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Community Development  
Planning and Zoning

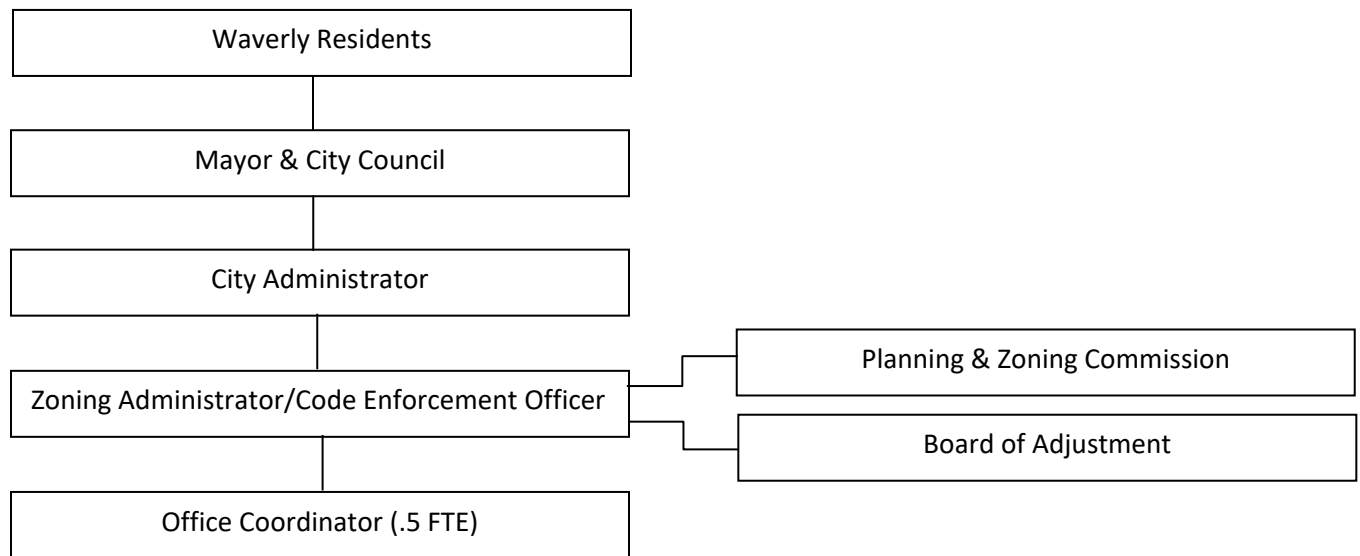
Annual Report

Budget FY: 2024-25

Prepared October 2025 by:  
Paige Yoder, Zoning Administrator

# 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 permits 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 providing code enforcement.



## Executive Summary

Goals and objectives for the fiscal year were as follows, together with an assessment of our efforts toward those goals:

1. Review and amend ordinances when necessary to improve zoning districts to better describe zoning district uses and provide a variety of housing options to make Waverly an attractive place to live.  
Continue to have conversations on Waverly's zoning districts to ensure the districts allow a variety of housing options to make Waverly an attractive place to live.
2. Review and amend City zoning ordinances in need of changes to reflect the wants and needs of Waverly residents and to offer better clarity.  
Staff engaged in multiple discussions with residents regarding a proposed amendment to the fence regulations for corner lots. Previously, corner lots were treated as having two front yards, limiting fence height to 3 feet. Following the amendment, corner lots may now have fences up to 6 feet high along the longer side of the lot.

In recent years, residential swimming pools have become increasingly popular. Under the previous code, pools were counted toward accessory structure size limitations, which often restricted properties with detached garages from adding a pool. The updated code now allows swimming pools in addition to accessory structure size limits, providing greater flexibility for homeowners.

3. Review subdivision plats, building permits, site plans, drainage plans, floodplain permits, sign permits, parking lot permits and other items to facilitate orderly and efficient growth for the city.  
Continued to review plans and permits to ensure orderly and efficient growth for the city.
4. Review existing and future roadway corridors and developments with Planning and Zoning Commission to identify areas of improvement to accomplish the wants and needs of current and future residents.
5. Identify and explore future land uses.  
Future Land Uses are taken into consideration while reviewing plats, plans, permits and rezonings.
6. Review and update the Zoning Map and Future Land Use Map and identify areas that need to be rezoned.  
Throughout the year, proposed rezonings are evaluated in conjunction with the Future Land Use Map to determine whether adjustments are warranted. At year-end, an updated Zoning Map is formally adopted to incorporate all rezonings approved during the review period.
7. Participate in National and Statewide association meetings and seminars, including the Iowa Planning Association, American Planning Association, Iowa Association of Code Enforcement, American Association of Code Enforcement, and other similar associations, in order to become actively engaged in productive planning and code enforcement communication forums to better assist Waverly residents in understanding trends and issues. Staff participated in various webinars and conferences to strengthen knowledge and improve service delivery to the community.
8. Participate in meetings and seminars to stay up to date on floodplain regulations.  
Staff participated in various webinars to strengthen knowledge and improve service delivery to the community.
9. Work with the Planning and Zoning Commission on continuing education topics that can lead to constructive and informative recommendations made to the City Council.
10. Work with the Board of Adjustment on continuing education topics that can lead to constructive and informative decision making.
11. Provide staff support, prepare agendas and act as secretary for Planning and Zoning Commission and Board of Adjustment.
12. Continue to provide code enforcement throughout the city.
13. Continue to enforce the Waverly Rental Code through registration and enforcement.

