



**STAFF REPORT
PLANNING AND ZONING COMMISSION**
For the June 22, 2016 meeting

TO: Planning and Zoning Commission Members
FROM: Jason VanAusdall, Building Official
SUBJECT:

GENERAL INFORMATION

Applicant: Springwood Holdings, DSM, IA.
Property Owner: Huntmasters Club LTD
Proposed Use: 2 New Duplex Units
Zoning: R-2
Location and size: 1036 66th (Lots 19 &20) Colby Acres

QUICK SUMMARY

Demo of older home and gazebo that sits directly behind home on an empty lot.
These 2 lots will be the new locations for 2 separate duplex units.
These will each have attached garages and be 2 story homes.

APPLICABLE SECTIONS

This will require a conditional use permit under section 177 of the city code.

177.03 CONDITIONAL USE AND SPECIAL USE PERMIT PROCEDURES.

1. Purpose.

The Conditional Use and Special Use Permit Procedures provide for Planning Commission review and discretionary Board of Adjustment action for uses within zoning districts which have unusual site development or operating characteristics that could adversely affect surrounding properties.

2. Administration.

The Planning Commission shall review and evaluate each application and transmit its recommendation to the Board of Adjustment. The Commission recommendation should include whether or not to approve or disallow the project and any suggested conditions if approval is recommended. The Board of Adjustment shall review, evaluate, and act upon all applications submitted pursuant to this procedure.

3. Application Requirements.

An application for a permit may be filed with the Zoning Administrator by the owner of a property or the owner's authorized agent. The application shall include the following information:

- A. Name and address of the applicant.

- B. Owner, address, and legal description of the property.
- C. A description of the nature and operating characteristics of the proposed use.
- D. Any graphic information, including site plans, elevations, other drawings, or other materials determined by the Zoning Administrator to be necessary to describe the proposed use to approving agencies.
- E. A written statement as to how the proposed project fits within the character of the neighborhood and that meets the intent of the City's comprehensive plan.

4. Review Process.

- A. The Planning and Zoning Commission, following proper notice, shall hold a public hearing on each permit and, following such public hearing, shall recommend action to the Board of Adjustment.
- B. The Board of Adjustment, after publication and public hearing, shall act on the permit, choosing to approve or deny the project.

5. Criteria for Review.

The Planning Commission and the Board of Adjustment shall review the application based on the criteria established in Table 177-1 and conformance with applicable regulations in this Zoning Code.

6. Scope of Planning and Zoning's Authority.

The Planning and Zoning Commission shall review and make recommendations to the Board of Adjustment based on the criteria established in Table 177-1 and based on compatibility with the surrounding neighborhood.

The Commission shall forward recommendations including whether or not to approve or deny the permit. If approval is recommended, the Commission shall include suggested conditions for the conditional or special use permit.

