

PLANNING AND ZONING COMMISSION MINUTES
City of Waverly, Iowa
City Council Chambers
June 2, 2016

A. Call to Order: 7:00 p.m.

1. Members Present: Hank Bagelmann, Chairperson; Open Seat; Kathy Olson; Kate Payne; Mary French; David Huser; Heidi Solheim; Bill Wilson.

Members Absent: Richard Dane, Vice-Chairperson; Tim Kangas, City Council.

City Staff Present: Ben Kohout, Zoning Specialist/Secretary.

2. Approval of Agenda:

Mr. Kohout presented the agenda as amended on May 25 to add regular business item C.1., for the minor subdivision plat for Parcel F and Parcel G in NW Waverly. Mr. Kohout stated the agenda was properly posted at least one week in advance and does not require public notice for this additional item.

Motion By: Huser

Seconded By: Solheim

Move that the agenda be approved as amended.

Yes: 7

No: 0

Absent: 1

3. Approval of Previous Minutes:

Motion By: French

Seconded By: Huser

Move that the minutes of the May 5, 2016 Planning and Zoning Commission meeting be approved.

Yes: 7

No: 0

Absent: 1

4. Communications:

- a) Board of Adjustment – June 13, 2016, meeting cancelled.

- b) R District Workshop – May 25, 2016 Agenda.

B. Public Hearings:

1. Public Hearing on rezoning request for two properties, from C-2 and R-1, to C-2A for 300 block of Cedar River Parkway, and to amend the Comprehensive Land Use Plan from Government and Mixed Use to Commercial.

Mr. Bagelmann stated Twin B, LLC, in conjunction with the City of Waverly, are requesting a zoning change for two properties located on the south side of the 300 block of Cedar River Parkway. The request is to change the existing C-2, Commercial District, and R-1, Single Family Residential District zoning to C-2A, Commercial District. The City of Waverly has an approved development agreement with Twin B, LLC for the R-1 zoned property on the Southeast corner of 4th St. SW and Cedar River Parkway. The Comprehensive Land Use Map designates the properties as Government and Mixed Use and the applicant is also requesting to amend the Comprehensive Land Use map to Commercial. Following public notice through mailings to those within 250 feet and posting in the local newspaper at least one week in advance, the Commission will consider all public comment prior to recommending action to the City Council.

Mr. Bagelmann opened the public hearing.

Mr. Steven Troskey, project coordinator working with Twin B, LLC, of CGA Engineers from Marshalltown, working with the owners, Twin B, LLC, addressed the Commission and was available to address questions.

Ms. Solheim confirmed with Mr. Kohout the City will evaluate the need for sidewalks on the south side of Cedar River Parkway during the site plan review process. Mr. Troskey confirmed for the Commission there is not a final site plan for consideration at this time and following zoning amendment, a site plan would come forward to the City for consideration. Mr. Kohout confirmed the site plan is not required to come forward to the City Council for review and that all zoning and public works standards would be enforced prior to permitting any construction.

Mr. Huser confirmed with Mr. Troskey the distance between 4th St. SW intersection with Cedar River Parkway and any proposed driveway has not been finalized at this time. Mr. Huser stated a concern over a driveway too close to 4th St. SW and would like to see if the City or Iowa Department of Transportation has concerns over a distance. Mr. Kohout stated the City will review any proposed driveways and the current standards to ensure any driveway is placed at proper setbacks.

Mr. Kohout confirmed for Ms. Solheim Cedar River Parkway will be maintained by the City and not be a State Highway.

Mr. Kohout stated there were no comments received by the public.

There being no one else wishing to speak on this item, Mr. Bagelmann closed the public hearing.

Motion By: French

Seconded By: Huser

Move that the Planning and Zoning Commission recommend approval of the zoning changes requested from R-1 and C-2 to C-2A for the properties described to the City Council.

Yes: 6

No: 0

Absent: 1

Abstain: Mr. Huser abstained from voting by stating a potential conflict of interest with this subject property.

C. Regular Business:

1. Review Minor Plat for creation of Parcel F and Parcel G in 500 block of Industrial Street in NW Waverly.

Mr. Bagelmann stated Robert Welsch, in conjunction with their surveyor, Terry D. Van Laningham, PLS, Inc., is proposing to create Parcels "F" and "G" out of an existing 0.50 acre property in the 500 block of Industrial Street in Northwest Waverly. The resulting properties will each contain one commercial building, with Parcel "F" being located North and containing 9,490 square feet. Parcel "G" will contain 12,446 square feet. The current zoning of both properties is "C-2", Commercial District. The Future Land Use Plan calls these resulting parcels out to be commercial.

Mr. Welsch was present to answer any questions from the Commission. Mr. Welsch stated he plans to own future Parcel F, the north property. Mr. Welsch stated the property is currently set up to operate as two separate properties as there are two meters for services and two separate parking lots with separate entrances off of Industrial Street NW.

Mr. Kohout explained the owner of the property desires to sell of the second structure on this property. The owner removed a breezeway structure connecting the structures and hired a surveyor to complete the plat being presented at tonight's meeting. Mr. Kohout stated the plat was completed while observed the required C-2 district setbacks and all setbacks are met. Mr. Kohout stated the current parking lot is sufficient for personal property storage of the respective owners and should additional parking be required for any future use that may require additional parking, a variance from the Board of Adjustments would be needed prior to allowing such a business use.

Motion By: Huser

Seconded By: Wilson

Move that the Planning and Zoning Commission recommend approval of the proposed Parcels "F" and "G" as shown on the plat of survey dated May 25, 2016, to the City Council.

Yes: 7

No: 0

Absent: 1

D. Old Business:

1. Mr. Kohout gave an update to the Commission on the discussion at the May 25, 2016 R District Workshop. Mr. Kohout stated after advertising and posting public notice and sending notice directly to local developers of recent Waverly subdivisions, a discussion was held to review the language proposed for future R-1, R-1(S) and R-2 zoning districts.

E. New Business:

None

F. Adjournment:

Motion By: Olson

Move that the Planning and Zoning Commission meeting be adjourned.

Meeting adjourned at 7:25pm

Respectfully Submitted,

Ben Kohout, Secretary