

City of West Branch Planning Commission

Meeting Minutes for March 13, 2018

Meeting called to order at 6:00pm

Roll Call – Present – Kara Fachting, Denise Lawrence, Bob David, Dan Weiler, Bill Ehinger and Jan Hasty

\*Motion by Bob David, second by Kara Fachting to excuse Lisa Saurer and Mike Jackson due to illness. Ayes – All.

Pledge

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Approval of Minutes – Change the meeting date of February 22<sup>nd</sup> to February 27<sup>th</sup>.

\*Motion by Bob David, second by Denise Lawrence to approve minutes as corrected. Ayes – All.

Site Plans – None

Sign Permits – None

Old Business –

\*Motion by Bob David, second by Bill Ehinger to set a deadline of by end of business day on May 15<sup>th</sup>, 2018 for completion of the public surveys, with hard copies being available at City Hall. Ayes – All.

\*Motion by Dan Weiler, second by Jan Hasty to accept the by laws for the Planning Commission as presented. Ayes – All.

Continue reviewing the zoning draft and be ready with any corrections/deletion/additions by March 27<sup>th</sup>.

New Business –

Information regarding the public survey will be inserted in the city utility bill being sent out mid April. It was decided to print 3 per page of colored paper. The colored paper will be donated by the Mayor, Denise Lawrence.

Information was received back from the city attorney, Gabrielle Dantzer, regarding the use of gift certificates as incentives to people who completed the public survey. She determined it was not permissible to use gift certificates as incentives.

There was a brief discussion of a press release for the public survey. It was decided to only keep a hard copy available at city hall.

Communications – None

Chairman Report – Bob brought up that large items are being put out at the road for disposal at all times of the week. Heather stated that the rules for setting out large items are included in the utility bills newsletter.

Member Reports –

Hasty – The street light at 3<sup>rd</sup> Street and Sidney Street goes on and off continually. Also, there was an attempted break-in in her neighborhood.

Ehinger – At Burgess St and Bakers Boutique, on the right is a pine tree that covers the entire sidewalk with no line of sight. Also, asked if there had been any applications received for the empty Planning chair and Heather informed the Board of one well qualified applicant so far.

Weiler – None

Fachting – None

Lawrence – March 14<sup>th</sup> there will be a Miss Victorian Committee meeting at G's Pizzeria from 2-4pm and March 14<sup>th</sup> also a Toys for Tots meeting at G's Pizzeria from 4-6pm. On Sunday, March 18<sup>th</sup>, there will be a recognition for Lane Tabor at the airport at 6pm. On March 26<sup>th</sup> there will be a Soil Conservation Annual Meeting with a Breakfast Dinner provided free of charge. Dinner is at 6pm with the meeting following at 6:45pm. She stated she attended the most recent Rising Tide meeting with the City Manager. She has received many compliments on the new sign at G's Pizzeria. Other members agreed and have also received compliments.

DDA Report – Kelly stated the minutes are in our packets. The DDA agreed to give \$7500 to the merchants. Vacant window signs should be done soon and placed in the appropriate windows. The DDA tabled the by laws. They discussed still wanting benches and flower pots downtown. Heather was present and discussed the Rising Tide.

\*Motion by Bob David, second by Jan Hasty for Kara Fachting to receive \$25 for keeping the minutes of this meeting while Lisa was out sick. Ayes – All.

Meeting was adjourned at 6:54pm per Chairman Bob David.

Meeting minutes taken and typed by KaraFachting