



AGENDA
PLANNING AND ZONING MEETING
Norwalk City Hall, 705 North Ave
Monday, December 14, 2015
5:45 P.M.

1. Call meeting to order at 5:45 P.M.
2. Approval of Agenda
3. Approval of Minutes – November 23, 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. Consideration and recommendation on the proposed vacation of the right-of-way easement of Masteller Road
 - b. Discussion regarding the start of the SubArea 1 Master Plan
 - c. Informational presentation regarding best practices for parking management and design
 - d. Discuss upcoming election of Commission Chair and Vice-Chair
7. Staff Development Update
8. Future Business Items
 - a. SubArea 1 Master Plan RFP
 - b. Legacy Plat 19 Construction Documents
 - c. Estates on the Ridge Plat 2 Construction Documents
 - d. Old School Plat 2 Final Plat
 - e. Orchard View Plat 3 Construction Documents
 - f. North Shore Planned Unit Development
 - g. Edencrest at Legacy Site Plan
 - h. Comprehensive Plan Amendment for Trail Map
 - i. Welcome Sign Progress
9. Next Meeting Date: January 11, 2015
10. Adjournment

REGULAR NORWALK PLANNING AND ZONING MEETING 11-23-15

Call to order

The Regular Meeting of the Norwalk Planning and Zoning Commission was held at the Norwalk City Hall, 705 North Avenue, Monday, November 23, 2015. The meeting was called to order at 5:45 P.M. by Acting Chairperson Chad Ross. Those present at roll call were Robin Wagner, John Fraser, Judy McConnell, Jim Huse, and Chad Ross. Absent: Dan Schulz, Stephanie Riva.

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

Approval of Agenda – 15-91

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

Approval of Minutes – 15-92

Motion by Huse and seconded by McConnell to approve the minutes from the November 9, 2015 meeting. Approved as submitted 5-0.

Welcome of Guests

Acting Chairperson Ross welcomed guests present.

The business portion of the meeting was opened.

New Business

Continue Public Hearing and consideration of a rezoning request from Road Contractors, Inc. for the North Shore Planned Unit Development – 15-93

It was moved by Fraser seconded by McConnell to continue the public hearing. Approved 5-0. Ross declared the Public Hearing was opened at 5:49 P.M.

The bulk of Mr. Parris's staff report was presented at the November 9, 2015. Parris stated at that time staff had asked that the following be addressed:

1. The third paragraph of Section 3 states that all other owners within the PUD must get Road Contractors consent prior to seeking a PUD amendment from the City. Staff was concerned this may lead to procedural questions in the future should the issue ever arise. Would it be better to have this language left in the covenants for the property?
2. Parcel A was intended to be primarily commercial in nature, but the PUD does call out Mixed-Use as a potential type of development. Typically Mixed-Use developments are done within one structure (such as commercial on the bottom floor with office/residential above). Parcel A goes on to state that Mixed-Use could also mean a development that contained commercial in one part of the parcel with office/residential in another, those uses located in separate structures.

3. Parcel C is identified as R-4 and abuts to Iowa Highway 5 to the north. It is stated that buildings shall not exceed three stories, but that they can go up to four stories along Iowa Highway 5.
4. In Parcel E and F, the PUD states that any structure shall use the permitting process for a single family structure instead of the process for site plan review and approval.

Parris stated that the resubmission of the PUD addresses each and every one of his concerns above. He sees the overall PUD as well thought out and will bring a low-impact development to Norwalk that is unique to the metro area.

Staff recommends approval of the request to rezone the land to Planned Unit Development.

Ross opened the floor for public comment.

Parris read the following email from Stephanie Riva into the record:

Planning and Zoning Commissioners,

Section 9(5) on page 10 of 13 of the proposed North Shore PUD states that the private park space will serve to meet the park land dedication requirements of the City Subdivision Regulations. I am fine with the planned park space remaining private; it's the same to me as Lake Colchester serving as a private amenity for use solely by those who pay membership fees to use it. However, I strongly object to the proposal that the private park will satisfy all the City's park land dedication requirements for all parcels in the PUD.

Section 13, page 36 of the City's Subdivision regulations states that a private park will count as a credit of 25% of the total park land dedication, and I believe that requirement should be enforced.

The dedication of park land will not be considered until the residential land is platted, in which case, the individual developer of each residential parcel will be the entity required to meet the remaining 75% park land dedication provision. The developer could choose to include a public park in its development, do the dedication elsewhere in the City, or pay the equivalent fee.

I ran a very simplistic calculation of the cost for that park land dedication for a single family lot and a town home lot (details below for any who wish to see it). In that calculation, the park land dedication would cost the developer \$330 per single family house or \$225 per each town home. That is a very minimal amount that can easily be recouped through the lot or unit sales price.

Adequate parks, trails and recreational facilities greatly enhance the quality of life and serve to connect the community, and the City frequently hears how important those amenities are to Norwalk residents. It's unrealistic to believe the North Shore residents will only use the private North Shore park and not any other City parks, trails or recreation areas such as the pool and ball fields, yet the proposed PUD makes no provision for enabling the City park system to support its use by the residents of an additional 1,245 dwelling units (or 3,398 residents, using census data of 2.73 persons per household in Norwalk). Further, I believe it sets a bad precedent to waive the Subdivision Regulations for one PUD when it has been enforced for others.

Stephanie Riva

Stephanie L. Riva, CFA
515-822-1425

The math details:

Assume a \$25,000/acre land value regardless of whether the parcel borders Highway 5 or the lake. (Random guess. Assigns a generous 25% premium over a recent Holland land transaction due to the lake and the close Hwy 5 access.) Assume the maximum town home density and that every single family home will sit on a 1/3 acre lot:

Say each single family lot is 1/3 acre (188 acres total, 525 lots).

