



**AGENDA
CITY OF CEDAR FALLS, IOWA
PLANNING AND ZONING COMMISSION MEETING
WEDNESDAY, MAY 26, 2021
5:30 PM AT CITY HALL AND VIA VIDEO CONFERENCE**

The meeting will also be accessible via video conference and the public may access/participate in the meeting in the following ways:

- a) By dialing the phone number +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 and when prompted, enter the meeting ID (access code) 886 2008 9534.
- b) iPhone one-tap: +13126266799,,88620089534# or +19292056099,,88620089534#
- c) Join via smartphone or computer using this link: <https://us02web.zoom.us/j/88620089534>.
- d) View the live stream on Channel 15 YouTube using this link: <https://www.youtube.com/channel/UCCzeig5nIS-dIEYisqah1uQ> (view only).
- e) Watch on Cedar Falls Cable Channel 15 (view only).

Call to Order and Roll Call

Approval of Minutes

- 1. Planning and Zoning Commission Regular Meeting Minutes of May 12, 2021

Public Comments

Old Business

New Business

- 2. **Easement Vacation (Case #VAC20-001)**
Location: 422 Main Street
Applicant: Dan Fencel
Previous discussion: None
Recommendation: *Discuss and recommend approval*
P&Z Action: *Review and consider making a recommendation to City Council*

- 3. **College Hill Neighborhood Overlay – Design Review for Projecting Sign (Case #DR21-006)**
Location: 2125 College Street, Suite E
Applicant: G’s Tobacco, Liquor & Beer, Zheng Development; Contractor: Signs & Designs
Previous discussion: None
Recommendation: *Discuss and recommend approval*
P&Z Action: *Review and consider making a recommendation to City Council*

Commission Updates

Adjournment

Reminders:

- * June 9 and June 23 - Planning & Zoning Commission Meetings
- * June 7 and June 21 - City Council Meetings

**Cedar Falls Planning and Zoning Commission
Regular Meeting
May 12, 2021
In person and via videoconference
Cedar Falls, Iowa**

MINUTES

The Cedar Falls Planning and Zoning Commission met in regular session on May 12, 2021 at 5:30 p.m. at City Hall and via videoconference due to precautions necessary to prevent the spread of the COVID-19 virus. The following Commission members were present: Larson, Leeper, Lynch, Prideaux, Saul and Sears. Hartley, Holst and Schrad were absent. Karen Howard, Community Services Manager and Jaydevsinh Atodaria, Planner I were also present.

- 1.) Chair Leeper noted the Minutes from the April 28, 2021 regular meeting are presented. Ms. Lynch made a motion to approve the Minutes as presented. Ms. Saul seconded the motion. The motion was approved unanimously with 6 ayes (Larson, Leeper, Lynch, Prideaux, Saul and Sears), and 0 nays.
- 2.) The first item of business was an amendment of the Master Plan for Autumn Ridge Development 10th Addition. Chair Leeper introduced the item and Mr. Atodaria explained the proposal for amendment of the Autumn Ridge Master Plan. He discussed that the proposal was partly discussed at the Planning and Zoning Meeting on November 24th, 2020 wherein two proposals were discussed for amendment in the R-P Master Plan. However, at this time the applicant wishes to move forward with just one of the proposals. Mr. Atodaria stated that the proposed amendment would allow the development of Autumn Ridge 10th Addition with 6, six-plexes in two phases. He also mentioned that this will be accessed by two private drives from Autumn Lane and the developer will be adding public sidewalks along Autumn Lane to bridge the existing sidewalk gap in the subdivision. Mr. Atodaria mentioned that staff recommends approval of the requested amendment of the R-P Master Plan with stipulations and he and the applicant representative, Mr. Daters, will be available to answer any questions that the commission or any public may have.

Applicant representative Mr. Daters stated that there is no specific comment at this time and mentioned that the developer intends to start construction soon on the project and therefore respectfully requests the consideration to make a recommendation to City Council. Mr. Daters mentioned that he will be available for any questions that the commission has or any public.

Ms. Prideaux stated that the proposal is not concerning and made a motion to approve the item. Ms. Lynch seconded the motion. The motion was approved unanimously with 6 ayes (Larson, Leeper, Lynch, Prideaux, Saul, and Sears), and 0 nays.

