

**Cedar Falls Planning and Zoning Commission  
Regular Meeting  
July 24, 2019  
City Hall Council Chambers  
220 Clay Street, Cedar Falls, Iowa**

**MINUTES**

The Cedar Falls Planning and Zoning Commission met in regular session on Wednesday, July 24, 2019 at 5:30 p.m. in the City Hall Council Chambers, 220 Clay Street, Cedar Falls, Iowa. The following Commission members were present: Adkins, Holst, Prideaux, Saul and Wingert. Leeper joined the meeting via phone. Hartley and Larson were absent. Karen Howard, Community Services Manager, Shane Graham, Economic Development Coordinator and David Sturch, Planner III, were also present.

- 1.) Chair Holst noted the Minutes from the July 10, 2019 regular meeting are presented. Ms. Prideaux made a motion to approve the Minutes as presented. Ms. Saul seconded the motion. The motion was approved unanimously with 6 ayes (Adkins, Holst, Leeper, Prideaux, Saul and Wingert), and 0 nays.
  
- 2.) The first item of business was a PC-2 District site plan review for 918 Viking Road. Chair Holst introduced the item and Mr. Graham provided background information. He explained that the site plan is for a new commercial building at 918 Viking Road that will include five different buildings. In 2016 there was an overall site plan approved with a gymnasium and five outbuildings. The proposed building is the fourth of the five. Mr. Graham displayed the site plan, as well as the paving, explaining that the paving has been done in stages as the buildings are completed. He showed renderings of the building design and the landscape plan. Staff recommends approval of the 8,260 square foot retail building with any comments or direction specified by the Commission.

Chair Holst stated that he feels that the site plan follows the previous iterations of the project.

Ms. Saul made a motion to approve site plan as presented. Ms. Prideaux seconded the motion. The motion was approved unanimously with 6 ayes (Adkins, Holst, Leeper, Prideaux, Saul and Wingert), and 0 nays.

- 3.) The next item for consideration by the Commission was a HWY-1 District site plan review amendment to a previously approved site plan at Lot 2 of the Gateway Business Park Subdivision. Chair Holst recused himself from the matter due to a conflict of interest and Ms. Saul acted as Chair for the item. Mr. Graham provided background information, explaining that the four acre site is at the northeast corner of West Ridgeway Avenue and Hudson Road was recently approved by City Council. After approval, the Dairy Queen corporate office asked the developer to make modifications to the site plan, adjusting the location of the building, changing the circulation of the drive-through and reconfiguring the parking areas, pedestrian access, and landscaping plan. Since this is a substantial change to the approved site plan,

Planning & Zoning Commission and City Council review is required. Mr. Graham displayed the original and revised plans to show the changes being proposed, which includes creation of a separation drive-thru lane, moving the trash enclosure, and changes to the number and location of parking stalls, traffic circulation pattern, and pedestrian access. They proposed to move the pedestrian connection from the site to the public trail from the west side of the property to the south side of the development along Viking Road. Mr. Graham also displayed the landscape plan and discussed the drop in the site points, but explained that the change will actually be an improvement due to the type of plantings proposed, which will better screen and buffer the parking and drive-through from view of the street and provide better placement of street trees along the Viking Road frontage. The proposed changes will still meet the minimum code requirements for landscaping. Staff recommends approval subject to any comments or suggestions by the commission.

Ms. Prideaux feels that the new design enhances overall pedestrian and bike safety, as well as traffic flow.

Ms. Prideaux made a motion to approve the amended site plan as presented. Ms. Adkins seconded the motion. The motion was approved with 5 ayes (Adkins, Leeper, Prideaux, Saul and Wingert), 1 abstention (Holst) and 0 nays.

- 4.) The Commission then considered the Park Ridge Estates Final Plat. Chair Holst introduced the item and Mr. Sturch provided background information. He explained that the plat is a 20 acre parcel at the north end of Lakeshore Drive. Last year the Commission and Council approved the rezoning and preliminary plat and the developer would like to create six new residential lots for single-family development. He presented the subdivision plat, the layout of the lots and outlots, and discussed the sensitive areas, which include floodplain, wetlands and steep slopes, which will be set aside in no-build outlots containing conservation easements, the restrictions of which will need to be spelled out in a easement agreement that will be recorded with the plat. He also displayed and discussed access easements and the proposed stormwater management plan for the subdivision. Staff finds that the proposed final plat is consistent with the preliminary plat and therefore recommends approval of the final plat with the following stipulations:

1. Any comments or direction from the Commission
2. Submission of a separate Conservation Easement document to be recorded with the plat
3. All new homes will be constructed with a residential sprinkler system approved by the Building Division and the Fire Department.
4. Identification of an access easement on the plat through Outlot H from Lot 1 to Outlot C
5. Submission and approval of necessary construction documents, contracts, lien waivers, estimates and bonds for the public improvements
6. Verification by the petitioner's engineer that all access easements shown on the plat will be accessible and traversable for city vehicles
7. Conformance to all city staff recommendations and technical comments

Mr. Wingert stated that he will be abstaining from the item due to a conflict of interest.

Steve Troskey, CGA Engineers, stated that he is available to answer any questions.

Tammy Stahl, 1009 Lakeshore Drive, stated she had concerns with how the drainage will be handled and with access to and the cleanup of the dam. She noted her appreciation for how easy it has been to work with the workers.

Mr. Troskey explained that the excavation company is working on the infrastructure and the cleanup after the improvements.

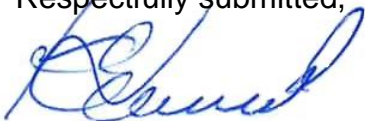
Mr. Holst and Mrs. Saul noted their appreciation in working with the neighbors to address the stormwater runoff, dam maintenance and the conservation of the sensitive areas surrounding the development.

The discussion concluded and Ms. Saul made a motion to approve the final plat with the staff stipulations. Ms. Prideaux seconded the motion. The motion was approved with 5 ayes (Adkins, Holst, Leeper, Prideaux and Saul), 1 abstention (Wingert) and 0 nays.

- 5.) Ms. Howard asked the Commission to let staff know in advance if they know they will not be at future meetings to help ensure there is a quorum at each meeting.
- 6.) As there were no further comments, Ms. Saul made a motion to adjourn. Ms. Prideaux seconded the motion. The motion was approved unanimously with 6 ayes (Adkins, Holst, Leeper, Prideaux, Saul and Wingert), and 0 nays.

The meeting adjourned at 6:02 p.m.

Respectfully submitted,



Karen Howard  
Community Services Manager



Joanne Goodrich  
Administrative Clerk