25.5 acre lot = 85 house

85 houses x 783 sf park land = 66,555 sf

66,555 sf / 43,560 sf = 1.53 acres

1.53 acres x \$25,000 acre value = \$38,197 park land value

\$38,197 x 75% = \$28,266 to be given to city for park land dedication

\$28,266 / 85 houses = \$330 per house additional cost

R3- 27.2 acres

10 du per acre x 27.2 = 272 units

272 units x 522 sf per unit = 141,984 sf

141,984 sf / 43,560 = 3.26 acres

3.26 acres x \$25,000 per acre = \$81,488 (assumes all land valued the same)
park land value

\$81,488 x 75% = \$61,116 to be given to city for park land dedication

\$61,116 / 272 units = \$225 per unit additional cost

Parris then presented a memo titled Parkland Dedication in existing developments. Parris explained that most of the development he has overseen in his tenure has been within PUD's.

PARKLAND DEDICATION IN EXISTING DEVELOPMENTS

Below are the ways each Planned Unit Development (PUD) in the City has addressed the City's parkland requirements. Some of the PUDs specifically identify park locations while others are more general in nature. It is worth noting that the majority of new developments in the City have occurred in one of these PUD areas. There have been four recent developments that have been outside of these PUDs, they are: Blooming Heights; Timber View; Silverado Ranch Estates Plat 2; and Old School. Each of those would require parkland per the Subdivision Ordinance and only the Old School plat has been final platted and a check provided as a fee in-lieu of the parkland dedication.

From Echo Valley Community PUD:

The landscape element of the Master Plan identifies proposed open spaces and recreational areas and any environmentally sensitive areas that should be protected and preserved as part of the uniqueness of the area. A street tree planting plan shall be prepared and implemented with a variety of trees as the PUD is developed. Open space is designed extensively into the development to provide the identification and the utilization of the golf course, drainage ways, and utility corridors as passive open space and recreation areas.

From Legacy PUD:

The landscape element of the Master Plan identifies proposed open spaces and recreational areas and any environmentally sensitive areas that should be protected and preserved as part of the uniqueness of the area. A street tree planting plan shall be prepared and implemented with a variety of trees as the PUD is developed. Open space is designed extensively into the development to provide the identification and the utilization of the golf course, drainage ways, and utility corridors as passive open space and recreation areas.

PARCEL 4. This parcel shall be reserved as open space and park use for the purpose the "Town Center Commons". This parcel shall be dedicated to the City of Norwalk for ownership and maintenance at the time of development and platting of adjoining streets and Parcels.

PARCEL 8. Parcel 8 shall be reserved for open space and neighborhood park purposes to be dedicated to the City of Norwalk for ownership and maintenance at the time of development of adjoining streets and Parcels.

From Orchard Hills PUD:

The landscape element of the Master Plan identifies proposed open spaces and recreational areas and any environmentally sensitive areas that should be protected and preserved as part of the uniqueness of the area. A street tree planting plan shall be prepared and implemented with a variety of trees as the PUD is developed. Open space is designed into the development to provide passive open space and recreation areas.

PARCEL X. This park parcel shall be dedicated to the city via a warranty deed at the time that surrounding plats are approved. The developer shall dedicate the property in a usable condition with proper grading and drainage as approved by the City and the Developer.

Orchard View PUD:

A landscape element shall be developed in coordination with the Master Plan identifying proposed open spaces and any environmentally sensitive areas that should be protected and preserved as part of the uniqueness of the area. A street tree planting plan shall also be prepared and implemented with a variety of trees as the PUD is developed. Open spaces shall be designed into the development to provide the identification and the utilization of drainage ways and utility corridors as open spaces and pedestrian access corridors.

Park Land dedication requirements pertaining to the PUD shall be satisfied by the transfer of Parcel 1 to the City of Norwalk.

PARCEL 1. This Park Parcel shall be dedicated to the City via a warranty deed in accordance with the Transfer Agreement at the time that the PUD is approved, and shall satisfy all Parkland Dedication or Contribution requirements. The developer shall dedicate the property to the City in its existing condition.

From Rolling Greens PUD:

PARK DEDICATION In-lieu of park land dedication, a cash payment will be made to the City of Norwalk by the developer pursuant to the provisions of the Ordinance No. 93 -02.

From Southern Crossing PUD:

PARK LAND DEDICATION. Park land dedications shall be done in accordance with the Subdivision Ordinance and locations of said parks shall be identified at the time of platting.

From Dobson PUD:

Proposed landscape and open space elements shall be provided as separate documents to become part of this Master Plan or submitted at time of the site plan for each parcel.

Parris also explained developments outside of PUD's. Parris explained that only Old School has made it to final plat. Old School provided a fee in lieu of parkland. Fee in lieu is based on the fair market value of the land. We used \$20,000/acre for Old School but other parts of town may be higher or lower. Parris explained that single family has the highest requirement, but multifamily has a requirement too. It's outlined in the subdivision ordinance.

Luke explained the nuances behind if a PUD can waive the 75% requirement of public open space. Wagoner feels that the City has broad discretion to address this. Section 17.10.170.5 #4 allows for the City, when reviewing a PUD, make changes to the "Provision and use of open space and landscaping." It's not a question of can we; it's a question of should we?

Wagoner also indicated that Jim Dougherty did not share his opinion. Dougherty feels that the City has a responsibility to provide parkland that cannot normally be waived through a PUD, but it can be transferred, in this case because there is another taxing entity (the Lakewood Benefitted Recreational Lake District), the City could, thru the PUD, waive the 75% public park requirement. What is unique

about this PUD is the other taxing entity. So it is not an issue of can the City waive. The issue is should the City waive and that is a policy decision.

Tom Greteman, 5237 Clearwater Dr., talked about parkland and how as a Lakewood citizen he saw it differently. He pays taxes to support all parks, but nobody else pays to support his parks. Greteman also said that Echo Valley has been allowed to count their golf course to satisfy parkland. But there's a huge difference between parks and golf courses because even those that live in echo valley have to pay to play golf, but a new resident of North Shore would be able to use the park. Greteman also said the Lakewood Village Association and Rec District are financially better able to build park amenities than the City. Greteman indicated that he is a part of the North Shore planning committee and they would prefer that this is private.

