



**AGENDA**  
**PLANNING AND ZONING MEETING**  
**Norwalk City Hall, 705 North Ave**  
**Monday, January 25, 2016**  
**5:45 P.M.**

1. Call meeting to order at 5:45 P.M.
2. Approval of Agenda
3. Approval of Minutes – December 14, 2015
4. Chairperson – Welcome of Guests
5. Public Comment – 3-minute limit for items not on the agenda (No action taken)
6. New Business
  - a. Discussion of boundary for the Founder’s Single Family District
  - b. Update on the Subarea 1 Planning Process
  - c. Joint City Council and Planning & Zoning Commission Workshop on Subarea 1 and Future Land Use Plan Update
  - d. The Job of the Planning Commissioner by Albert Solnit
  - e. Discuss upcoming election of Commission Chair and Vice-Chair
7. Staff Development Update
8. Future Business Items
  - a. Legacy Plat 19 Construction Documents
  - b. Estates on the Ridge Plat 2 Construction Documents
  - c. Silverado Ranch Estates Plat 2 Final Plat
  - d. Cort Landing Construction Documents
  - e. Old School Plat 2 Construction Documents
  - f. Orchard View Plat 3 Construction Documents
  - g. Edencrest at Legacy Site Plan
9. Next Meeting Date: February 8, 2016
10. Adjournment

## REGULAR NORWALK PLANNING AND ZONING MEETING 12-14-15

### Call to order

The Regular Meeting of the Norwalk Planning and Zoning Commission was held at the Norwalk City Hall, 705 North Avenue, Monday, December 14, 2015. The meeting was called to order at 5:45 P.M. by Chairperson Stephanie Riva. Those present at roll call were Dan Schulz, John Fraser, Chad Ross, Robin Wagner, Judy McConnell, Stephanie Riva. Absent: Jim Huse.

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

### Approval of Agenda – 15-96

*Motion by McConnell and seconded by Fraser to approve the agenda as presented. Approved 6-0.*

### Approval of Minutes – 15-97

*Motion by McConnell and seconded by Wagner to approve the minutes from the November 23, 2015 meeting. Approved as submitted 6-0.*

### Welcome of Guests

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

### New Business

#### **Recommendation on the proposed vacation of the right-of-way easement of Masteller Road – 15-98**

Parris informed Commission that this is for the consideration and recommendation on the proposed vacation of the right-of-way easement of Masteller Road. Chapter 138 of the Norwalk City Code provides regulations for the "Vacation and Disposal of Streets." Section 138.02 specifically states that the Planning and Zoning Commission must review and provide a recommendation to the City Council regarding any proposed vacation of a City street. The City Council cannot vacate a street unless they find the following:

1. Public Use. The street, portion thereof, or any public ground proposed to be vacated is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified.
2. Abutting Property. The proposed vacation will not deny owners of property abutting on the street reasonable access to their property.

At their December 3, 2015 meeting, the City Council referred the matter of the vacation of Masteller Road to the Planning and Zoning Commission for review and recommendation. The Commission's review should be focused on the two previous points.

The current alignment of Masteller Road is proposed to be vacated and a new alignment of Masteller Road will be developed by United properties LLC as part of their commercial development within the Echo Valley PUD. The new alignment of Masteller Road would maintain the intersection at Iowa Highway 28. The intersection of masteller and Beardsley Street would be relocated to the east along Beardsley Street. Current landowners adjacent to and with access to Masteller Road are United Properties Invest Co. LLC and James Oil. The James Oil property has a secondary access to Beardsley Street. The United Properties Invest Co. LLC does not have a second access, however, they are redeveloping Masteller Road, which will maintain access to their property.

While a majority of the Masteller Road is now under construction, this ordinance contemplates vacating all of the north/south portion of the road. The City intends to keep the northern east/west portion, as it has been identified as the future access and likely signalization off of Iowa Highway 28.

The City can choose to vacate all or a portion of the street or place conditions on the vacation such as a deal being reached by the two private property owners regarding the James Oil property.

