

**PLANNING AND ZONING COMMISSION MINUTES**  
**City of Waverly, Iowa**  
**City Council Chambers**  
**May 5, 2016**

A. Call to Order: 7:00

1. Members Present: Hank Bagelmann, Chairperson; Richard Dane, Vice-Chairperson; Mary French; David Huser; Heidi Solheim; Bill Wilson.

Members Absent: Open Seat; Kathy Olson; Kate Payne.

City Staff Present: Ben Kohout, Zoning Specialist/Secretary; Tim Kangas, City Council.

2. Approval of Agenda:

Motion By: Huser

Seconded By: Solheim

Move that the agenda be approved as printed.

Yes: 6

No: 0

Absent: 2

3. Approval of Previous Minutes:

Motion By: French

Seconded By: Huser

Move that the minutes of the April 7, 2016 Planning and Zoning Commission meeting be approved.

Yes: 6

No: 0

Absent: 2

4. Communications:

- a) Board of Adjustment – May 9, 2016 Agenda.

- b) R District Workshop – Meeting notes from April 7, 2016.

B. Public Hearings:

None

C. Regular Business:

1. Review Residential Zoning District Potential Concepts and Ideas for a Re-Write of the Residential Districts.

City Staff has prepared an itemized listing of potential inclusions in a document. Staff is requesting the Commission to review the items proposed and decide which items may be included in a draft ordinance so as to better accommodate single family and duplex residential construction.

Mr. Kohout reviewed the draft proposal with the Commission, which covered R-1, R-1(S), and R-2 zoning districts. Mr. Kohout also provided other community zoning district samples from Pella, Urbandale and Coralville. Mr. Kohout stated these communities offered different lot sizes, housing densities and provisions that may be reflective of the Waverly Comprehensive Land Use Plan goals of providing for different housing styles, specifically affordable housing choices for current and future residents of Waverly.

Mr. Kohout reviewed the differences of the proposed residential districts when compared to current standards. Mr. Kohout stated R-1 will have lots at 9,600 square feet, R-1(S) will have lots at 7,150 square feet, and R-2 will have lots at 5,000 square feet for attached homes and 8,000 square feet for duplexes.

Ms. French stated further review and consideration should be given to correcting language to reflect maximum driveway width and desired maximum accessory use height. Mr. Kohout stated staff will review the code and bring forth an amendment at the next meeting for review.

Mr. Huser stated church buildings and educational buildings, as proposed as a special provisional use, may not be appropriate in single family residential zoning settings as they may have a high parking impact and traffic generation that may be better situated along the outer edges of the community.

The Commission discussed making a special provisional use valid only if construction commences on the special provisional use within a specified time frame. There was discussion about concerns over approved special provisional uses being altered following approval, in terms of scope of project or future residents not being aware of previously approved special provisional uses in time frames exceeding two or more years. Mr. Wilson stated support of keeping churches and educational uses as special provisional uses as there is public input given during the process to address any concerns.

Mr. Pete Lampe, resident at 810 Cedar Lane, spoke in support of the Commission reviewing special provisional uses and how they are to be requested. Mr. Lampe stated support of provisions for attached homes being reviewed for conformity with the surrounding neighborhood and street width prior to allowing.

On street parking was addressed by the Commission. Mr. Dane supports requiring all City streets to be at 37 feet wide at a minimum, in order to better address snow removal, on-street parking, and allowing for emergency vehicle access in neighborhoods.

Lot frontage provisions and lot width provisions included with the ordinance example was discussed by the Commission. Ms. French discussed language amendments that make the ordinance read better by eliminated lot frontage language if lot width is stated in the ordinance.

