

REGULAR NORWALK PLANNING AND ZONING MEETING 8-24-15

Call to order

The Regular Meeting of the Norwalk Planning and Zoning Commission was held at the Norwalk City Hall, 705 North Avenue, Monday, August 24, 2015. The meeting was called to order at 5:45 P.M. by Chairperson Stephanie Riva. Those present at roll call were John Fraser, Dan Schulz, Judy McConnell, Chad Ross, Stephanie Riva. Absent: Jim Huse and Robin Wagner.

Staff present included: Luke Parris, City Planner; Wade Wagoner, Planning and Economic Development Director; Shelley Stravers, Development Services Assistant.

Approval of Agenda – 15-54

Motion by McConnell and seconded by Schulz to approve the agenda as presented. Approved 5-0.

Approval of Minutes – 15-55

Motion by Fraser and seconded by McConnell to approve the minutes from the August 10, 2015 meeting. Approved 5-0.

Welcome of Guests

Chairperson Riva welcomed guests present. With no guests wishing to speak, the business portion of the meeting was opened.

Huse arrived at 5:47 p.m.

New Business

Request from Tony & Joyce Webb to approve the Parking Lot Site Plan for Outskirtz, 8384 South Orilla Road – 15-56

Mr. Parris reported that the Webb's have submitted a site plan for the parking lot at Outskirtz, 8384 South Orilla Road. This site plan is intended to show the final design of the parking lot and to serve as a plan moving forward including 2 more phases for the finalization of the parking lot. The Webb's will be requesting a temporary waiver of the parking requirement while they continue to work on the parking lot.

The zoning ordinance requires a total of 26 spots with 2 being handicapped spots. The Webb's are currently providing 20 spots with 2 handicapped spots that are all paved with asphalt. The Zoning Ordinance also requires that the approaches from the street and drive aisles be paved. The Webb's have indicated that the aisles will be included in the second phase of paving and the approaches finished in a third phase.

Joyce Webb, 809 West North Ave., Co-Owner of Outskirtz. This was brought before the Planning & Zoning about a year ago and was recommended to Council for a three-year extension due to the Veteran's Parkway and how it might affect their parking lot. City Council only approved a one year extension requesting that it be brought in front of both the Commission and the Council at the end of that year. The Webb's are asking to do this in phases due to a financial standpoint. The second phase will be complete this time next year and they would try to complete the third phase in the year following that. In the interim, gravel will be placed on both phases until complete. The Webb's have purchased this business from Vanessa Devine on contract and they will own it at the end of three years. This is one of the main reasons why they are planning their paving in phases because right now they are making improvements on someone else's property.

They signed an agreement with the City and Vanessa Devine in regards to the paving of the parking lot. Webb did not have a copy of that agreement with her.

Motion by Fraser and seconded by Huse to approve parking lot site plan for Outskirtz, 8384 South Orilla Road. Approved 6-0.

Request from Tony & Joyce Webb to provide a temporary waiver for paving of the parking lot at Outskirtz, 8384 South Orilla Road – 15-57

See site plan discussion above.

Motion by Fraser and seconded by Schulz to approve temporary waiver for paving of the parking lot at Outskirtz, 8384 South Orilla Road. The second phase will be paved by October 2016 and the third phase will be paved by October 2017. Approved 6-0.

Consideration of amendments to the City of Norwalk Zoning Ordinance – 15-58

Mr. Chris Shires of Confluence addressed the Commission with the proposed updates that the Commission directed staff and Mr. Shires to make. The sections updated were Definitions, Home Occupations and Zoning Districts. The updates primarily addressed the Zoning Ordinance interpretation of childcare homes and child development homes. This included revised definitions and new language in the Home Occupation section that would allow for Category A, B and C-1 providers as a Home Occupation and provides the Zoning Board of Adjustment the option to issue a special use permit to allow for a C-2 provider as a Home Occupation at a specific residence.

The Commission discussed that they should give providers one year to comply with this new ordinance.

Motion by Huse and seconded by Schulz to approve recommendation of amendments to the City of Norwalk Zoning Ordinance subject to language change on home occupation and allowing one year to comply; and C-4 will be named the Founders Business District. Approved 6-0.

Staff Development Update

Mr. Wagoner presented a Planning Commission report from Waterloo. 15 years ago when he worked in the Planning Department in Waterloo they did much research on Planning Commission reports and the best way to prepare these reports and how Commissioners want to see these reports. This report breaks down the issues and keeps the same categories there so staff is less likely to miss something in the report. Staff reports are a tool to help Commissioners make decisions and Mr. Wagoner feels this is a great format for that. Mr. Wagoner asked for permission to move forward using the new format. Commission granted that permission.

There were various maps provided to the Commissioners to keep and Mr. Wagoner reported that staff will be producing and laminating these and other maps to keep at each of their spaces to be used by the Commission and the City Council for reference. Commission requested to have a subdivision map also be provided.

At the last City Council meeting all of the items from the Development Services Department were pulled. Mr. Wagoner reported that the Kruse Development rezoning

request couldn't make the numbers work with the 100 foot and 80 foot lot proposals by the Planning & Zoning Commission, so they have been meeting with neighbors to try and make it work with the 70 and 80 foot lots. They would have moved forward without the Planning & Zoning recommendation to Council. They thought they had it worked out and requested it be on the agenda, but decided to pull from agenda due to some negative comments from neighbors. They will continue talking with neighbors.

The Holland Property was held back by not agreeing on two sentences of the Agreement. Staff did not get stuff to Mr. King in a timely manner and things didn't get worked out before the meeting. There are two detention ponds and one retention pond that are relying on obtaining 1.8 acres from Mike Coppola that has not been worked out yet.

Mr. Wagoner asked Commission what they would like to see on the agenda for the joint meeting with City Council on September 3rd. Commission would like to see the Comprehensive Plan and potential changes that need to be made. They would like to hear Council's visions and regional storm water thoughts. An entrance sign was discussed. Wagoner informed Commission that Zak from MPO would be making a presentation at the meeting.

Wagoner updated Commission on The Legacy Pond. Council decided that the weir did not need to be cut. They would require the future regional pond be oversized to not affect The Legacy Golf Course.

Future Business Items

Legacy Plat 19

This item will be coming to Commission very soon.

SubArea 1 Master Plan RFP

Staff is working with Chris Shires and Bob Olson. They have put together a list of stakeholders and continue to wait on the piece of land. Staff will continue working on.

Cort Landing

This is the Dobson PUD area and was rezoned to single family and a commercial lot right off of Wright Road and Sunset Drive. The first review of the plat is complete and comments have been sent back to the developer.

Orchard Trail Plat 4 Final Plat

Staff is in the process of wrapping up the first review of the final plat and comments will be sent to the developer.

Rolling Green Plat 5

Staff has sent the second set of comments to the developer and they are in the process of moving forward with the improvements.

Comprehensive Plan Amendment for Trail Map

Staff foresees this item being visiting with the Comprehensive Plan and will hopefully have something before the September 3 meeting.

Commission asked for a report on Hy-Vee. Wagoner reported that they are forecasting for it to be complete in 2017. Hy-Vee owns the grounds and the preliminary plat was

approved last summer. There is a public road that Hy-Vee needs to get in place and then the next step is submitting a site plan.

Adjournment – 15-59

Motion by Fraser and seconded by Schulz to adjourn the meeting at 7:34 P.M. Approved 6-0.

Stephanie Riva, Chairperson

Luke Parris, City Planner