



Community Development
Planning and Zoning

Annual Report

Budget FY: 2016-17

September 26, 2017

Presented by Ben Kohout, AICP,
Community Development and Zoning Specialist

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

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 100 of the City Code (Zoning) was amended to provide for an additional “Residential” zoning classification, the R-1A district. Following numerous meetings with the Planning and Zoning Commission and study, the Council recommended approval of the amendments of the Residential Sections to provide for the R-1, R-1A, R-2, R-3 and R-4 districts.
2. Work continues with the Planning and Zoning Commission on proposing ordinance amendments providing for locating of former “R-4” office uses into the C-1, Neighborhood Commercial category.
3. Review of the “C” districts to commence with the Planning and Zoning Commission to better identify standards needed to ensure proper scaling and compatibility for parking demands, traffic flow management and impacts to adjacent developments.

2) 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.

1. Attended ISU Extension training Session in April 2017 at Waterloo with Planning Commission and Board of Adjustment members and respective Council Liaisons to learn about roles and trends to be aware of when being a Commission member of Board of Adjustment member.

3) Focus on Key Projects

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

ii) We facilitated new requirements for rental property owners through:

- (1) Our Office Manager successfully created 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.
- (2) We send out timely press releases on new requirements to better educate the public. 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. We continue to publish information as necessary.

b) Future Land Use Development Plan Updated

- i) We continued corridor planning discussion with Planning Commission from 2013. Working with Planning and Zoning Commission, two meetings were dedicated to this subject and Waverly's Future Land Use Plan (FLUP) was reviewed and updated by the Commission. The City hired INRCOG to facilitate the process. Following public meeting notices and invites to the Economic Development Commission and the Leisure Services Commission, the Planning and Zoning Commission recommended an updated Plan to the Council. Council adopted the revised FLUP by Resolution 17-52 on May 1, 2017.
- ii) We coordinated with Economic Development in amending the land subdivision and zoning codes to better accomplish flexible, scaled development that are compatible with adjacent residential densities. Working in collaboration with Community Development Director and Public Works Director, we reviewed current ordinance and observed potential negative impacts to the future development patterns in allowing for single family housing in all densities of R districts. Our consideration of "R" district ordinance amendments centered on 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. Amended ordinances were proposed to the Planning Commission and addressed by the Council in 2016 and in 2017. R-1, R-1A, R-2 districts were amended with Ordinance 1017 on December 5, 2016. R-3 and R-4 districts were amended with Ordinance 1024 on May 15, 2017.
- iii) We worked with the Commission on amending the Planned Development District to create a zoning ordinance that would allow for mixed commercial and residential developments properly scaled for the area of community they are proposed within.

- iv) We continue to work on ordinance amendments will guide commercial development towards intersections and frontages of arterial and collector streets. We successfully removed office uses from the R-4 land use district classification, removing potentially incompatible land use permission when adjacent to single family detached homes. We provided for more clarification in the “R” districts by clearly defining each respective uses within each district.

4) Continue with Enforcement of the Zoning Code

- a) We reviewed permits for buildings, signs, parking lots, and floodplain development for FY 2016-2017:
 - 1. We reviewed development of 27 single family homes, 3 duplexes, three apartment buildings (46 total units) and 12 sign placements.
 - 2. We conducted site plan meetings and review of projects for:
 - a. 3rd St. SW condominiums
 - b. Rolling Meadows Subdivision Townhome addition (115 total residential units at full build out)
 - c. Multiple Commercial development site plans
- b) 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 38 nuisance complaints filed with the office.
- c) We continue to work closely with other local and State departments in addressing development proposals.

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:

