

**PLANNING AND ZONING COMMISSION MINUTES**  
**City of Waverly, Iowa**  
**City Council Chambers**  
**May 4, 2017**

A. Call to Order: 7:00 pm

1. Members Present: Hank Bagelmann, Chairperson; Richard Dane, Vice-Chairperson, Arrived at A.4.; Mary French; Adam Hagensick; David Huser, Arrived at C.1.; Kathy Olson; Kate Payne; Heidi Solheim.

Members Absent: OPEN SEAT.

City Staff Present: Ben Kohout, Zoning Specialist/Secretary; Bill Werger, Community Development Director; Edith Waldstein, City Council Liaison.

2. Approval of Agenda:

Motion By: Olson

Seconded By: French

The Commission added item C.3. to provide for election of officers.

Move that the agenda be approved as amended by adding item C.3., election of officers.

Yes: 6

No: 0

Absent: 2

3. Approval of Previous Minutes:

Motion By: Payne

Seconded By: Olson

Minutes were reviewed and the Commission offered grammatical corrections.

Move that the minutes of the April 6, 2017 Planning and Zoning Commission meeting be approved as amended.

Yes: 6

No: 0

Absent: 2

4. Communications:

- a) June 26, 2017 – PZ Commission presentation to Council on 2016 accomplishments
- b) Board of Adjustment Agenda – May 8, 2017

B. Public Hearings:

None

C. Regular Business:

1. Review PD Zoning District and Discuss potential amendments with Zoning Staff.

Mr. Bagelmann stated the City Staff is requesting the Commission to review the current contents of the PD Zoning District and to explore ways to improve the code language. In

the City Comprehensive Plan, a goal is stated to provide for zoning amendments to encourage mixture of land uses and housing types. Staff is providing the Commission with a memorandum highlighting topics of discussion as well as other community examples for consideration.

Mr. Kohout stated the Staff is proposing consideration of ordinance language amendments following comparison with other communities and to better respond to requests for developing properties less than the current 10 acres, should an ordinance amendment be deemed appropriate by the Commission. Mr. Kohout presented community exhibits showing various degrees of Planned Development designations. Mr. Kohout stated another goal is to evaluate inclusion of industrial development within a PD district, whether to allow for all residential or all commercial PD districts, or if there needs to be a mixture of residential and commercial to qualify.

Mr. Kohout stated locations for PD districts can be seen on the Future Land Use Plan as the Mixed Use commercial/residential areas.

Mr. Kohout stated a request of the Commission to identify how the process of presenting a PD district would function. As an example, he noted some communities require a site plan to come through the PZ Commission and Council, and allow for minor changes to be made by staff. Mr. Kohout noted the current Waverly PD district establishes criteria for a minor change, where staff can evaluate and rule on versus a major change to the adopted plan, which requires PZ review and Council approval.

Ms. French stated she thinks the Waverly examples have shown a potential problem in that the approved plans may not be as specific in requiring how homes should look, the overall density, scale and other more detailed criteria. Ms. French stated a need to evaluate a PD district language example that would address homeowner association plans as it should be called out up front so potential residents and/or builders know up front if there will be additional requirements to the buildings constructed. Ms. French stated support of the Coralville statement of intent on where they'd like their PD districts and they talk about permitted uses within residential, commercial, and industrial as she thinks it clarifies the expectations better for applicants and the decision makers.

Mr. Kohout stated he thinks the communities of Carroll, Pleasant Hill and Norwalk have examples which may benefit Waverly the most due to closeness to population size, and acknowledged the pull factor of the Des Moines Metro area may allow for different housing styles they have provided for.

Ms. Solheim stated she thinks two acres for PD consideration is too small as it could provide for instances resembling incompatible land uses. She stated support of including more defined inclusions of a site plan for review so as to remove some of the subjectivity of review.

Ms. Olson stated she thinks an overlay district which would encompass two different properties, with different zoning designations proposed, may not be compatible. Therefore, a true district designation approach is more desirable.