Scott James asked Parris to relay his comments he made via email to the Commission. He stated the two parties are trying to come to an agreement and asks that the remaining piece of Masteller remain open until that agreement is met due to traffic safety issues with his oil trucks.

Huse arrived at 5:50 P.M.

Scott McMurray, 4521 Fleur Drive, United Properties, spoke to the Commission. He said the vacation of Masteller is not a surprise to anyone who has been involved in the project throughout. Originally a plan was provided to the City and was reviewed by all necessary parties and a grading permit was issued. United Properties owns the land under Masteller but the City has an easement over it for a City street. A new street will be built by United Properties and the City will again have that easement.

McMurray said they have been working with James Oil to purchase their sight for 5-10 years now. They have given them a nice offer for their property, but James Oil has not agreed and United Properties isn't sure what the hold-up is. Mr. James states it is a safety issue, but McMurray said that James brings a fuel truck in once a month to fill up the tanks, and McAninch fills their trucks up from time to time there.

McMurray wanted to make it clear to the Commission that United Properties would love to own the site currently owned by James Oil, but their development is not contingent upon owning this sit, although it is necessary to get the road out

of there to complete the grading project. The road currently has over eight feet of fill on it that needs to be removed.

McMurray proposed that James Oil did their deliveries at night or during a less busy time of the day and that would resolve any safety issues that James Oil felt they would have. The City, with the blessing of United Properties, has been waiting for James Oil to make a decision on this agreement. United Properties has reached the point they just want to move on and cannot proceed until the City vacates this right-of-way easement and asks for the Commission to recommend this vacation of right-of-way easement of Masteller Road to the City Council.

After discussion the Commission agreed that there are rarely any trucks filling at the site and the safety issue could be avoided.

*Motion by Ross and seconded by Schulz to approve recommendation on the right-of-way easement of Masteller Road with the exception of the north section currently named Wakonda Drive. Approved 7-0.*

#### **Discussion regarding the start of the SubArea 1 Master Plan**

Parris informed Commission that the City is finalizing the steps to begin the SubArea 1 Master Plan project, working with a diverse consultant team that includes:

Chris Shires, with Confluence;  
Bob Olson, with Proximity; and  
Bishop Engineering

The City also has a diverse group of staff and interested parties to act as the Advisory Committee for the project which includes:

Marketa Oliver, City Manager  
Tim Hoskins, Public Works Director;  
Wade Wagoner, Planning & Economic Development Director;  
Luke Parris, City Planner;  
Stephanie Riva, City Council;  
Hollie Askey, Warren County Economic Development Corp.; and  
Zach Young, Des Moines Area MPO

This committee will have their first meeting 12/21/15.

The City and consultants are currently reaching out to community members, land owners, and other key stakeholders to be part of the Steering Committee for the project. The scope of the work proposed is divided into three phases as follows:

### Phase 1: Public and Stakeholder Input

- Project Kick-Off Meeting with Steering Committee
- Joint City Council and Planning and Zoning Commission Review and Visioning Workshop
- Key Stakeholder Interviews
- Public Workshop
- Public Input Review Meeting with Steering Committee

### Phase 2: Draft Plan

- Consultant prepares draft Master Plan including:
  1. Land Uses
  2. Building Form
  3. Transportation
  4. Utilities
  5. Implementation
- Draft submitted to staff for review, comment, and further revision
- Draft Plan Presentation and meeting with Steering Committee
- Joint City Council and Planning and Zoning Commission Draft Review Workshop

### Phase 3: Final Draft Plan

- Consultant prepares final draft Master Plan
- Planning and Zoning Commission Public Hearing
- City Council Public Hearing

Parris noted that Phase 1 will take longer than Phase 2 and 3.

Riva asked Parris to include Park and Rec, Fire and Police in this process because their input on the Comp Plan will be important.

Scott McMurray, 4521 Fleur Drive, United Properties, asked the Commission to also include stakeholders, especially those that are currently developing some of the area and have a PUD already in place. Including them would help the planning that is done to match up with the developers' plans and any existing PUD's.

