



Community Development
Planning and Zoning

Annual Report

Budget FY: 2017-18

October 1, 2018

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Executive Summary

Goals and objectives for the fiscal year were as follows, together with an assessment of our efforts toward those goals:

1. Continue to amend ordinances creating zoning districts that better identify use categories to make Waverly an attractive place to live.

The Commission recommended revisions to the Zoning Code which included an amended Planned Development zoning provision, a completely new C-1 zoning district, a revised floodplain management ordinance, provisions for condominium conversion standards, a provision for expanding the non-conforming uses.

2. Identify additional City zoning ordinances in need of changes in order to reflect the wants and needs of Waverly residents.

Attendance at local, state and regional training opportunities continue to be a high priority to better understand the driving forces behind development trends and how to best position Waverly to accomplish objectives stated in the Comprehensive Land Use Plan.

3. Identify and explore future land uses for Cedar River Parkway, extended easterly.

4. Review existing roadway corridors and developments with Planning Commission to identify areas of improvement to accomplish the wants and needs of current and future residents.

The Commission participated in the process that updated the 2011 Future Land Use Plan. A full review and revision of the plan will be planned for 2020-2021.

5. Continue to participate in National and Statewide association meetings, including the Iowa Planning Association and the American Planning Association and other similar associations, in order to become actively engaged in productive planning communication forums to better assist Waverly residents in understanding trends and issues.

6. Work with the Planning and Zoning Commission on continuing education topics that can lead to constructive and informative recommendations made to the City Council.

7. Work as staff support, prepare agendas and act as secretary for Planning and Zoning Commission and Board of Adjustments.

8. Continue to provide nuisance enforcement throughout the City.

We conducted municipal code enforcement and coordination with other City departments to remedy public nuisance calls that affect the public's health, safety and welfare. We successfully addressed numerous nuisance complaints filed with the office.

9. Review subdivision plats, building permits, site plans, drainage plans, floodplain permits, signs, parking lots and other items to facilitate orderly and efficient growth for the City, including:

Special provisional uses for solar panel array: CUNA; Wartburg College; and Waverly Utilities/City of Waverly

Revisions to Zoning Code: Recommend amendment to Planned Development Zoning District, C-1 Zoning District, Floodplain Management Ordinance, an Ordinance governing condominium conversion standards, and an ordinance amendment for non-conforming uses.

Rezoning Requests: Recommended approval of Casey’s (R-1 to C-2); 1801 4th St SW (Bradford development) (M-1 to C-2); NW corner of 39th St. SE and Viola Drive (R-4 to R-2); Omni Development First Addition and existing lots in Second Addition (R-4 to R-1); Stonehaven 5th Subdivision (R-4 to R-2); Stonehaven 4th Subdivision (R-3 to R-1); Stonehaven 3rd Subdivision (R-4 to R-1); Lot 51 in Stonehaven 4th Subdivision (R-3 to R-4); Rolling Meadows Subdivision (R-4 to R-2); and Waverly Homes and Manor (R-3 to R-4).

Minor Subdivision: Recommend approval of Parcel “A-A”, located on the SW corner of 4th St. SW and Technology Place in SW Waverly; a 1.35 acre single family residential lot on the North side of 29th Ave. SW; Parcel “AA” and Parcel “Z”, located on the SE corner of 1st St. SE and 1st Ave. SE in SE Waverly; Re-Plat of Lot 15 of Rolling Hills, Second Addition to create eight single family residential lots in Southeast Waverly; Parcel “RR”, a 1.08 acre lot out of Centennial Oaks Subdivision in Southeast Waverly.

Planned Development District: Recommended an amendment to Centennial Oaks Subdivision to change use for a 1.35 acre property to one single family home and to amend the FLUP from Semi-Public to Residential; Considered a PD Amendment for one new single family residence and an amendment to the Future Land Use Plan from Semi-Public to Residential on the west side of 11th Street SE and did not recommend to City Council.

Site Plan: Reviewed new 15 unit apartment building for Waverly Homes along 16th St. NW.

Building Permit Reviews:

Type of Permit	No. Issued
New Residential Single Family	10
New residential Duplexes	2
New Residential Multi-Family	8
New Non-Residential	3
Non-Residential Remodeling/Improvements	45
Residential Accessory Buildings	31
Residential	271

Remodeling/Improvements	
Electrical	160
Plumbing and mechanical	203
Signs	18
Parking Lot	1
Structure Moving	0
Demolition	5
Sidewalk and Driveway	29

10. Help the public and decision makers to understand implications of FEMA FIRM map revisions and general floodplain development standards.