14. Assist the public and decision makers to understand implications of FEMA FIRM map revisions and general floodplain development standards.
15. Review and improve processes for permit applications and fees.
16. Digitizing historical permits into GIS.
17. Create a two-mile agreement with Bremer County.  
Continue collaborative discussions with Bremer County to develop and implement a new two-mile agreement. This agreement will define jurisdictional responsibilities and promote coordinated planning efforts between the City and County.
18. Work as staff support to a planning consultant for a review and update of the zoning and subdivision chapters of the Waverly City Code.  
Although a consultant was not engaged during the fiscal year, staff conducted an internal evaluation of various sections and implemented targeted amendments to improve clarity and functionality.

## Matters considered by the Planning and Zoning Commission

### 1. **Rezoning Request**

- a. Recommend Approval – Parcel ID 1007101027 from R-1 & R-4 to R-2
- b. Recommend Not Approval – Prairie Links P-D from Golf Course/Clubhouse to Residential
- c. Recommend Approval – Various City Properties (flood lots) from to U-1

### 2. **Division of Land**

- a. Recommend Approval – Plat of Survey at 1410 Round Horn St
- b. Recommend Approval – Plat of Survey at 809 4<sup>th</sup> St SE
- c. Recommend Approval – Plat of Survey at 218 2<sup>nd</sup> St SE
- d. Recommend Approval – Plat of Survey at 725/729 2<sup>nd</sup> Ave NE
- e. Recommend Approval – Plat of Survey at 220/222 9<sup>th</sup> St SW
- f. Recommend Approval – Plat of Survey at 413 3<sup>rd</sup> Ave NE
- g. Recommend Approval – Plat of Survey at 1020 4<sup>th</sup> St NW
- h. Recommend Approval – Plat of Survey at 2419 E Bremer Ave
- i. Recommend Approval – Plat of Survey at 2203 E Bremer Ave
- j. Recommend Approval – Plat of Survey at 401 Maple Ave

### 3. **Special Provisional Uses**

- a. Recommend Approval – Ground Mount Solar at 1916 20<sup>th</sup> St NW
- b. Recommend Approval – Amendment for a Detached Building at St. Paul's School
- c. Recommend Approval – Multi-Family Conversion of 1900 Heritage Way
- d. Recommend Approval – Ground Mount Solar System at 2105 E Bremer Ave
- e. Recommend Approval – School at 1110/1200 4<sup>th</sup> St SW
- f. Recommend Approval – Amendment to Remove #3 of the Original SPU

- g. Recommend Approval – Amendment for Parking Lot Expansion at 101 North Ridge Pkwy
- 4. **Exceptions to Subdivision Code**
  - a. Recommend Approval – Exception to Section 103.7.08(6) and 103.7.09(5) at 3000 5<sup>th</sup> Ave NW
- 5. **Revisions to Zoning Code**
  - a. Recommend Approval – Special Provisional Use
  - b. Recommend Approval – Fence
  - c. Recommend Approval – Accessory Structure (Pools)
- 6. **Other**
  - a. Recommend Approval - Two-Mile Review – Rezoning of Parcel ID 0905400013
  - b. Recommend Approval – Zoning Map Update

## Matters considered by the Board of Adjustment

- 1. **Variance**
  - a. Approve – Front Setback at 312 5<sup>th</sup> Ave NW
  - b. Approve – Driveway Setback at 609 4<sup>th</sup> Ave SW
  - c. Approve – Rental Off-Street Parking at 202 1<sup>st</sup> St SW
  - d. Not Approve – Accessory Structure Size at 1916 20<sup>th</sup> St NW
  - e. Not Approve – Front Yard Setback 801\_803 7<sup>th</sup> Ave NW
- 2. **Special Provisional Use**
  - a. Not Approve – Ground Mount Solar System at 1916 20<sup>th</sup> St NW
  - b. Approve – Amendment for a Detached Building at St. Paul’s School
  - c. Approve – Ground Mount Solar System at 2105 E Bremer Ave
  - d. Approve – Multi-Family Conversion of 1900 Heritage Way
  - e. Approve – School at 1110/1200 4<sup>th</sup> St SW
  - f. Approve – Amendment to Remove #3 of Original SPU
  - g. Approve – Amendment to Parking Lot Expansion at 101 North Ridge Pkwy

## Goals and Objectives for 2025-2026

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8. Participate in meetings and seminars to stay up to date on floodplain regulations.
9. Work with the Planning and Zoning Commission on continuing education topics that can lead to constructive and informative recommendations made to the City Council.
10. Work with the Board of Adjustment on continuing education topics that can lead to constructive and informative decision making.
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12. Continue to provide code enforcement throughout the city.
13. Continue to enforce the Waverly Rental Code through registration and enforcement.
14. Assist the public and decision makers to understand implications of FEMA FIRM map revisions and general floodplain development standards.
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