



Community Development  
Planning and Zoning

Annual Report

Budget FY: 2021-22

Prepared November 2022 by:  
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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.**  
Staff has drafted changes to Chapter 103 Subdivisions, Section 100.7 R-2 Residential Districts and Section 100.8 R-3 Residential District. Staff proposed these changes to correct inconsistencies in the current code and update the code to better reflect Waverly's needs.
- 2. Identify additional City zoning ordinances in need of changes to reflect the wants and needs of Waverly residents.**  
Staff drafted changes to Chapter 64 Weeds and Chapter 72 Urban Chickens to correct inconsistencies in the current code.
- 3. Continue to Monitor State, Regional and National Trends in Development.**  
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.
- 4. Identify and explore future land uses.**  
Public infrastructure was completed and housing development has begun in the Whitetail Bluff Subdivision. Construction is underway on the two new elementary schools and the new streets that will access them, which could facilitate future residential development. The preliminary and final plats for Anna Estates Addition were approved and construction started on public infrastructure which will increase residential development.
- 5. Review existing roadway corridors and developments with Planning & Zoning Commission to identify areas of improvement to accomplish the wants and needs of current and future residents.**  
The Comp Plan update was started that includes mapping.
- 6. Continue to participate in National and Statewide association meetings 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. Work as staff support for the Historic Preservation Commission**

**10. Work as staff support for MSA Professional Services, Inc to provide pertinent City data, schedule and facilitate public meetings, relay relevant information to City commissions, and other necessary actions to complete the Comprehensive Plan, Park & Open Space Plan, Bike & Pedestrian Plan and Memorial Park Master Plan.**

**11. 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.

**12. Review subdivision plats, building permits, site plans, drainage plans, floodplain permits, sign permits, parking lots and other items to facilitate orderly and efficient growth for the city.**

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

Our office provided the administration and management of rental housing program. We continue to receive and respond to tenant complaints. We are in the process of updating registrations that are now due.

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

**15. Matters considered by the Planning and Zoning Commission included:**

a. Rezoning Requests

- i. The Commission recommended approval of the rezoning of Parcel Q from A-1 to R-1.
- ii. The Commission recommended approval of the rezoning of 2203 E. Bremer Ave and Parcel ID 0901426006 from C-2 & A-1 to M-2.
- iii. The Commission denied the approval of the rezoning request for Parcel ID 1006353024 from C-2 to M-1.
- iv. The Commission recommended approval of the rezoning of multiple City of Waverly properties located in the Dry Run, City Hall and Municipal Powerhouse.

b. Land Subdivisions

- i. The Commission recommended approval of the Plat of Survey for Parcel Z located at 1504 4<sup>th</sup> St SW.
- ii. The Commission recommended approval of the Plat of Survey for Parcel WW located at 93 Vista Circle.

- iii. The Commission recommended approval of the Plat of Survey for Parcel H located at 1366 190<sup>th</sup> St.
  - iv. The Commission recommended approval of the Plat of Survey for Parcel G.
  - v. The Commission recommended approval of the Anna Estates Subdivision Preliminary Plat.
  - vi. The Commission recommended approval of the Plat of Survey for Parcel G.
  - vii. The Commission recommended approval of the Plat of Survey for Parcel BB and Parcel CC.
  - viii. The Commission recommended approval of the Plat of Survey for Parcel F located at 2219 Aspen Ave.
  - ix. The Commission recommended approval of the B.W. Jensen Addition Preliminary and Final Plat.
  - x. The Commission recommended approval of the Plat of Survey for the former Red Fox Inn.
  - xi. The Commission recommended approval of the Plat of Survey for Parcel FF.
  - xii. The Commission recommended approval of the Final Plat for Anna Estates First Addition.
  - xiii. The Commission recommended approval of the Plat of Survey for Parcel N.
  - xiv. The Commission recommended approval of the Plat of Survey for Parcel H.
  - xv. The Commission recommended approval of the Preliminary and Final Plat for Southgate Plat 1.
- c. Special Provisional Uses
- i. The Commission recommended approval to install a roof-mounted solar system at 117 Flintstone Dr.
  - ii. The Commission recommended approval to construct an elementary school at Parcel ID 0526400003.
  - iii. The Commission recommended approval to construct an elementary school at Parcel ID 0904100006.
  - iv. The Commission recommended approval of the amendment to the special provisional use for Parcel ID 0526400003.
  - v. The Commission recommended approval of the amendment to the special provisional use for Parcel ID 0904100006.
  - vi. The Commission recommended approval to allow residential on the first flood or below at 122 2<sup>nd</sup> Street SW.
  - vii. The Commission recommended approval to install a roof-mounted solar system at 712 E Bremer Ave.
  - viii. The Commission recommended approval to install a ground-mounted solar system at 101 29<sup>th</sup> Ave SW.