Steve Gillotti of Road Contractors pointed out that there is almost 50 additional acres green space along the shoreline, bringing his total green space to 70 acres when you add that to the 20 acre park space. Gillotti indicated that there is a mix of trails, both private and public. Gillotti said that paying for the park twice is not an option he will pass on to potential buyers. The Park needs to count for 100% or he intends to dedicate it to the City.

John Fraser asked about boat docks. Gillotti said the issuance of docks will be up to the Rec District because they will be the ones controlling the shoreline.

Greteman spoke again. He said you can't imagine how much maintenance is required on a shoreline. He personally has spent \$21,000 on his 80' of shoreline. The City wants no part of the expense of the shoreline and that should remain private.

Lloyd Carlson, 8832 Woodmayr, Circle, said he has been involved with the Lakewood Village Association and he believes the association is financially healthy and is the best entity to maintain the park. They currently maintain five private parks and do a great job. He advocated for keeping the park private. He echoed Greteman's comments about the amount of work that goes into keeping the lake tidy.

Duane Sands, 8998 Golden Valley Drive, said he participates in the Lake District. He loves the plan Mr. Gillotti has put forth and all the hard work that went into it and how they listened to the existing residents. He supports it as presented with the park being private.

It was moved by Wagner, seconded by Fraser to close public hearing. Motion carried unanimously.

Ross, question about tax abatement. Parris and Wagoner, explained both commercial and residential schedules as follows:

- For Improvements to Existing Residential Structures: Improvements to existing residential structures are eligible to receive a 100% exemption from taxation on the first \$75,000.00 of actual value added by the improvements. The exemption is for a period of 5 years.
- For New Residential Construction: New residential construction is eligible to receive a 100% exemption from taxation on 30% of the increase in assessed value up to a maximum of \$75,000.00. The exemption is for a period of 5 years.
- For New and Existing Commercial and Industrial Improvements: All qualified real estate assessed as commercial or industrial is eligible to receive an exemption from taxation on the actual value added by the improvements. The exemption is for a period of 5 years. The amount of the exemption is equal to a percent of the actual value added by the improvements, determined as follows:

For the first year – 75%
For the second year – 60%
For the third year – 45%
For the fourth year – 30%
For the fifth year – 15%

Concerns were raised as to how this would affect the Rec Districts ability to create a park.

Greteman explained that it's only the first \$75,000. When a \$300,000+ home is built out there, there will be ample revenue generated by new housing to pay for the park. He reiterated that the Rec District is the best entity to create and to take care of the park.

Parris explained that the Commission has the option to forward to council as presented, or to make changes, or forward with conditions/changes.

Parris reiterated the unique situation with the private park is that there is an established rec district that the city can transfer its obligations to. That is different from anywhere else in the city.

It was moved by Huse, seconded by McConnell to recommend to forward to Council as presented, motion carried unanimously.

Discussion and recommendation regarding Home Occupation section of the Zoning Ordinance in relation to in-home daycares – 15-94

Parris gave the staff report indicating that council wants to allow C2 without the special permit requirement. Council had concerns about that being an arbitrary process. The Council doesn't want to debate that further, just wants

recommendation as to possible additional conditions for those C2 providers to mitigate their impact.

The conditions staff thought of include 6' fence, hours of operation 6 to 7, register with city, and follow zoning and building requirements. Parris said staff kept their list to things that were easily enforceable.

Huse asked how will complaints be handled? Parris said on a case by case basis. Look at this list, and also other parts of the home occupation code, and perhaps the nuisance ordinance.

Cindy Gavin, 927 18th Street asked how new providers that move in to the area going to know about this? Parris didn't think there would be a fee associated with registration. We'll try to get it up on our web page, but we could use all the word of mouth help we can get.

Jill Larson, 1027 Norwood Ct, indicated that she's in a good position to help spread the word and let the new providers know about the requirements. Jill indicated she did a lot of training, such as CPR classes, and that she will help get people registered.

It was moved by Wagner, seconded by Huse to forward to council as presented. Carried unanimously

Wagoner presented staff update. Highlighting the award the City received in New Orleans and gave a report on the items from the Thursday morning Council meeting which was moved because of the State Championship football game. Those items included the West Grove preliminary plat and the future of private streets in the City. Masteller's potential closing and vacating, Rolling Hills Plat 5, the hiring of Confluence for the Comp Plan and Sub Area 1, and the hiring of DCI as a construction manager to help implement Elizabeth Holland Park and development.

Ross asked about Stephanie's Departure. Luke said Dan is vice chair currently, and that Stephanie would be joining the council in January. The commission can elect officers at that time.

Ross asked for update on Welcome sign. Wagoner indicated he would forward out Welcome sign update from Jonathan Martin of RDG.

Next meeting date is December 14.

Adjournment – 15-95

Motion by Fraser and seconded by Wagner to adjourn the meeting at 6:47 P.M.
Approved 6-0.

Chad Ross, Acting Chairperson

Luke Parris, City Planner

<p style="text-align: center;">CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</p>
--

ITEM: Consideration and recommendation on the proposed vacation of the right-of-way easement of Masteller Road

MEETING DATE: December 14, 2015

STAFF CONTACT: Wade Wagoner, AICP
Planning and Economic Development Director
Luke Parris, AICP
City Planner

GENERAL DESCRIPTION: Chapter 138 of the City of 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 points described above.

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, United Properties is 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, show in red on the map. (The City intends to keep the northern east/west portion, shown in green, 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.



ATTACHMENTS:

Comments and exhibits submitted by United Properties

To: Mayor, Council Members, Planning Commission
From: United Properties Investment Company, LC
Re: Vacation of the Masteller Road Easement

A public hearing was held to consider vacating the Masteller Road Easement on December 3, 2015. The Council approved sending the issue to Planning and Zoning for their recommendation. The P&Z hearing will occur December 14, 2015, and the item will be before the Council for action December 17, 2015.