- 3.) The next item for consideration by the Commission was the preliminary and final plats for Autumn Ridge 10th Addition. Chair Leeper introduced the item and Mr. Atodaria explained the proposal for the proposed preliminary and final plat for Autumn Ridge 10th Addition. He discussed that the proposal was partly discussed at Planning and Zoning Meeting on November 24th, 2020 wherein two proposals were discussed. However, at this time the applicant wishes to move forward with just one of the proposals. Mr. Atodaria stated that the proposed preliminary plat would allow the creation of 36 units on 6 lots. He also mentioned that the proposal will be a two-phase development which will allow the development of three lots and three six-plexes in phase I and the remaining three lots and three six-plexes in phase II. He also explained the setbacks, ingress/egress, and drainage easements for the 10th addition. Mr. Atodaria also highlighted the proposed mailbox location, the sidewalk that will be

added along Autumn Lane, and connection of North-South private drive. He also stated that the proposal meets the zoning code regulations and since all the development is private, the applicant would also like to approve the final plat for the Autumn Ridge 10th addition. Mr. Atodaria stated that the staff has received all the legal paperwork concerning the final plat and the final plat is in line with the proposed preliminary plat. Mr. Atodaria mentioned that staff recommends approval of the proposed preliminary and final plat for Autumn Ridge 10th addition with stipulations and he and the applicant representative Mr. Daters will be available to answer any questions that the commission or any public may have.

There was no additional discussion. Ms. Saul made a motion to approve the item. Ms. Lynch seconded the motion. The motion was approved unanimously with 6 ayes (Larson, Leeper, Lynch, Prideaux, Saul, and Sears), and 0 nays.

- 4.) The Commission then considered text amendments to the zoning code with regard to the Downtown Character District regulations. Chair Leeper introduced the item and Ms. Howard provided background information. She explained that this meeting is about finalizing the draft and getting the updates to City Council. As all changes had been made that the Commission had asked for, there were no questions or comments.

Ms. Saul made a motion to approve the item. Ms. Lynch seconded the motion. The motion was approved unanimously with 6 ayes (Larson, Leeper, Lynch, Prideaux, Saul and Sears), and 0 nays.

- 5.) The next item of business was rezoning of property in the proposed Downtown Character District. Chair Leeper introduced the item and Ms. Howard provided background information. She spoke about the rezoning process and displayed the current zoning map for downtown. The boundaries were created to be consistent with the Downtown Vision Plan. She also discussed the current zoning throughout the area and explained the current rezoning proposal. Ms. Howard discussed compliance with the comprehensive plan, access to public services and adequate street network. Staff recommends approval of the rezoning of all the property within the boundaries of the Downtown Character District Regulating Plan to CD-DT – Downtown Character District.

Mr. Leeper thanked the consultants and staff and Ms. Lynch stated she is eager to see how it works. There were no public comments.

Ms. Lynch made a motion to approve the item. Ms. Prideaux seconded the motion. The motion was approved unanimously with 6 ayes (Larson, Leeper, Lynch, Prideaux, Saul and Sears), and 0 nays.

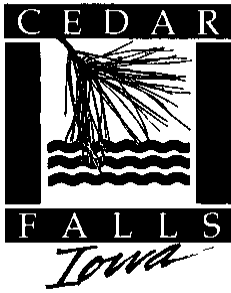
- 6.) As there were no further comments, Ms. Lynch made a motion to adjourn. Ms. Saul seconded the motion. The motion was approved unanimously with 6 ayes (Larson, Leeper, Lynch, Prideaux, Saul and Sears), and 0 nays.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,


Karen Howard
Community Services Manager


Joanne Goodrich
Administrative Assistant



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-273-8600
 Fax: 319-273-8610
 www.cedarfalls.com

MEMORANDUM

Planning & Community Services Division

TO: Planning & Zoning Commission
FROM: Thom Weintraut, AICP, Planner III
DATE: May 19, 2021
SUBJECT: Easement Vacation 422 Main Street

REQUEST: Vacate the ingress/egress easement (Case # VAC-20-001)

PETITIONER: Dan Fencil

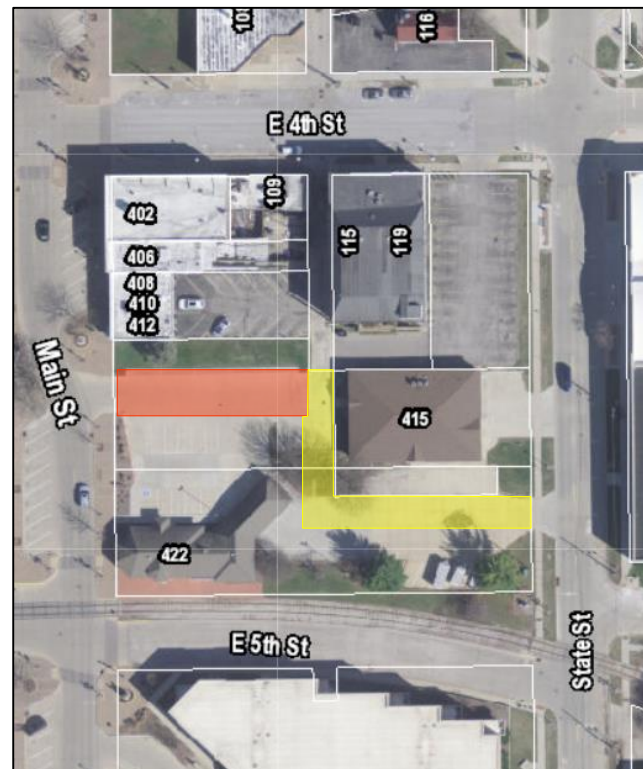
LOCATION: East side of Main Street mid-block between 4th and 5th Streets

