



**AGENDA
CITY OF CEDAR FALLS, IOWA
CITY COUNCIL MEETING
MONDAY, NOVEMBER 01, 2021
7:00 PM AT CITY HALL**

Call to Order by the Mayor

Roll Call

Approval of Minutes

1. Regular Meeting of October 18, 2021.

Agenda Revisions

Special Presentations

2. Proclamation recognizing November 11, 2021 as Veterans Day and Home Base Iowa Day.
3. Proclamation recognizing November 2021 as Cedar Valley United Way Month.
4. Proclamation recognizing November 2021 as Hospice and Palliative Care Month.

Public Forum. (Speakers will have one opportunity to speak for up to 5 minutes on topics germane to City business.)

Old Business

5. Pass Ordinance #2994, amending Chapter 26, Zoning, and other associated sections of the Code of Ordinances, relative to establishing the CD-DT, Downtown Character District, upon its third and final consideration.
6. Pass Ordinance #2995, amending Section 26-118 of the Code of Ordinances, by removing all property within the defined boundaries of the Downtown Character District from current zoning districts and placing the same in the CD-DT, Downtown Character District Zoning District, upon its third and final consideration. (contingent upon approval of previous ordinance)
7. Pass Ordinance #2996, amending Section 26-118 of the Code of Ordinances by removing certain property located in the vicinity of Cedar Heights Drive and Valley High Drive from the C-1, Commercial District, and placing the same in the R-P, Planned Residence District, upon its third and final consideration.
8. Pass Ordinance #2997, adopting by reference the 2021 International Building Code, 2021 International Residential Code, 2021 International Mechanical Code, 2021 Uniform Plumbing Code, 2021 National Fuel Gas Code and 2020 National Electrical Code, and associated revisions to Chapter 7, Buildings and Building Regulations of the Code of Ordinances, upon its second consideration.
9. Pass Ordinance #2998, adopting by reference the 2021 International Fire Code, and associated revisions to Chapter 9, Fire Prevention and Protection of the Code of Ordinances, upon its second consideration.
10. Pass Ordinance #2999, amending Section 26-118 of the Code of Ordinances by removing certain property located at 5424 University Avenue from the R-1, Residence District and C-2, Commercial District, and placing the same in the C-2, Commercial District, upon its second consideration.

New Business

Consent Calendar: (The following items will be acted upon by voice vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)

- [11.](#) Approve the following recommendations of the Mayor relative to the appointment of members to Boards and Commissions:
 - a) Dr. Oksana Grybovych Hafermann, Planning & Zoning Commission, term ending 11/01/2022.
 - b) Dr. Kristin Moser, Planning & Zoning Commission, term ending 11/01/2026.
 - c) Hannah Peterson, Planning & Zoning Commission, term ending 11/01/2026.
 - d) LeaAnn Saul, Planning & Zoning Commission, term ending 11/01/2026.
- [12.](#) Receive and file the Committee of the Whole minutes of October 18, 2021 relative to the following items:
 - a) Racial Equity Task Force Presentation.
 - b) Downtown Public Parking.
 - c) Planning & Zoning Commission Interviews.
- [13.](#) Receive and file the Report and Recommendations of the Racial Equity Task Force.
- [14.](#) Receive and file the Departmental Monthly Reports of September, 2021.
- [15.](#) Receive and file the FY21 Street Financial Report (SFR) for the City.
- [16.](#) Receive and file the Bi-Annual Report of College Hill Partnership relative to FY22 Self-Supported Municipal Improvement District (SSMID) funds and an FY22 Economic Development Grant.
- [17.](#) Receive and file the Bi-Annual Report of Community Main Street relative to FY22 Self-Supported Municipal Improvement District (SSMID) funds and an FY22 Economic Development Grant.
- [18.](#) Approve the following applications for beer permits and liquor licenses:
 - a) Lark Brewing, 6301 University Avenue, Class C liquor, Special Class A beer & outdoor service – renewal.
 - b) Tony's La Pizzeria, 407 Main Street, Class C liquor & outdoor service - renewal.
 - c) Urban Pie, 200 State Street, Class C liquor & outdoor service - renewal

Resolution Calendar: (The following items will be acted upon by roll call vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)

- [19.](#) Resolution levying a final assessment for costs incurred by the City to mow property located at 8702 University Avenue.
- [20.](#) Resolution approving and authorizing execution of a contract with the Governor's Traffic Safety Bureau (GTSB) relative to funding for traffic enforcement and training.
- [21.](#) Resolution approving and authorizing execution of a 28E Agreement for Tobacco, Alternative Nicotine and Vapor Product Enforcement with the Iowa Alcoholic Beverages Division.
- [22.](#) Resolution approving and adopting a Recreation Fee Schedule to become effective December 1, 2021.
- [23.](#) Resolution approving and authorizing execution of a Second Amendment to Operating Agreement for Pheasant Ridge/Walters Golf Courses and Pro Shop with John J. Bermel.
- [24.](#) Resolution approving and adopting an Administrative Plan for Voluntary Property Acquisition funded under the Hazard Mitigation Grant Program.
- [25.](#) Resolution approving a Mixed Use (MU) Residential Zoning District site plan for a car wash to be located at 1125 Fountains Way.

- [26.](#) Resolution approving and authorizing execution of a First Amendment to the Subrecipient Agreement for Federally Funded Project with Eastside Ministerial Alliance, Inc. for Community Development Block Grant (CDBG-CV2) funding relative to the CARES Act.
- [27.](#) Resolution receiving and filing, and rejecting all bids received for the Recreational River Area and Riverbank Improvements Project.
- [28.](#) Resolution approving and accepting the contract and bond of Boulder Contracting, LLC for the 2021 Street Patching Project.
- [29.](#) Resolution approving the Certificate of Completion and accepting the work of Benton's Sand & Gravel, Inc. for the 2020 Permeable Alley Project; and approving and authorizing the transfer of funds from the Street Construction Fund to the 2018 Storm Water Bond Fund relative to completion of the project.
- [30.](#) Resolution approving and authorizing execution of Supplemental Agreement No. 4A to the Professional Service Agreement with Snyder & Associates, Inc. relative to the West Viking Industrial Park Expansion - Phase 1.
- [31.](#) Resolution approving and authorizing execution of Supplemental Agreement No. 1 to the Professional Service Agreement with AECOM Technical Services, Inc. relative to 2021 survey services.
- [32.](#) Resolution approving and authorizing execution of Supplemental Agreement No. 1 to the Professional Service Agreement with AECOM Technical Services, Inc. relative to the West 27th Street Reconstruction Project.
- [33.](#) Resolution setting November 15, 2021 as the date of public hearing on the City's FFY20 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Programs.
- [34.](#) Resolution setting November 15, 2021 as the date of public hearing on a proposed ordinance granting a partial property tax exemption for The Vault, LLC for construction of a storage/office facility at 6100 Production Drive.
- [35.](#) Resolution receiving and filing, and setting November 15, 2021 as the date of public hearing on the proposed plans, specifications, form of contract & estimate of cost for the Greenhill Road & South Main Street Intersection Improvement Project.
- [36.](#) Resolution setting November 15, 2021 as the date of hearing on the proposed condemnation of property located at 315 East Dunkerton Road.
- [37.](#) Resolution setting November 15, 2021 as the date of hearing on the proposed condemnation of property located at 1227 West 22nd Street.
- [38.](#) Resolution setting November 15, 2021 as the date of hearing on the proposed condemnation of property located at 710 West 13th Street.
- [39.](#) Resolution setting November 15, 2021 as the date of hearing on the proposed condemnation of property located at 1303 Walnut Street.

Allow Bills and Claims

- [40.](#) Allow Bills and Claims for November 1, 2021.

