

PLANNING AND ZONING COMMISSION MINUTES
January 2, 2014
7:00 p.m.

A. Call to Order:

1. Members Present: Hank Bagelmann, Chairperson; Susan Buresh; Bill Wilson (Arrived at A.3.); Richard Dane, Vice-Chairperson; David Huser; Edith Waldstein.

Members Absent: Barb Anderson

City Officials: Ben Kohout, Secretary; Tim Kangas, City Council Liaison.

2. Approval of Agenda:

Motion By: Waldstein

Seconded By: Huser

Move that the agenda be approved as printed.

Yes: 5

No: 0

Absent: 2

3. Approval of Previous Minutes:

Motion By: Huser

Seconded By: Waldstein

Move that the minutes of the November 7, 2013 Planning and Zoning Commission meeting be approved.

Yes: 6

No: 0

Absent: 1

4. Communications: Board of Adjustment Minutes – December 9, 2013

B. Public Hearings:

None

C. Regular Business:

1. Review of Code regulations on new housing development with the Commission

The Comprehensive Land Use Plan (CLUP) refers to an action item of updating the Waverly Code of Ordinances to allow for a variety of housing types and locations. Staff is seeking input from the Commission about areas of the Code that can be addressed to be further researched for the purpose of amending current language that could assist with this goal of proving diversity in the type, density and location of housing within Waverly.

Secretary Kohout stated the intent of the ordinance review is to meet the Comprehensive Land Use Plan goal of enhancing the livability of Waverly. Mr. Kohout referenced the CLUP and covered the Housing Section of the CLUP with the Commission. "Housing Goal 1" was referenced in addition to the "Action 3" item of said section was read. This item referred to the revision of the Zoning ordinance to allow for a variety of housing types and locations, as well as green, planned subdivisions or areas.

Mr. Kohout inquired of the Commission for their perspectives on the Waverly Code of Ordinances and how it relates to the stated goals in the CLUP.

Mr. Kohout reviewed the Code sections that affect the subdivision process, the basic requirements and on how the Code could be improved to enhance the subdivision process.

Commissioner Wilson referenced the EPA Smart Growth document which showed a smart growth development scenario that could be applied to future residential development south of the current Middle School along the north side of 10th Ave. Ms. Waldstein stated the Rolling Meadows subdivision is an example of smart growth and is a type of development supported by the CLUP. Mr. Kohout confirmed for the Commission staff could review setback guidelines in the R districts and can bring forth reduced front yard setbacks in an effort to allow for the option of allowing residential lots to contain residences closer to sidewalks along roadways and provide for rear garage and parking space which can be accessed by means of a rear yard alleyway.

Commissioner Waldstein confirmed with Mr. Kohout the Mixed Use designation on the Future Land Use Plan map shows areas that provide for a mixture of residential, commercial, open space and institutional usage that promotes walkability and provide for a transition land use between existing commercial and residential land uses. Ms. Waldstein supports staff researching the code in relation to this designation to ensure this type of development may be accomplished in these areas.

Commissioner Huser stated he thinks the existing "PD", Planned Development District, has not resulted in a lot of mixture of residential, commercial, or industrial land with each development request recently reviewed. Mr. Kohout confirmed for the Commission staff can further promote this type of development through suggesting this zoning designation for landowners within the shown Mixed Use designations.

Commissioner Bagelmann confirmed with Mr. Kohout there are no current nor immediate housing subdivision proposals scheduled to come forward. Mr. Kohout stated the existing subdivision lots are becoming built out and that should a proposal come forward, staff thinks it would be beneficial to complete research into ways to further promote the ease of doing a development such as a "PD".

Ms. Waldstein spoke in support of staff doing further research in further promoting "PD" developments that include a mixture of land uses and reduced setbacks to provide for meeting the Housing section goals as stated in the CLUP.

Commissioner Dane stated he thinks a discussion of height in relation to density of housing and structure allowances within districts addressed with further staff research. Mr. Dane stated at this time, he thinks Waverly is a small enough community where the current traffic patterns and options are sufficient.

Mr. Wilson stated he thinks the "PD" development of Centennial Oaks has worked well and supports staff further researching how to further promote the ideals of mixed use development criteria with future proposals.

Mr. Huser stated he supports adding more commercial emphasis with future "PD" requests. Mr. Huser supports staff researching increasing traffic flow and reducing travel times along the arterial roadways with review of the ordinances.

Mr. Wilson spoke in support of staff looking at north-south corridors and future improvements to arterial roadways as well. Mr. Wilson mentioned 16th St. SW/Dusty Ave. as a roadway to review and research land usage along this stretch in planning for the future development of this area.

Mr. Bagelmann stated he thinks the City has provided for many means of travel by allowing the flow of traffic to take the path of least resistance by providing for connected streets with developments.

Commissioner Franke stated support for considering walkability and connection of sidewalks (complete streets guidelines) in areas that are lacking in these categories with all future development requests.