PROPOSAL

The request is to vacate an ingress/egress easement connecting Main Street to the north/south alley located between Main and State Streets. The petitioner dedicated a new access easement extending from the north/south alley south and east to State Street to the City on May 15, 2021. The area highlighted in red is the portion of the easement requested to be vacated. The area highlighted in yellow is the new easement.

BACKGROUND

Mr. Fencil owns the building located at 422 Main Street, the former Rock Island Depot, and the parking lot located north of 422 Main Street. The parking lot contains an access easement that was dedicated when the southern portion of the former alley connecting 4th and 5th Streets was vacated in 1986. Mr. Fencil wishes to sell the north lot containing the parking lot; however, the easement located in the middle of the lot limits the redevelopment potential of the site.



ANALYSIS

The request is to vacate a public access easement connecting an alley to Main Street. The public access allows traffic to flow from the alley to Main Street, but the applicant has provided a new public access easement which extends south and east to State Street. As part of the agreement to vacate the existing easement on the lot north of 422 Main Street, Mr. Fencil agreed to dedicate the new easement from the alley to State Street, install pavement through a landscape island, and install new landscaping in the remainder of the island prior to the vacation of the existing easement. The new easement has been accepted by the City; however, the construction has not been completed, and therefore, the request will not be presented to City Council until the construction is approved by the City. The image to the right shows the area of the proposed construction.



TECHNICAL COMMENTS

City technical staff has reviewed and approved construction drawings for the new pavement through the landscape island area.

STAFF RECOMMENDATION

The Department of Community Development recommends approval of the vacation of the 25 foot access easement located on Parcel D, Part of Block 08, Garrison & Deans Addition to Cedar Falls.