- ix. The Commission recommended approval to install a roof-mounted solar system at 104 Willow Circle.
- d. Revisions to Zoning Code
  - i. The Commission recommended approval of changes to Section 100.7 and 100.8 of the Waverly City Code.
  - ii. The Commission recommended approval of changes to Chapter 72 of the Waverly City Code.
  - iii. The Commission recommended approval of changes to Chapter 64 of the Waverly City Code.

The Commission recommended approval of the Irving School Redevelopment Request for Proposal contingent upon removal of all R-3 references.

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

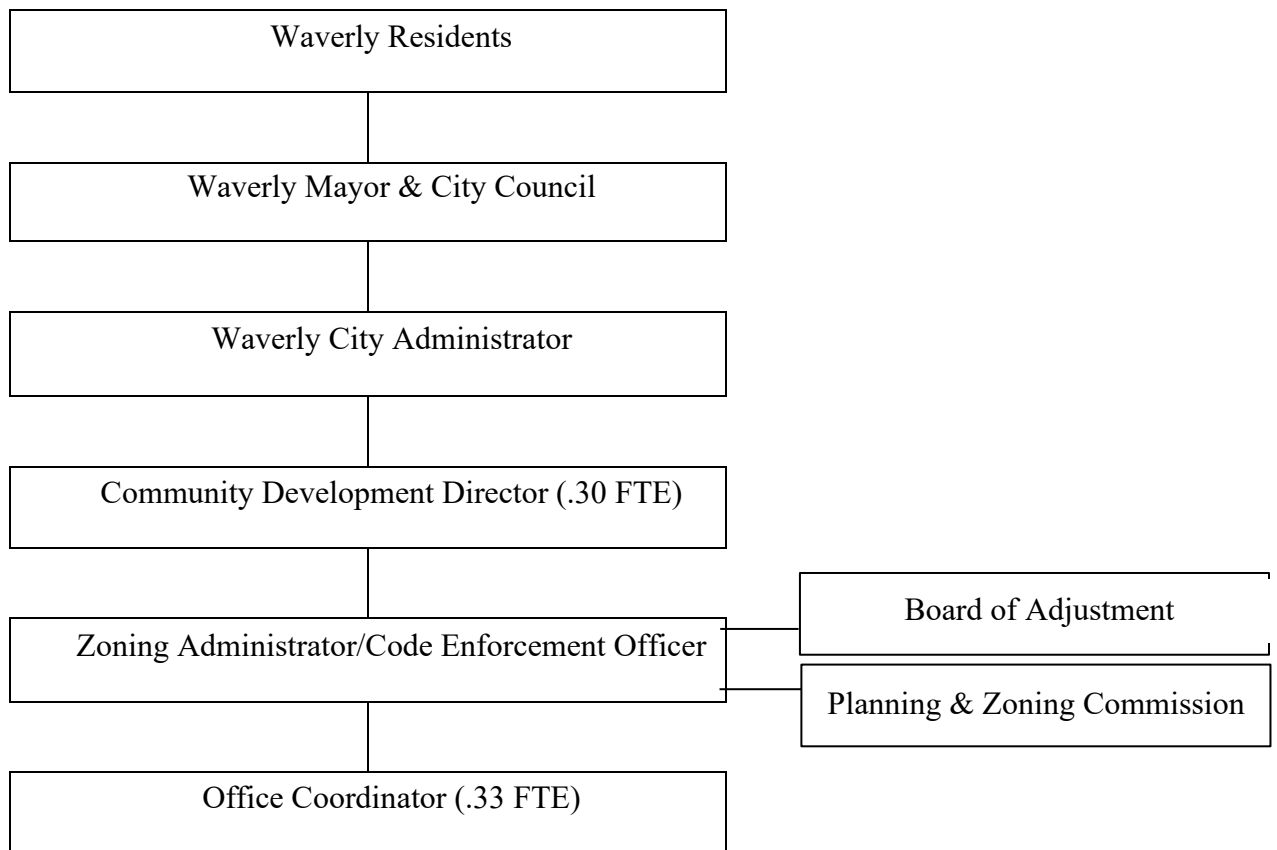
- a. Variances
  - i. The Board approved the construction of an accessory building in the front yard at 110 Fairholm Dr.
  - ii. The Board approved the widening of the existing driveway curb cut by 3' at 204 Crestwood Ave.
  - iii. The Board denied the construction of a 24'x24' accessory structure that would be partially located in the street side yard at 505 1<sup>st</sup> Ave NE.
  - iv. The Board approved the construction of an accessory structure 2' from the eastern side property line at 1803 3<sup>rd</sup> Ave NW.
- b. Special Provisional Uses
  - i. The Board approved the installation of a roof-mounted solar system at 117 Flintstone Dr.
  - ii. The Board denied the amendment for 1300 4<sup>th</sup> St NW to install an access road on the west side of the WAVP property.
  - iii. The Board approved the construction of an elementary school at Parcel ID 0526400003.
  - iv. The Board approved the construction of an elementary school at Parcel ID 0904100006.
  - v. The Board approved the amendment to the special provisional use at Parcel ID 0526400003.
  - vi. The Board approved the amendment to the special provisional use at Parcel ID 0904100006.
  - vii. The Board approved residential uses on the first floor or below at 122 2<sup>nd</sup> St SW.
  - viii. The Board approved the installation of a roof-mounted solar system at 712 E Bremer Ave.
  - ix. The Board approved the installation of a ground-mounted solar system at 101 29<sup>th</sup> Ave SW.