United submitted a pre-development plan to city staff for The Market Place at Echo Valley. Staff and P&Z reviewed and issued a grading permit. Staff and Council approved the removal of the concrete in the easement area. United agreed to leave a portion of the concrete extending from Beardsley to the north property line of James Oil site until the Council took action to vacate the easement.

United has worked for several years to acquire the James Oil site. The city has recently gotten involved and we believe that James Oil is receptive to selling the parcel and removing the fuel storage tanks. We continue to work through the process. Throughout this time period, United has made it clear to the City and to James Oil that we would move forward with the development of our approximately 25 acre parcel with or without the James Oil site. We are committed to doing so as evidenced by the grading project currently underway.

As an agreement has not been reached to date, we submitted our plan and received a grading permit not inclusive of the James Oil site. Our plan did, however, include a new street to be constructed that will be deeded to the city upon completion. Staff, city consulting engineer, P&Z, and Council have all approved the plan subject to typical city development guidelines and processes.

The portion of Masteller remaining needs to be removed to continue the grading and development of The Market Place. The easement needs to be vacated so the grading and development can continue. The current roadway easement will be replaced by fee ownership of the new road and right-of-way.

James oil has the same access off of Beardsley that has been there since before the construction of Masteller and the same access as the convenience store on the south side of Beardsley. The remaining portion of Masteller will be removed either through our development process or when the widening of Beardsley takes place. It will be beneficial to the city to have the work completed by United as part of the development of The Market Place. It will be very difficult to complete the project after United has established grades for the balance of the parcel and the new road.

The traffic to the James Oil site is very limited and significantly less than that of the C-store to the south which also has fuel and delivery trucks. The vacation of the easement to allow the grading to move forward creates a temporary inconvenience to James Oil while it creates a complete stoppage of our grading project. The inconvenience to James Oil will be resolved through our acquisition of their site or through the construction of the new road should James Oil remain.

We respectfully request the P&Z Commission to recommend vacation of the Masteller Road Easement and the City Council to approve the vacation of the easement. We will work with the city to preserve that portion necessary for the intersection with Highway 28 on the north end of the site as the new road to be construction will maintain this connection to Highway 28. The remaining portion on this connection will be dedicated to the city in fee title along with the balance of the new road.

Thank you. We look forward to the continuation of this project.

For reference, the attached exhibits show the access on Beardsley to be the same as that of the C-Store directly south, the parcel owned by United that includes the land under the Masteller Easement, and the parcel owned by James Oil as depicted on Google Maps and the Warren County Assessor's site.



Imagery ©2015 Google, Map data ©2015 Google 20 ft



WOODMAYR DR

DRWAKONDA DR

WAKONDA DR

MASTELLER RD

BEARDSLEY ST

BEARDSLEY ST

BLUESTEM RD

BLUESTEM RD

PRAIRIE SAGE DR

06

07

64024060641

63400060460

63232010225

63232010240

63232010300

63232010320

63232010190

63232010180

63232010170

63232010140

63400060724

64024070443

64177022000

64177026000

63190000100

632

6

63148000620

63148000610

63400060662

64024060662

MASTELLER RD

06

63400060667

BLEY ST

BEARDSLEY ST

BEARDSLEY ST

12

0010

63400070444

64177026000

07

<p style="text-align: center;">CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</p>
--

ITEM: Discussion regarding the start of the SubArea 1 Master Plan

MEETING DATE: December 14, 2015

STAFF CONTACT: Luke Parris, AICP
City Planner

GENERAL DESCRIPTION: 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 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.

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

<p style="text-align: center;">CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</p>
--

ITEM: Informational presentation regarding best practices for parking management and design

MEETING DATE: December 14, 2015

STAFF CONTACT: Luke Parris, AICP
City Planner

GENERAL DESCRIPTION: 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 to goals of the community.

The Des Moines Area Metropolitan Planning Organization has recently started developing various “Best Practices” reports 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. Attached is a copy of the report that will be discussed at the meeting.

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 solutions 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.

BEST PRACTICES: PARKING MANAGEMENT & DESIGN

December 2015

Planning for Parking

The provision of parking is an essential part of planning and site design. However, parking is often associated with negative impacts that are environmental, aesthetic, and financial in nature. These adverse impacts can be largely mitigated through increased attention to management and design. This document serves as a guide to best practices that communities can implement to ensure an adequate parking supply while creating an aesthetically pleasing public realm that is both financially and environmentally sustainable.

Parking Management

In most communities, perceived parking supply issues are actually a result of poor parking management. These perceived parking supply problems can often be addressed through parking management strategies. These strategies include:

Shared Parking

Shared parking means that two or more land uses share one parking supply. Shared parking reduces the number of parking spaces built and is particularly successful when the lot is shared by developments that need parking at different times of day, such as an office and a movie theater. Shared parking encourages a “park once” mentality and increases walking, rather than driving, between destinations. In Greater Des Moines, where every development has its own parking lot, shared parking for different land uses has major potential to accommodate growth without requiring a significant number of new parking lots. In mixed-use nodes, shared parking ratios can be set to make sure that parking does not dominate the land use of the area.

In mixed-use situations, parking requirements can be reduced using a shared parking factor. For example, in a situation where a development includes residential and office use, the residential portion may require 15 spaces while the office may require 25 spaces. Taken individually the site would need to provide 40 spaces. However, dividing that number by using the shared parking factor reduces the number of required spaces to 29 spaces.

Requiring large amounts of parking for each building can lead to urban and suburban communities being dominated by surface parking lots such as in Rochester, NY (Right).

