

**Cedar Falls Planning and Zoning Commission  
Regular Meeting  
June 24, 2020  
Meeting Conducted Via Videoconference**

**MINUTES**

The Cedar Falls Planning and Zoning Commission met in regular session on Wednesday, June 24, 2020 at 5:30 p.m. via videoconference as a precautionary measure to prevent the spread of the COVID-19 virus. The following Commission members were present: Adkins, Hartley, Holst, Larson, Leeper, Saul and Schrad. Karen Howard, Community Services Manager, Shane Graham, Economic Development Coordinator and Chris Sevy, Planner I, were also present. Chair Holst introduced the newest Planning and Zoning Commission member, Dale Schrad.

- 1.) Chair Holst noted the Minutes from the June 10, 2020 regular meeting are presented. Ms. Saul made a motion to approve the Minutes as presented. Ms. Adkins seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and Schrad), and 0 nays.
  
- 2.) The first item of business was a preliminary plat amendment for Wild Horse Ridge. Chair Holst introduced the item and Mr. Graham provided background information. He explained that it is a request to approve an amendment to the preliminary plat in the Wild Horse Ridge subdivision in the southwest corner of West 12<sup>th</sup> Street and Union Road. The developer would like to amend the remaining undeveloped portion of the plat. The plan is to create zero lot line lots at the northwest corner along the west side of Lariat Lane and the north side of Arrowhead Drive. The street connection to West 12<sup>th</sup> Street has been removed and Arrowhead Drive curves to connect with Lariat Lane. He explained the proposed phasing plan for the plat and the different lots that are planned. Mr. Graham displayed renderings of potential duplex designs being proposed for the area and discussed the proposed addendum to the Agreement. Staff recommends approval with conformance with all staff recommendations and any additional comments from the Commission.

Kevin Fittro, developer, thanked the Commission and stated that their plans are similar to other areas of Wild Horse Ridge. He discussed the process that led to the change in the Agreement and the phasing involved in the project.

Emily Chase, owner of nearby property, asked for clarification on the proposed condos/duplexes and whether they will be rentals. Mr. Fittro stated there is nothing in the covenant that would not allow rental, but at a \$250,000 to \$280,000 price point and continuing to build single-family homes in the area, it is not the developer's intent to sell to investors. Ms. Chase asked if a traffic study has been done and how traffic will be affect, particularly with fewer access points. Mr. Fittro explained that there weren't any concerns from a traffic standpoint. Ms. Chase also asked about finishing 12<sup>th</sup> Street. Mr. Fittro stated that it is part of the Agreement to take over the commitment to pay a fee toward the development of the street as each phase is completed. Paving would likely take place with the development of the 7<sup>th</sup> Addition.

Mr. Larson asked about the lots and how the condos would be placed, clarifying that it would be one unit per lot. Ms. Saul asked about stormwater retention and if the retention pond will be enough for the area. Mr. Graham explained that the basin will collect all the stormwater as needed. Mr. Leeper asked if staff feels that the exits available before the 7<sup>th</sup> Addition is complete will be complete. Mr. Graham stated that they will be sufficient. Mr. Leeper asked if there are any time restraints on the project that would be an issue with waiting and allowing

the public more time to view it. Mr. Fittro stated that although they would like to see it move forward, they are fine with a short wait. Ms. Saul asked when public meetings will resume, hoping to allow the public to come forward and ask questions. Ms. Howard stated that there has been talk of extending video meetings into July so staff isn't sure when those meetings will resume.

Ms. Saul made a motion to move the item forward to the next meeting. Mr. Larson seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and Schrad), and 0 nays.

- 3.) The next item for consideration by the Commission was a revised HWY-1 District site plan review. Chair Holst introduced the item, noting that he will need to abstain from the item, and that Mr. Mr. Leeper will chair in his place for this item. Mr. Graham provided background information, explaining that the property is located at 1525 West Ridgeway Avenue, Lot 2 of Gateway Business Center. He displayed the site plan approved in 2019 and discussed the current layout and the currently approved landscape plan. The developer would like to reduce the size of the landscape island to increase the distance between the fuel pumps and the curb to allow for additional large vehicle parking. He explained the revised landscaping plan and the reduction in landscaping points. Staff has reviewed the request and recommends denial based on concerns as it relates to safe vehicular movement and access on the site, as well as the large reduction in greenspace. However, staff would recommend approval of a revised site plan with a 10 foot reduction of the island and any additional comments by the Commission.

Brad Best, developer, commented that they requested the revision to help with maneuverability of the site and large vehicle parking. He noted that the current drive lane near Dairy Queen has been very busy and they feel it is important to get buses off that drive. Marty Rouse, developer, related the story about an incident at another gas station where a young man was struck and killed by a patron trying to leave the site because there wasn't enough room to maneuver on the site.

Mr. Larson stated that he feels that the revised plan is a good idea as it will help with any safety issues and he doesn't feel that there is an issue with the reduction in the landscaping. Ms. Howard stated that staff has looked at the maneuverability on the site and note that the drive aisles are currently more than 40 feet wide, which is much larger than a typical parking lot aisle and to provide context stated that a typical city street is only 31 feet wide. Staff looked at the large aisles and turning radius and find that there is already plenty of room for large vehicles to maneuver safely on the site. Staff feels that the extra space requested may cause more safety issues for vehicles and pedestrians with such oversized drive aisles and large turning radius, which creates a lot of undefined space for unexpected vehicular movement. Mr. Larson asked if it would be helpful to add striping to delineate large vehicle parking areas.