Mr. Huser stated opposition to two acre minimum due to not enough space for residential and commercial uses. Mr. Huser stated an example where commercial on the main level and residential on the second level may not be compatible on two acres when adjacent to residential areas. Mr. Huser stated opposition to PD district examples from other

communities which established housing density maximums as the examples are too dense in his opinion in a residential setting. Mr. Huser did not like the Grinnell community example. He supports the minimum site plan submittal requirement provisions.

Mr. Dane stated he is opposed to the idea of an overlay district where groupings of zoning districts could be evaluated and permitted, where they would otherwise be considered incompatible. Mr. Dane stated he thinks with the current R zoning districts, there is enough flexibility where land uses can work. Mr. Dane gave the example of the Waverly Library property along West Bremer Avenue. Mr. Dane stated he has concerns over a second builder asking for commercial use amendments to a previously approved PD plan, where it was not originally designed for this purpose. Mr. Dane stated opposition to the Carroll ordinances due to the requirement of residential construction only after 60 percent of commercial area is developed.

Ms. Olson stated for an example of five acre lots to gain a sense of scale. The Commission discussed community examples matching the five acre size. Mr. Kohout offered to bring back examples of properties that would be two acres, five acres and ten acres that could possibly entertain PD district zoning.

The Carstensen Drive condominium development was discussed by the Commission in NW Waverly. Mr. Huser stated the history of the development and identified the length of the cul de sac exceeded the Waverly public street standard, so the PD district was adopted for this property so some flexibility could be given.

The Waverly Hospital location along 8<sup>th</sup> St. SW was discussed by the Commission in SW Waverly. Mr. Kohout stated the PD designation was sought to provide for height allowances that would normally be exceeded for the previous R-3 zoning standards for the property.

Mr. Bagelmann questioned the need for the PD district review.

Mr. Kohout stated staff has received inquiries in the past on lots where due to topography or large trees, the standard single family lot size minimums may not provide for flexibility in providing for the keeping of key landscape features which may add value to the property. Mr. Kohout identified the current Eisenach Village development and illustrated on two acres, three four-plex structures can be contained within two acres, as an example. Mr. Kohout stated he thinks all residential with different densities or all commercial with different retail and establishments could be entertained as it would be a site plan to be reviewed and evaluated and the Commission and Council can review each case on their own merits.

Ms. Payne stated support of a five acre PD district amendment.

Mr. Bagelmann requested staff to identify which zoning code areas are warranting less flexibility and what areas merit more flexibility. Mr. Kohout stated language is weak in what may come forward, in terms of blends of residential, commercial, or industrial. Mr. Kohout also stated less flexibility is desired in future ordinance amendments, in what comes forward for a formal review by Council in the PD district, as other communities identify this in their code. Mr. Huser stated a concern over staff putting themselves in a position to review a PD district proposal instead of allowing the PZ Commission or Council being able to review it during a public meeting process.

The Commission stated general support of reviewing potential inclusions from other identified communities in the memorandum provided to them in an effort to provide for more specific requirements that would be expected of a PD district submittal.

Mr. Kohout stated he would generate a draft for the Commission to review at the June 2017 PZ Commission meeting.

2. Review of County Subdivision within 2 miles of South City limits.

Per State Code, the City of Waverly is afforded the opportunity to review and comment all land subdivision requests within two miles of the City limits. A proposed subdivision consisting of four lots is proposed along the east side of US Highway 218, located on the Southeast corner of US Highway 218 and 260<sup>th</sup> Street, South of the City Limits.

Mr. Kohout presented aerial photos and the plat for the Commission to review.

The Commission stated a concern over additional homes with direct access onto the shared drive onto US Highway 218.

3. 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: Olson

Seconded By: French

Move that Hank Bagelmann be elected as Chairperson of the Planning and Zoning Commission for the 2017-2018 term.

Yes: 8                      No: 0                      Absent: 0

Motion By: Huser

Seconded By: French

Move that Kate Payne be elected as Vice-Chairperson of the Planning and Zoning Commission for the 2017-2018 term.

Yes: 8                      No: 0                      Absent: 0

D. Old Business:

None

E. New Business:

None

F. Adjournment:

Motion By: Payne

Move that the Planning and Zoning Commission meeting be adjourned.

Meeting Adjourned at 8:12 p.m.

Respectfully Submitted,

Ben Kohout, Secretary