Shared Parking Factor				
Function	with			Function
RESIDENTIAL				RESIDENTIAL
LODGING				LODGING
OFFICE				OFFICE
RETAIL				RETAIL
		1	1.1	
	1.1	1	1.1	
	1.4	1	1.4	
12	1.7	1	1.7	12
13	1.2	1	1.2	13
12	1	1	1	12
1				1



Eliminate Parking Minimum Requirements

An oversupply of parking results in part from minimum parking requirements. Studies of suburban business parks have found that, while the zoning codes often demand 3-4 parking spaces per 1,000 square feet of development or one space per employee, the actual average parking utilization rate is 2.2 spaces per 1,000 square feet. This equates to a 26 percent oversupply. Removing minimums would not ban new parking from being built; it would simply allow market forces to determine the necessary amount of parking, while saving businesses and developers money.

Parking Maximums

Parking maximums place an upper limit on the number of parking spaces supplied, either on an individual site or as a parking cap on an area-wide basis. Parking maximums should replace minimum parking requirements whenever possible.

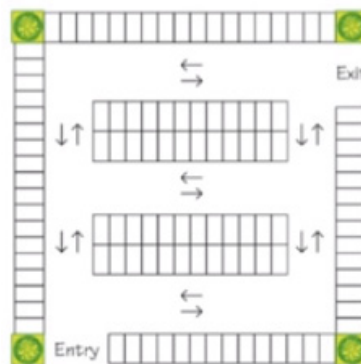


Increasing Capacity at Existing Locations

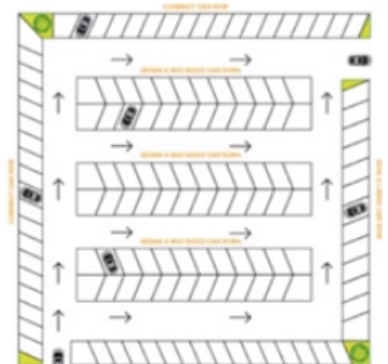
Maximizing the capacity at existing parking locations provides a way to increase parking without using more land. This can be achieved in a number of ways including:

- Underutilized space at corners and edges can be used for smaller car spaces;
- Parallel parking can be replaced with angled on-street parking where there is adequate space on the street;
- Change curb lanes to parking lanes where there is an excess of capacity; and,
- Reduce the size of existing parking spaces.

112 spaces for Cars



138 spaces that are variably sized for different Car types



23% increase in the same land area

In places that already have parking, capacity can be increased through more efficient layouts and design. This represents a much less expensive option without sacrificing more land to parking needs (Above).

Parking Pricing

Pricing parking is a way for motorists to pay for parking facilities directly. Parking rates should be based on performance-based pricing, which optimizes the amount of parking available at any time to around 15 percent of total parking spaces. Communities that wish to use performance-based pricing should invest in electronic payment systems that charge only for the amount of time a car is parked, accommodate various payment methods, and automatically vary rates based on time of day and day of week. These systems track use and turnover which can improve parking planning and administration.

Unbundle Parking

It is a common practice to include parking in the price to rent a building or apartment space. Unbundling parking means that parking is rented or sold separately from the building or housing unit. This allows occupants to pay only for parking they are going to use. Parking can be unbundled in a number of ways. Facility managers and developers can unbundle parking when renting or selling building space. Facility managers could also offer a discount to renters that use fewer space than what is included in the rental price. Unbundling parking allows building occupants to better understand parking cost and determine how they can reduce their need for parking.

Parking Tax Reform

Parking tax reforms include commercial parking taxes and per-space parking levies. Commercial parking taxes are taxes placed on parking rental transactions. Per-space parking levies are special property taxes placed on parking facilities. Placing a tax on parking helps recapture property tax revenue that is lost due to the low assessed value of parking lots, while creating an incentive to practice more efficient parking management. This strategy would require some amendments to Iowa Code to allow communities to impose a levy on parking spaces.

Residential Parking Design

There are a variety of ways to address parking needs in residential areas while maintaining a quality pedestrian environment. These can include:

Alleys/Lanes

Whenever possible, residential developments should have alleys or lanes that accommodate rear loaded parking. Alleys/lanes provide the following benefits:

- Reduces the number of curb cuts on the streets by eliminating the need for front loaded driveways. This improves the pedestrian experience along the street and allows for more on-street parking;
- Allows utilities and trash collection to be located in the rear of the lot improving street aesthetics and increasing property values;
- Allows for more consistent street tree planting in parkway creating an urban tree canopy that increases property values, reduces stormwater runoff, reduced energy bills, and prolongs pavement life;
- Allows for narrower lot widths which can be more profitable for developers while increasing the tax base for local government; and,
- Allows communities to accommodate accessory dwelling units that support aging in place and affordable housing provision.



Alleys or lanes are narrower streets that run behind buildings, providing a loading and parking area separate from the street (Above).




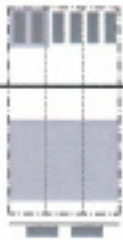
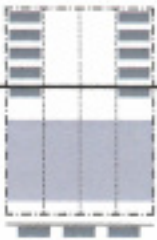
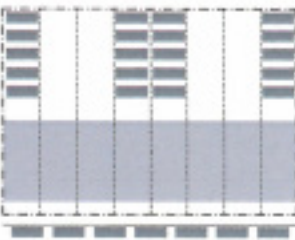
Alleys/lanes do create some challenges for municipalities. The main challenge is the additional maintenance costs associated with the lane/alley when it is under public ownership. Each municipality has to weight the cost and benefits when determining if this is a design solution for their community.

On-Street Parking

Residential streets should be designed with on-street parking in mind. Depending on the width of the street, parking can be located on one or both sides of the street. On-street parking should count toward parking requirements.

Platting and Parking

When platting or re-platting land in an area that is intended to be compact and walkable, lot widths should be set at increments of six feet (referred to as a rod). This will generate lot sizes that are compatible with standard parking stall sizes of 9 to 12 feet. The minimum lot width should be 18 feet, accommodating two rear loaded parking spaces and one on-street space. Platting in this manner allows developers to maximize the efficiency of their development while meeting parking requirements. Additional lot widths that maximize the efficiency of land are 24, 30, 36, 54, 72, and 144 feet. These lot sizes should be built into comprehensive plans and should be allowed by right in development codes.