### **Informational presentation regarding best practices for parking management and design**

Parris informed Commission that a key aspect of community planning, zoning administration, and site plan review is balancing the needs of the public with the needs of a private developer. The city uses our Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance to balance these various needs. The way in which the City develops our plans and codes has a direct impact on how the community develops. Therefore, we should be continually evaluating our plans and codes to ensure they are helping us achieve the goals of the community.

The Des Moines Area Metropolitan Planning Organization (MPO) has recently started developing various "Best Practices" report that look across the state and country towards best practices in a variety of planning topics. The most recent report is related to parking design and management. A copy of the report was handed out.

Parking standards have an interesting history through the development of modern planning and zoning. The first zoning ordinances were concerned strictly with regulations of use types and did not often include parking requirements (partly because of the era in which they were developed, IE pre WW2). Parking did not become a bigger concern until the post WW2 development era. At that time, and still today, it was treated more as an engineering problem than a city planning problem. Therefore, most of the guidance developed today has taken a strict engineering approach to ensure that every vehicle has a place to park, while ignoring the potential unintended consequences of parking, such as large swaths of concrete that dominate the landscape are often times left vacant for large portions of the year. Because of the lack of historic connection with planning, and the strict engineering solution of the past, there are a wide variety of solutions to parking standards throughout the country. The MPO report provides a review of best practices in parking management that attempt to ensure that the right volume of parking is provided.

Parris explained that in order to have a more walkable community there is a thought process that we don't provide as much parking so that people have to walk more to get to their destinations. There are also tax benefits from land that has buildings on it instead of parking lots. The developers would save money by using some of the practices in the report. Parris used Valley Junction as an example of how parking is provided in the back area for the area shopping, but each store is not required to provide individual parking spaces like we currently require. Parris would just like Commissioners to review this report and to consider some of the ideas they suggest for some of our future planning.

### **Discuss upcoming election of Commission Chair and Vice-Chair**

Parris noted that Riva is the current chair of Planning and Zoning and was recently elected to the City Council, which she will begin that position on January 1, 2016. This will leave the chair position for Planning and Zoning vacant. Schulz has also announced his position as Vice-Chair will also be vacant, as his new employment will cause him to travel on meeting days. At the next meeting, the Commission will hold an election for a new Chair, Vice-Chair and Secretary. Shelley Stravers is currently serving as the Secretary, designated by the Commission. Anyone interested in being considered for any of these seats, please let staff know prior to the next meeting scheduled for January 11, 2016.

### **Staff Development Update**

Wagoner gave the update to the Commission. Wagoner presented the November department report. He also informed Commission that there is a

meeting scheduled for 12-15-15 to talk about economic development tools with the Economic Development Subcommittee.

### **Future Business Items**

Staff reported that the North Shore PUD went to City Council on December 3, 2015 and the first reading was approved.

Ross asked for an update on the welcome sign progress. Wagoner explained that they have gone over all the hurdles and it has been budgeted for. It is at City Council level at this time. Since this is the gateway to our city, staff felt it important to start moving it through City Council. Wagoner received an email from Jonathon that he will forward to the Commission. February is the timeframe we are projecting. Huse suggested including the parks and have a true gateway into the City that extends across the road with a park like appearance.

Parris noted that an item that was not on the future business items, but has come up is the an area included in the Orchard View area. This area is currently zoned R3 and we have received a submittal for 88 townhome units in this area. A meeting was held today with police, fire, and public works to review the submittal. Commission asked if the park was ever figured out by the detention pond in that area? Parris said it was identified as parkland but because it is a detention area, City Attorney Dougherty raised some questions about the City accepting this as park land. We have asked Dougherty for comments on this, and we will hold off on the deed until we have his comments on this.

Ross asked if we could work on planning future park areas and put that into the Future Land Use Plan. That way parks can be identified in undeveloped areas now and can be put together with developers plans when they present developments. Commission would like park staff to attend the planned joint meeting to discuss the Comp Plan.

Next meeting is scheduled for January 11, 2016.