Street width provisions were discussed by the Commission. Mr. Huser stated concern with requiring a street width of 37 feet wide for R-1(S) lots, as the cost of the development may go up, and the cost per lot may go up to make up the difference. Mr. Kohout stated the 37 feet wide street width is supported because with smaller lot widths, there is higher density and more available on street parking on both sides of the street. Mr. Kohout gave the example of the Rolling Meadows subdivision and how the lot widths are relatively small and the street width of 37 feet wide provides for two lanes of travel at all times. Ms. Solheim and Ms. French stated support of requiring 37 feet wide streets with smaller lot sizes. Mr. Wilson stated support of reducing street width to 31 feet wide for smaller lots, in order to make lots more affordable, and supports 37 feet for R-1 zoning district presented.

R-1(S) side yard setbacks were discussed by the Commission. Mr. Kohout stated the five foot side setback is what is currently allowed for in the R-4 zoning district, and within the Rolling Meadows subdivision and older parts of the community. The Commission stated the five feet setbacks seem to not address better drainage and privacy. The Commission recommended a setback of 10 feet side yards. The Commission discussed zero lot line setbacks in the R-1(S) and stated support of the concept of two homes sharing a common lot line.

R-1(S) two family structure style was discussed by the Commission. Ms. Solheim stated support of allowing for zero lot line single family home construction and duplex style construction in R-1(S), within the same developments. Mr. Kohout stated the proposed language reflects a need by the builder to allow for either attached single family homes, where they would own the yard, or duplexes, where they would own only the structure, in one block increments. The Commission supported the language which allows for differing home styles, when the same style of housing is proposed in the same block.

R-1(S) reduced front yard setback with rear loading garages provision was discussed by the Commission. The Commission stated support of the provision presented in the example provided by staff. Mr. Kohout stated the provision allows for providing for a 10 foot front yard setback and 25 foot rear yard setback, when accessing off of an alley and when providing for this setback within the same block.

R-1(S) lot size and lot widths were discussed by the Commission. Ms. Solheim stated support of the provisions for lot dimensions and size as she thinks this size provides for more affordable homes that many people could afford when building in Waverly.

Mr. Kohout stated this provision is reviewing single family homes and two family homes. Future meetings will review provisions looking at more than two homes attached.

R-2 special provisional uses were discussed by the Commission. Mr. Kohout stated clubs and institutions are not included to be applied for in the R-2 as it is envisioned to be a higher density residential area consisting of duplexes and similar style housing of no more than two family homes attached and no non-residential uses. Ms. French stated support of including special provisional use applications such as clubs and institutions as R-2 is envisioned to be located near arterial roadways and traffic impacts may be less in this district.

The Commission desired staff to generate revisions and to look at the provisions at another workshop session. The Council desired staff to invite developers to another workshop.

May 25, 2016 at 7:00 o'clock PM was agreed to as the date and time to meet in the City Council Chambers to conduct a workshop session to review changes generated by the Zoning office.

2. Election of Officers.

Per Chapter 44 of the Waverly Municipal Code, the first organizational meeting of the Planning and Zoning Commission held in May of each year is the time and place to elect a chairperson and vice-chairperson. The elected officers shall serve concurrent terms of one (1) year.

Motion By: Huser

Seconded By: Dane

Move that Bagelmann be elected as Chairperson of the Planning and Zoning Commission for the 2016-2017 term.

Yes: 6

No: 0

Absent: 2

Motion By: Huser

Seconded By: Solheim

Move that Dane be elected as Vice-Chairperson of the Planning and Zoning Commission for the 2016-2017 term.

Yes: 6

No: 0

Absent: 2

D. Old Business:

None

E. New Business:

1. Mr. Bagelmann stated he would like to recognize the service of Barb Anderson, in her service on the Planning and Zoning Commission.

Motion By: Huser

Seconded By: Dane

Move that the Commission recognize the service of Ms. Barbara Anderson, with her dedicated service to the Planning and Zoning Commission.

Yes: 6

No: 0

Absent: 2

F. Adjournment:

Motion By: Huser

Move that the Planning and Zoning Commission meeting be adjourned.

Meeting adjourned at 8:55 pm.

Respectfully Submitted,

Ben Kohout, Secretary