						
LOT WIDTH	18 ft.	24 ft.	36 ft.	54 ft.	72 ft.	144 ft.
LOT DEPTH	100 ft.	100 ft.	100 ft.	100 ft.	100 ft.	100 ft.
LOT AREA	1800 sq. ft. / .04 ac.	2400 sq. ft. / .06 ac.	3600 sq. ft. / .08 ac.	5400 sq. ft. / .12 ac.	7200 sq. ft. / .165 ac.	14400 sq. ft. / .33 ac.
RESIDENTIAL	2 units max	2 units max	3 units max	4 units max	7 units max	14 units max
COMMERCIAL			1500 sq. ft.	2000 sq. ft.	3250 sq. ft.	6500 sq. ft.
PARKING	3 spaces	3 spaces	6 spaces	8 spaces	13 spaces	27 spaces

Platting in six foot increments allows developers to maximize the density on their development site while still meeting conventional parking standards (Above).

Commercial Parking Design

There are a variety of ways to address parking needs in commercial areas while maintaining a quality pedestrian environment. These can include:

On-Street Parking

Commercial streets should be designed with on-street parking in mind. On-street parking should provide direct access to shop fronts, and should count toward parking requirements.

Parking Location

In commercial areas, off-street parking should be located behind buildings and ideally should be located internally as parking courts. This means that the outer perimeter of the block is lined with buildings and the parking is located the courtyard area behind the buildings.



Putting parking behind buildings creates more walkable streets and active store fronts (Above).

Shared Access Points

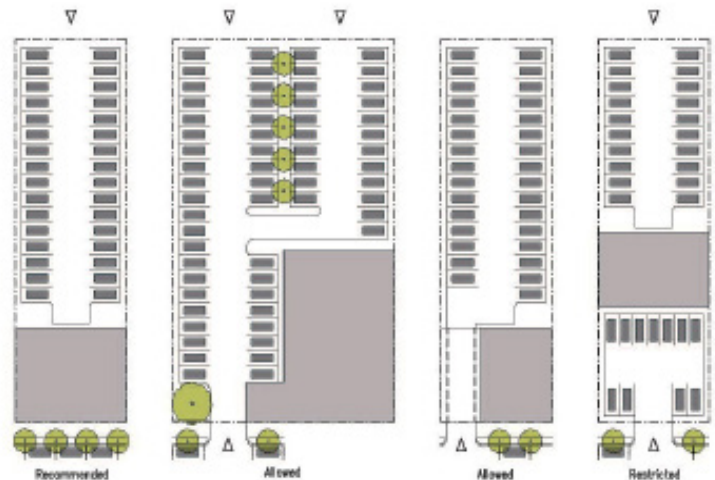
Efforts should be made to minimize the number of access points to parking lots along streets. Allowing for shared access points helps to reduce the number of conflict points along the street, while still allowing for direct access to businesses.

Structured Parking

Structure parking can be handled in a number of ways while maintaining a quality pedestrian environment. Ideally, the structure should be located in the courtyard area at the center of the block. If the structure is designed to take up the entire block, at a minimum the structure should be lined with active uses on the ground floor so that the block creates a quality pedestrian environment at street level. Parking structures should be designed with flat decks. This provides the option to convert parking structures into office or housing uses in the future.

Surface Parking

In places where surface parking is necessary, it should be screened from the main street with some type of urban edge. This could be achieved through landscaping or with high quality fencing materials like brick, stone, or cast iron. Surface parking lots should be designed to maximize the safety of the pedestrian. This should include strong connections to nearby sidewalk, crosswalks, and pedestrian walkways between the parking stalls.



Surface parking lot design options recommended, allowed, and restricted (Above).

Bicycle Parking

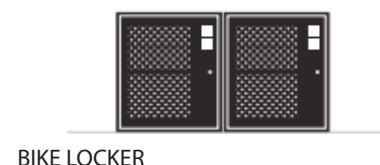
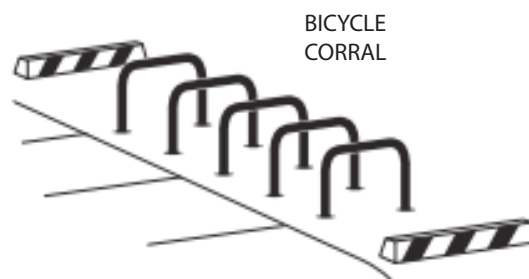
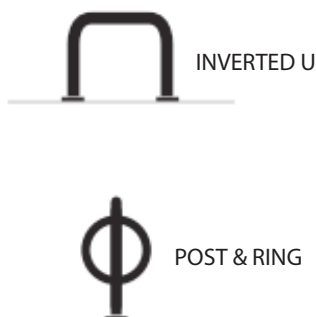
Good bicycle parking pays attention to site planning, intended duration, installation and placement. A rule of thumb is to consider users parking longer than two hours as long-term. Short- and long-term strategies include:

Short-Term

Make it visible, well-lit and less than 50' from the building entrance. Weather-protected parking will reduce the number of people bringing wet bicycles inside. Bike corrals in-street can provide safe, visible and ample bicycle parking in front of businesses without obstructing the sidewalk.

Long-Term

Long-term users may trade convenience for weather protection and security. Use signage to direct new users and ensure security through lighting, access control, and other options. Long-term is especially useful for employers, schools and institutions.



Parking Design and the Environment

There are a number of strategies that can help reduce the environmental impacts of parking. These strategies include:

Surface Materials

Permeable pavement and brick pavers can be used to help reduce the amount of stormwater runoff caused by large surface parking lots. These surface materials can be applied to the entire surface of the lot or just on the parking stalls.



Landscaping

Landscaping can be used to soften the visual impact of surface parking lots. Planting large trees periodically within the lot can contribute to decrease in stormwater runoff, and a reduction in the heat island effect caused by large expanses of pavement.



Reducing Parking

In general, reducing the amount of surface parking required can have significant environmental benefits. This can be achieved using a variety of the parking management and design strategies outlined in this document.