### **Adjournment – 15-99**

*Motion by Fraser and seconded by Schulz to adjourn the meeting at 6:44 P.M.  
Approved 7-0.*

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Stephanie Riva, Chairperson

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Luke Parris, City Planner

**CITY OF NORWALK  
REPORT TO THE NORWALK PLANNING COMMISSION**

**ITEM:** Discussion of boundary for the Founder's Single Family District

**MEETING DATE:** January 25, 2016

**STAFF CONTACT:** Luke Parris, AICP  
City Planner

**GENERAL DESCRIPTION:** In the recently approved Zoning Ordinance Update, the City created a new zoning district titled the Founder's Single Family Residential District (R-F). The purpose of this district was to create relaxed standards for older areas of the community that had difficulty conforming to the standards of the traditional Single Family Residential District (R-1).

While the District was created in the when the updates were adopted by City Council, there has been no property in the City officially zoned as R-F. Before the City can begin the rezoning process, the boundary for the new district needs to be determined. In general, the Commission has discussed the part of town south of North Avenue and near Main Street as a potential candidate for rezoning to the new district.

The attached map shows the originally proposed R-F District in tan. Four other potential sections have been identified that should be discussed.

Section 1: This is the Old School Site that has recently been sold and platted for traditional R-1 lots. Because this has been platted under the new code, all of the lots and homes would conform to the traditional R-1 zoning. Rezoning this area to the R-F may not be necessary.

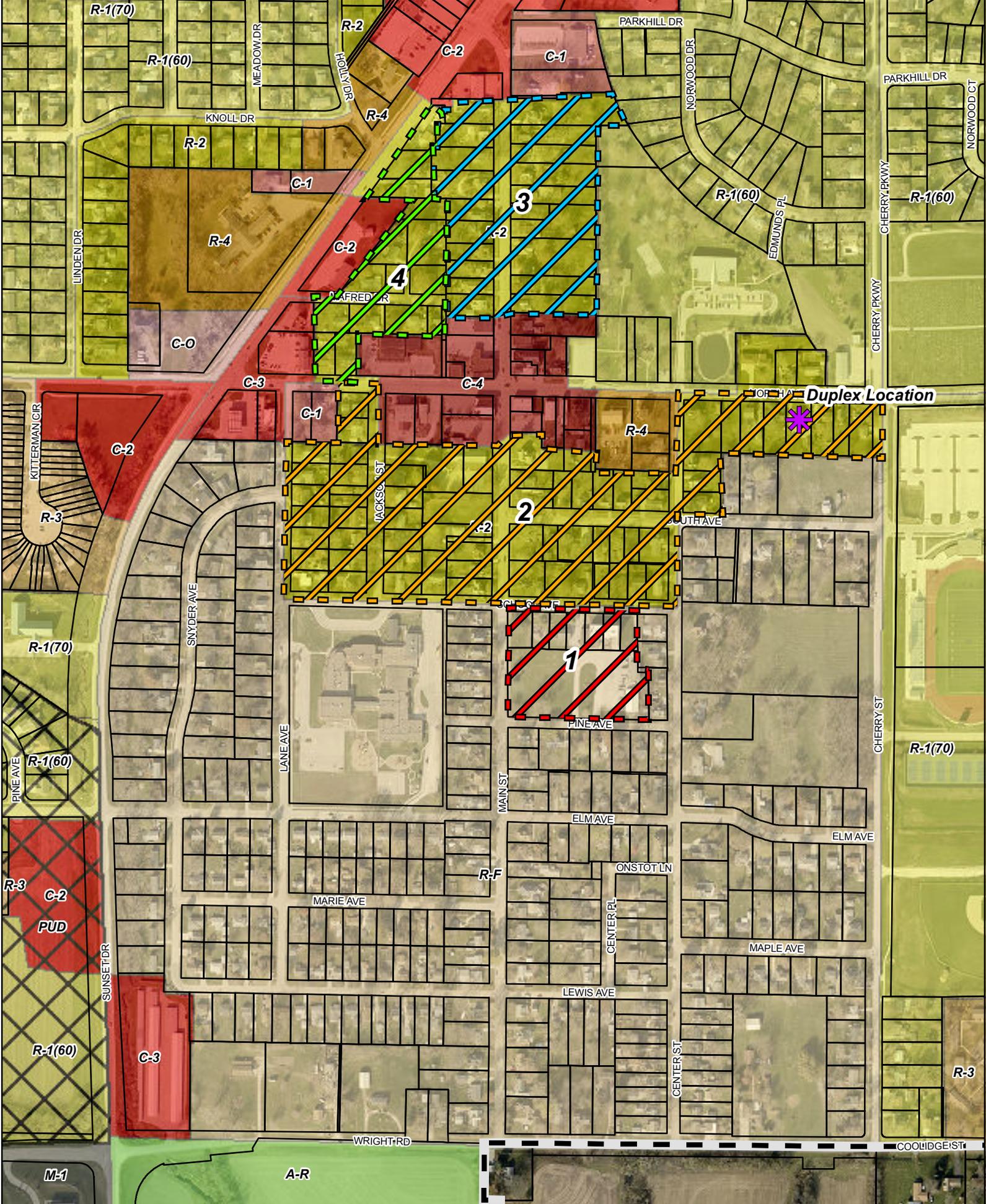
Section 2: This is south of North Avenue and currently zoned R-2. There is one duplex located in this section and is identified on the map. No other property contains a duplex. This is a good candidate for rezoning to R-F with the possible exception of leaving lots that front onto North Avenue as R-2.

