

**Cedar Falls Planning and Zoning Commission  
Regular Meeting  
February 26, 2020  
City Hall Council Chambers  
220 Clay Street, Cedar Falls, Iowa**

**MINUTES**

The Cedar Falls Planning and Zoning Commission met in regular session on Wednesday, February 26, 2020 at 5:30 p.m. in the City Hall Council Chambers, 220 Clay Street, Cedar Falls, Iowa. The following Commission members were present: Holst, Larson, Leeper, Lynch, Prideaux and Saul. Adkins, Hartley and Wingert were absent. Karen Howard, Community Services Manager and David Sturch, Planner III, were also present.

- 1.) Chair Holst noted the Minutes from the February 12, 2020 regular meeting are presented. Mr. Leeper made a motion to approve the Minutes as presented. Ms. Lynch seconded the motion. The motion was approved unanimously with 6 ayes (Holst, Larson, Leeper, Lynch, Prideaux and Saul), and 0 nays.
- 2.) The first item of business was a special training for the Planning and Zoning Commission, Board of Adjustment and Board of Rental Housing Appeals regarding conflicts of interest and ex-parte communication. Kristine Stone from Ahlers and Cooney was present to give a presentation. Topics covered during the presentation included: The Big Picture and the role of Planning and Zoning and the Board of Adjustment, Conflicts of Interest, Ex-parte communications and cases of note. Ms. Stone provided definitions and information regarding the topics and answered questions from Commission and Board members.

Ms. Saul stated that in the past she has driven by projects that are to be discussed at meetings and was told she should not. She asked about why that would be an issue. Ms. Stone stated that the entire board needs to operate with the same information when making a decision. At a public hearing they should all be hearing the same things without outside information that others would not have. Ms. Stone stated that while it is not advisable, if someone drives by a project site, it should be disclosed to the rest of the Board or Commission and to the public at the hearing along with what was observed.

Ms. Stone also discussed open meetings requirements, notice requirements, requirements for minutes and rules of conduct. She also discussed potential violation penalties.

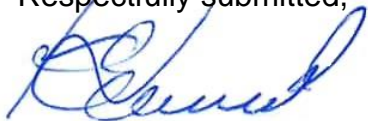
Mr. Leeper asked for examples of common problems within most boards and commissions. Ms. Stone stated that conflicts come up a lot typically because most board members are involved in the community or board commitments that overlap and that can cause issues.

- 3.) Ms. Howard noted that the *Imagine College Hill* process is starting and gave dates for upcoming meetings and the design charrette. She also stated that the updates to the downtown zoning code will be reviewed soon.

4. As there were no further comments, Ms. Saul made a motion to adjourn. Mr. Leeper seconded the motion. The motion was approved unanimously with 6 ayes (Holst, Larson, Leeper, Lynch, Prideaux and Saul), and 0 nays.

The meeting adjourned at 6:11 p.m.

Respectfully submitted,



Karen Howard  
Community Services Manager



Joanne Goodrich  
Administrative Clerk