



**AGENDA  
CITY OF CEDAR FALLS, IOWA  
PLANNING AND ZONING COMMISSION MEETING  
WEDNESDAY, JANUARY 26, 2022  
5:30 PM AT CITY HALL**

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The City is providing in-person and electronic options for this meeting and encourages in-person attendees to follow the latest CDC guidelines to reduce the risk of COVID-19 transmission.

The meeting will 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).

To request to speak when allowed on the agenda, participants must click "Raise Hand" if connected by smartphone or computer, or press \*9 if connected by telephone. All participants will be muted by the presiding officer when not actually speaking.

**Call to Order and Roll Call**

- 1. Planning and Zoning Commission Regular Meeting Minutes of December 22, 2021

**Approval of Minutes**

**Public Comments**

**Old Business - None**

**New Business**

- 2. **Zoning Text Amendment – Amend CD-DT to eliminate shared parking requirements (TA22-001)**  
**Location:** Downtown Character District  
**Petitioner:** City Council  
**Previous discussion:** None  
**Recommendation:** Introduction and discussion  
**P&Z Action:** *Discuss and set date of public hearing*
  
- 3. **Zoning Text Amendment – Amend CD-DT to increase parking requirements (TA22-001)**  
**Location:** Downtown Character District  
**Petitioner:** City Council  
**Previous discussion:** None  
**Recommendation:** Introduction and discussion  
**P&Z Action:** *Discuss and set date of public hearing*

**Commission Updates**

4. Nominations and Election of Officers for 2022

5. Meeting location change (starting in February) due to City Hall reconstruction

**Adjournment**

Reminders:

\* February 9 and February 23 - Planning & Zoning Commission Meetings

\* February 7 and February 21 - City Council Meetings

**Cedar Falls Planning and Zoning Commission  
Regular Meeting  
December 22, 2021  
In person and via videoconference  
Cedar Falls, Iowa**

**MINUTES**

The Cedar Falls Planning and Zoning Commission met in regular session on December 22, 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: Crisman, Grybovych, Hartley, Holst, Lynch, Moser (via Zoom) and Saul. Larson and Leeper were absent. Stephanie Houk Sheetz, Director of Community Development, Karen Howard, Community Services Manager, Michelle Pezley, Planner III, and Matthew Tolan, Civil Engineer II, were also present.

- 1.) Acting Chair Holst noted the Minutes from the December 8, 2021 regular meeting are presented. Ms. Lynch made a motion to approve the Minutes as presented. Mr. Hartley seconded the motion. The motion was approved unanimously with 7 ayes (Crisman, Grybovych, Hartley, Holst, Lynch, Moser and Saul), and 0 nays.
- 2.) The first item of business was a preliminary plat for Cedar Falls West Viking Road Industrial Park, Phase V. Acting Chair Holst introduced the item and Ms. Pezley provided background information. She made a correction to the agenda and explained that staff recommends approval of the preliminary plat and asks the Planning and Zoning Commission to review and make a recommendation to City Council. She explained that the applicant (the City) is proposing 29 building lots and 4 outlots for regional stormwater management and buffers on approximately 200 acres of land. The site is south of West Viking Road and east of Union Road, west of the existing Viking Industrial Park. The proposal was explained in detail at the December 8, 2021 meeting. Staff has prepared responses to questions raised at the last meeting and Ms. Pezley discussed changes that have been made to the plan. Lot 9 is now a flag lot with direct access off Innovation Drive and an outlot was added to extend 6317 Development Drive.

Ms. Pezley reiterated the concerns from citizens with regard to the plat and the responses received from staff. Staff addressed each item and provided answers and solutions to each of the issues. Mr. Tolan addressed issues that were raised with temporary access, stormwater routing and dust on Union Road, and explained the plans to mitigate them.

Staff recommends approval of the preliminary plat subject to any comments and directions from the Commission and conformance to all city staff recommendations and technical requirements.

Michael Hager, 6830 Viking Road, spoke in favor of the Industrial Park and expressed support for neighborhood mitigation efforts and staff's efforts to address the issues. He noted the great work by City staff and specifically praised Shane Graham and Matt Tolan.

Ms. Saul made a motion to approve the item. Ms. Lynch seconded the motion. The motion was approved unanimously with 7 ayes (Crisman, Grybovych, Hartley, Holst, Lynch, Moser and Saul), and 0 nays.