City Council Referrals

City Council Updates

Staff Updates

Executive Session

41. Executive Session to discuss Collective Bargaining per Iowa Code Section 20.17(3) as negotiating sessions, strategy meetings of public employers, mediation, and the deliberative process of arbitrators; and Legal Matters per Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Adjournment

**CITY HALL
CEDAR FALLS, IOWA, OCTOBER 18, 2021
REGULAR MEETING, CITY COUNCIL
MAYOR ROBERT M. GREEN PRESIDING**

- The City Council of the City of Cedar Falls, Iowa, met in Regular Session, pursuant to law, the rules of said Council and prior notice given each member thereof, at 7:00 P.M. on the above date. Members present: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Absent: None.
- 53505 - It was moved by Kruse and seconded by Miller that the minutes of the Regular Meeting of October 4, 2021 be approved as presented and ordered of record. Motion carried unanimously.
- 53506 - Mayor Green read the following proclamations:
- Proclamation recognizing October 17-23, 2021 as Character Counts Week.
- Proclamation recognizing October 17-23, 2021 as Friends of the Library Week. Friends of Cedar Falls Public Library Vice-President Rhonda Braley commented.
- Proclamation recognizing October 18, 2021 as Day of Inclusion.
- 53507 - T.J. Frein, 1319 Austin Way, would like to see an easier way for people to not only file complaints, but to commend the Police Department and Public Safety Officials. Mr Frein also commented on his desire to see members of the community recognized for their accomplishments during Council meetings.
- 53508 - Mayor announced that in accordance with the public notice of October 8, 2021, this was the time and place for a public hearing on the proposed plans, specifications, form of contract & estimate of cost for the City Hall Remodel Project. It was then moved by deBuhr and seconded by Harding that the proof of publication of notice of hearing be received and placed on file. Motion carried unanimously.
- 53509 - The Mayor then asked if there were any written communications filed to the proposed project. Upon being advised that there were no written communications on file, the Mayor then called for oral comments. Building Official Castle provided a brief summary of the proposed project. Following questions by the Mayor and Councilmember DeBuhr, and responses by Castle and Engineer Tom Folders, the Mayor declared the hearing closed and passed to the next order of business.
- 53510 - It was moved by Harding and seconded by Miller that Resolution #22,549, approving and adopting the plans, specifications, form of contract & estimate of cost for the City Hall Remodel Project, be adopted. Following questions and comments by Councilmembers Sires, Kruse, deBuhr, Harding and Miller, and Mayor Green, and responses by Building Official Castle, Finance & Business Operations Director Rodenbeck and Community Development Director Sheetz, the Mayor put the question on the motion and upon call of the roll, the following

named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Dunn. Nay: Sires. Motion carried. The Mayor then declared Resolution #22,549 duly passed and adopted.

- 53511 - Mayor announced that in accordance with the public notice of October 8, 2021, this was the time and place for a public hearing on the proposed adoption by reference the 2021 International Building Code, 2021 International Residential Code, 2021 International Mechanical Code, 2021 Uniform Plumbing Code, 2021 National Fuel Gas Code and 2020 National Electrical Code, and associated revisions to Chapter 7, Buildings and Building Regulations of the Code of Ordinances. It was then moved by Darrah and seconded by deBuhr that the proof of publication of notice of hearing be received and placed on file. Motion carried unanimously.
- 53512 - The Mayor then asked if there were any written communications filed to the proposed codes. Upon being advised that there were no written communications on file, the Mayor then called for oral comments. Building Official Castle provided a summary of the proposed codes. There being no one else present wishing to speak about the proposed codes, the Mayor declared the hearing closed and passed to the next order of business
- 53513 - It was moved by Miller and seconded by Harding that Ordinance #2997, adopting by reference the 2021 International Building Code, 2021 International Residential Code, 2021 International Mechanical Code, 2021 Uniform Plumbing Code, 2021 National Fuel Gas Code and 2020 National Electrical Code, and associated revisions to Chapter 7, Buildings and Building Regulations of the Code of Ordinances, be passed upon its first consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Nay: None. Motion carried.
- 53514 - Mayor announced that in accordance with the public notice of October 8, 2021, this was the time and place for a public hearing on the proposed adoption by reference the 2021 International Fire Code, and associated revisions to Chapter 9, Fire Prevention and Protection of the Code of Ordinances. It was then moved by Darrah and seconded by Harding that the proof of publication of notice of hearing be received and placed on file. Motion carried unanimously.
- 53515 - The Mayor then asked if there were any written communications filed to the proposed codes. Upon being advised that there were no written communications on file, the Mayor then called for oral comments. Fire Chief Bostwick provided a brief summary of the proposed codes. There being no one else present wishing to speak about the proposed codes, the Mayor declared the hearing closed and passed to the next order of business
- 53516 - It was moved by deBuhr and seconded by Harding that Ordinance #2998, adopting by reference the 2021 International Fire Code, and associated revisions to Chapter 9, Fire Prevention and Protection of the Code of Ordinances, be passed upon its first consideration. Following due consideration by the Council,

the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Nay: None. Motion carried.

- 53517 - Mayor announced that in accordance with the public notice of October 8, 2021, this was the time and place for a public hearing on the proposed rezoning from R-1, Residence District and C-2, Commercial District to C-2, Commercial District of property located at 5424 University Avenue. It was then moved by Harding and seconded by Kruse that the proof of publication of notice of hearing be received and placed on file. Motion carried unanimously.

- 53518 - The Mayor then asked if there were any written communications filed to the proposed rezoning. Upon being advised that there were no written communications on file, the Mayor then called for oral comments. Planner I Atodaria provided a brief summary of the proposed rezoning. There being no one else present wishing to speak about the proposed rezoning, the Mayor declared the hearing closed and passed to the next order of business

- 53519 - It was moved by Darrah and seconded by Miller that Ordinance #2999, amending Section 26-118 of the Code of Ordinances by removing certain property located at 5424 University Avenue from the R-1, Residence District and C-2, Commercial District, and placing the same in the C-2, Commercial District, be passed upon its first consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Nay: None. Motion carried.

- 53520 - It was moved by Darrah and seconded by Miller that Ordinance #2994, amending Chapter 26, Zoning, and other associated sections of the Code of Ordinances relative to establishing the CD-DT, Downtown Character District, be passed upon its second consideration. Following comments and questions by Darin Beck, 339 Golden Lane, Eashaan Vajpeyi, 3831 Convair Lane (representing Skyview LLC), T.J. Frein, 1319 Austin Way, and Councilmember Harding, and responses by Planning & Community Services Manager Howard and City Attorney Rogers, it was moved by deBuhr and seconded by Kruse to amend the motion to remove the mandatory shared parking requirement. Following comments and questions by Councilmembers Kruse, Harding, deBuhr, Miller, Darrah and Dunn, and Eashaan Vajpeyi, and responses by Community Development Director Sheetz, City Administrator Gaines and Howard, the motion to amend failed 3-4, with Miller, Harding, Darrah and Dunn voting Nay.

Following comments by Councilmembers deBuhr and Kruse, and responses by Howard, it was moved by Kruse and seconded by deBuhr to amend the motion by removing the prohibition on vinyl siding for new construction. Following questions by Councilmembers Miller and Kruse, and responses by Rogers, the motion failed 3-4, with Miller, Harding, Darrah and Dunn voting Nay.

Following questions and comments by Councilmembers deBuhr and Kruse, and responses by Howard, it was moved by Kruse and seconded by deBuhr to

amend the motion by changing onsite parking requirements to one per unit plus one quarter spot per additional bedroom. The motion failed 3-4, with Miller, Harding, Darrah and Dunn voting Nay.

