



Community Development
Planning and Zoning

Annual Report

Budget FY: 2020-21

November 8, 2021

Prepared by Isaac Pezley,
Zoning Administrator

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, Section 100.8 R-3 Residential District, and Section 64 Weeds. Staff is proposing these changes to correct inconsistencies in the current code(s) and update the code to better reflect Waverly's needs.

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.

3. Identify and explore future land uses.

Development in the new Whitetail Bluff Subdivision has started. The Planning and Zoning Commission is currently reviewing a preliminary plat that would create 96 new housing units. The Commission is also reviewing two Special Provisional Uses to develop new elementary schools that could facilitate future residential development.

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.

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 Chapter 103 Subdivisions, Section 100.7 R-2 Residential Districts, Section 100.8 R-3 Residential District, and Section 64 Weeds. The Commission recommended approval to adopt a new Zoning Map.

Rezoning Requests: The Commission recommended approval of the rezoning of the former Washington Irving School property from R-2 One- & Two-Family Residential District to R-3 Multiple Family Residential District. The Commission recommend approval of the rezoning of Parcel ID 0533300012 and Parcel ID 0533300010 from A-1 Agricultural to M-2 Heavy Industrial. The Commission recommended approval of multiple rezoning requests to properties abutting and containing the Dry Run Creek located in southwest and northwest Waverly. The Commission recommended approval of the rezoning or Parcel Q, located on Fairholm Avenue, from A-1 Agricultural to R-1 Single-Family Residential. The Commission recommended approval of the rezoning request for 2203 East Bremer Avenue and Parcel ID 0901426006 from C-2 Commercial and A-1 Agricultural to M-2 Heavy Industrial.

Subdivision: The Commission recommended approval of the Plat of Survey for the former Washington Irving School property. Commission recommended approval of the Walnut Ridge Final Plat. The Commission recommended approval of the Plat of Survey for Parcel Q located on Fairholm Drive. The Commission recommended approval of the Plat of Survey for Parcel G located in Bremer County. The Commission recommended approval of the Plat of Survey for Parel Z located at 1504 4th Street SW. The Commission recommended approval of the Plat of Survey for Parcel WW located at 93 Vista Circle. The Commission recommended approval of the Plat of Survey for Parcel H located at 1366 190th Street located in Bremer County. The Commission recommended approval of the Plat of Survey for Parcel G located in Bremer County.

Special Provisional Use: The Commission made four recommendations to a Special Provisional Use amendment request made by the Waverly Area Veterans Post (WAVP); Commission recommended approval to construct a 30'x50' accessory structure and to extend the northern parking 8' to the north; the Commission recommended denial of a 12'x20' accessory structure and the construction of an access road extending to the existing boat ramp. The Commission recommended approval of the Special Provisional Use request for 117 Flintstone Drive.

Vacation: Commission recommended approval of the vacation of Pinehurst Point and Spyglass Hill in the Centennial Oaks Gulf Club Addition.

Comprehensive Land Use Plan: The Commission recommended approval of the Comprehensive Land Use Plan Request for Proposal.

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

Commission reviewed and updated the City Floodplain Ordinance to keep the City in compliance with the National Flood Insurance Program (NFIP). This code update was accompanied with new Flood Insurance Rate Maps that are being implemented by Staff.

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:

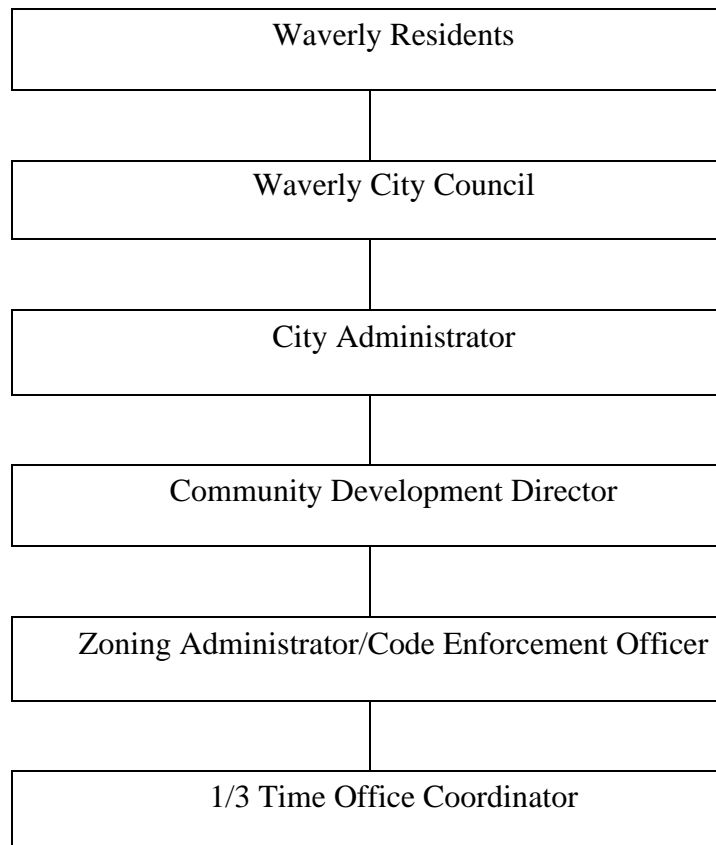
Variances: The Board approved a variance request to expand a handicapped ramp 3' into the front yard setback at 1406 Wilson Avenue. The Board denied a variance request to allow a deck to encroach on the front yard setback 8 feet. The Board approved a variance request for 439 16th Street NW to extend an existing garage 12 feet to the west, the garage is located closer than 10' to the side property line. The Board approved a variance request for 209 2nd Street SE to construct an accessory structure that encroaches on the side yard setback. The Board approved a variance request for 110 Fairholm Drive to construct a garage partially located in the front yard.

Special Provisional Uses: The Board approved a Special Provisional Use amendment to expand the Waverly Area Veterans Post (WAVP) northern parking lot 8-feet to the north at 1300 4th Street NW. The Board approved a Special Provisional Use request for 117 Flintstone Drive to construct a roof-mounted solar system. The Board voted to deny an amendment to the WAVP's Special Provisional Use to construct an access road to the existing boat ramp.

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 2021-2022

- 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) 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.
- 8) Continue to provide nuisance enforcement throughout the City.
- 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.
- 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.