

**Cedar Falls Planning and Zoning Commission
Regular Meeting
August 23, 2023
Cedar Falls, Iowa**

MINUTES

The Cedar Falls Planning and Zoning Commission met in regular session on August 23, 2023 at 5:30 p.m. at City Hall. The following Commission members were present: Alberhasky, Grybovych, Hartley, Larson, Leeper, Lynch, Moser and Stalnaker. Crisman was absent. Karen Howard, Community Services Manager and Michelle Pezley, Planner III, were also present.

- 1.) Chair Lynch noted the Minutes from the July 26, 2023 regular meeting are presented. Mr. Stalnaker pointed out that on page two, item three had an error in the vote and should be corrected. Mr. Hartley made a motion to approve the Minutes with correction. Ms. Grybovych seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Grybovych, Hartley, Larson, Leeper, Lynch, Moser and Stalnaker), and 0 nays.
- 2.) The first item of business was an Introduction to Kevin Rogers, City Attorney; and Chelsie Luhring, Diversity, Equity and Inclusion (DEI) Specialist; and introducing training resources for City Boards and Commissions.

Mr. Rogers reintroduced himself and offered assistance with legal issues the Commission may have. He also spoke about a training initiative staff has been working on regarding process and procedure for boards and commissions. He explained that there are a few short videos that have been created to help explain powers and duties, meeting procedures, conflicts of interest and contested case review. He encouraged feedback on the videos as well.

Mr. Rogers introduced Ms. Luhring, the DEI Specialist and she spoke about her role with the City. She explained that she is in the HR Department and works with staff and the community and is the liaison to the Human Rights Commission. She has been working on City personnel policies, accessibility of the website, working on the accessibility of our program services and facility buildings, and has been helping Public Safety to set up a mental wellness peer support group. She also is working with the Human Rights Commission to have a Human Rights Commission Summit. She offered her assistance with any questions the Commission may have.

- 3.) The next item for consideration by the Commission was a Zoning Code Text Amendment regarding On-Street Parking as Shared Parking. Chair Lynch introduced the item and Ms. Howard provided background information. She explained that the Commission needed to reset the public hearing because the Courier failed to publish the required notice according to the City's requirements.

Mr. Leeper made a motion to set the public hearing for September 13, 2023. Mr. Stalnaker seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Grybovych, Hartley, Larson, Leeper, Lynch, Moser and Stalnaker), and 0 nays.

- 4.) The next item for consideration by the Commission was a Master Plan Amendment for The Arbors Subdivision. Chair Lynch introduced the item and Ms. Pezley provided background information. As the master plan amendment and amended preliminary plat for Arbors Subdivision are related, at the request from the Commission Ms. Pezley presented the staff reports for both cases, so they could be discussed together. She explained that the subdivision is located north of Viking Road and west of Hudson Road. The applicant is

requesting an amendment to their RP Master Plan to change several single family bi-attached lots to single family detached lots with a similar change to the preliminary plat. In addition, the request is approve two options for the Master Plan so there is flexibility for the developer to choose to change back to the single family bi-attached lots in the future if desired. Staff notes that the final plat for each addition will be required to match the preliminary plat, so the developer will have to choose one option at the time of preliminary platting. If in future the developer decides to exercise the option to change back to bi-attached dwellings, they would have to revise the preliminary plat accordingly. She discussed the proposed changes and stated that staff recommends gathering any comments from the Commission making a recommendation of approval for City Council regarding the proposals. Mr. Larson requested clarification that the request is for the approval of two options for the master plan. Ms. Howard confirmed that yes, if the Commission finds that both options are acceptable, recommending approval will provide flexibility in the future if the developer wants to build the zero-lot line dwellings originally proposed or if they want to merge the lots to build single family detached homes. At this time, the developer is choosing to preliminary plat the lots for single family detached units as shown on the submitted preliminary plat.

Mr. Larson made a motion to approve the Master Plan amendment. Mr. Leeper seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Grybovych, Hartley, Larson, Leeper, Lynch, Moser, and Stalnaker), and 0 nays.

Mr. Larson made a motion to approve the preliminary plat amendment. Mr. Leeper seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Grybovych, Hartley, Larson, Leeper, Lynch, Moser, and Stalnaker), and 0 nays.

- 6.) As there were no further comments, Mr. Larson made a motion to adjourn. Mr. Stalnaker seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Grybovych, Hartley, Larson, Leeper, Lynch, Moser and Stalnaker), and 0 nays.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,


Karen Howard
Community Services Manager


Joanne Goodrich
Administrative Assistant