It was then moved by Kruse and seconded by deBuhr to amend the motion to retain Planning and Zoning review instead of an administrative review. Following comments and questions by Councilmembers Kruse, Harding, deBuhr, Dunn and Sires, and Mayor Green, and responses by Howard, the motion failed 3-4, with Miller, Harding, Darrah and Dunn voting Nay. The Mayor then put the question on the original motion, and upon call of the roll, the following named Councilmembers voted. Aye: Miller, Harding, Darrah, Dunn. Nay: deBuhr, Kruse, Sires. Motion carried.

53521 - It was moved by Darrah and seconded by Miller that Ordinance #2995, amending Section 26-118 of the Code of Ordinances, by removing all property within the defined boundaries of the Downtown Character District from current zoning districts and placing the same in the CD-DT, Downtown Character District Zoning District, be passed upon its second consideration. Following a comment by T.J. Frein, 1319 Austin Way, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, Harding, Darrah, Dunn. Nay: deBuhr, Kruse, Sires. Motion carried.

53522 - It was moved by Darrah and seconded by Miller that Ordinance #2996, amending Section 26-118 of the Code of Ordinances by removing certain property located in the vicinity of Cedar Heights Drive and Valley High Drive from the C-1, Commercial District, and placing the same in the R-P, Planned Residence District, be passed upon its second consideration. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Nay: None. Motion carried.

53523 - It was moved by Miller and seconded by Darrah that the following items on the Consent Calendar be received, filed and approved:

Receive and file the Mayor's communication relative to creation of the Cedar Falls Sister Cities Committee as a sub-committee of the Cedar Falls Art & Culture Board.

Receive and file the following resignations of members from Boards and Commissions:

- a) Mario Basurto, Human Rights Commission.
- b) Cynthia Snell, Library Board of Trustees.

Receive and file the Committee of the Whole minutes of October 4, 2021 relative to the following item:

- a) Downtown Zoning Code - Private Parking Requirements

Receive and file a communication from the Civil Service Commission relative to a certified list for the position of Code Enforcement Officer.

Receive, file and refer to the Planning & Zoning Commission a communication from Community Main Street, Inc. relative to reestablishment of the Downtown Cedar Falls Self-Supported Municipal Improvement District.

Approve the application of J & M Displays (Holiday Hoopla) for a fireworks display permit for November 26, 2021.

Approve the following applications for beer permits and liquor licenses:

- a) Hampton Inn & Suites, 101 West 1st Street, Class C beer & Class B wine - renewal.
- b) Peppers Grill & Sports Pub, 620 East 18th Street, Class C liquor - renewal.
- c) SingleSpeed Brewing Co., 128 Main Street, Class C liquor & outdoor service - renewal.
- d) Fareway Store, 4500 South Main Street, Class E liquor - renewal
- e) G Corner, 2125 College Street, Class E liquor – renewal.

Motion carried unanimously.

53524 - It was moved by Miller and seconded by Harding that the following resolutions be introduced and adopted:

Resolution #22,550, supporting participation in the Home Base Iowa Initiative.

Resolution #22,551, approving and adopting the rate of \$3.89 per \$1,000 taxable value for the Downtown Cedar Falls Self-Supported Municipal Improvement District (SSMID) for FY23.

Resolution #22,552, approving and authorizing execution of a Professional Service Agreement with WHKS & Co. for testing and inspection services relative to the Park Drive Lift Station Inflow & Infiltration (I&I) Reduction Program.

Resolution #22,553, approving and authorizing execution of a Quit Claim Deed, conveying title for right-of-way purposes, in conjunction with the Highway 58 & Ridgeway Avenue Project.

Resolution #22,554, approving and authorizing execution of a Service/Product Agreement with Propel Nonprofits relative to strategic planning for the Art & Culture Board.

Resolution #22,555, approving and authorizing execution of Supplemental Agreement No. 3 to the Professional Service Agreement with Riverwise Engineering, LLC for construction services relative to the Cedar River Recreational Improvement Project.

Resolution #22,556, setting November 1, 2021 as the date of hearing on the proposed condemnation of property located at 710 West 13th Street.

Resolution #22,557, setting November 1, 2021 as the date of hearing on the proposed condemnation of property located at 1303 Walnut Street.

Following due consideration by the Council, the Mayor put the question on the

motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Nay: None. Motion carried. The Mayor then declared Resolutions #22,550 through #22,557 duly passed and adopted.

- 53525 - It was moved by Kruse and seconded by Darrah that the bills and claims of October 18, 2021 be allowed as presented, and that the Controller/City Treasurer be authorized to issue City checks in the proper amounts and on the proper funds in payment of the same. Upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Nay: None. Motion carried.
- 53526 - Police Chief Berte announced a Drug Take Back event on Saturday, October 23, from 10 AM – 2 PM at the Public Safety Building.
- 53527 - It was moved by Harding and seconded by Darrah to adjourn to Executive Session to discuss Property Acquisition per Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Harding, Darrah, Sires, Dunn. Nay: None. Motion carried.

The City Council adjourned to Executive Session at 8:50 P.M.

Mayor Green reconvened the Council meeting at 9:02 P.M.

- 53528 - It was moved by Kruse and seconded by Darrah that the meeting be adjourned at 9:03 P.M. Motion carried unanimously.

Jacqueline Danielsen, MMC, City Clerk



MAYOR ROBERT M. GREEN
CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600



VETERANS DAY & HOME BASE IOWA DAY NOVEMBER 11, 2021

WHEREAS, America's men and women in uniform have defeated tyrants, liberated continents, and set a standard of courage and selfless service for the entire world; and

WHEREAS, on Veterans Day, our Nation pays tribute to those who have proudly served in our Armed Forces of the United States; and

WHEREAS, in answering history's call with honor, decency, and resolve, our veterans have shown the power of liberty and earned the respect and admiration of a grateful Nation; and

WHEREAS, as we recall the service of our Soldiers, Sailors, Airmen, Marines, Coast Guardsmen, and Guardians, we are reminded that the defense of freedom comes with great sacrifice, and we give thanks to those who have served freedom's cause; and

WHEREAS, in recognition of the contributions our service men and women have made to the cause of peace and freedom around the world, the Congress has provided that November 11 of each year shall be set aside as a legal public holiday to honor veterans; and

WHEREAS, in 2021, Cedar Falls celebrates its designation as an official Home Base Iowa City, with incentives for veterans to permanently relocate to Cedar Falls after completing their military service, including pathways to quality jobs in our community;

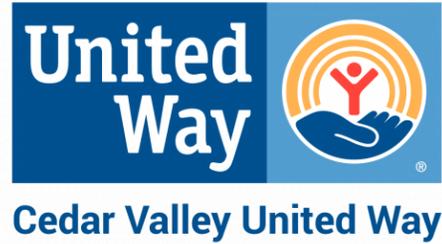
NOW, THEREFORE I, Robert M. Green, Mayor of the City of Cedar Falls do hereby proclaim November 11, 2021, as **Veterans Day and Home Base Iowa Day** in Cedar Falls, and encourage all citizens to recognize the valor and sacrifice of our veterans through ceremonies, expressions, programs, and prayers; and I further encourage local businesses to register with Home Base Iowa for the recruitment and hiring of our Nation's veterans.

Signed this 26th day of October 2021.

Mayor Robert M. Green



MAYOR ROBERT M. GREEN
CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
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CEDAR VALLEY UNITED WAY MONTH NOVEMBER 2021

WHEREAS, Cedar Valley United Way directly and indirectly impacts thousands of residents in the Waterloo/Cedar Falls metropolitan area; and

WHEREAS, the citizens of the Cedar Valley benefit greatly from the many programs provided by area health and human service agencies supported by United Way; and

WHEREAS, Cedar Valley United Way brings together businesses, government, community organizations and committed individuals, all in a united effort; and

WHEREAS, United Way funds raised in the Cedar Valley support organizations and charities for the benefit of area citizens and the improvement of their quality of life;

NOW, THEREFORE I, Robert M. Green, Mayor of the City of Cedar Falls, do hereby proclaim November 2021 as **Cedar Valley United Way Month** in the City of Cedar Falls, and I encourage all citizens to support financially, through the United Way, the many community organizations that provide invaluable services for our seniors, families and youth in the Cedar Valley; this can be done online at cedarvalleyunitedway.org/give.

