

PLANNING AND ZONING COMMISSION MINUTES

City of Waverly, Iowa

City Council Chambers

November 3, 2016

A. Call to Order: 7:00pm

1. Members Present: Richard Dane, Vice Chairperson; Adam Hagensick; Kathy Olson; Mary French; David Huser; Kate Payne; Bill Wilson

Members Absent: Hank Bagelmann, Chairperson; Heidi Solheim.

City Staff Present: Ben Kohout, Zoning Specialist/Secretary; Edith Waldstein, City Council Liaison.

2. Approval of Agenda:

Vice Chair Dane stated he would like to add a discussion item under New Business regarding City annexation policy.

Motion By: Huser

Seconded By: Olson

Move that the agenda be approved as amended.

Yes: 7

No: 0

Absent: 2

3. Approval of Previous Minutes:

Motion By: French

Seconded By: Huser

Move that the minutes of the October 6, 2016 Planning and Zoning Commission meeting be approved.

Yes: 7

No: 0

Absent: 2

4. Communications:

- a) Board of Adjustment Meeting – Oct. 27, 2016
- b) Comp. Plan Update Meeting – Nov. 15, 2016 at 4pm.

B. Public Hearings:

None

C. Regular Business:

1. Review of Minor Subdivision Plat in NE Waverly in the 1000 block of Bremer Road.

Mr. Dane stated the owners of the property, David and Audrey Klamforth, in conjunction with their surveyor, Herold-Reicks Surveying of Waverly, are proposing a minor subdivision plat. The plat requested will add additional property onto their existing property. The existing 4.20 acre property is proposed to be reduced by 0.90 acres and this area is to be given to the existing lot 3, resulting in Parcel N, which will be 1.61 acres.

Mr. Kohout reviewed the plat with the Commission and confirmed for the Commission the proposal is consistent with the Comprehensive Land Use Plan and Staff has no concern. Mr. Kohout confirmed Staff has not received any comment from the public on this request.

Motion By: Wilson

Seconded By: Olson

Move that the Planning and Zoning Commission recommend approval of the Minor Subdivision Plat for Parcel N in NE Waverly to the City Council.

Yes: 7

No: 0

Absent: 2

2. Special Permit Request for Temporary Camp Grounds for a 40 acre parcel of land on the north side of Tumbleweed Trail in NE Waverly.

Mr. Dane stated BNKD, Inc., is requesting a special permit from the City of Waverly to be considered for housing of approximately 1,500 camp sites on a 40 acre piece of property owned by BNKD, Inc. The event will be to accommodate a State Firefighters convention to be held in Waverly in Fall of 2018. This event was hosted in September 2016 at the same location. BNKD has supplied a brief narrative description of anticipated event scale and timeframe for the Commission to review and offer comments on the character of the neighborhood, traffic conditions, public utility facilities and other matters pertaining to the general welfare.

Mr. Kohout reviewed the City Code section pertaining to the special permit process and that the purpose is to gain any insight from the Commission to forward to the City Council.

Ms. French confirmed with Mr. Kohout the proposal would be for the same set up as before, pending receiving a formal plan from BNKD. Mr. Kohout confirmed for Ms. French Staff is unaware of any resulting conflicts or support from the surrounding property owners as the Zoning office has not received any input.

Ms. Payne stated she lives in the area and stated she believes the event was appropriate and supports the request.

Mr. Rob Edgar, chairman of the Firefighter Convention in 2016, addressed the Commission. Mr. Edgar stated due to a large rain event, there were some issues due to wet conditions, and he believes other than this, the event was a success.

Ms. Olson stated she has a concern with the existing established prairie grass area within the City property as platted and recorded. Mr. Edgar confirmed this area was where the large

event tent was placed and that the prairie grass would not be replaced between now and 2018. Ms. Olson stated support of the event as she finds it a benefit to the City in hosting visitors.

Mr. Edgar confirmed for the Commission he had discussions with Mr. Tab Ray, Director of Leisure Services on plans for addressing the prairie area to satisfy the City.

Mr. Edgar confirmed for the Commission there are no anticipated changes with regards to removing the placed light and power standards throughout the currently developed campground area. Mr. Edgar stated their intention is to continue with the special permit through 2018 and believes approval for 2018 may constitute allowing for the existing set up to remain until then.