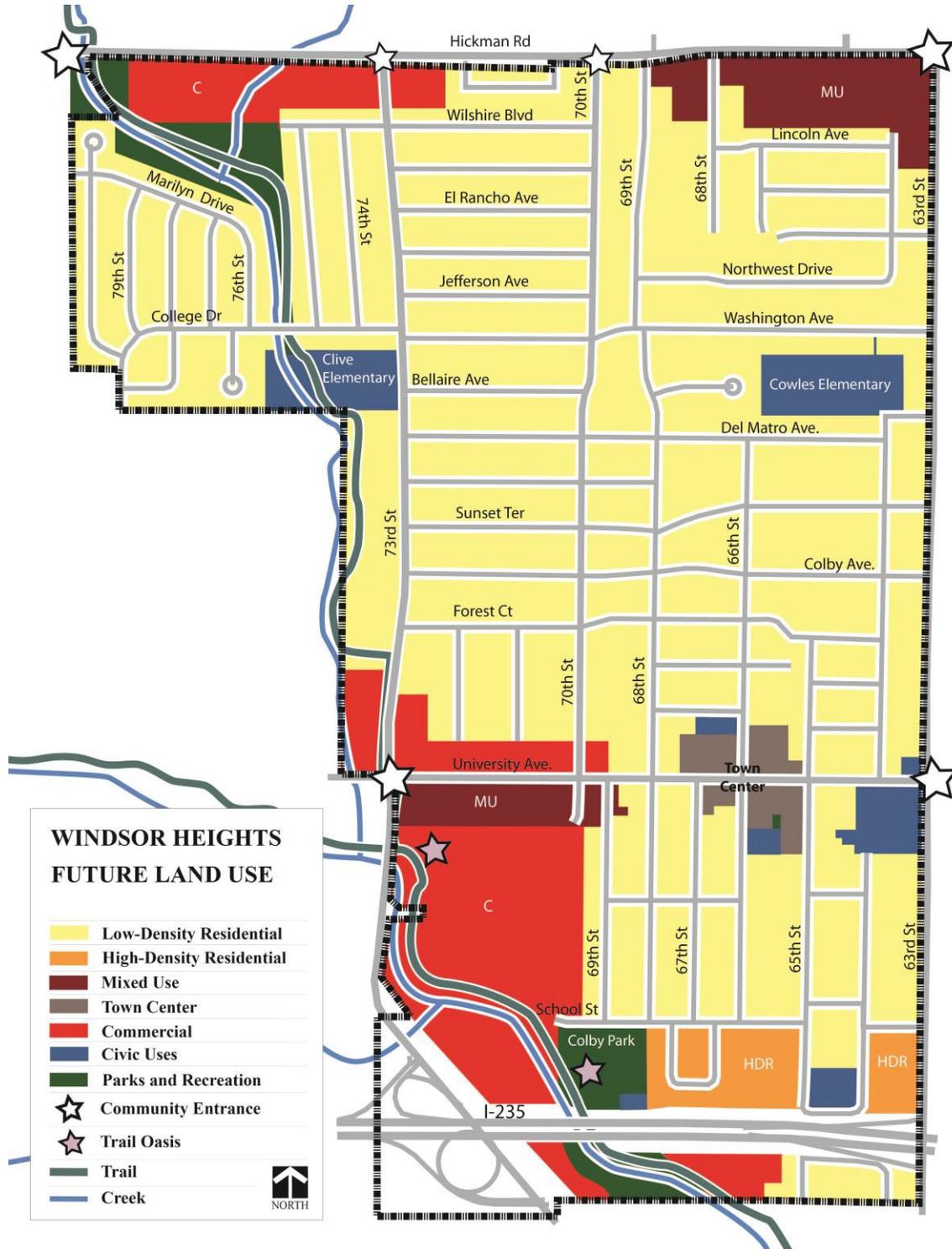
STAFF ANALYSIS

Land Use Compatibility		Staff Comments
Height and Bulk	Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.	No issues.
Setbacks	Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics.	No Issues-
Frontage	Project frontage along a street should meet minimum frontage requirements and provide reasonable exposure for the	No issues.

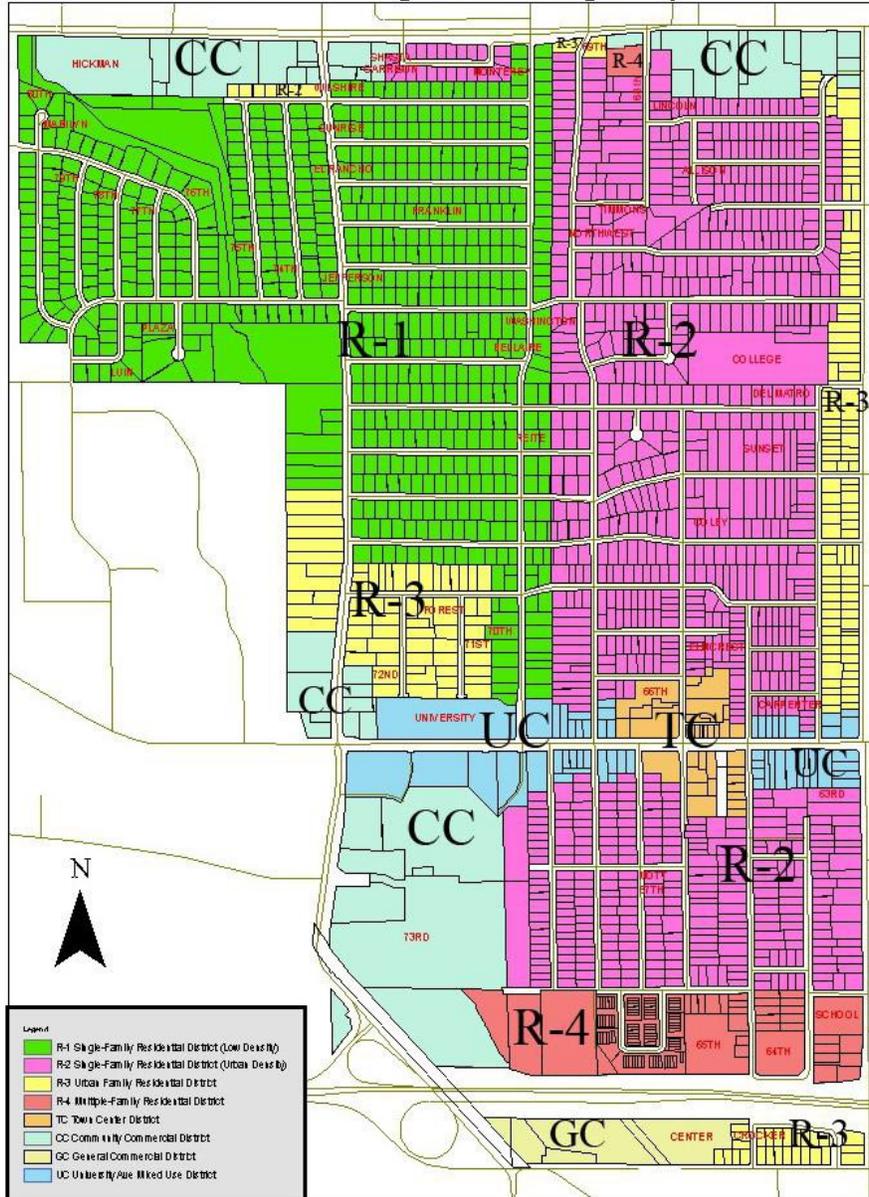
Staff recommends approval
 JRV

FUTURE LAND USE MAP

Below is the most recent adopted Future Land Use Plan (FLUM) which should be used when making decisions on future land use applications. It is not intended to be a zoning map as shown earlier. The FLUM is meant to provide general guidance at a block level and is not meant to provide specificity at the individual property level. The commercial areas designated on the map are intended for commercial and office uses that are oriented toward automobile access. The mixed use areas on the map are intended for areas that encourage combinations of pedestrian-friendly commercial, office and residential.



Windsor Heights Zoning Map



CONCLUSIONS

The Windsor Heights Planning and Zoning Commission may recommend one of the following to the Board of Adjustment:

1. Accept and approve CUP03-15 as proposed.
2. Accept and approve CUP03-15 as proposed with conditions.
3. Deny CUP03-15 as proposed.