United, we can!



Signed this 25th day of October 2021.

Mayor Robert M. Green



MAYOR ROBERT M. GREEN
CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
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HOSPICE AND PALLIATIVE CARE MONTH

NOVEMBER 2021

WHEREAS, November marks the 43th anniversary of National Hospice and Palliative Care Month, and 2021 celebrates the grand opening of the new Cedar Valley Hospice administrative facility in Waterloo to support regional hospice efforts; and

WHEREAS, last year 1,038 hospice patients, 3,092 grief clients, and 108 AIDS/HIV clients were served by Cedar Valley Hospice through knowledge, respect, and compassionate care; and

WHEREAS, hospice and palliative care provide patients and families with pain and symptom control, and emotional and spiritual support, most often delivered in the home; allowing patients to live in dignity, treated with respect, surrounded and supported by loved ones, familiar friends, and committed caregivers; and

WHEREAS, professional and compassionate hospice staff and trained volunteers, including physicians, nurses, social workers, counselors, health aides, and chaplains, provide comprehensive care to make each patient’s individual wishes and preferences a priority; and

WHEREAS, Cedar Valley Hospice provides family members and loved ones with vital counseling and bereavement care to help them cope with the many losses they face during the illness and with the grief they experience afterwards; and

WHEREAS, providing high-quality hospice care reaffirms our belief in the essential dignity of every person, regardless of age, health, or social status, and that every stage of human life deserves to be treated with the utmost respect and care;

NOW, THEREFORE, I, Robert M. Green, Mayor of Cedar Falls, do hereby proclaim November 2021 as **Hospice and Palliative Care Month** in the city of Cedar Falls and encourage citizens to increase their awareness of the importance and availability of hospice and palliative services, and to support the tireless efforts of Cedar Valley Hospice as they compassionately care for those with terminal illness and their loved ones.

Signed this 26th day of October 2021.

Mayor Robert M. Green



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
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MEMORANDUM

Planning & Community Services Division

TO: Mayor Robert M. Green and City Council
FROM: Karen Howard, AICP, Planning & Community Services Manager
DATE: August 30, 2021
SUBJECT: Zoning Text Amendments - Downtown Character District Code (TA21-001)

Project Background

Cedar Falls has a thriving Downtown District. 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 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 Council initiated the *Imagine Downtown!* Visioning Project. There have been two phases to this project: 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.

The *Imagine Downtown!* Vision Plan was adopted in November 2019 after an extensive public engagement effort. The *Imagine Downtown!* Vision Plan provides a road map for growth and development in and around Downtown Cedar Falls. It establishes a general framework for public policy decisions and investment, in tandem with clear aspirations for the scale and character of future development downtown, which are reflected in the proposed zoning standards currently under consideration.

A public review draft of a proposed Downtown Character District code and associated Regulating Plan were presented during a special virtual Cedar Falls Planning and Zoning Commission meeting on February 17, 2021. Since that time, the proposed code and regulating plan map along with new administrative procedures and land use classification system have been available for public review and comment on the project webpage and have been advertised widely on various social media platforms, by press release, and with printed letters to all property owners within the study area. The code project has been featured on local television news broadcasts, articles in the Courier, and on the City Cable Channel 15.

In the three months following the release of the public review draft of the code, consultants and staff met with the Planning and Zoning Commission at four special work sessions to discuss the various elements of the proposed code and regulating plan. Staff also provided three different opportunities for work session discussions with development professionals and with Community Main Street, and encouraged the public to view and submit questions or comments to the Planning Division. Staff have responded to emails and phone inquiries and documented requests for changes to the draft. All property owners in the area were notified by mail inviting them to public hearings at the Planning and Zoning Commission.

Public input was invited during public hearings at the Planning and Zoning Commission on April 14 and April 28, 2021. The Planning and Zoning Commission considered amendment requests from the public, staff, and Commission members at their April 14 meeting. No additional requests for changes were submitted for the April 28 hearing. The consultants and staff documented each requested amendment along with an explanation, pros and cons of making the change, and decisions made by the Commission in a “decision matrix,” which is attached to this memo. **At their May 12 meeting the Commission voted to recommend approval of the draft with their recommended changes from the decision matrix and forward their recommendations to the City Council for consideration.**

The City Council review of the proposed code has included:

- May 17 - Consultants from Ferrell Madden presented the Commission’s recommended draft to the City Council at a Committee of the Whole meeting and copies of the code and regulating plan were distributed to Council members;
- June 7 - Council work session for general discussion and questions;
- June 21 – Council work session to discuss the proposed parking requirements for private development;
- August 2 – Committee of the Whole Meeting to review the parking requirements in more depth, most specifically the concept of shared parking and to invite any feedback from the community;
- August 16 – Council set the date of public hearing for September 7.

Analysis

The proposed Downtown Character District code includes new development standards and architectural standards to control the scale and design of new buildings and specifically addresses how new development relates to the streets and sidewalks to help ensure that new development fits into the context of the surrounding development. The architectural standards include such elements as building material standards, standards for window coverage, entranceway standards, façade variation, and sign standards. The placement of the buildings and the parking on the lot is not left to chance, but is regulated to ensure that building facades designed to support pedestrian activity front on the public sidewalks with parking and mechanical equipment located to the rear.

The frontage designations on the Regulating Plan help to ensure that like-development faces like-development across the street. In addition, where the higher intensity Urban General, Urban General 2, and Storefront frontages lots share a common lot line with a Neighborhood Small or Medium frontage lot or an R-1 or R-2 zoned property along the edge of the district, “Neighborhood Manners” requirements apply that limit building height and include enhanced setback, landscaping, and screening standards to create a buffer.

Creating livable neighborhoods is also a focus of the new zoning, which includes new open space requirements on each lot to ensure even in the most intensive areas usable open space will be provided for future residents. Open yards and courtyards count toward this requirement in neighborhood frontages with some allowance for balconies and shared upper floor or rooftop patios in the more intensive mixed-use frontages where the buildings may cover most of the lot area. The “public realm standards” specify standards for the space between the building and the street curb including requirements for street trees.

The parking requirements are structured to support preservation of and adaptive re-use of existing historic buildings, particularly along the Main Street parkade, while continuing to require parking for residential uses, albeit at a lower rate; and adds a new requirement for upper floor commercial uses for new development. A certain amount of the required parking must be made publicly available (shared) for a certain number of hours when not being used by the residential or commercial tenants of the building. This shared parking will add to the supply of parking that is available to serve customers and clients during peak times. For example, a new building that includes upper floor office space will be required to provide parking and that parking must be located and designed to be available to the public in the evening when not needed for the office employees.

A wide variety of uses are allowed on properties with Urban General, Urban General 2 and Storefront frontages, similar to what is allowed in the CBD Overlay. In Neighborhood frontages a variety of housing options are allowed to encourage new living opportunities in areas close to downtown. These include single family, duplexes, townhomes, cottage courts, small apartment buildings, and an allowance for accessory dwelling units on owner-occupied properties.

The proposed zoning amendments also include new administrative procedures that create a more defined process for review and approval. Since the new standards are more clear and objective they can be more easily be reviewed and approved administratively, reducing the amount of time for review and approval, but providing more certainty for surrounding properties and the community that new development will blend into the neighborhood.