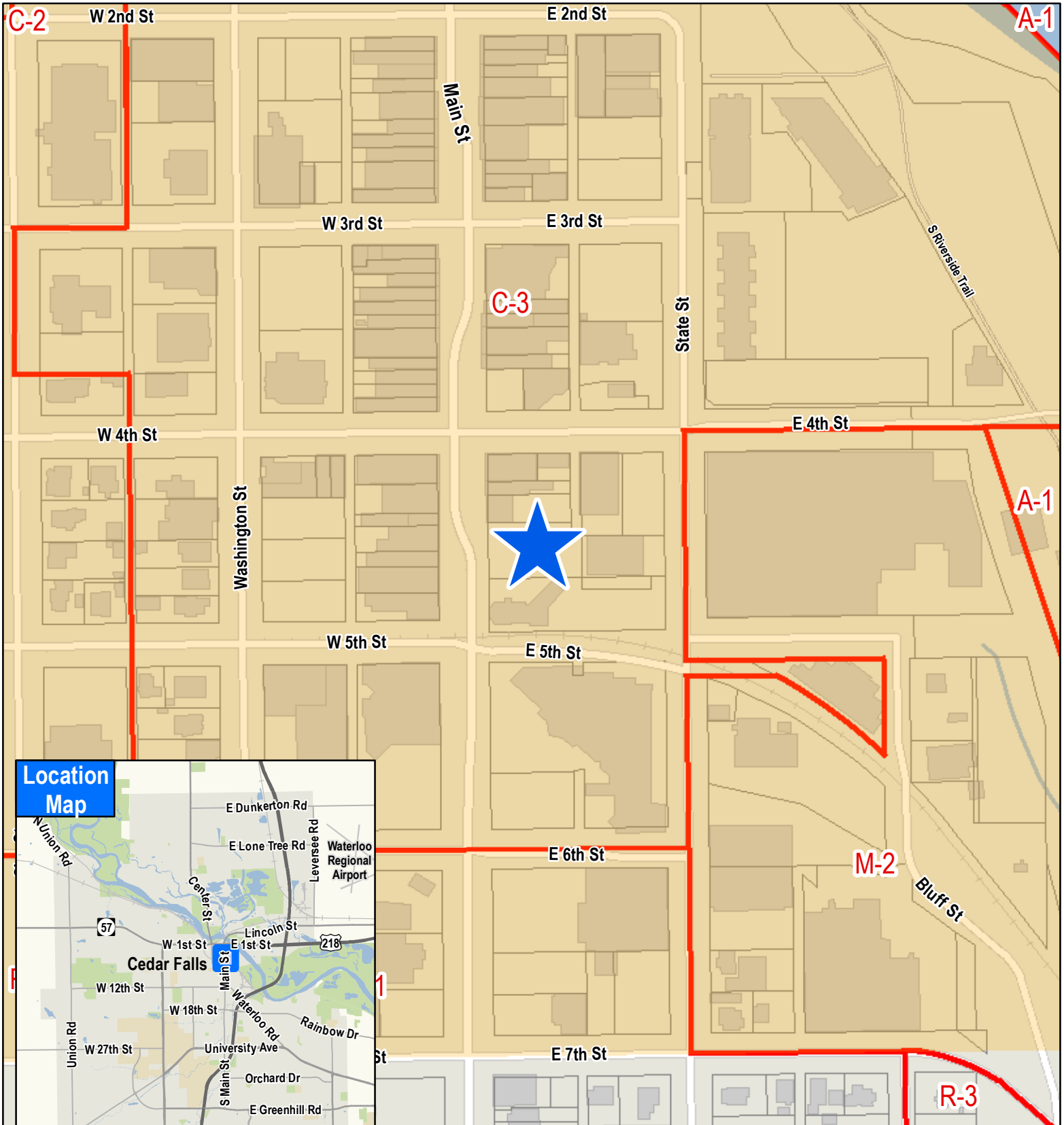
PLANNING & ZONING COMMISSION

Discussion/Action
5/26/2021

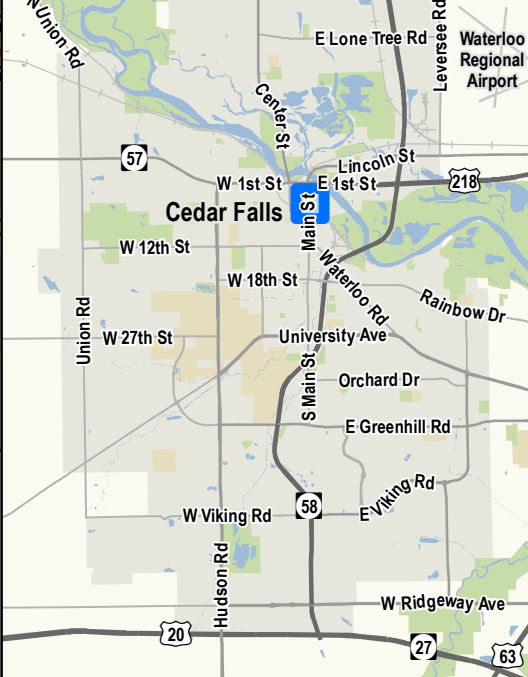
- Attachments: Location Map
 Right of Way Application
 Aerial Photo
 Vacated Easement Exhibit

Cedar Falls Planning & Zoning Commission May 26, 2021

Item 2.



