

**PLANNING AND ZONING COMMISSION MINUTES**  
**City of Waverly, Iowa**  
**City Council Chambers**  
**January 7, 2016**

A. Call to Order: 7:00 pm

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

Members Absent: Edith Waldstein, Council Liaison.

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

2. Approval of Agenda:

Motion By: Huser

Seconded By: Anderson

Move that the agenda be approved as printed.

Yes: 8

No: 0

Absent: 1

3. Approval of Previous Minutes:

Motion By: Olson

Seconded By: Solheim

Move that the minutes of the December 3, 2015 Planning and Zoning Commission meeting be approved.

Yes: 8

No: 0

Absent: 1

4. Communications:

- a) Board of Adjustment – January 11, 2016, meeting cancelled.
- b) New Commission member Mary French Introduced herself to the Commission.

B. Public Hearings:

None

C. Regular Business:

1. Review Minor Subdivision Plat for “Parcel Z”, in the 1300 block of 10<sup>th</sup> Ave. SW.

Mr. Bagelmann stated YUUP, LLC, is requesting to subdivide their property at 1300 10<sup>th</sup> Ave. SW to form a 13,400 square foot lot, known as “Parcel Z”. The resulting lot is 67 feet wide by 200 feet deep. The lot is located within the C-2, Commercial Zoning District and the Future Land Use Map calls this

area to be for Commercial Use. The property will be accessed by means of a 26 foot wide and 21 foot wide access easement, to be recorded with the subdivision plat of survey.

Mr. Kohout presented the plat of survey to the Commission.

Ms. Anderson confirmed the location and orientation of the easement and access onto 10<sup>th</sup> Ave. SW with Mr. Kohout.

Ms. French confirmed with Mr. Kohout the resulting Parcel Z would have a 50 foot front yard setback from the front property line, as the property is within the C-2 Zoning District.

Mr. Bagelmann confirmed with Mr. Kohout parking requirements for an office use application on the property would be 75% of the square footage of the proposed office building. Mr. Kohout explained with a typical 10 foot by 20 foot (200 sq.ft.) parking space, this 200 square feet would be used when calculating number of spaces required.

Mr. Dane stated he thinks the request for Parcel Z is an afterthought and thinks this new lot proposal results in unfair competition to the original subdivider by providing an additional lot for sale not originally proposed. Mr. Dane stated he thinks the lot proposed is too small to accommodate C-2 zoning uses. Mr. Dane stated he thinks there should be a frontage road built out instead of the easement with private access proposed with this plat.

Ms. Anderson stated her support of this request.

Mr. Kohout confirmed for the Commission a property in C-2 district may have two separate structures built upon the property housing two different land uses permitted by the district without subdividing the property. Mr. Kohout stated water and sewer connections are available to service this lot proposal

Mr. Kohout confirmed there are other examples where commercial lots have been further subdivided along 4<sup>th</sup> St. SW.

Mr. Kohout confirmed for Mr. Wilson a subdivision plat does not need public notice in the form of mailing letters to adjacent property owners. The request is advertised on the City website, posted in City Hall and advertised in the newspaper prior to City Council consideration.

Motion By: Huser

Seconded By: Olson

Move that the Planning and Zoning Commission recommend approval for the Parcel Z on 10<sup>th</sup> Avenue SW as described by the Plat of Survey dated December 18, 2015.

Yes: 8  
Abstain: Dane

No: 0

Absent: 0

D. Old Business:

None

E. New Business:

1. Training Opportunity through Iowa State University Extension: Local Officials Workshop for Commissioners and Other City Board Members Handout.

F. Adjournment:

Motion By: Anderson

Move that the Planning and Zoning Commission meeting be adjourned.

Meeting adjourned at 7:26 p.m.

Respectfully Submitted,  
Ben Kohout, Secretary