The new use classification system provides a set of land use categories that will help to ensure consistency of development review over time and eliminate the need for extensive lists of specific uses in the code that become redundant and often times obsolete as the market and technology changes.

There are also a number of small amendments to the existing City Code necessary to make it clear that elements such as sidewalk cafes, mobile merchants, sandwich board signs, and the ability to serve alcoholic beverages are also allowed in appropriate locations within the Downtown Character District, similar to how they are currently allowed.

Recommendation

At their May 12th meeting, the Planning and Zoning Commission recommended approval of the Downtown Character District Code, the associated Regulating Plan, new administrative procedures, and land use classification system, as amended by decisions outlined in their decision matrix (attached).

In addition, staff recommends approval of the various smaller amendments to the Cedar Falls Code of Ordinances set forth in the attached ordinance to ensure that the new regulations function smoothly within the existing City Code.

Lastly, staff recommends a review of how the new code is working a year from when it is adopted to make any adjustments necessary to ensure it is achieving its intended goals for the community.

PROPOSED AMENDMENTS TO THE PUBLIC REVIEW DRAFT OF THE DOWNTOWN ZONING CODE

26-193 – Building Form Standards

	Proposed Amendment	Explanatory Notes	Consultant/Staff Recommendation	P&Z Discussion (Date)	P&Z Decision
1	Requestor: Consultant/staff Change Building Form Standards (BFS) Section 193.5 Neighborhood Small Frontage B. Placement 4. Buildable Area to allow Private Open Area to be above grade for lots with less than 70 ft of depth.	Technical Fix: This better accommodates rowhouses on especially shallow lots (such as many of the lots along 2 nd Street, as shown in the Vision Plan) with their 66ft width/depth. This will make Neighborhood Small consistent with Neighborhood Medium.	Consultant/staff are in support of this amendment.	Commission directed staff to make the change.	Amendment Approved
2	Requestor: Consultant/staff Change Required Building Line (RBL) on the Downtown Regulating Plan, on the north side of W 2 nd St. from Franklin St. to the western border of the District. The RBL should be moved forward an additional 5ft, from 15ft to 10ft off the front property line.	Technical Fix: This is for consistency with the RBL to the east of Franklin (Urban General 2) and better accommodates rowhouses fronting 2 nd Street (as shown in the Vision Plan) within the shallower (66ft) depth of many of those lots. This keeps the building form and scale consistent with the Neighborhood Small designation, but allows room for both parking and for usable ground floor space within the buildings.	Consultant/staff are in support of this amendment to the Downtown Character District Regulating Plan.	Commission directed staff to make the change.	Amendment Approved
3	Requestor: Staff a) Insure consistency of terms between new proposed Section 26-140. Use-Specific Standards, Category Descriptions, and Definitions and proposed Section 26-197. Building Functions; b) Clarify language in Character District Use Table introductory paragraph concerning additional standards that apply	Technical Fix: a) Because drafting was an iterative process, additional revisions were made to Section 26-140, Use Classification, after the public review draft of Downtown Character District Code (Section 26-197) was released. This is a simple clean-up to make sure terms are internally consistent. Also to correct the Code Section number of the Use Classification to Sec. 26-140 (not 26-132). b) Make clear that additional development and performance standards apply above and beyond the broad permitted use categories.	Consultant/staff are in support of these amendments	Commission directed staff to make these changes.	Amendment Approved

<p>4</p>	<p>Requestor: Staff Correct outline format, as needed</p>	<p>Technical Fix: Some outline numbers are out of sequence and need correction</p>	<p>Consultant/staff are in support of this amendment</p>	<p>Commission directed staff to make these changes.</p>	<p>Amendment Approved</p>
<p>5</p>	<p>Requestor: Historical Society and Planning Staff Add Civic Building designations to Regulating Plan</p>	<p>Technical Fix: The Cedar Falls Woman’s Club and Cedar Falls Historical Society Victorian House Museum and Museum Buildings in Sturgis Park should be identified as Civic Buildings.</p>	<p>Consultant/staff are in support of this amendment</p>	<p>Commission directed staff to make these changes.</p>	<p>Amendment Approved</p>
<p>6</p>	<p>Requestor: Consultant/Staff Change to Section 26-140. Use-Specific Standards, Category Descriptions, and Definitions for clarity, etc.</p>	<p>Technical Fix: Clarification concerning categorization of commercial assembly uses as large or small based on size and the other classification criteria in Section 26-140(a)(3) This will help in classifying uses appropriately in different zoning districts. Examples include small commercial assembly uses, such as theaters that fit into a main street area, like the Oster Regent Theater downtown versus large commercial assembly uses, such as a large metroplex theater complex located in a suburban shopping center.</p>	<p>Consultant/staff are in support of this amendment</p>	<p>Commission directed staff to make these changes.</p>	<p>Amendment Approved</p>