Location Map

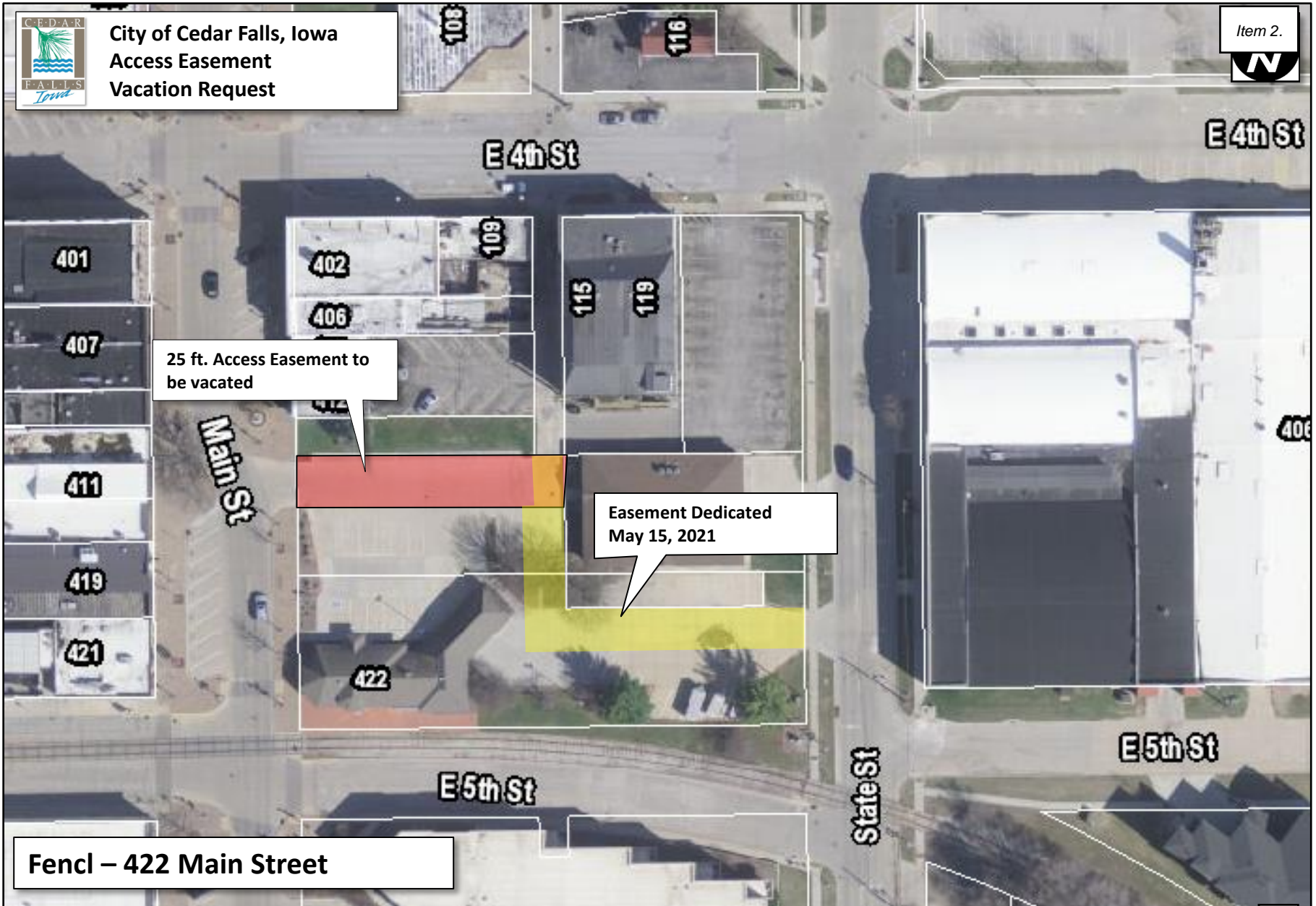


**Access Easement Vacation
Parking Lot North of 422 Main St**



City of Cedar Falls, Iowa
Access Easement
Vacation Request

Item 2.



25 ft. Access Easement to
be vacated

Easement Dedicated
May 15, 2021

Fencil – 422 Main Street

EXHIBIT "C" (1 OF 2)

WAYNE CLAASSEN ENGINEERING AND SURVEYING, INC.
 P.O. BOX 898 WATERLOO, IOWA 50704-0898

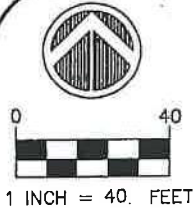
PHONE: (VOICE) 319-235-6294
 (FAX) 319-235-0028

Item 2.