Mr. Kohout discussed housing density credits as a tool that could allow for increased density of housing if developers were to allow for additional green space or trails through the development as a potential provision in the Code. Mr. Huser stated concern with too much green space within subdivisions already required and would not support provisions to mandate an increase in park space with future developments.

Mr. Bagelmann spoke in support of pursuing review of subdivision application fees, ordinances and the process timeline of subdivision review.

Ms. Waldstein finds past discussions with developers have shown current language in the "PD" section is too restrictive and may prohibit more use of this zoning designation because of the platting requirement and provisions which require it to be brought back for review. Ms. Waldstein stated she supports the mixed use development guidelines, design element guidelines, and a more streamlined process that is appealing to developers and would like staff to further research this area of the Code.

Mr. Dane spoke in support of shortening the review time of an ordinance amendment to allow for the required zoning designation to allow for a desired housing density from the current three months to a shorter time frame, if possible.

Mr. Huser spoke in support of allowing developers to use flexibility in municipal design standards to a less costly infrastructure prescription when addressing storm water management designs.

Mr. Dane spoke in support of specifying, in ordinance form, more clearly, what is expected. This is meant to get away from subjective decision making of staff and commissions.

Mr. Wilson spoke in support of continuing moving forward with these ordinance review efforts along with reviving a past Commission discussion in 2013 on corridor planning review by staff.

The Commission wishes staff to bring further refinements of the Code pertaining to code language before the Commission at the next meeting.

2. Review of Code regulations on buffer requirements between different land uses

The CLUP refers to an action item of updating the Zoning ordinance to provide for substantial buffers between residential and non-residential land uses. Staff is seeking input from the Commission on what ideas may be proposed to address this.

Mr. Kohout reviewed the section in the code on screening commercial and industrial uses from residential applications. Mr. Kohout provided examples from St. Charles, Missouri, Mason City, Iowa and Sanford, North Carolina. These examples reflected a variety of code requirements, employing a flexible point systems that allow for a menu list of items to select from, specific minimums that are standardized and a process that allows requests to come forward to the elected body to review to see if this is meant.

Mr. Huser supports the current ordinance as he thinks it addresses the goal of providing a buffer and screening between adjacent land uses and is not supportive of a technical and specific guidelines.

Mr. Kohout confirmed for the Commission the current ordinance and process is subjective in language and is open to interpretation by the Planning Commission and elected officials and staff to see if the goal of screening is being met.

Ms. Franke confirmed with Mr. Kohout a former topic of corridor planning and this topic of buffer requirements could be discussed concurrently so as to provide for a better expectation along specified corridors or on developments within specified districts at future meetings.

Ms. Waldstein spoke in support of staff bringing forth further refinement of code ordinance language to improve the current language.

Mr. Kohout confirmed for the Commission the CLUP referred to a goal of reviewing buffering standards between residential and non-residential developments and is an item that the group completing the CLUP update identified.

Mr. Huser spoke of concern over enacting ordinance provisions that may dissuade a company from developing a property, including mandating buffering and screen planting requirements which may result in an increase in development costs.

Ms. Franke spoke in support of ordinance amendments that would be applicable to protecting historic districts, such as in the St. Charles County example.

Mr. Wilson spoke in support of the Mason City example for Waverly to model an ordinance after as this example appears to be a more flexible code ordinance provision that is designed to accomplish a visual barrier in a number of ways. Mr. Wilson supports further review by staff in language that could better illustrate how to address higher density housing from lower density housing in addition to non-residential uses being adjacent to residential uses.

Mr. Dane spoke in opposition to mandated requirements for buffering and thinks there is no need to further pursue this item.

The Commission wishes staff to bring forth further refinements to the code ordinance pertaining to buffering and screening for further consideration.

D. Old Business:

None

E. New Business:

1. 2014 Commission meeting dates were discussed and reviewed.

The Commission noted the July 4 holiday and July 3 meeting date are in close proximity. There was a desire to change this date.

The Commission observes that in December 2014, Christmas on Main is an event sponsored by the Waverly Chamber of Commerce and has a high attendance by the Community. The Commission wishes staff to determine if the meeting date coincides with this event that this meeting date be rescheduled.

Motion By: Wilson

Seconded By: Waldstein

Move that the Commission amend the proposed meeting dates in 2014 to include moving the July 3 meeting date proposed to July 10 due to the July 4 holiday in close proximity to the July 3 date.

Yes: 6

No: 0

Absent: 1

2. Comprehensive Land Use Plan Update

Mr. Bagelmann directed staff to research if the Comprehensive Land Use Plan needs to be addressed as there is typically an update to the CLUP every five (5) years. Staff offered to follow up with research on this and can update the Commission at a future meeting so the CLUP can continue to be a current document that sets forth goals and action items for the City to consider budgeting for. Staff will work with Council to see if any items that are warranted may be budgeted for.

F. Adjournment:

Motion By: Huser

Move that the Planning and Zoning Commission meeting be adjourned.

Meeting adjourned at 8:15p.m.

Respectfully Submitted,

Ben Kohout, Secretary