<p>7</p>	<p>Requestor: P&Z Member Larson</p> <p>Change the Regulating Plan designated building frontage on west side of Overman Park from Neighborhood Small to Urban General 2 to accommodate existing businesses located in buildings along Franklin Street;</p> <p>or alternatively:</p> <p>Requestor: Tom and Dorinda Pounds They own a house on Franklin Street that was converted to office space for their business. They want assurance their business can continue, but also have maintained many of the historic residential features of the home, so it could be converted back to residential use in the future, if desired.</p> <p>They would like an approach to better accommodate existing businesses, while maintaining the residential character and scale of the area</p>	<p>As drafted, all existing businesses can remain as non-conforming uses. The new code requires no changes unless/until the owner makes a significant change to their business or building, at which time the standards identified in Section 26-38 Proportionate Compliance would apply, based on the [level/degree] of proposed change.</p> <p>The intent of the proposed limitations on new businesses in the Neighborhood frontage areas is to encourage their concentration in the core of Downtown for the synergy it creates and to stabilize and encourage reinvestment in the surrounding residential areas and preservation of the historic character of these areas.</p> <p>Options for change:</p> <p>Option 1: Change the regulating plan along west side of Franklin Street to Urban General 2.</p> <p>Pro: Insure existing business are not made non-conforming</p> <p>Con: Change in building frontage designation affects more than use; it would also change the physical scale and character of permitted new buildings, potentially incentivizing the demolition of other houses in the neighborhood. This could potential affect the historic residential character along Franklin Street. Most businesses are located within existing residential structures.</p> <p>Option 2: Language could be added to state that all existing businesses at the time of code adoption are considered conforming, so can continue and even expand, but that no new businesses are permitted in the Neighborhood frontages. This is a similar approach we took for manufacturing businesses on the far east side of the study area.</p>	<p>Consultant/staff are in support of Option 2, as it achieves the goal of keeping existing businesses conforming, but doesn't have the unintended consequences noted with Option 1.</p>	<p>Commission directed staff to make the changes per Option 2.</p>	<p>Amendment Approved Option 2.</p> <p>(Note: add a parking requirement for non-residential uses in Neighborhood Frontages).</p>
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<p>8</p>	<p>Requestor: P & Z Chair: Include a design review process/role for P&Z</p>	<p>Commission expressed concern that it is difficult to legislate good design and that some additional design guidance may be needed, at least for some projects; and this process should be conducted through a public review process at P&Z and/or Council.</p> <p>Pros: Provides for more public scrutiny of development projects in the downtown area. Provides additional reassurance that a project will be consistent with the vision for downtown.</p> <p>Cons: One of the goals of the Downtown Zoning Code update was to streamline the development review process and move toward by-right approvals for those projects that meet a set of objective form-based standards. The benefits of this approach are to a) provide a greater level of predictability for property owners, developers, and neighbors; b) move away from the time and expense of negotiating individual projects in the Downtown district, particularly if it requires project redesign or additional legal fees; and c) remove the subjectivity of the public review process, where individual opinions can cause projects that otherwise meet the standards to be redesigned adding cost to the project.</p> <p>From a fairness and equity standpoint, it can also give undue influence to particularly persuasive or well-connected applicants or to those who may simply want to prevent development from occurring.</p> <p>The purpose of establishing the staff Zoning Review Committee is to ensure that development projects meet the adopted standards, but also to assist applicants in their understanding of the intent of the provisions of the code, so they can achieve a more cohesive design, so in essence will serve as an administrative design review.</p>	<p>Consultants/staff do not recommend adopting a public design review process at this time.</p> <p>If a majority of the Commission would still like to move forward with a public design review process, the consultants and staff will continue to work to determine a workable approach.</p>	<p>Commission directed staff to keep the draft the same and not require a separate design review through P&Z and Council.</p>	<p>No change recommended</p>
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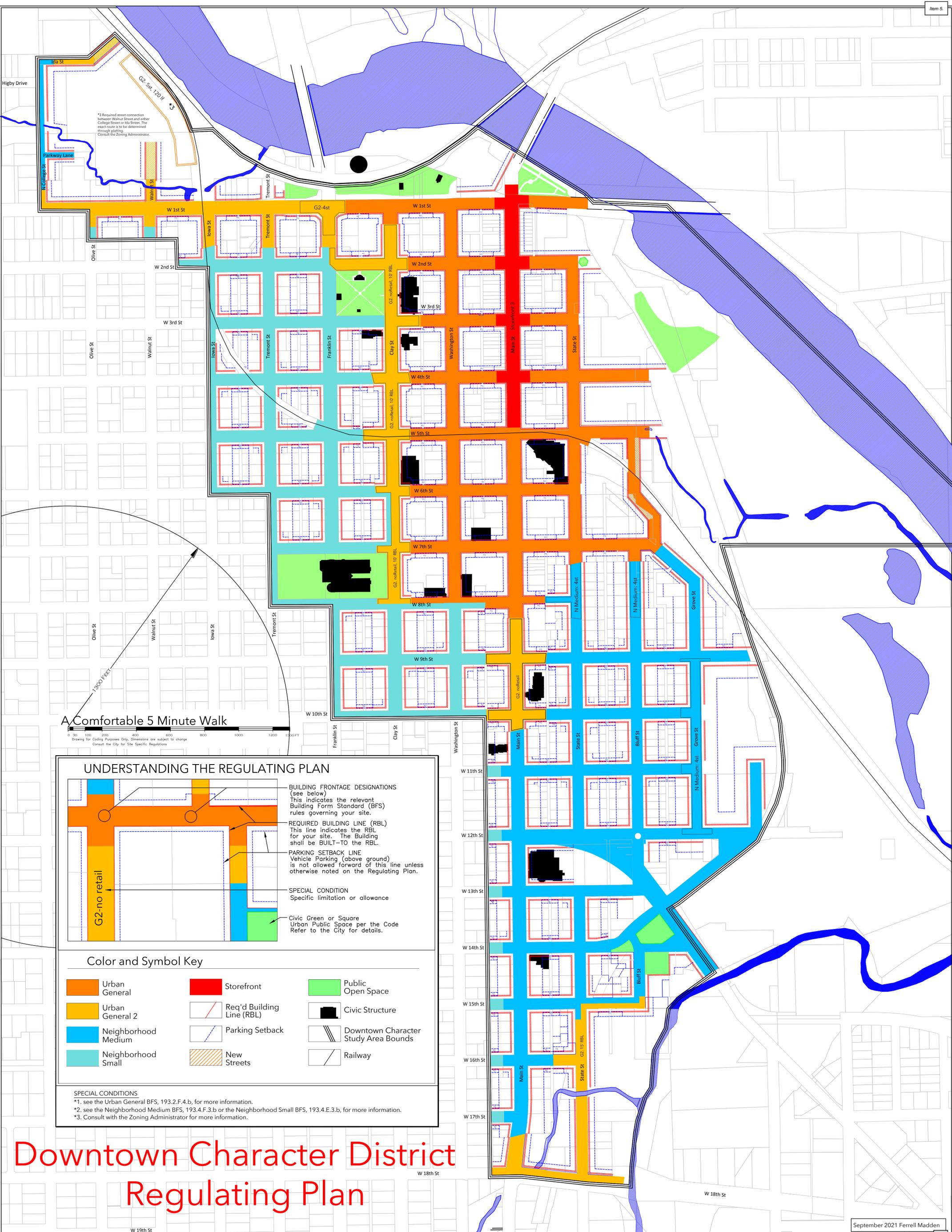
<p>9</p>	<p>Requestor: Kevin Harberts (owns two residential properties along 2nd Street).</p> <p>Change the Regulating Plan so that the General Urban frontage designation goes from the 1st Street frontage to 2nd Street frontage</p> <p>The requestor would like the option to create larger through lots for commercial uses that extend the full depth of the block from 1st to 2nd Street.</p>	<p>The regulating plan designations between 1st and 2nd Street are already set up to provide more lot depth for Urban General along 1st Street to accommodate the larger footprint of many commercial buildings, leaving a shallower depth for the neighborhood frontage designation along 2nd Street, which can accommodate smaller footprint residential building types, such as rowhouses.</p> <p>Pros and Cons of making this change:</p> <p>Pro: Uniform building form standards for the entire parcel (with considerably more buildable area)</p> <p>Con: This would undermine the scale transition from the higher intensity, mixed-use 1st Street down to the less intense Overman Park neighborhood to the south.</p> <p>The code provides considerable flexibility for parcels with more than one frontage designation to shift the frontage designation to accommodate specific needs of the development. However, it is important for the buildings along both sides of 2nd Street to relate to one another, rather than having residential buildings facing the backs of 1st Street businesses. The regulating plan designations ensure buildings of similar scale and character along both sides of a street.</p>	<p>Consultant/staff are <u>not</u> in support of this amendment.</p> <p>The regulating plan already establishes Urban General deeper into the block (from north to south) and leaves a rather shallow area along 2nd Street that will accommodate residential building forms, such as townhomes, as shown in the <i>Imagine Downtown! Vision Plan</i>.</p>	<p>Commission directed staff to keep the regulating plan the same. No change recommended.</p>	<p>No change recommended</p>
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<p>10</p>	<p>Requestor: Planning & Zoning Commission and questions from several members of the public.</p> <p>Consider the inclusion of vinyl siding as an approved wall material in Neighborhood Frontages</p>	<p>There is concern that prohibiting vinyl siding in the Neighborhood Frontages could be cost prohibitive and encourage disinvestment in existing residential properties.</p> <p>The intent of the proposed prohibition was to promote more durable and environmentally sustainable building materials. (The issue is not one of aesthetics).</p> <p>Pro: Reduce the up-front cost of building construction and maintenance</p> <p>Con: Higher long-term costs for maintenance and upkeep; concerns related to durability and fire-resistance; environmental impacts of PVC, i.e. produces toxic smoke when it burns and melts at a fairly low temperature; damaged or melted siding often ends up in the landfill and is not biodegradable. While it is possible to recycle it, there are often issues of contamination from dirt, nails, and mixed-in aluminum flashing. In contrast, wood, brick or stone have a life cycle of more than 100 years. The life span of vinyl is 15 to 20 years before it becomes brittle from ultraviolet light and is easily damaged.</p> <p>If change to the ordinance is desired, following are some options:</p> <ol style="list-style-type: none"> 1. Maintain the prohibition of vinyl siding for new construction. 2. Permit the use of vinyl siding to replace or repair existing vinyl siding. 3. Permit use of vinyl siding that meets higher minimum standards for quality, maintenance, and durability, based on industry standards to replace or cover over other types of siding on existing single family dwellings. 4. Delete the prohibition on vinyl siding from the code altogether, so it would be allowed on all existing and new buildings in the Neighborhood Frontages. 	<p>Consultant/staff are particularly concerned about the long term consequences of allowing vinyl siding related to the noted environmental concerns, so recommend prohibiting vinyl siding for new construction.</p> <p>With regard to the second bullet point, the current draft already allows replacement of like material with like material for maintenance purposes. Consultant/staff would be in support of adding some additional language to make sure this is clear.</p> <p>Consultant/staff are <u>not</u> supportive of allowing vinyl siding to replace existing environmentally sustainable building materials, such as wood, stone, or brick. We feel that the long term costs outweigh the short term savings.</p> <p>Consultant/staff strongly recommend against listing vinyl siding as a generally allowed building material.</p>	<p>Commission directed staff to move forward with making changes consistent with 1, 2, and 3, but did not support option 4.</p> <p>Bullet points 1 and 2 were supported unanimously. Bullet point 3 was supported by a majority.</p> <p>With regard to bullet 1, the Commission requests that the language be clarified to indicate that for additions to existing buildings that have vinyl siding that vinyl siding can be used for the addition. We will need to discuss how to fit that into the trigger chart.</p> <p>Bullet point 4 was rejected by a majority.</p>	<p>Amendments Approved according to bullet points 1, 2, and 3. Majority of the Commission does not support 4.</p>
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<p>11</p>	<p>Requestor: Jesse Lizer, Emergent Architects</p> <p>Permit the use of higher quality foam products for architectural detailing</p>	<p>There is concern that the prohibition of “all other foam-based products” in Sec. 26-194.C.5. would limit options for restoration of historic buildings. That was never the intent of this prohibition, but rather to limit the use of flimsy, easily damaged building materials, particularly at the street level. Potential change:</p> <ul style="list-style-type: none"> • Delete “all other foam-based products” from the prohibited list and add a new item to the secondary materials list in Sec. 26-194.C.4. as follows: “Durable foam-based products, such as Fypon, may be used for architectural detailing.” 	<p>Consultant/staff are in support of this amendment,</p>	<p>Commission directed staff to make this change.</p>	<p>Amendment Approved</p>
<p>12</p>	<p>Requestor: Staff</p> <p>Provide more direction for ADUs</p>	<p>Concern that there is insufficient enforceability of owner-occupancy requirement following the development of an ADU. Consider including a requirement for an affidavit/legal agreement with the City in Sec. 26-193.1.G (p.24) to be filed and recorded, so that it is clear to future owners or prospective buyers that the dwelling is not considered a duplex, so that the limits on size and occupancy for ADUs continue to be enforceable over time.</p> <p>The allowance for ADUs is intended to make home ownership more affordable and encourage investment and reinvestment that will help stabilize existing older neighborhoods surrounding downtown.</p>	<p>Consultant/staff are in support of this amendment.</p>	<p>Commission directed staff to make this change.</p>	<p>Amendment Approved</p>