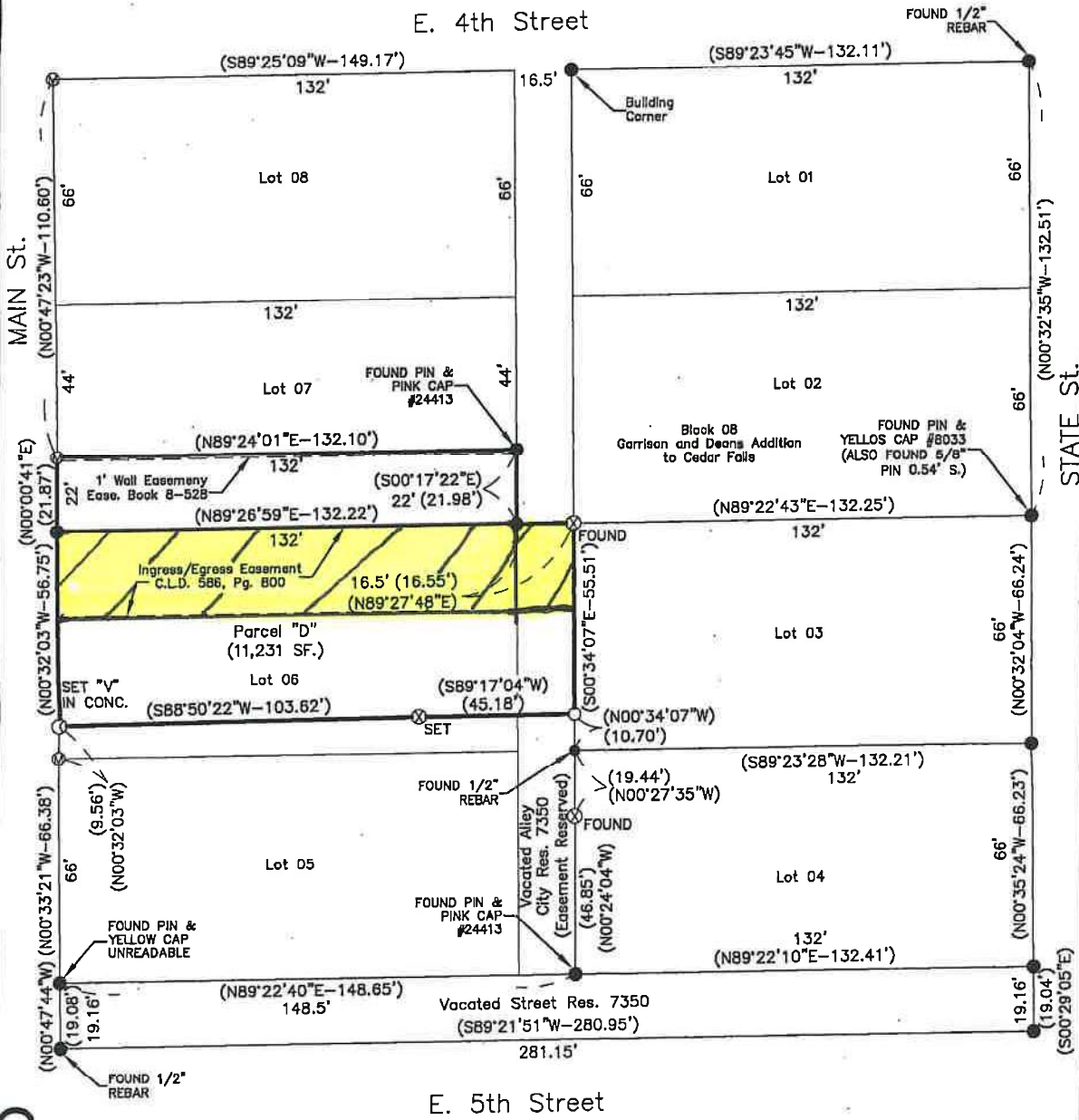
PLAT OF SURVEY

SHEET 2 OF 2

Parcel "D"
 Part of Block 08, Garrison & Deans Add. to Cedar Falls,
 Cedar Falls, Black Hawk County, Iowa
 Survey for: Daniel D. Fencil
 Proprietor: Daniel D. Fencil Revocable Trust



CES FILE NO. _____
 ML _____



SPTC

Legal description for Easement that the City needs to vacate:

EXHIBIT "C"

(2 OF 2)

Commencing at a point located at the northwest corner of Lot No. 3 of Block 8 Garrison and Dean's Addition in the City of Cedar Falls, Iowa; thence along the west line of said Lot No. 3, a distance of 25 feet; thence south 90 degrees west a distance of 148.5 feet to a point on the west line of Lot No. 6 of Block 8 Garrison and Dean's Addition in the City of Cedar Falls, Iowa; thence north along said line a distance of 25 feet to the northwest corner of said Lot No. 6; thence east a distance of 132 feet along the north line of said Lot No. 6 to the northeast corner of said Lot No. 6, thence continuing east a distance of 16.5 feet to the point of the beginning.



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
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MEMORANDUM

Planning & Community Services Division

TO: Planning and Zoning Commission
FROM: Jaydevsinh Atodaria (JD), City Planner I
DATE: May 20, 2021
SUBJECT: Sign review of property in the College Hill Neighborhood Overlay

REQUEST: New projecting signage on storefront

PETITIONER: G's Tobacco, Liquor & Beer, Zheng Development; Contractor: Signs & Designs

LOCATION: 2125 College Street, Suite E

PROPOSAL

The applicant is requesting a facade review for a new projecting sign and update awning sign at 2125 College Street for Suite E to advertise the building's new tenant, G's Tobacco, Liquor & Beer. 2125 College Street is located in the College Hill Neighborhood Overlay.