Section 3: This area is the older homes along Main Street. The section is zoned R-2, though there are no duplexes or two family homes on any of the lots. These lots tend to be a little bit bigger than the lots that are south of North Avenue.

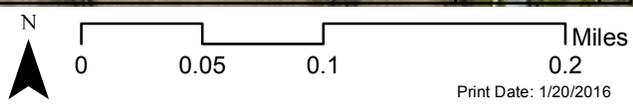
Section 4: This area is the older homes along North Avenue, Mafred Drive, and Sunset Drive. The section is zoned R-2, though there are no duplexes or two family homes on any of the lots. These lots tend to be a bigger than the lots that are south of North Avenue. Any lots fronting North Avenue or Sunset Drive would not be ideal candidates for rezoning to R-F.

Staff opinion is that the following areas should be rezoned as R-F:

- The tan areas south of North Avenue, with the exception that Section 1 remains R-1(60);
- All lots in Section 2 that do not front onto North Avenue; and,
- All lots in Section 3.



# Founders Single Family



Print Date: 1/20/2016

<b>CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</b>
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**ITEM:** Update on the SubArea 1 Master Plan Process

**MEETING DATE:** January 25, 2016

**STAFF CONTACT:** Luke Parris, AICP  
City Planner

**GENERAL DESCRIPTION:** The City has begun working on the Subarea 1 Master Plan with the following Consultant Team.:

Chris Shires, with Confluence;  
Bob Olson, with Proximity; and,  
Bishop Engineering.

The Consultant Team has started discussions with various stakeholders related to the concepts presented in the City's Comprehensive Plan for the Subarea 1. So far, discussions have centered on interest in the development of denser commercial and residential uses within Subarea 1. These discussions have been favorable and confirm that the concepts identified in the Comprehensive Plan are realistic.

The scope of the work proposed is divided into three phases, as follows:

Phase 1: Public and Stakeholder Input

- Project Kick-Off Meeting with Steering Committee
- Joint City Council and Planning and Zoning Commission Review and Visioning Workshop
- Key Stakeholder Interviews
- Public Workshop
- Public Input Review Meeting with Steering Committee