Ms. Saul made a motion to approve the item as presented. Ms. Adkins seconded the motion. The motion was approved unanimously with 6 ayes (Adkins, Hartley, Larson, Leeper, Saul and Schrad), 1 abstention (Holst) and 0 nays.

- 4.) The Commission then considered the final plat for Pheasant Hollow 7<sup>th</sup> Addition. Chair Holst introduced the item and Mr. Sevy provided background information. He explained that the plat is located in the neighborhood south of 1<sup>st</sup> Street and south of Union Road. It was part of a larger RP zone that was approved in 2014 as an outlot reserved for future development in the 6<sup>th</sup> Addition. The final plat is consistent with the preliminary plat and once approved, lots can be sold. Mr. Sevy and Matt Tolan, Engineer, visited the site and noted that there is still a fair amount of work to be done to complete the infrastructure. The developer plans to bond for the remaining improvements. Staff recommends approval of the final plat with the stipulations that all required infrastructure and public improvements are completed or bonded, all documents

and legal papers be in order and submitted and all required fees be paid prior to City Council approval.

Steve Troskey, consultant representing the developer, stated he is available to answer any questions.

Jim Coloff, neighboring resident, asked about the plans for the sidewalk near their home. Mr. Sevy stated sidewalks would be provided as shown in the preliminary plat. Mr. Coloff stated concern with removal of the trees on his property outside of the easement area. Mr. Troskey stated that the developer would like to keep as many trees as possible so he will pass the comment along to ensure the contractor and developer are aware of concerns with tree removal.

Ms. Saul asked if the water from this site will drain into the same stream that flows through the subdivision to the north where the dam is located. Ms. Howard confirmed that it was the same watershed, but noted that the proposed stormwater detention would improve the drainage pattern, since it will be released at a measured rate into the stream rather than sheet flowing off a farm field.

Mr. Leeper made a motion to approve the item. Mr. Larson seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and Schrad), and 0 nays.

- 5.) The next item of business was the preliminary plat for Immanuel Lutheran Evangelical Church Addition. Chair Holst introduced the item and Ms. Howard provided background information, explaining that church is located east of Oster Parkway and south of Green Creek Road. The existing church is located on Lot 1 of Southern Pines First Addition and has access to two streets (Green Creek Road and Oster Parkway) and access to Green Creek Road is through Tract C in the Southern Pines Second Addition. The church acquired an additional parcel to the east in 2018 through a plat of survey as a temporary measure to expedite the sale. Prior to further development the land must be platted. The church wants to expand their parking lot onto the new parcel, so platting is now required. It is proposed to merge all the church properties into one lot and establish a new preliminary plat with just one lot. The frontage and access will remain the same, as well as existing easements for utilities, storm water landscaping and drainage. As the property is zoned MU, Mixed Use Zoning District, site plan review is required prior to the expansion of the parking lot. Ms. Howard noted that the storm water management has been reviewed and approved by staff. Staff recommends approval of the preliminary plat with any comments or direction by the Commission and conformance to all staff recommendations and technical requirements. Tim Verheyen from the church was available to answer any questions.

Ms. Saul made a motion to approve the item. Mr. Leeper seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and Schrad), and 0 nays.

- 6.) The next item for consideration by the Commission was the final plat for Immanuel Lutheran Evangelical Church. Chair Holst introduced the item and Ms. Howard provided background information. She explained that the final plat is consistent with the preliminary plat that was just discussed. Staff recommends approval with the stipulation that all plat documents and legal papers must be in order and submitted in hard copy with original signatures before the item is placed on the City Council agenda.

Mr. Leeper made a motion to approve the item. Mr. Hartley seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and

Schrad), and 0 nays.

- 7.) The Commission then considered the site plan Immanuel Lutheran Evangelical Church. Chair Holst introduced the item and Ms. Howard provided background information. The site plan for the existing church was approved in 2013 and will need to be reviewed by the Commission and City Council to ensure that the development will be consistent with the MU District standards and the adopted master plan. She discussed the proposed changes to parking and green space area. Ms. Howard also spoke to the landscaping requirements and noted that although there was initially a shortfall of 1020 points, the church has submitted a revised landscaping plan with 11 additional trees to be located along the northern property line, which satisfied an additional 880 landscaping points, leaving a remain 140 point shortfall. Staff noted that the Planning and Zoning Commission has the discretion to give credit for up to 10% of the landscaping point requirement to be satisfied with open green space at a ratio of one point for each 500 square feet of green space. Staff recommends that the Commission grant this credit to satisfy the remaining 140 landscaping points. Howard noted that storm water management requirements have also been met. Staff recommends approval subject to any comments or direction by the Commission, any additional landscaping required by the Commission and conformance to all city staff recommendations and technical requirements.

Mr. Schrad asked if there are any zoning stipulations regarding parking lots and whether they are permeable. Ms. Howard noted that there is not a requirement in the ordinance for that at this time.

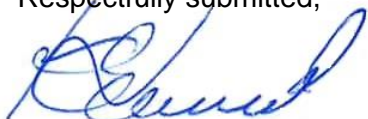
Tim Verheyen, project engineer from ISG, responded to the question stating that they typically do not recommend permeable paver systems for entities, such as churches, due to the long term and ongoing maintenance required.

Ms. Saul made a motion to approve the item subject to the staff recommendations. Hartley seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and Schrad), and 0 nays.

- 8.) As there were no further comments, Mr. Larson made a motion to adjourn. Mr. Schrad seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and Schrad), and 0 nays.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,



Karen Howard  
Community Services Manager



Joanne Goodrich  
Administrative Clerk