

WAVERLY PLANNING & ZONING COMMISSION
THURSDAY, OCTOBER 11, 2018
WAVERLY CITY HALL
7:00 p.m.

A. ROLL CALL

Members Present: Hank Bagelmann, Chair; Mary French; David Huser; Kathy Olson; Kate Payne, Vice-Chair; Heidi Solheim

Members Absent: Richard Dane; Lance Gritters; Adam Hagensick

Staff Present: Rachel Leitz, Zoning Administrator

Staff Absent: Edith Waldstein, City Council Liaison

B. APPROVAL OF AGENDA

Motion By: Olson Seconded By: Huser

Move that the agenda be approved as printed.

Yes: 6 No: 0 Absent: 3

C. APPROVAL OF MINUTES

Motion By: Huser Seconded By: French

Move that the minutes of the September 6, 2018 Planning and Zoning Commission meeting be approved.

Yes: 6 No: 0 Absent: 3

After approval of minutes, Bagelmann stated that Hagensick has put in his resignation from the Commission. He stated that the Commission will be looking for another member to fill his spot and if any commissioners knew anyone that may be interested, to please let him or the Mayor know.

D. PUBLIC HEARING

None

E. NEW BUSINESS

1. Jeffrey Meyers – Minor Subdivision Request for 1515 East Bremer Avenue

Leitz stated the applicant is requesting approval of a minor subdivision. The request is to subdivide the property in to three parcels; however only one new parcel will be created.

If you need accommodations for the Planning & Zoning Commission meeting please contact Rachel Leitz at (319) 352-9208 or rachell@ci.waverly.ia.us, thank you.

Attachments provided show Parcel JJ will be retained by applicant, Parcel KK is proposed to be a new building site for a future residential home, and Parcel LL will be added to an existing parcel with a single-family dwelling. The development is currently served by private well and septic. Bremer County has done a preliminary review of Parcel KK and stated it would be suitable to install a septic system for the residential home and have the ability to hook up and share a well with Parcel JJ. A utility easement is proposed to be recorded with the plat. Staff does recommend approval of the minor subdivision.

French asked if the existing access easement through Parcel KK is going to be retained.

Leitz stated that the access easement will be retained and the driveway easement and maintenance agreement was included in the Planning Commission packet. Leitz stated that it is understood that those documents will have to be revised to include Parcel KK.

Solheim asked if any communication with neighboring properties needed to be had based on this request.

Leitz stated that the property is zoned residential and the proposed use as a single-family lot was permitted. Leitz stated that the minimum lot dimensions have been met with the proposal. Because it is a permitted use that meets all requirements, no notice needs to be given to surrounding neighborhoods.

Motion By: Huser Seconded By: Solheim

Move that the Planning and Zoning Commission recommend approval of the minor subdivision request for 1515 East Bremer Avenue to the City Council.

Yes: 6 No: 0 Absent: 3

2. Minor Subdivision Request to Eliminate a Portion of the Platted Right-of-Way for Tagalong Trail and Adjust the Lot Lines for Lots 133 and 134 of Centennial Oaks Golf Club Addition

Leitz stated that in 1999 City Council approved Centennial Oaks Golf Club Subdivision which had 5 phases and Tagalong Trail is one of the phases. Leitz stated that many things since 1999 have occurred and City staff was recently made aware that someone purchased the two properties to the north of this development. The buyers of those lots plan to tear down the existing house and build a new home, which is proposed to be constructed close to where stub street is going to be constructed. Because of this, the City has spoken with the developer of the Tagalong Trail area and recommended they take the stub street out and complete the cul-de-sac. The City has still required the installation of City utilities to the north property line to accommodate for potential future development. If development does occur, access will still be accommodated for, as the property to the north has access along 11th St SE. City Staff recommended approval of this request.

Payne inquired as to the original intention behind the stub road connecting to the north parcel.

Commission members stated that the stubbed street was purely to offer another connection to the parcel to the north and to ensure utilities would be taken to the property line for future development.

Solheim asked if there are any concerns that this would hamper the development in the area for the future.

Leitz stated that eliminating the stubbed street to the north will not hinder development because there is still access to these parcels from 11th Street SE. The major concern is usually how to extend city services. Leitz stated that staff has required those City services be extended to the north property line for this reason. Leitz also added that City staff has been talking to the property owner to the north about utility connections and the potential to upsize their pipe to allow for an easier transition if the parcel is developed in the future.

French stated that she could not see any easements on the drawings.

Leitz stated that there is a faint line depicted as an easement on the drawings. This is shown around the utility connections to the north. Leitz stated staff will ensure this easement is recorded.

Motion By: Solheim Seconded By: Olson

Move that the Planning and Zoning Commission recommend approval of the minor subdivision request to eliminate a portion of the platted right-of-way for Tagalong trail and adjust the lot lines for Lots 133 and 134 of Centennial Oaks Golf Club Addition to the City Council.

Yes: 6 No: 0 Absent: 3

3. Review of the Proposed Centennial Oaks Golf Club Addition – Phase 5, Tagalong Trail & Heritage Hollow Construction Plans.

Leitz reminded the Commission that this development was approved in 1999 and it is important that construction details for each phase is reviewed since many standards have changed in the last 20 years. According to Chapter 103, the Planning Commission is supposed to recommend approval or denial of construction plans for public infrastructure in a subdivision. Leitz stated that City staff have reviewed the plans and are of the opinion that they meet all City specs. City staff recommended approval of the construction plans with the conditions of approval that the minor subdivision is approved and drainage easements on Lots 125-131 are recorded

Motion By: French Seconded By: Payne

Move that the Planning and Zoning Commission recommend approval of the Proposed Centennial Oaks Golf Club Addition – Phase 5, Tagalong Trail & Heritage Hollow Construction Plans to the City Council with the conditions of approval that the minor subdivision is approved and drainage easements on Lots 125-131 are recorded.

Yes: 6 No: 0 Absent: 3

F. OLD BUSINESS

1. Comprehensive Land Use Plan

Bagelmann stated that two questions surfaced during the City Council Study Session where Payne provided the commission's report. The first question referenced corridor planning and the second referenced the two-mile agreement with Bremer County. Bagelmann stated the importance of the City's Comprehensive Plan and stated that the two questions that arose linked to that document and the goals the City had for the future of Waverly. Bagelmann stated that a taskforce, led by Mary French, will be formed to address these questions and may include up to four commissioners and any other residents interested in the topics. Bagelmann requested commissioners to reach out to him or French if they would like to be part of the taskforce.

G. ADJOURNMENT

The Planning and Zoning Commission meeting was adjourned.