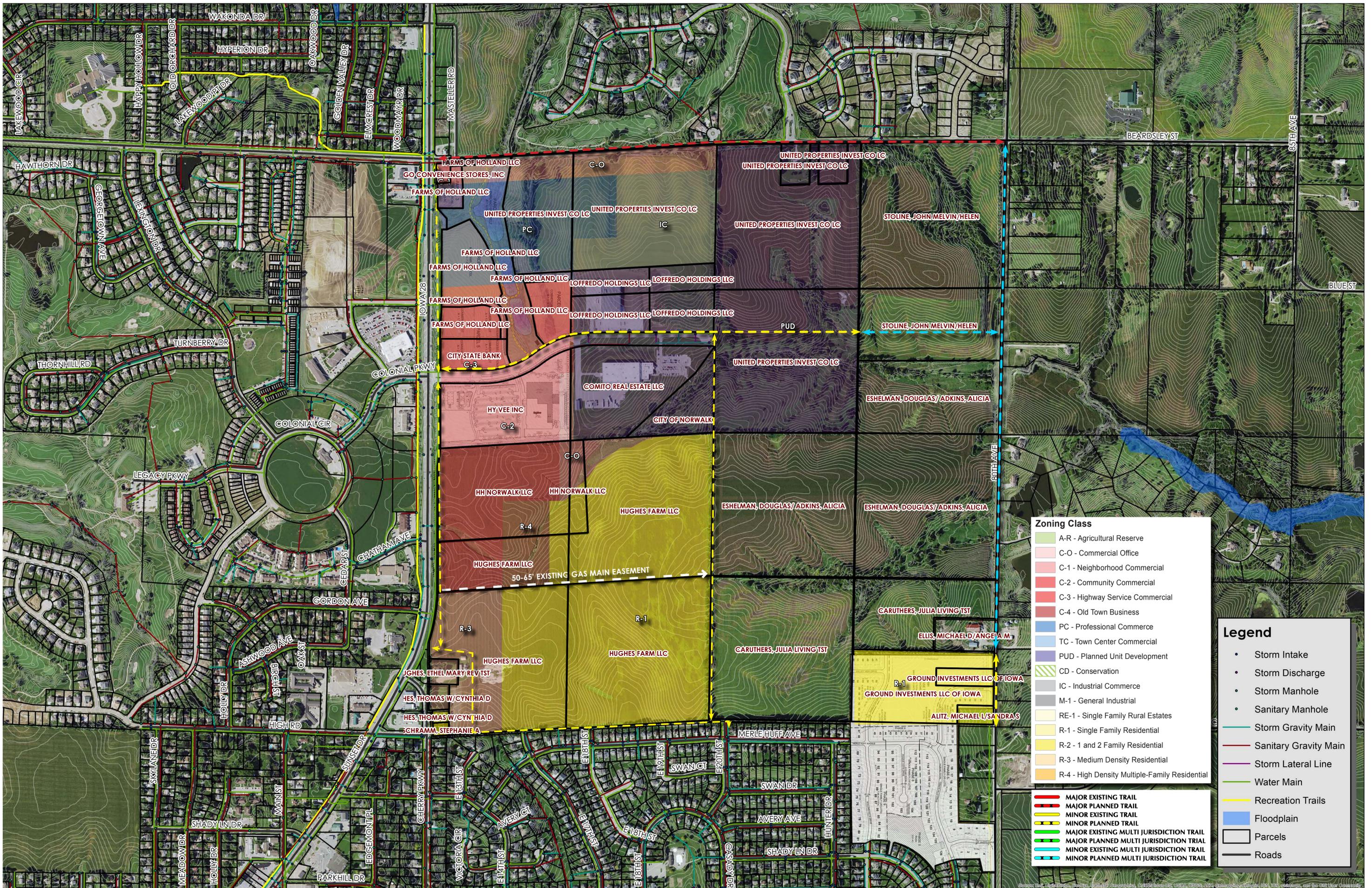
Phase 2: Draft Plan

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- Draft submitted to staff for review, comment, and further revision

- Draft Plan Presentation and Meeting with Steering Committee
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Phase 3: Final Draft Plan

- Consultant prepares final draft Master Plan
- Planning and Zoning Commission Public Hearing
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**Zoning Class**