<p style="text-align: center;">CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</p>
--

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

MEETING DATE: December 14, 2015

STAFF CONTACT: Luke Parris, AICP
City Planner

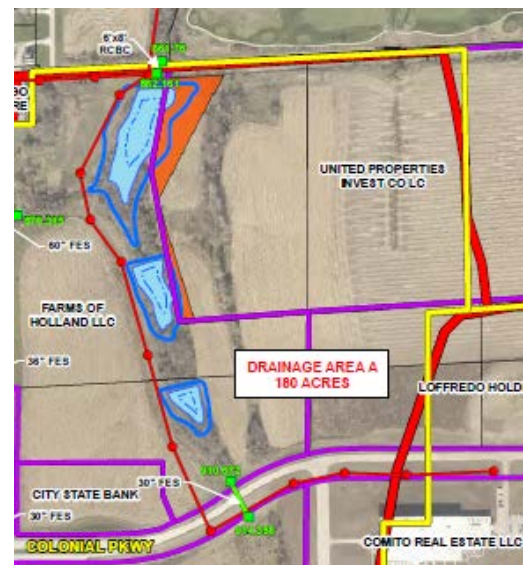
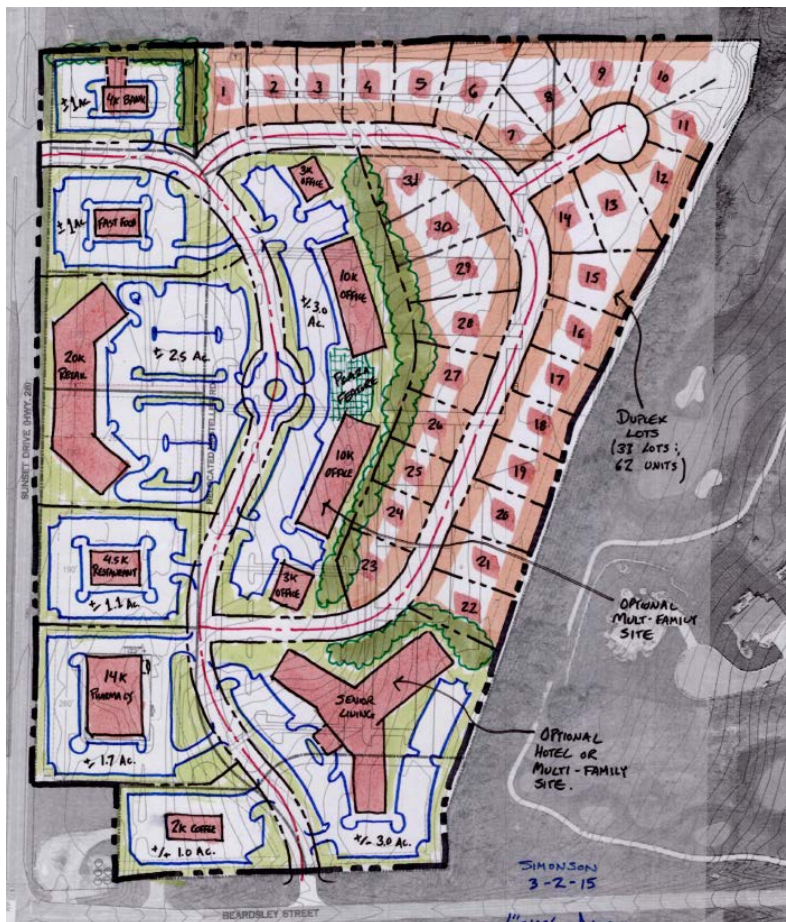
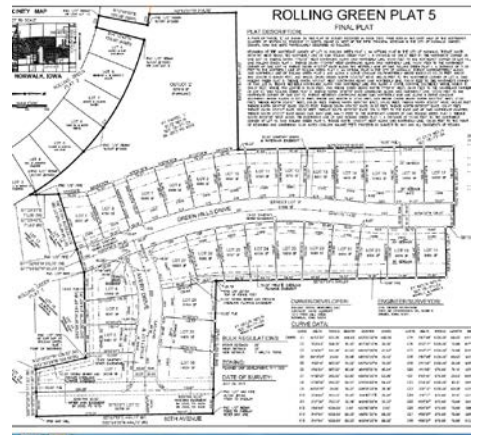
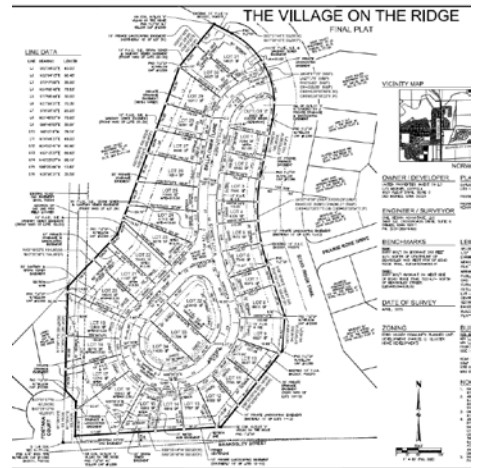
GENERAL DESCRIPTION: Stephanie Riva, the current Chair of the Planning and Zoning Commission, was recently elected to the City Council. Chair Riva will take her position on the City Council starting in January 2015. This will leave the Commission without a Chair going forward.

The Commission will hold an election at the January 11, 2016, Planning and Zoning Commission to elect a new Chair, Vice-Chair, and Secretary. The current Vice-Chair is Dan Schultz, and the Commission has designated Shelley Stravers as the Commission Secretary. If anyone would like to be considered for any of the seats, please let staff know prior to the January 11, 2016 meeting.

