

Annual Report From
Waverly Community Development
and Zoning Office

Budget FY: 2015-2016

Written: October, 2016

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 Work with Planning and Zoning Commission on Code Ordinance Review

a) Work with the Commission on Staff-initiated and Council-directed ordinance review items, specifically the subdivision requirements for efficiency and fulfillment of the Comprehensive Land Use stated objectives.

1. Chapter 91 of the City Code was approved which provided for the registration and inspection of all rental properties in the City of Waverly.
2. One family attached homes were included in the R-2 district.
3. Fuel Tank setback requirements were amended in the M-2, Heavy Industrial Districts.
4. City parking lots were reviewed to accommodate anticipated future tenants in vacant upper story downtown apartments and 24 hour parking was established in City lots to accommodate this.

2) Continue to Monitor State, Regional and National Trends in Development

a) Attendance at local, state and regional training opportunities will 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.

1. Attended ISU Extension training Session in Decorah with Planning Commission and Board of Adjustment members to learn about roles and trends to be aware of when being a Commission member of Board of Adjustment member.

2. Attended Iowa American Planning Association conference in Burlington, IA, to learn about trends in land use planning and to learn about other Iowa communities and their projects in addressing planning related issues and trends.

3) Focus on Key Projects

a) Work with City Administration on Rental Property Code Ordinance Provisions and Enforcement

- i) Provide the administration and management of rental housing inspection program.

1. In Collaboration with Community Development Director and Office Manager, successfully registered over 800 units and processed self-inspection sheets.

- ii) Facilitate a transition of new requirements of rental property owners through:
(1) Creating a new permitting and file tracking system.

1. Office Manager successfully created permitting and file tracking system by utilizing current software. Goal of office is to be paperless and to retrieve information efficiently.

- (2) Sending out timely press releases on new requirements to better educate the public.

1. Leading up to registration process, and prior to Council consideration, Zoning Specialist and Community Development Director hosted public forums, workshop sessions with the Planning Commission, and issued newspaper articles on the matter.

b) Future Land Use Development Plan

- i) Revive corridor planning discussion with Planning Commission from 2013.

1. Working with Planning and Zoning Commission, two meetings were dedicated to this subject prior to being tabled in favor of zoning code ordinance review of Residential zoning districts. Staff anticipates additional subdivisions to be proposed in order to respond to a declining number of available building lots in residential subdivisions.

Going forward, identifying areas of potential changes to residential areas and identifying future corridor areas and land use in accordance with the Waverly Future Land Use Plan will continue to be a priority.

ii) Coordinate with Economic Development in amending the land subdivision and zoning codes to better accomplish flexible, scaled development on infill lots that are compatible with adjacent residential densities.

1. Working in collaboration with Community Development Director and Public Works Director, reviewed current ordinance and observed drawbacks to allowing for single family housing in all densities of R districts. Outcome of proposed ordinance amendment will be lot sizes and housing styles reflective of other Iowa communities which have attractive vibrant housing options at different price points and scaled to what is currently popular amongst emerging buyer market. As of the writing of this summary, currently finalizing ordinance with the Planning Commission prior to bringing to Council for review.

iii) Work to create zoning ordinances that allow for true mixed commercial and residential developments properly scaled for the area of community they are proposed within.

1. Goals of proposed ordinance amendment will remove commercial developments deemed not appropriate by other communities' ordinances and resulting traffic demands. Better language in ordinance will guide mixed use developments towards intersections and frontages of arterial and collector streets. Residential zoning district amendments currently under review as of the writing of this summary and anticipated on being finalized in 2016.

2. Contracted with INRCOG to review Future Land Use Plan to review achievements and shortcomings of goals established in 2011. Goal is to work with Planning and Zoning Commission to amend goals and Future Land Use Map, where necessary, to better achieve future guidance of where to promote mixed commercial and residential developments around the Community.

As of the writing of this summary, will work with Planning and Zoning Commission to bring item forward for Council review in early 2017.

4) Continue with Application of Zoning Code

a) Continue to review building, sign, parking lot, floodplain development permits.

1. Reviewed placement of 29 single family homes, three apartment buildings, 26 sign placements.
2. Site Plan meetings and review of projects:
 - a. Apartment buildings 4th St. SW
 - b. Cedar River Parkway rezoning development
 - c. 1st Street SE platting and extension to provide for 27 new residential lots

b) Continue with municipal code enforcement and coordination with other City departments to remedy public nuisance calls that affect the public's health, safety and welfare.

1. Successfully addressed 29 nuisance complaints filed with the office.

c) Continue to work closely with other local and State departments in addressing development proposals.

1. Completed as needed.

The Zoning office continues to be heavily involved in the City operations and new construction projects and this is expected to continue into 2017.

Goals and Objectives

- 1) Finalize amended residential zoning districts to better provide for varied housing style opportunities becoming popular with today's buyers to make Waverly an attractive place to live.
- 2) Identify additional City zoning ordinances in need of changes in order to reflect the wants and needs of Waverly residents.
- 3) Identify and explore future land uses for Cedar River Parkway, extended easterly.
- 4) Review existing roadway corridors and developments along corridors with Planning Commission to identify areas of improvement to better accomplish the wants and needs of current and future residents.
- 5) Continue to work with various Commissions and City departments to determine areas of emphasis resulting from the ongoing Comprehensive Land Use Plan Amendment and Open Space Plan processes.
- 6) 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.
- 7) Work with the Planning and Zoning Commission on continuing education topics that can lead to constructive and informative recommendations made to the City Council.
- 8) Work as staff support, prepare agendas and act as secretary for Planning and Zoning Commission and Board of Adjustments.
- 9) Continue to provide nuisance enforcement throughout the City.
- 10) Review subdivision plats, building permits, site plans, drainage plans, signs, parking lots and other items to facilitate orderly and efficient growth for the City.

Community Development Department Mission Statement 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 plans for the community. By continuing review of development plans for zoning compliance, enforcing zoning and floodplain regulations, attending training seminars to better understand the changing socio-economic dynamics affecting development at the human scale and performing municipal zoning code enforcement, the office will continue to promote the general health, safety and welfare for the citizens of Waverly. The office will do this with a Community Development Director, a Community Development and Zoning Specialist and one one-third Office Manager position.

ORGANIZATIONAL CHART:

