F3

Memorandum

To: Planning and Zoning Commission
Cc: Kim Downs

From: Patrick Parsley

Date: 02/27/2017

Re: Unified Development Code (UDC) Review

Purpose: Hiawatha has undergone many changes since the UDC was first written. The City has grown in area, added a set of new zoning districts, created a Design Guideline overlay district and developed a second Comprehensive Plan.

Planning and zoning concepts have also changed introducing:

- Concepts of zoning based on occupancy groupings rather than an "individual occupancy" matrix.
- Concepts of progression of occupancies in terms of types of traffic, amount of traffic, hazardous materials and processes and nuisance potential and exterior activities.
- Concepts for mixed uses which incorporates small "town centers" in close proximity to residential uses for convenience and for community identity.

Adjusting to these changes has made it evident our UDC could be more effective in planning and regulating the continued growth in our community. Current text has been inconsistently applied. Additionally, we have established policies necessary for change which have not been accurately reflected in the UDC. Staff has initiated an extensive study and rewrite to simplify and update the code language to match the new planning concepts and more importantly reflect the vision and planning policies of the City of Hiawatha. The scope of this project is limited to changes which:

A. Simplify the code and eliminate unnecessary regulations.

B. Updates the language and concepts to match Hiawatha's vision as stated in the Comprehensive Plan.

We are the Creative Corridor's most welcoming community to live, work and experience. Residents and visitors love our small town feel, walkable neighborhoods and the unique restaurants and shops in our vibrant Village Center.

C. Implement new zoning concepts reflected in the Comprehensive Plan and CPR district concepts through the evaluation of the existing zoning districts. This proposal is limited to maintaining existing allowable and conditional uses in the present zoning districts as much as possible.

D. Develop of a simplified matrix based on a combination of performance and prescriptive concepts eliminating the need to name specific occupancies. IE; A "retail" use will replace many of the named types of "stores". The new matrix will make it easier for staff, citizens, and developers to comprehend the intended uses for each district.

Process: The process of evaluating and proposing changes to the UDC is subject to the review and recommendation of the Planning and Zoning Commission. Due to the extensive rewrite of the "application" of our Comprehensive Plan we would ask Council to appoint a UDC Review Committee which will consist of the P&Z Commission members, a Council Person, three or four community members including a developer and local business along with City Staff. This committee will make recommendations to the Planning and Zoning Commission and to City Council. Our anticipated time frame for completion is December 31st, 2017. The proposed meeting schedule for the Development Committee will be monthly following this proposed outline.

A. Review Zoning District Descriptions; 165.14 and Land Use Regulations by District 165.16.
    a. comparison of the zoning descriptions
    b. Study of allowed uses.
    c. Matrix "concept" comparisons and changes.
B. Review district locations and boundaries on our Zoning Map 165.17.
C. Evaluate UDC Reorganization and Format Changes.
    a. Acceptance of text in place of Matrix
    b. Use of the Matrix subject to the text
    c. Definition Changes
D. Consider Supplemental Regulations 165.20-165.29
    a. Accessory building 10 foot spacing. 165.23
    b. Porch allowance in front yards. 165.23
    c. Recycling: allowed only in I-1 and I-2 in Figure 1 but allowed as conditional for C-3 and permitted use for C-4 in 165.16.
    d. Remove annual registration of child day care 165.25
    e. Add "outside storage allowed as per each zone and specific use: see 165.14" in 165.23 (9). This prohibition has been overlooked in the outside storage discussion.
    f. Change fence rules to include: 165.23
        i. "good side out"
        ii. Require connection to neighbor's fence and/or space for lawn main
        iii. Eliminate permit requirements
    g. Clarify outside storage and add "storage containers" for C districts. Conflicts exist between 165.16 and 165.23.

E. Review parking and Landscaping Regulations 165.30-165.47
   a. Update Parking Matrix
   b. Review landscaping requirements
F. Evaluate Procedures for Subdivisions 165.50-
   a. Change Preliminary Plat notification requirements to match policy of no-notifications
   b. Review as applicable to State Rules.

Committee Appointee Recommendations:

Mark Powers	P&Z
Reta Saylor	P&Z
Mark Ross	P&Z
	Community Member
	Community Member
	Developer
	Local Business Person
	City Council Person
Patrick Parsley	City Staff
Kim Downs	City Staff
John Bender	City Staff
Jim Fisher	City Staff

Request: Community Development is requesting City Council approve the formation of a UDC Review Committee.

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION AUTHORIZING A UNIFIED DEVELOPMENT CODE REVIEW COMMITTEE

WHEREAS, Hiawatha has undergone many changes since the development of the Unified Development Code including growing in area, creating new zoning districts, creating a Design Guideline overlay district, and developing a second Comprehensive Plan, and

WHEREAS, city staff recommended the creation of a Unified Development Code Review Committee made up of three (3) members of the Planning and Zoning Commission, two (2) community members, one (1) developer, one (1) local business person, one (1) City Council member, and (4) city staff members to complete the extensive process of evaluating and proposing changes to the UDC, to align the Code with current and future needs of the City and coincide with the provisions of the Design Guidelines and Comprehensive Plan, and

WHEREAS, City Council approves the creation and composition of the Unified Development Code Review Committee with the purpose of evaluating and making recommendations for updating the UDC, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to authorize City Staff to move forward with the creation of a Unified Development Code Review Committee consisting of three (3) members of the Planning and Zoning Commission, two (2) community members, one (1) developer, one (1) local business person, one (1) City Council member, and (4) city staff members, with the purpose of evaluating and making recommendations for updating the UDC to align the Code with current and future needs of the City and coincide with the provisions of the Design Guidelines and Comprehensive Plan.

PASSED AND APPROVED this 5th day of April, 2017.

AYES:
NAYS:
ABSENT:

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, Deputy Clerk