Ms. Waldstein stated from her Council perspective, the previous proposal did not address the destroyed prairie grass which was granted through a Pheasants Forever grant. Ms. Waldstein stated she believes Mr. Ray was unaware of the full implications of the resulting Firefighter Convention setup. Ms. Waldstein stated she did receive calls of concern from nearby residents which were concerned about replacing the previously established prairie area.

Mr. Edgar stated his intentions to re-establish the prairie area damaged when the 2018 convention is completed, pending approval of the Council.

The Commission confirmed the prairie grass area in question is in fact a platted City owned property, which is set up for a future City park and is currently housing playground equipment and a grassy area surrounding this.

Mr. Kohout confirmed for the Commission should the group desire to host a special event on this or another property, the Code does require approval for every desired event. Mr. Kohout confirmed for the Commission the stated letter outlining the event is for September 1-9, 2018 only and this is considered binding upon approval.

The Commission discussed if platting and selling of residential lots were to be proposed prior to granting approval of this request, the request would need to come forward again.

Mr. Wilson stated concerns over future maintenance of the special event property until 2018.

Ms. French stated a desire for the request to include an end date specified by which the prairie grass would be planted and established prior to the special permit camp site development to the satisfaction of the City.

Mr. Edgar stated he is unaware of agreements between the City and landowner, BNKD, pertaining to prairie grass and maintenance standards on the City property.

Ms. Waldstein stated she supports adjoining property owner notification prior to Council determining a vote on this matter. Mr. Kohout confirmed he supports this request and finds public notice would be appropriate for such an event and Staff will plan to notify those in a similar fashion to a special provisional use process.

Ms. Payne stated support of the prairie grass being re-established on the City owned lot when event is complete.

Mr. Dane stated support of removing trailers on the property as he does not think leaving personal property on the property remain until 2018. Mr. Edgar stated his group can move the trailers and did not provide a specific date by when they would be removed.

Motion By: Huser

Seconded By:

Move that the Planning and Zoning Commission recommend approval of the special permit request for temporary campsite on BNKD property to the City Council.

Yes: 7

No: 0

Absent: 2

D. Old Business:

1. Mr. Kohout stated he sent an e-mail correspondence to the Commission regarding Robert's Rules of Order in order to better assist the body with moving items forward when different views are expressed and how to address a matter.

Mr. Wilson stated a desire for the Staff to establish a policy on how to address conflicts of interest where it may be apparent to other members or the general public and someone may disagree.

Ms. Olson stated support of additional correspondence on conflicts of interest explanations sent to the Commission. Mr. Kohout stated he can follow up and send out applicable information that is available to Staff.

The Commission discussed with Mr. Kohout general process for abstaining from a vote and implications of doing so.

E. New Business:

1. Mr. Dane stated he thinks future development plans should include plans regarding infrastructure implications adjacent to the right of ways. Mr. Dane stated he finds adjacent City maintained streets that may be unimproved should be improved by the developer of the adjacent subdivision, such as along 20th St. NW with a recent annexation request of 39 acres on the east side of 20th St. NW. Mr. Dane stated he thinks Council and Staff would want a policy established up front so as to not provide ambiguity prior to annexation actions. Mr. Dane gave the example of four residential lots permitted along 29th Ave. SE and the roadway was not improved from the current seal coat state.

The Commission discussed potential requests of developers when land is proposed to be annexed. The Commission discussion included the idea that developers may not be responsible to consider all associated costs as annexation requests are not always accommodated with immediate development plans and the City may deem some costs of

improvements as benefitting entire areas of the Community instead of only one property in question.

Mr. Kohout stated annexations currently include actions of the City such as amending the Future Land Use Plan and discussing as a policy standard with Council how to address each situation when requested, as there may be differing cases throughout Waverly. Mr. Kohout stated implications of additional annexation for Cities generally include accounting for additional costs to provide for sanitary sewer lines and associated lift stations, roadway improvements, drainage considerations and adjacent property compatibility and coordination of existing and anticipated development.

F. Adjournment:

Meeting adjourned 8:00pm.

Respectfully Submitted,

Ben Kohout, Secretary