- x. The Board approved the installation of a roof-mounted solar system at 104 Willow Cir.

## **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 providing code enforcement.

### **ORGANIZATIONAL CHART:**



### **Goals and Objectives for 2022-2023**

1. Review and amend ordinances when necessary to improve zoning districts to better describe use categories and provide a variety of housing options to make Waverly an attractive place to live.
2. Review existing and future roadway corridors and developments with Planning and Zoning Commission to identify areas of improvement to accomplish the wants and needs of current and future residents.
3. Participate in National and Statewide association meetings and seminars, including the Iowa Planning Association, American Planning Association, Iowa Association of Code Enforcement, American Association of Code Enforcement, and other similar associations, in order to become actively engaged in productive planning and code enforcement communication forums to better assist Waverly residents in understanding trends and issues.
4. Work with the Planning and Zoning Commission on continuing education topics that can lead to constructive and informative recommendations made to the City Council.
5. Work with the Board of Adjustment on continuing education topics that can lead to constructive and informative decision making.
6. Work as staff support, prepare agendas and act as secretary for Planning and Zoning Commission and Board of Adjustment.
7. Work as staff support to a planning consultant for a review and update of the zoning and subdivision chapters of the Waverly City Code.
8. Continue to provide nuisance enforcement throughout the city.
9. Review subdivision plats, building permits, site plans, drainage plans, floodplain permits, sign permits, parking lot permits and other items to facilitate orderly and efficient growth for the city.
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.