

## ANNUAL REPORT FROM COMMUNITY DEVELOPMENT AND ZONING OFFICE

BUDGET FY 2014-15

ACTIVITY: Community Development & Zoning

ACTIVITY GOAL: The Community Development and Zoning office seeks to review and enforce zoning and floodplain development regulations, to review all subdivision requests, review new development and land use decisions brought forward, maintain zoning maps, and to perform all municipal code enforcement in a timely and efficient manner in order to promote the general health, safety and welfare for the Citizens of Waverly.

### **Executive Summary**

The Fiscal Year for 2013 has been a transition period for the Community Development and Zoning Office. The office continues to finalize paperwork for the 2008 flood disaster buyouts through the HMGP and CDBG programs. The Zoning office works with INRCOG and the Accounting office and State agencies to ensure proper documentation for reimbursement is monitored and submitted on an as-needed basis. The City is waiting on final reimbursement for the costs incurred from the buyout and demolition of homes through the HMGP program until the Historical Survey and nomination work is finalized in the Summer of 2014.

The office has focused on numerous efforts tasked by the Council. The Zoning office has worked on facilitating meetings with the public, the City Staff, and the Planning Commission on rental housing. Staff continues to seek definitive guidance on the final make-up of what is desired in a rental ordinance and is nearing completion on this task. Other ordinance amendments the Zoning office has worked on has included allowing for expanded residential applications in the central business district, researching corridor aesthetic standards with the Planning Commission, working on a municipal infraction ordinance with the City Attorney and working on an urban chicken ordinance provision. Zoning has also participated in discussions with the Bremer County Fair during discussions of locating along Highway 3 west in what is to be a joint effort with the City ball fields and the Fair and commonly known as "Champions Ridge".

The future projects of the office include consideration of rental ordinance provisions, urban chicken ordinance and other continued efforts to bring forth ordinance amendment proposals that reflect the policy direction of the Council. In addition to ordinance provisions, future efforts include looking at downtown parking provisions in response to 26 new units proposed in the upper stories of downtown buildings, and planning for land use along the proposed Cedar River Parkway.

## **Activities and Accomplishments**

- Finalized ordinance amendment allowing for ability of downtown property owners to propose expanded residential applications below the second level of structures as a special provisional use in the C-3 districts. (2013)
- Continued coordination with the Iowa Homeland Security and Emergency Management Division (IHSEMD) and INROCG on the administration of the HMGP buyout and the current MOA for the historical district survey and nomination contracts. (June 2008-Present)
- Facilitate meetings on rental property ordinance amendment and continue to work with the Planning Commission and Council and other stakeholders to finalize ordinance provisions. (2010-present)
- Started work on review of ordinance considerations for corridor planning to provide for more predictability and consistency of building construction along primary arterial roadways through the City. (2013-ongoing)
- Started work on review of ordinance considerations for municipal infraction adoption with City Administration. (2013-ongoing)
- Started work on review of ordinance considerations for urban chickens with City Council. (2013-ongoing)
- Assisting City Administration with TIF map and legal description review. (2013)

## **Goals and Objectives for FY 2014-15**

- Administration of Planning and Zoning matters, including providing technical assistance to the City Council, Planning and Zoning Commission and Board of Adjustment.
- Administration of subdivisions and similar platting matters, street and alley vacations, variances, special and conditional uses, flood plain ordinances, building permits related to zoning regulations, sign and burning permits; enforcement of zoning ordinances; update and maintain various City maps including the zoning and urban renewal maps; and implementation of the City's Comprehensive Plan.
- Work with various City utilities including Bremer County Building Department, Waverly Light and Power, and other City Departments including Economic Development, Leisure Services and Law Enforcement regarding zoning requirements.
- Finalize and continue to manage flood recovery efforts and related planning and governmental assistance programs.

### **Goals and Objectives for FY 2014-15, continued...**

- 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 the city planning communication forums.
- Continue to develop clear and concise updates to the City zoning ordinances to better serve the Waverly community.
- Work closely with the Planning and Zoning Commission on attending continuing education opportunities that can lead to constructive and informative recommendations made to the City Council.

### **Future Challenges**

- Implementation of rental inspection process, with increased demand of staff time and resources for this added role and function.
  - Working with existing single family residence property owners who rent out their buildings to better inform them of current regulations and the efforts of the City to bring properties into compliance with occupancy requirements. And, allowing for Ordinance amendments and budget considerations to be brought forward for considerations that accomplish the goals of safe rental housing in a single family neighborhood setting.
- Further consideration and planning for future land use standards along the proposed “Cedar River Parkway”.
- Bring forward a land use development plan for the Cedar River shoreline areas within the City limits.