11. Continue to enforce the Waverly Rental Code through registration and code enforcement.

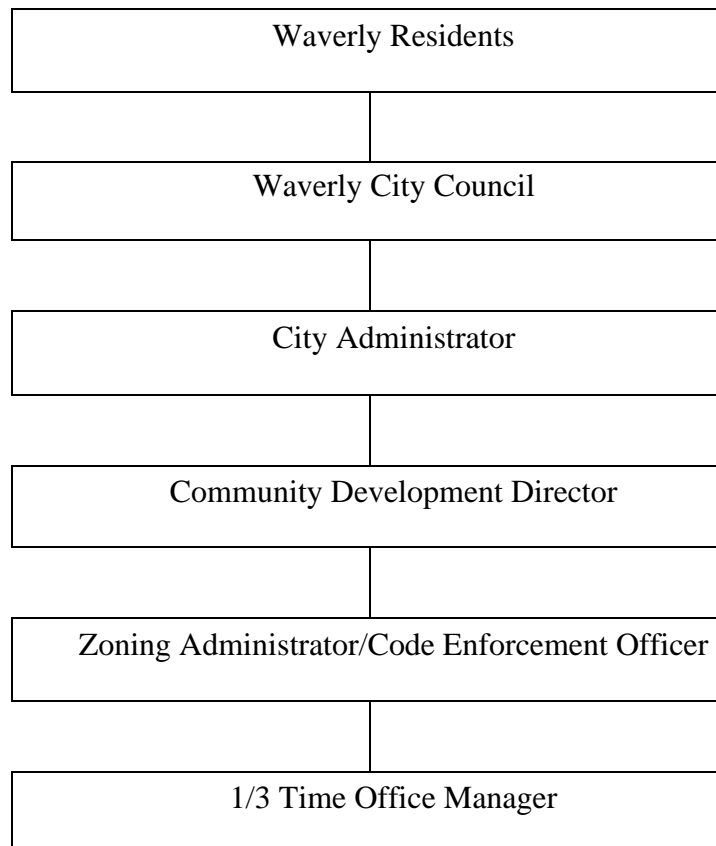
Our office provided the administration and management of rental housing inspection program. We successfully registered over 800 units and processed self-inspection sheets. We continue to receive and respond to tenant complaints. We have successfully completed the calls by referring back to property managers. We are in the process of updating registrations that are now due.

We facilitated new requirements for rental property owners through a permitting and file tracking system utilizing current software. The office is almost all paperless and strives to continue to store and allow retrieval of information efficiently.

Community Development Department Purpose and Organizational Chart

The Community Development Department is responsible for ensuring the efficient and orderly growth and development of the community by coordinating long range and short range planning for the community. The Department reviews building plans and subdivision development plans for zoning compliance, site plan compliance and floodplain regulations. Staff will provide municipal code enforcement, especially regarding nuisances, to promote the general health, safety and welfare of the citizens of Waverly. Staff will provide enforcement for the City Rental Code, including registering properties and landlords and providing code enforcement. The Community Development Department will include a part time Director, a Zoning Administrator/Code Enforcement Officer and a one-third Office Manager Position.

ORGANIZATIONAL CHART:



Goals and Objectives for 2018-2019

- 1) City Code Ordinances:
 - a) Evaluate and revise ordinances for clarity within the Code and to reflect the varying community wants and needs.
 - b) Organize the City Code for easier use by staff and the community, at large.
- 2) Evaluate and consider changes to the Future Land Use Map.
- 3) Establish a development review process to ensure consistency with the Comprehensive Plan and Future Land Use Map.
- 4) Create new planning applications that reflect changes in the code.
- 5) Consider implementing a GIS mapping system or other mapping system that would incorporate City information for support in planning requests and various other City matters.
- 6) Consider developing design standards to encourage quality site layout and architecture.
- 7) Collaborate with Bremer County:
 - a) Plan review
 - b) Inspections
 - c) Mapping
- 8) Work with the Planning and Zoning Commission on their role in decision making within the City and items to be evaluated within individual requests.
- 9) Update the City complaint process and continue to provide nuisance enforcement throughout the City.
- 10) Evaluate the Waverly rental code and policies and establish a better procedure for inspections and enforcement.
- 11) Help facilitate improvements to storm water management throughout the community.