13	<p>Requestor: Staff</p> <p>Prohibit conversion of existing single unit dwellings into duplexes or multi-unit dwellings.</p>	<p>The new code opens up the possibility for new types of housing, but in a manner that ensures that new housing fits into the context of the neighborhood with quality design and a logical configuration of the dwelling units. However, the new standards and allowances are not intended to encourage existing single unit dwellings to be chopped up into additional units in a manner that reduces the functionality and livability of the dwelling and makes it less desirable for those seeking a long term rental opportunity or homeownership. As is often experienced in college towns this is a common practice to provide short term rentals for college students by converting living rooms, dining rooms, and other spaces to maximize the number of bedrooms. While providing rental housing for students is important, this particular practice often creates units that are not very conducive to long term renters and cannot be easily or cost-effectively adapted or converted back to the original condition in response to market fluctuations, such as a drop in enrollment.</p> <p>Staff notes that making this change will keep the new code consistent with the City's current conversion prohibition in the R1 and R2 Districts.</p>	Staff is in support of this change.	Commission directed staff to make this change.	Amendment approved.
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Item 5.



*3 Required street connection between Walnut Street and either College Street or 14th Street. The exact route is to be determined through platting. Consult the Zoning Administrator.

A Comfortable 5 Minute Walk

0 300 600 900 1200 1500 FT
Drawing for Coding Purposes Only. Dimensions are subject to change. Consult the City for Site Specific Regulations.

UNDERSTANDING THE REGULATING PLAN

- BUILDING FRONTAGE DESIGNATIONS** (see below)
This indicates the relevant Building Form Standard (BFS) rules governing your site.
- REQUIRED BUILDING LINE (RBL)**
This line indicates the RBL for your site. The Building shall be BUILT-TO the RBL.
- PARKING SETBACK LINE**
Vehicle Parking (above ground) is not allowed forward of this line unless otherwise noted on the Regulating Plan.
- SPECIAL CONDITION**
Specific limitation or allowance
- Civic Green or Square**
Urban Public Space per the Code Refer to the City for details.

Color and Symbol Key

Urban General	Storefront	Public Open Space
Urban General 2	Req'd Building Line (RBL)	Civic Structure
Neighborhood Medium	Parking Setback	Downtown Character Study Area Bounds
Neighborhood Small	New Streets	Railway

SPECIAL CONDITIONS

- *1. see the Urban General BFS, 193.2.F.4.b, for more information.
- *2. see the Neighborhood Medium BFS, 193.4.F.3.b or the Neighborhood Small BFS, 193.4.E.3.b, for more information.
- *3. Consult with the Zoning Administrator for more information.

Downtown Character District Regulating Plan



August 31st, 2021

Robert M. Green MA, MLIS
Mayor, City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613

Dear Mayor Green,

Americans for Independent Living is a nonprofit based in Waterloo assisting veterans in need within Black Hawk County. AFIL has assisted over 1,100 veterans and their families since 2017. Assistance has been provided in the form of housing, home items, furniture, food, clothing, and home modifications for disabled or elderly veterans in need.

Many of the veterans assisted by AFIL live in homes in impoverished areas which are meager and have poor conditions for life. Having safe, secure, and affordable housing for our veterans, who have voluntarily sacrificed for us, is a critical need.

We were excited to learn of the upcoming meetings to discuss changes in the Cedar Falls zoning laws. We would like the opportunity to pursue cottage court housing for veterans in the area. Because of this, we are in favor of updating the zoning to make this critical need happen.

Thank you for the consideration.

Respectfully,

Tim Combs, Executive Director



310 East 4th Street
Cedar Falls, IA 50613

Phone: 319-277-0213
www.communitymainstreet.org

August 30, 2021

Dear Mayor, Council, City Administrator and Staff:

On behalf of Cedar Falls Community Main Street and our board of directors, we would like to express our support for the Downtown Zoning code.

Community Main Street has been a part of the visioning process since it began. We feel like staff has done a great job reaching out to the community, those that live/work in the zoning code area, developers and our board, seeking feedback and input. The new zoning plans are both progressive and objective and will unify the vision for Cedar Falls' future. It will also provide much-needed clarity/direction to developers, and hopefully spur new development ideas and activities that'll keep Cedar Falls, and downtown specifically, marching forward.

As you are aware there can be no conversation downtown without addressing parking and we have received feedback with concerns regarding the parking requirement in the code. Our role as CMS is to advocate for our constituents, the fear is reducing the requirement in new development will force those tenants into spots the consumers should be utilizing. We ask that you be mindful of how this may affect existing development in the District.

We appreciate the due diligence that has gone into the new zoning code process and look forward to how it will shape the future of Downtown.

