



Community Development  
Planning and Zoning

Annual Report

Budget FY: 2019-20

October 31, 2020

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Community Development Director

## 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 had discussions about changes to the C-2 and M-1 Districts to make a better clarification of uses in the respective districts.

**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 voted to create a taskforce of 4 to explore corridor planning and a two-mile agreement with Bremer County and the city of Shell Rock.

**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 work performed by the Planning and Zoning Commission:**

**Revisions to Zoning Code:** The Commission had discussions about changes to the C-2 and M-1 Districts to make a better clarification of uses in the respective districts.

**Rezoning Requests:** Recommended approval of rezoning for Renae Loy - Rezoning Request from A-1 to R-1 for 806 12th Street SE (Parcel CC of Parcel T and Parcel HH of Parcel CC). Commission recommend approval of the rezoning request from A-1 to R-1 for Parcel O at 1009 Bremer Road. Commission recommend approval of the rezoning request from A-1 to R-1 for Parcel L, 1415 Horton Road.

**Minor Subdivision:** Recommend approval of Plat of Survey creating Parcels HH and II in Parcel CC (Section 1, T91N – R14W) and Parcels CC and DD in Parcel T (Section 2, T91N – R14W) on 12<sup>th</sup> Street SE adjacent to the Cedar River Parkway. Recommended approval of Minor Subdivision of 1100 10th Avenue SW, Lot C within the Rolling Meadows II Subdivision Phase 2A, to subdivide Lot C into two parcels, Parcel AA and Parcel BB. Recommended denial of a Plat of Survey to subdivide 1415 Horton Road. Recommend approval of the minor subdivision request for 1515 East Bremer Avenue, creating Parcels JJ, KK and LL. Recommended approval of a subdivision amendment to eliminate a portion of the platted right-of-way for Tagalong Trail and adjust the lot lines for Lots 133 and 134 in Centennial Oaks Golf Club Addition. Commission recommend approval of the minor subdivision request for 1415 Horton Road creating Parcel L. Commission recommend approval of the minor subdivision request for “GoHawk Hideout Subdivision” located within two miles of city limits. Commission recommend approval of the preliminary and final plat request for “Wilmour’s Woodland Estates,” subject to the conditions listed in the resolution. Commission recommend approval of the minor subdivision request for 1009 Bremer Road and development agreement with the condition of approval that the rezoning request from A-1 to R-1 for Parcel O is recommended for approval.

**Site Plan:** Commission recommend approval of the Proposed Centennial Oaks Golf Club Addition – Phase 5, Tagalong Trail & Heritage Hollow Construction Plans to the City Council with the conditions of approval that the minor subdivision is approved and drainage easements on Lots 125-131 are recorded.

**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.

**12. Matters considered by the Board of Adjustments included:**

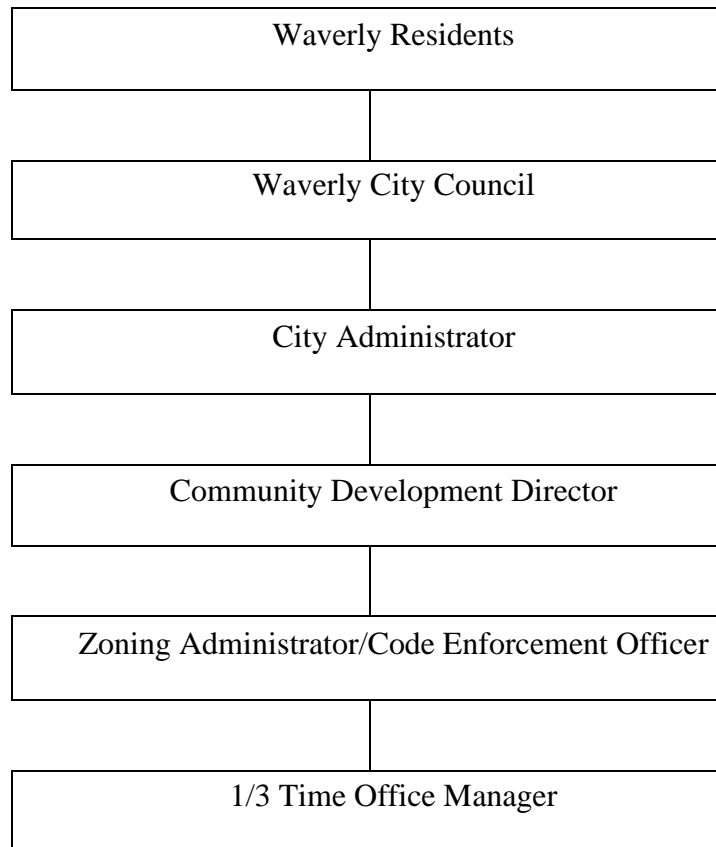
Board approved variances for building setbacks for a property at 523 5<sup>th</sup> Street NW to allow a 10 ft. front yard setback from the north property line and an 11 ft. 11 in. front yard setback from the east property line for a new home.

Board initially voted to deny a setback variance for a garage at 216 3<sup>rd</sup> Street NW in February 2019. The City Council voted to request that the Board reconsider its decision on the request for 216 3<sup>rd</sup> Street NW. In March, the Board voted to approve the variance request with the expansion of the main structure, the detached garage will be considered part of the main structure to allow a 10 ft. rear yard setback and a 5 ft. side yard setback for an existing detached garage located at 216 3<sup>rd</sup> Street NW, with the condition of approval that the 8x12 storage shed be removed from the property.

## **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 2019-2020**

- 1) Amend ordinances when necessary to create zoning districts that better identify use categories 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) 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.
- 4) 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.
- 5) Work with the Planning and Zoning Commission on continuing education topics that can lead to constructive and informative recommendations made to the City Council.
- 6) Work as staff support, prepare agendas and act as secretary for Planning and Zoning Commission and Board of Adjustments.
- 7) Continue to provide nuisance enforcement throughout the City.
- 8) 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.
- 9) Help the public and decision makers to understand implications of FEMA FIRM map revisions and general floodplain development standards.
- 10) Continue to enforce the Waverly Rental Code through registration and code enforcement.