



**AGENDA
CITY OF CEDAR FALLS, IOWA
PLANNING AND ZONING COMMISSION MEETING
WEDNESDAY, OCTOBER 23, 2019
5:30 PM AT CITY HALL**

Call to Order and Roll Call

Approval of Minutes

1. Planning and Zoning Commission Minutes of October 9, 2019.

Public Comments

Old Business

2. ***Imagine Downtown! Vision Plan***

Location: Downtown Cedar Falls and adjacent neighborhoods

Previous discussion: Presentation of the Public Review Draft - Sept 25, 2019; Public discussion at October 9 meeting

Recommendation: Recommend Approval

P&Z Action: *Review and make a recommendation to City Council*

New Business

Commission Updates

3. Please Note:

Planning & Zoning Commission meeting dates in November and December are on the 1st and 3rd Wednesdays to avoid major holiday weeks. Meeting dates are November 6th and 20th and December 4th and 18th.

Adjournment

Reminders:

- * November 6th and November 20th Planning & Zoning Commission Meetings
- * December 4th and December 18th Planning & Zoning Commission Meetings
- * November 4th and November 18th City Council Meetings
- * January 22 –Training Session - Conflict of Interest and Ex Parte Communication (Joint meeting with Board of Adjustment)

**Cedar Falls Planning and Zoning Commission
Regular Meeting
October 9, 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, October 9, 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, Hartley, Holst, Larson, Leeper, Saul and Wingert. Lynch and Prideaux were absent. Stephanie Houk Sheetz, Director of Community Development, David Sturch, Planner III and Iris Lehmann, Planner I, were also present. Ms. Lehmann informed the Commission that this would be her last Commission meeting as she has accepted another position elsewhere. She also introduced the Commission to new planner JD Atodaria.

- 1.) Chair Holst noted the Minutes from the September 25, 2019 regular meeting are presented. Ms. Adkins made a motion to approve the Minutes as presented. Mr. Hartley seconded the motion. The motion was approved unanimously with 7 ayes (Adkins, Hartley, Holst, Larson, Leeper, Saul and Wingert), and 0 nays.
- 2.) The first item of business was a Central Business District façade review for 116 West 4th Street. Chair Holst introduced the item and Ms. Lehmann provided background information. She explained that the owner is requesting a faced review to update the material on the overhang at the front and back of the building. The property is located in the Central Business Overlay District, which requires Commission approval. She displayed photos of the existing building as well an example of the proposed metal material and noted that the only items for approval would be materials, texture and color. The proposal meets the design criteria for the District and staff recommends approval of the submitted proposal.

Jim Blackledge, Iowa Post Frame Builders, brought a sample of the material for the proposed sign to show staff and the Commission. Mr. Hartley stated that he feels it is a nice improvement.

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

- 3.) The next item for consideration by the Commission was the final plat for Wild Horse Ridge 4th Addition. Chair Holst introduced the item and Mr. Sturch provided background information. He noted that the property is located at the southwest corner of Union Road and West 12th Street in the RP Zoning District. He provided a breakdown of the phases and explained that it is a connection of Blair Ridge Road from the First Addition to the Third Addition. Mr. Sturch provided a rendering of the stormwater management plan and noted that all requirements are met. Staff recommends approval of the plat.

Kevin Fittro, Skogman Homes, noted that he is available for any questions.

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 Wingert), and 0 nays.

- 4.) The Commission then considered the final plat for Prairie Winds 5th Addition. Chair Holst introduced the item and Mr. Sturch provided background information, explaining that the property is located west of Ironwood Drive, off of Hudson Road and Erik Road in the R-1 Zoning District. He provided a breakdown of the phases for previous plats and discussed future phases. He also discussed the pedestrian access easement to create a sidewalk connection for future sidewalk to the school, and the stormwater routing and flow. As the plat is consistent with the City's subdivision code, staff recommends approval.

Mr. Wingert noted that he will be abstaining from the item.

Steve Troskey, CGA Engineering, stated that he is available for any questions.