- 3.) The next item for consideration by the Commission was an amendment to a site plan for River Place Plaza. Acting Chair Holst introduced the item and Ms. Sheetz provided background information. She explained that the item was first reviewed in 2016 and a site plan amendment

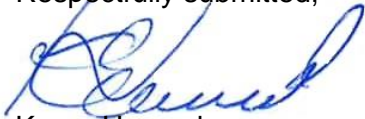
was approved in 2020. At this time a change has been proposed to make the truss structure a permanent fixture at the plaza. Originally it was only intended to be up for short periods of time, however because it is a more complex feature to remove it has stayed in place. Commission approval is needed to leave the stage permanently. The Commission felt that this has been a good addition and that it makes sense to leave it in place.

Ms. Lynch made a motion to approve the item. Ms. Crisman seconded the motion. The motion was approved unanimously with 7 ayes (Crisman, Grybovych, Hartley, Holst, Lynch, Moser and Saul), and 0 nays.

- 4.) As there were no further comments, Ms. Lynch made a motion to adjourn. Ms. Grybovych seconded the motion. The motion was approved unanimously with 7 ayes (Crisman, Grybovych, Hartley, Holst, Lynch, Moser and Saul), and 0 nays.

The meeting adjourned at 5:52 p.m.

Respectfully submitted,



Karen Howard  
Community Services Manager



Joanne Goodrich  
Administrative Assistant



## 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:** January 20, 2022

**SUBJECT:** Petition from City Council to Amend parking requirements in the Downtown Character District (TA22-001)

At their Work Session on Tuesday, January 18<sup>th</sup>, the City Council directed staff to forward to the Planning and Zoning Commission their request for several amendments to the recently adopted Downtown Character District code.

#### **Background**

The Downtown Character District regulations were adopted by City Council on November 1, 2021. These new zoning regulations are intended to implement the *Imagine Downtown! Vision Plan* adopted in November of 2019. The vision plan was the result of public workshops, a week-long community design charrette, and other public outreach events that took place in 2019, where community members, including downtown merchants, property owners, residents, and other stakeholders were invited to share their feedback and ideas for the future of Downtown and surrounding neighborhoods.

The second phase of the project was to draft zoning regulations to encourage future development that is consistent with the adopted Vision. The draft code was presented to the public in February, 2021. The Commission considered the new code at four special work sessions and held 3 public hearings to consider public comments and suggestions for changes to the code. The Commission discussed all proposed changes to the draft and made decisions on each one before forwarding a final draft to the City Council for consideration in May 2021. The Planning & Zoning Commission's recommended draft was reviewed at three City Council Committee of the Whole meetings and two work sessions before a public hearing was scheduled. The draft was debated at three separate readings before being adopted on November 1, 2021.

#### **Council Petition # 1 – Eliminate shared parking requirements**

Under the new code, for a new development project that contains apartments or upper floor commercial uses, a certain number of shared parking spaces must be provided. These spaces must be made available for the public to use during at least 12 hours a day. For the remaining hours these spaces may be reserved for the tenants of the building. The property owner has the flexibility to determine the hours when they are available for shared use and can sign them accordingly. For example, the spaces can be reserved for office tenants of the building during the day, but can then be made available to the public after 5:00 PM when the downtown restaurants and bars are at their busiest. Or, vice versa, at the discretion of the property owner, the shared parking spaces may be made available for public use during the day, when the need for parking for the residents is lowest. The shared parking requirement is one

tool that can be used to provide some additional parking spaces for public use to alleviate parking congestion downtown during peak times when the spaces might otherwise be sitting vacant.

However, a number of concerns have been expressed about the shared parking requirements, including concerns about requiring property owners to make their private property available for public use and about how the shared spaces will be managed and monitored over time. A majority of the City Council feel that the potential downsides outweigh the potential benefits of this requirement and request the Commission consider eliminating the shared parking requirements from the zoning code. They note that property owners would still have the option to voluntarily share their parking with the public.

### **Council Petition # 2 – Increase the amount of parking required for residential uses**

Based on the recommendations of the parking study conducted by WGI in late 2018, along with numerous stakeholder interviews during, the consultants drafting the Downtown Character District Code (Ferrell Madden), included a reduction in the parking requirements for multi-family residential units from 1 space per bedroom to 0.5 spaces per bedroom (along with 0.25 spaces per bedroom for shared parking). At your meeting next Wednesday, staff will review the parking study results and the reasoning behind lowering the parking requirements.

A majority of the City Council expressed concerns about lowering the parking requirements for residential uses downtown and would like the Commission to consider re-establishing the previous requirement of one parking space per bedroom.

**RECOMMENDATION:** Staff recommends that the Commission discuss these specific requests from the City Council and set a public hearing date for formal consideration for February 9, 2022.