$50,001 – 75,000..... | \$125 |
| 6. \$75,001 – 100,000..... | \$150 |
| 7. \$100,001 – 125,000..... | \$175 + |
| + Add \$25.00 per every \$25,000 of valuation thereafter | |

Permit No. _____ Date Issued _____ Permit Fee _____

CITY OF WEST BRANCH
APPLICATION FOR DEMOLITION PERMIT

Property Address: _____

Property Owner: _____

Description of Structure(s) To Be Demolished: _____

Contractor: _____

Sewer and Water Contractor: _____

Applicant _____ Phone _____

Company _____

Address _____

- Pedestrian protection shall be in place prior to the start of work
- IOWA ONE CALL (800-292-8989) must be notified prior to excavation of any kind.
- Trucks hauling debris from demolition site shall be covered to prevent loss of materials
- Water and Sanitary Sewer service shall be abandoned under the direction of the public works department and must be inspected by a representative of public works.

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

Items required prior to issuance:

____ Electric Utility Termination Letter ____ Water Meter Returned To City Water Dept.
____ Gas Utility Termination Letter ____ Asbestos Abatement Report

Approved / Denied _____ Permit No. _____ Fee: \$ _____

Zoning Administrator _____ Date _____

CITY OF WEST BRANCH
PLUMBING PERMIT APPLICATION

Building Address _____

Owner _____

Plumbing Contractor _____ Phone: _____

License # _____ IA Contractor Reg. # _____

Description of Work: _____

Contract Price for Plumbing Work: \$ _____

Plumbing fees for new and remodels of single family dwellings, duplexes and townhouses where building permits are obtained will be collected from the building permit applicant and no additional permit is required.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I agree to perform the work described in accordance with the plans/specifications submitted, in accordance with all provisions of the Plumbing Code, and schedule all required inspections by calling Terry Goerdts at 319-330-9806.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Dollar Volume of Work

Permit Fee

- 1. \$1 – 1,500.....\$25
- 2. \$1,501 – 5,000.....\$50
- 3. \$5,001 – 25,000.....\$75
- 4. \$25,001 – 50,000.....\$100
- 5. \$50,001 – 75,000.....\$125
- 6. \$75,001 – 100,000.....\$150
- 7. \$100,001 – 125,000.....\$175 +
+ Add \$25.00 per every \$25,000 of valuation thereafter

Permit No. _____ Date Issued _____ Permit Fee _____

CITY OF WEST BRANCH
MECHANICAL PERMIT APPLICATION

Building Address _____

Owner _____

Mechanical Contractor _____ Phone: _____

License # _____ IA Contractor Reg. # _____

Description of Work: _____

Contract Price for Mechanical Work: \$ _____

Mechanical fees for new and remodels of single family dwellings, duplexes and townhouses where building permits are obtained will be collected from the building permit applicant and no additional permit is required.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I agree to perform the work described in accordance with the plans/specifications submitted, in accordance with all provisions of the Mechanical Code, and schedule required inspections by calling Terry Goerdts at 319-330-9806.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Dollar Volume of Work

Permit Fee

- 1. \$1 – 1,500.....\$25
- 2. \$1,501 – 5,000.....\$50
- 3. \$5,001 – 25,000.....\$75
- 4. \$25,001 – 50,000.....\$100
- 5. \$50,001 – 75,000.....\$125
- 6. \$75,001 – 100,000.....\$150
- 7. \$100,001 – 125,000.....\$175 +
 + Add \$25.00 per every \$25,000 of valuation thereafter

Permit No. _____ Date Issued _____ Permit Fee _____