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

- 5.) The next item of business was the Imagine Downtown! Vision Plan presentation. Chair Holst introduced the item and Ms. Lehmann provided background information. She explained that the draft of the plan was released for public review September 26 and is available for viewing and download on the project webpage. At this time the plan is just being brought for discussion. She explained that an initial presentation of the plan was given after the last Planning and Zoning Commission meeting. The document was based on extensive public input and ideas. The intent is to provide a roadmap for growth and development in and around the downtown into the future. The plan is to establish a general framework for public policy decisions moving forward.

Ms. Lehmann provided a map from the plan that delineates the different character areas that are proposed, including areas such as general downtown, the Parkade, Overman Park neighborhood, Northwest Riverfront, etc. She also discussed the overarching recommendations of the plan that are covered in the report. Staff is looking to collect feedback from the Commission and the public at this time.

Carol Lilly, Community Main Street, spoke about the draft of the plan and stated that the Board has been reviewing the document and plan to provide feedback at the next Planning and Zoning Commission. Their intent is to confidently support the plan but they want to ensure they have had ample time to review and discuss the plan.

John Roth, 4212 Sterling Lane, has a business on Main Street and commented that he feels that the plan appears to stretch beyond what most residents consider to be downtown. He stated concern with potential roadway reduction from four lanes to three, and would like to see consistent roadway from downtown to University Avenue. He also noted concerns with bike traffic and safety.

Mike McCallum, co-chair of the Pedestrian and Bike Committee for Cedar Falls, stated that he is supportive of what they refer to as "road diet," which would allow more pavement for other purposes, including bicycle accommodation while sharing the road with motorists.

Ms. Saul stated that based on the statistics provided, it doesn't look like the younger population is growing very rapidly and the fact that the aging population should be kept in consideration when making decisions. Another consideration she would like to propose is keeping the integrity of the historical nature and character of the downtown when considering the zoning change to a form base code.

Mr. Leeper noted his appreciation for the study and the public participation.

Mr. Wingert asked about the benefits of having the bikes on the street as opposed to having them on a dedicated trail. Mr. Sturch stated that there numerous off road trails throughout the city and metro area. However, there are only certain areas in town where trails can only fit within the roadway so the bike lanes provide a good option for bicycle commuters. Ms. Lehmann stated the City Council also adopted a complete street policy that includes bikes to help provide options for alternate travel methods. Mr. McCallum supports on street accommodations for bike commuters.

Clark Rickard, 903 Main Street, asked about the effect of combining a bike lane and sidewalk to homeowners. He asked how that will change snow removal and sidewalk repairs. Ms. Lehmann stated that currently the proposal is not to combine the two, but to combine the road and bike lane.

Mr. Leeper stated it would be good to discuss the next steps in the process. Mr. Larson asked about the timeline and how it will be phased. Ms. Lehmann noted that staff can delve further into that at the next meeting.

Mr. Holst noted his appreciation of the change in the rules of development, as well as the added landscaping. He also mentioned the comments on parking and stated he feels that the concept is very strong and agrees that the additional density downtown will require structured parking.

Mr. Hartley stated that he is excited about the direction the plan is going. Ms. Saul noted that she loves the pictures that help to visualize the potential of the Plan.

Ms. Adkins stated that she likes what she is seeing so far, but agrees that the parking issues need to be addressed appropriately. She also stated concerns with incorporating vehicle, bicycle and pedestrian traffic. She stated that she also appreciates the pictures and is excited about the public input.

Mr. Wingert asked about any development incentives that would potentially help with costs. Ms. Lehmann stated that the document does encourage those kinds of programs, but that it ultimately is up to City Council. She added that if anyone has any ideas they are encouraged to bring them to staff. Ms. Sheetz pointed out that one of the goals is to potentially decrease the number of site plans with the Plan and the new zoning ordinance. She stated that creating a clear standards and objectives will help remove subjectivity.

The discussion concluded and the Downtown Vision Plan will be brought to a vote at the next Planning and Zoning Commission meeting.

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

The meeting adjourned at 6:29 p.m.