BACKGROUND

The College Hill Neighborhood Overlay district requires a site plan review (i.e. design review) by the Planning & Zoning Commission and the City Council for any substantial improvement to an exterior facade. A substantial improvement to properties in the College Hill Neighborhood is defined in Section 26-181 (6) and includes: "any new, modified or replacement awnings, signs or similar projections over public sidewalk areas." Typically signage is not part of the review process unless the review is mandated by Ordinance Section 26-181(6). In this case, when a new projecting sign is installed that overhangs the public right-of-way and awning sign update which is also over the public right-of-way the Planning & Zoning Commission and City Council must review and approve the request (26-181(6)(e)).



ANALYSIS

The proposed signage will be placed on the south elevation of the building above the store's entrance along W 22nd Street. The proposed projecting sign is a deep cabinet comprised of LED lighting with acrylic faces on two sides and is approximately 30 square feet in size. The proposed projecting sign is lighted and projects about 4 feet from the wall over public right-of-way and have a minimum 10 feet clearance above the public right-of-way. City code Section 3-58 requires projecting signs over the right-of-way to have a minimum clearance of 10 feet. Also, the projecting sign will not be projecting above the lintel band/architectural feature of the building, which is a best practice to enhance the architectural features of the building.

And the proposed awning sign will be a replacement of the existing awning with new Sunbrella fabric and approximately 4 square feet signage on the face of the awning. The projected awning will have a minimum 9 feet clearance above the public right-of-way. As, best practices, the projected awning over public right-of-way should have a minimum 8 feet clearance. The sizes and placement of the proposed signs meet city code size requirements and height clearances.

If approved by the Planning and Zoning Commission, this item will be placed on the next regularly scheduled City Council meeting. If the City Council approves this request, a sign permit will be issued for the new projecting sign and updating awning sign.

TECHNICAL COMMENTS

No comments.

STAFF RECOMMENDATION

The Community Development Department recommends approval of the submitted design review application for updating the awning sign and adding a new projecting sign for Suite E at 2125 College Street.

PLANNING & ZONING COMMISSION

Discussion/Vote

5/26/2021

Attachments:

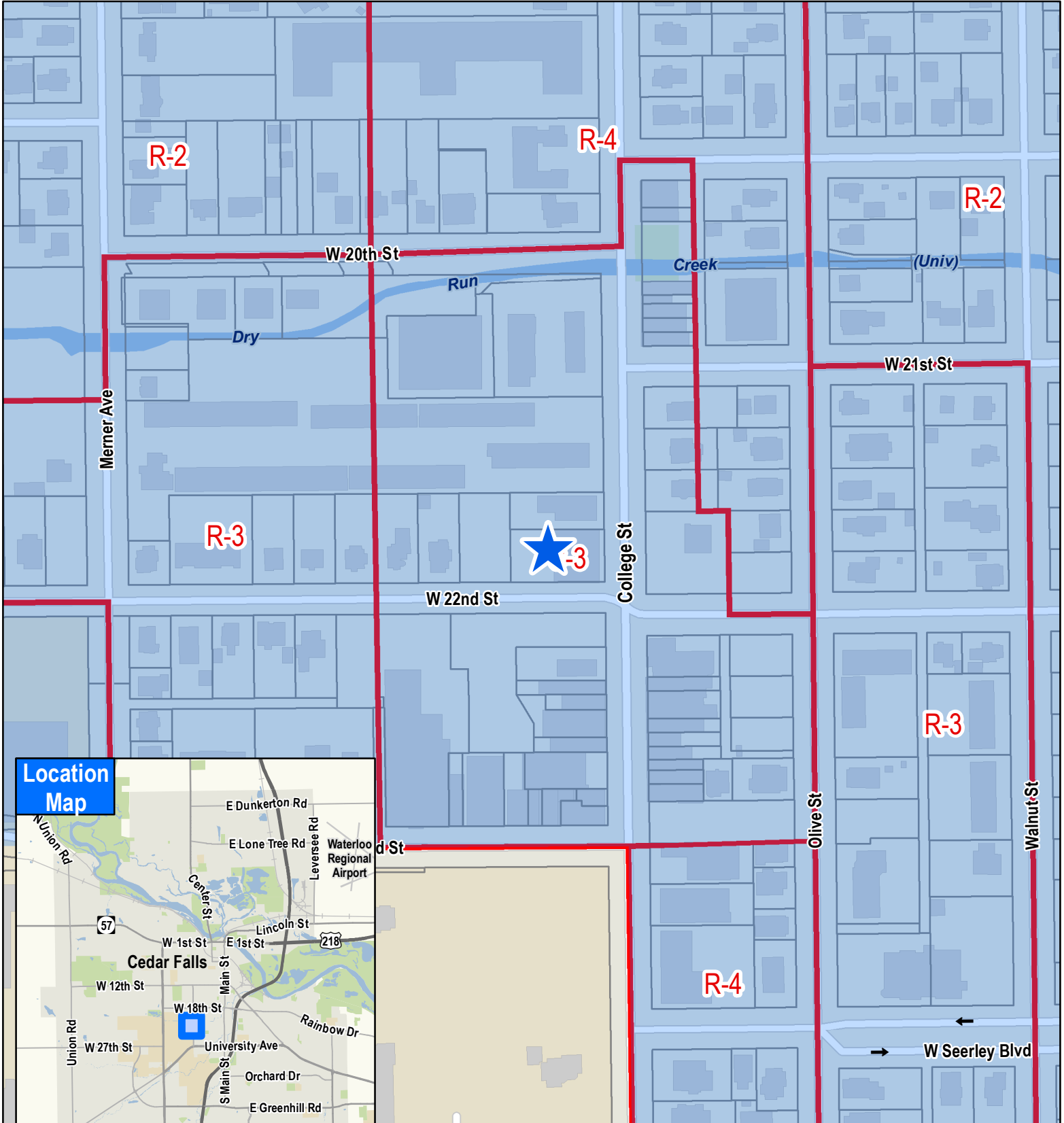
Details of proposed signage

Letter of Intent

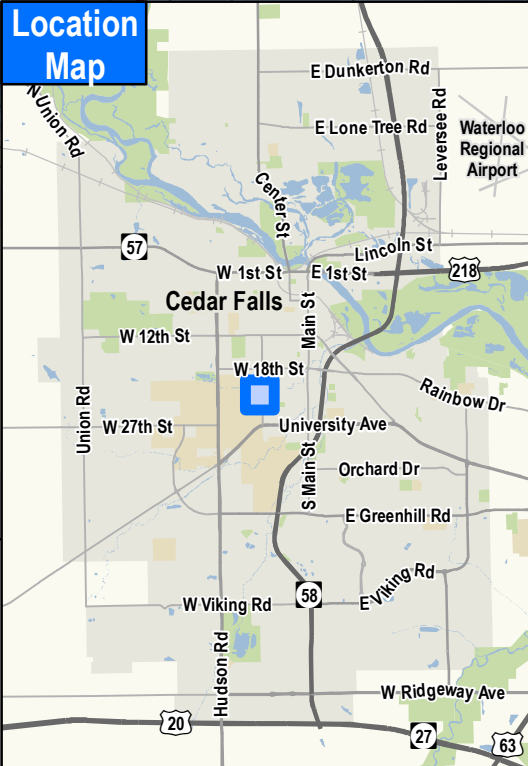
Cedar Falls Planning & Zoning Commission

May 26, 2021

Item 3.



Location Map



**Design Review for new signage
for Suite E, 2125 College Street**

SIGNS & DESIGNS

Projecting sign 10' from bottom of sign to the sidewalk. the sign will be place below the lintel.



G's Lettering on the awning is 20" x30" (4.2 sf)
awning is raised 20" from present and moved left 2'
9' to bottom of the awning.



SIGNS & DESIGNS



2-sided projecting lighted sign, 10' to bottom
12" deep cabinet/ LED lighting. Acrylic faces w/ Translucent vinyl
Bolts to wall . include cable attachments
Recover the awning, move Up 22"and West 2'. 9' to bottom

4/20/2021
2125 College Street Suite E
Cedar Falls, Iowa

P&Z Letter of intent:

Location: Address of the Property
2125 College St. Suite E. Cedar Falls, Iowa

Overview of additional signs for G's Tobacco, Liquor & Beer:

Purpose of this sign is to identify and advertise G's entrance location and products on the new storefront entrance up and down 22nd street. Installing a 48" x 90" projecting sign on the South side of the 2125 College Street building. The sign is 10' to the bottom from the sidewalk. The top of the sign is even with the bottom of the lintel. The sign projects 49.25" from the wall.

The existing canopy will be recovered and moved to the West edge of the suites façade and raised so that the bottom of the canopy is 9' above the sidewalk.

The lighted sign is made with an extruded aluminum cabinet, acrylic faces and Led internal lighting. It is held by a steel frame that is bolted to the building. See attached drawings.

owner Contact: Zheng Development: Ming 319-610-7975
store contact: Yasemine at Ray's Super Market/ Ph. 319-229-3586

Contractor: Signs & Designs , David Schachterle, 5600 Nordic Drive, Cedar Falls, Iowa 50613 T: 319-277-8829

David Schachterle
Signs & Designs, Inc,