<span style="color: green;">■</span>	A-R - Agricultural Reserve
<span style="color: pink;">■</span>	C-O - Commercial Office
<span style="color: lightcoral;">■</span>	C-1 - Neighborhood Commercial
<span style="color: red;">■</span>	C-2 - Community Commercial
<span style="color: darkred;">■</span>	C-3 - Highway Service Commercial
<span style="color: brown;">■</span>	C-4 - Old Town Business
<span style="color: blue;">■</span>	PC - Professional Commerce
<span style="color: lightblue;">■</span>	TC - Town Center Commercial
<span style="color: purple;">■</span>	PUD - Planned Unit Development
<span style="color: lightgreen;">■</span>	CD - Conservation
<span style="color: grey;">■</span>	IC - Industrial Commerce
<span style="color: lightgrey;">■</span>	M-1 - General Industrial
<span style="color: yellow;">■</span>	RE-1 - Single Family Rural Estates
<span style="color: lightyellow;">■</span>	R-1 - Single Family Residential
<span style="color: orangeyellow;">■</span>	R-2 - 1 and 2 Family Residential
<span style="color: orange;">■</span>	R-3 - Medium Density Residential
<span style="color: yelloworange;">■</span>	R-4 - High Density Multiple-Family Residential

**Legend**

<span style="color: red;">●</span>	Storm Intake
<span style="color: red;">●</span>	Storm Discharge
<span style="color: red;">●</span>	Storm Manhole
<span style="color: red;">●</span>	Sanitary Manhole
<span style="color: blue;">—</span>	Storm Gravity Main
<span style="color: red;">—</span>	Sanitary Gravity Main
<span style="color: purple;">—</span>	Storm Lateral Line
<span style="color: green;">—</span>	Water Main
<span style="color: yellow;">—</span>	Recreation Trails
<span style="color: lightblue;">■</span>	Floodplain
<span style="border: 1px solid black;">□</span>	Parcels
<span style="border: 1px solid black;">—</span>	Roads

**CITY OF NORWALK**  
**REPORT TO THE NORWALK PLANNING COMMISSION**

**ITEM:** Joint City Council and Planning & Zoning Commission  
Workshop on Subarea 1 and Future Land Use Plan Update

**MEETING DATE:** January 25, 2016

**STAFF CONTACT:** Luke Parris, AICP  
City Planner

**GENERAL DESCRIPTION:** As part of the Subarea 1 Master Plan and the update to the Future Land Use section of the Comprehensive Plan, the City staff and the consultants are working to set up a joint workshop with the City Council and the Planning and Zoning Commission on February 11, 2016.

The Subarea 1 Master Plan portion of the workshop will focus on setting a vision for the Master Plan. The portion focused on the Future Land Use section will focus on review of the current section and identifying potential areas of focus for the update.

The Future Land Use section can be found on page 5.1 (page 62 in the PDF) of the Comprehensive Plan, located online at: [http://www.norwalk.iowa.gov/Portals/0/Development%20Services/PlanningZoning/2013\\_CompPlan.pdf](http://www.norwalk.iowa.gov/Portals/0/Development%20Services/PlanningZoning/2013_CompPlan.pdf)

<b>CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</b>
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**ITEM:** The Job of the Planning Commissioner by Albert Solnit

**MEETING DATE:** January 25, 2016

**STAFF CONTACT:** Luke Parris, AICP  
City Planner

**GENERAL DESCRIPTION:** In an effort to provide continuing support and education to our Planning and Zoning Commissioners, the City has purchased copies of "The Job of the Planning Commissioner" by Albert Solnit for each Commissioner. This book is a great tool that provides information on a variety of topics and duties that the Commission routinely handles.

**CITY OF NORWALK  
REPORT TO THE NORWALK PLANNING COMMISSION**

**ITEM:** Discuss upcoming election of Commission Chair and Vice-Chair

**MEETING DATE:** January 25, 2016

**STAFF CONTACT:** Luke Parris, AICP  
City Planner

**GENERAL DESCRIPTION:** Stephanie Riva, the past Chair of the Planning and Zoning Commission, was recently elected to the City Council. Chair Riva took her position on the City Council in January 2016. This has left the Commission without a Chair going forward. Additionally, the Vice-Chair of the Planning and Zoning Commission has also notified staff that he is unable to serve going forward.

Staff has advertised the two vacant Commission spots on the City website and has received eight applications. The Mayor is currently reviewing the applications and will make appointments at an upcoming City Council meeting.

The Commission will need hold a vote to elect a new Chair, Vice-Chair, and Secretary. Staff recommends that the Commission wait until the new members are appointed before the vote is held.