Respectfully submitted,



David Sturch
Planner III



Joanne Goodrich
Administrative Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

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MEMORANDUM

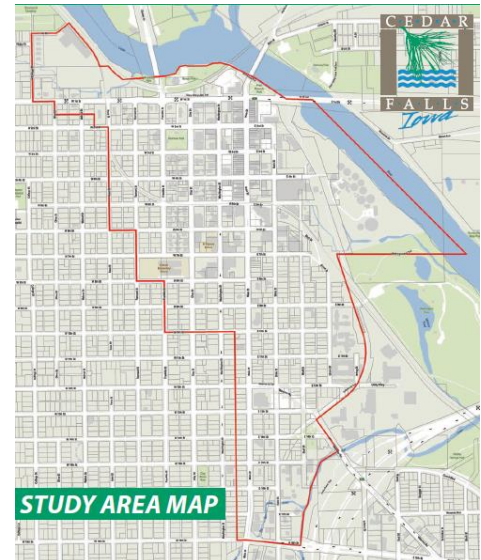
Planning & Community Services Division

TO: Planning & Zoning Commission
FROM: Karen Howard, AICP, Planning & Community Services Manager
DATE: October 18, 2019
SUBJECT: Discussion of the Public Review Draft of the Imagine Downtown! – Vision Plan

The draft of the Imagine Downtown! – Vision Plan was released for public review on September 26th, 2019 and is available for viewing and download on the project webpage: www.ourcedarfalls.com . Copies of the draft plan will also be available for viewing at City Hall and the Public Library. There was an initial discussion of the draft plan at the Planning and Zoning Commission meeting on October 9th. Staff and the consultants have discussed the comments received at the last meeting and comments received online and will present a few suggested changes to the draft based on those comments at your meeting on October 23.

Project Background

Cedar Falls has a thriving 24-hour downtown. This success creates momentum for additional investment in Downtown. However, the City has been operating under development standards and processes, some of which were originally established 50 years ago. These regulations have been refined over time, including the recently amended CBD overlay district, created to preserve and protect the character of the historic Downtown core. However, there was a recognition that more needed to be done to guide future growth in the Downtown District and the surrounding neighborhoods to meet the current and future needs of the community. Therefore, the City initiated the Imagine Downtown! Visioning Project. The project has two phases, an extensive community visioning effort, followed by development of zoning tools to implement the vision. The study area includes the central business district (CBD) and areas surrounding the CBD that transition into the traditional residential neighborhoods to the west. It also includes the extended Main Street corridor and neighborhood areas immediately south and northwest of the downtown along the south side of the Cedar River (see map above).



On Wednesday, September 25 at 6:30 PM, immediately following the regularly scheduled Planning & Zoning Commission meeting, there was a presentation of the public review draft of the Imagine Downtown! Vision Plan, followed by Q&A and a public open house. There was a good turnout at the meeting and the public was encouraged to review the plan in detail and

provide their feedback.

Project Summary

The *Imagine Downtown!* Vision Plan is the result of an extensive public engagement process that kicked off last April with a priority-setting session with the City Council, followed by a public workshop, stakeholder interviews, focused group sessions, and a study of the existing character of the study area, the market, and transportation network. This initial work provided the basis for an intensive 6-day Community Design Charrette, which included a hands-on workshop where the public was invited to share their aspirations for the future, technical meetings to ensure that the plan would be grounded in reality, an open design studio where the public was invited to drop in throughout the week to view the plan in progress and provide additional feedback, a lunch and learn session on downtown mobility, and a report-out presentation on the last day of the charrette to present the plan-in-progress based on the big ideas gathered during the week. Over the last several months, the consultant team, led by Ferrell Madden, has refined and fleshed out the plan and it is now ready for public review.

The *Imagine Downtown!* Vision Plan will provide a road map for growth and development in and around Downtown Cedar Falls. It will establish a general framework for public policy decisions and investment, in tandem with clear aspirations for the scale and character of future development downtown, which will be reflected in new zoning standards that will be developed in phase two of the project.

Staff Recommendation

The Community Development Department recommends approval of the *Imagine Downtown!* – Vision Plan, considering feedback from the public and direction from the Commission.

If you have any questions, please contact Karen Howard.