Norwalk Community Development November 2015 Monthly Report

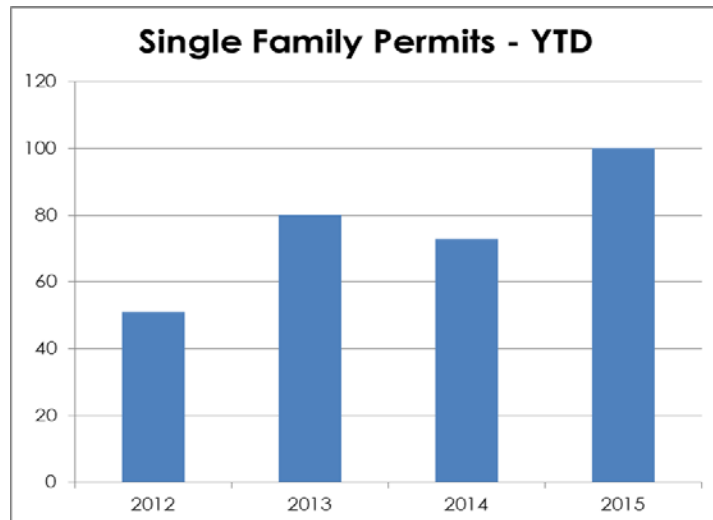


Economic Development: Exciting times...



Building Department - Permit Information:

City of Norwalk - November New Construction Building Permits								
BP Issued	Single Family	Value	Townhome	Value	Multi-Family	Value	Commercial	Value
2015								
This month	4	\$ 1,153,519	0	\$ -	0	\$ -	0	\$ -
YTD	100	\$ 29,896,626	38	\$ 8,144,747	0	\$ -	0	\$ -
FYD	44	\$ 12,115,875	13	\$ 2,987,492	0	\$ -	0	\$ -
2014								
This month	6	\$ 2,153,096	2	\$ 604,468	0	\$ -	0	\$ -
YTD	73	\$ 22,879,211	8	\$ 2,178,217	6 (180 units)	\$ 19,285,963	2	\$ 4,418,833
FYD	29	\$ 9,188,399	6	\$ 1,556,396	4 (120 units)	\$ 12,340,784	1	\$ 345,864
2013								
This month	7	\$ 2,029,672	0	\$ -	0	\$ -	0	\$ -
YTD	80	\$ 21,726,328	21	\$ 5,516,923	0	\$ -	1	\$ 1,471,204
FYD	40	\$ 11,676,369	21	\$ 5,516,923	0	\$ -	0	\$ -
2012								
This month	6	\$ 1,596,103	5	\$ 8,024,992	0	\$ -	0	\$ -
YTD	51	\$ 14,378,704	11	\$ 1,926,234	0	\$ -	0	\$ -
FYD	26	\$ 7,430,976	9	\$ 1,506,701	0	\$ -	0	\$ -



Single family building permit totals for the last 4 years using year to date data from January through November.

NOVEMBER BUILDING INSPECTIONS

Deck	7
Electrical	23
Final	26
Footing	9
Foundation Drain	3
Foundation Wall	5
Framing	22
Mechanical	22
Plumbing	41
Sheer Wall	3
Sidewalk/Approach	19
Tar/Tile/Gravel	2

TOTAL INSPECTIONS 182

Tony averaged 10.11 inspections a day during the 18 working days in November.

Building Permit Revenue Report			
PERMIT TYPE	MONTHLY TOTAL	NOVEMBER REVENUE	FYD REVENUE
Apartment Building	0	\$ -	\$ -
Commercial Addition	0	\$ -	\$ -
Commercial Building	0	\$ -	\$ -
Commercial Remodel	1	\$ 518.93	\$ 1,038.83
Deck	2	\$ 50.00	\$ 375.00
Demolition	1	\$ 100.00	\$ 100.00
Driveway	1	\$ 25.00	\$ 350.00
Electrical	7	\$ 380.00	\$ 3,940.00
Fence	6	\$ 150.00	\$ 775.00
Garage	3	\$ 385.91	\$ 1,504.32
Misc	0	\$ -	\$ 168.99
Mechanical	3	\$ 105.00	\$ 3,037.00
Plumbing	1	\$ 35.00	\$ 4,321.00
Porch	0	\$ -	\$ 230.33
Pool	0	\$ -	\$ 40.00
Residential (Single Family)	4	\$ 10,438.29	\$ 109,071.95
Residential Addition	0	\$ -	\$ -
Residential Remodel	3	\$ 229.78	\$ 1,557.78
Shed	0	\$ -	\$ 150.00
Sidewalk	0	\$ -	\$ 25.00
Sign	0	\$ -	\$ 271.20
Townhome	0	\$ -	\$ 31,009.53
	32	\$ 12,417.91	\$ 157,965.93

FY 15-16 Budget	Balance
\$120,000	\$37,965.93

Planning and Zoning Commission

1. New Business

- a. Public hearing and consideration of a rezoning request from Road Contractors Inc. for the North Shore Planned Unit Development
- b. Review of the Urban Renewal Plan amendment
- c. Request from Hubbell to approve the Orchard Hills Villas Preliminary Plat
- d. Request from United Properties to approve the Grading Plan for the Marketplace at Echo Valley
- e. Request from Rolling Green Ventures, LLC to approve the Final Plat of Rolling Green Plat 5
- f. Review of Request for Proposal submittals for the Comprehensive Plan Land Use update
- g. Continuation of public hearing and consideration of a rezoning request from Road Contractors Inc. for the North Shore Planned Unit Development
- h. Discussion and recommendation regarding Home Occupation section of the Zoning Ordinance in relation to in-home daycares

Future Business of Planning Commission:

2. Future Business Items

- a. SubArea 1 Master Plan RFP
- b. Legacy Plat 19 Construction Documents
- c. Estates on the Ridge Plat 2 Construction Documents
- d. Old School Plat 2 Final Plat
- e. Orchard View Plat 3 Construction Documents
- f. North Shore Planned Unit Development
- g. Edencrest at Legacy Site Plan
- h. Comprehensive Plan Amendment for Trail Map
- i. Welcome Sign Progress

Board of Adjustment

The Board of Adjustment did not meet in November.

Code Enforcement

We have some on-going items, but nothing new to report.