Best regards,

Kim Bear, on behalf of the Community Main Street Board of Directors
Executive Director
Community Main Street

2021-2022

Board of Directors:

- Lexie Heath - Chair
- Darin Beck
- Natalie Brown
- Ann Eastman
- Crystal Ford
- Wynette Froehner
- Brent Johnson
- Audrey Kittrell
- Jenny Leeper
- Helen Pearce
- Clark Rickard
- Stephanie Sheetz
- Mark Schowalter
- Brad Strouse





808 Dearborn Ave.

Item 5.

Waterloo, IA 50703

800-760-0222

Fax: 319-235-7032

www.alineeds.com

September 3, 2021

Mayor of Cedar Falls and City of Cedar Falls City Council Members

RE: Form Based Zoning

Dear Mayor and Ladies and Gentlemen of the City Council,

Main Street has become the heart and soul of downtown Cedar Falls, offering some of the city's best shopping, dining and night life. It is my hope that we keep it that way. When it comes to the Form Based Zoning proposal, I agree there may very well be some beneficial aspects of the zoning, however, I think there is much more to think about and many more discussions to be had before ramming this through Council.

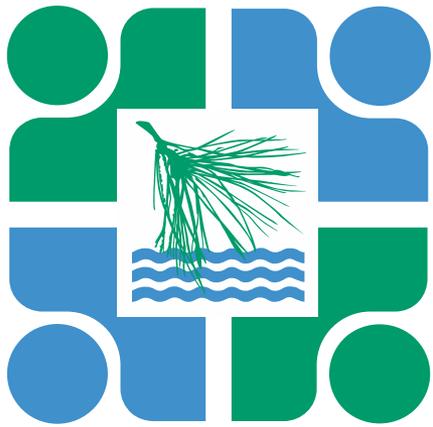
There is more to think about regarding these zoning changes and this proposal should be tabled to give adequate time for further discussion. After more consideration this proposal should either be rejected or approved with considerable modifications. I have enough faith in the intelligence of this Council, that this will stimulate enough thought to assist in reaching a logical conclusion.

My concern is that adopting the Form Based Zoning will negatively impact the overall parking availability downtown Cedar Falls by shifting the parking responsibility from the developers and onto the City of Cedar Falls and current businesses, property owners and all taxpayers. The ½ or ¾ stall parking requirement per bedroom could well create another parking fiasco downtown especially allowing remote parking up to 600 feet away. Elimination of Planning and Zoning and replacing with three staff members is a recipe for easy manipulation and cronyism and an overall bad idea. It is my opinion, along with many other business owners on Main Street, that the parking requirements are being buried in the Form Based Zoning Proposal and unfortunately, many other business owners are not aware that this adaptation of parking requirements will have a large detrimental effect on parking in downtown Cedar Falls. The proposed downsized parking requirements will put the overflow vehicles in the already congested parking lots, take away street parking lots from current businesses or push them many blocks into the residential area thereby competing for homeowner's parking opportunities and creating complaints on noise, litter and congestion.

Let's be clear that I am in total support of the progress and development in downtown Cedar Falls. However, this proposal has a bad odor to it and lacks transparency. I believe that there is clearly a hidden agenda that is known by a silent few that effects many other business owners and most of them are unaware of the possible effects.

Respectfully,


Ben Stroh



OUR CEDAR FALLS

Downtown
Imagine the possibilities!

Item 5.

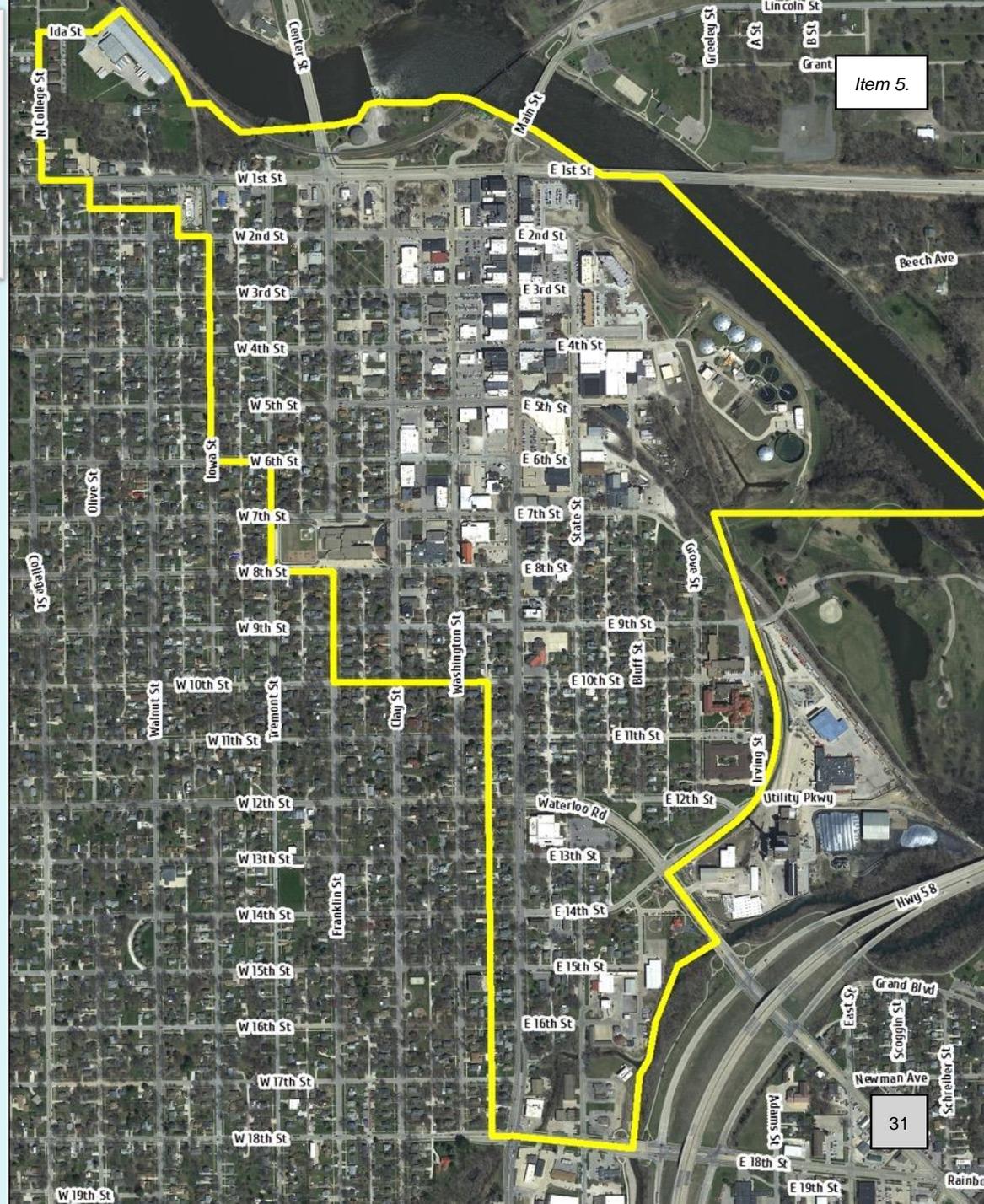




OUR CEDAR FALLS

Downtown
Imagine the possibilities!

Project Study Area



City Council Project Priorities - April 2019

1. Create a thoughtful vision plan to manage change in the community over time.
2. Vision will be based on broad community input, gathered through a robust community outreach process.
3. Create a safe and welcoming process to explore new ideas.
4. Take into account market realities, changing demographics for all types of development, and diversity of uses.
5. Build on our success! Maintain/foster a unique sense of place.
6. Encourage economic development based on the adopted vision.
7. Establish clear and objective zoning standards to achieve the adopted community vision.

Downtown Study Area Existing Zoning

Commercial

- C-1, C-2, C-3

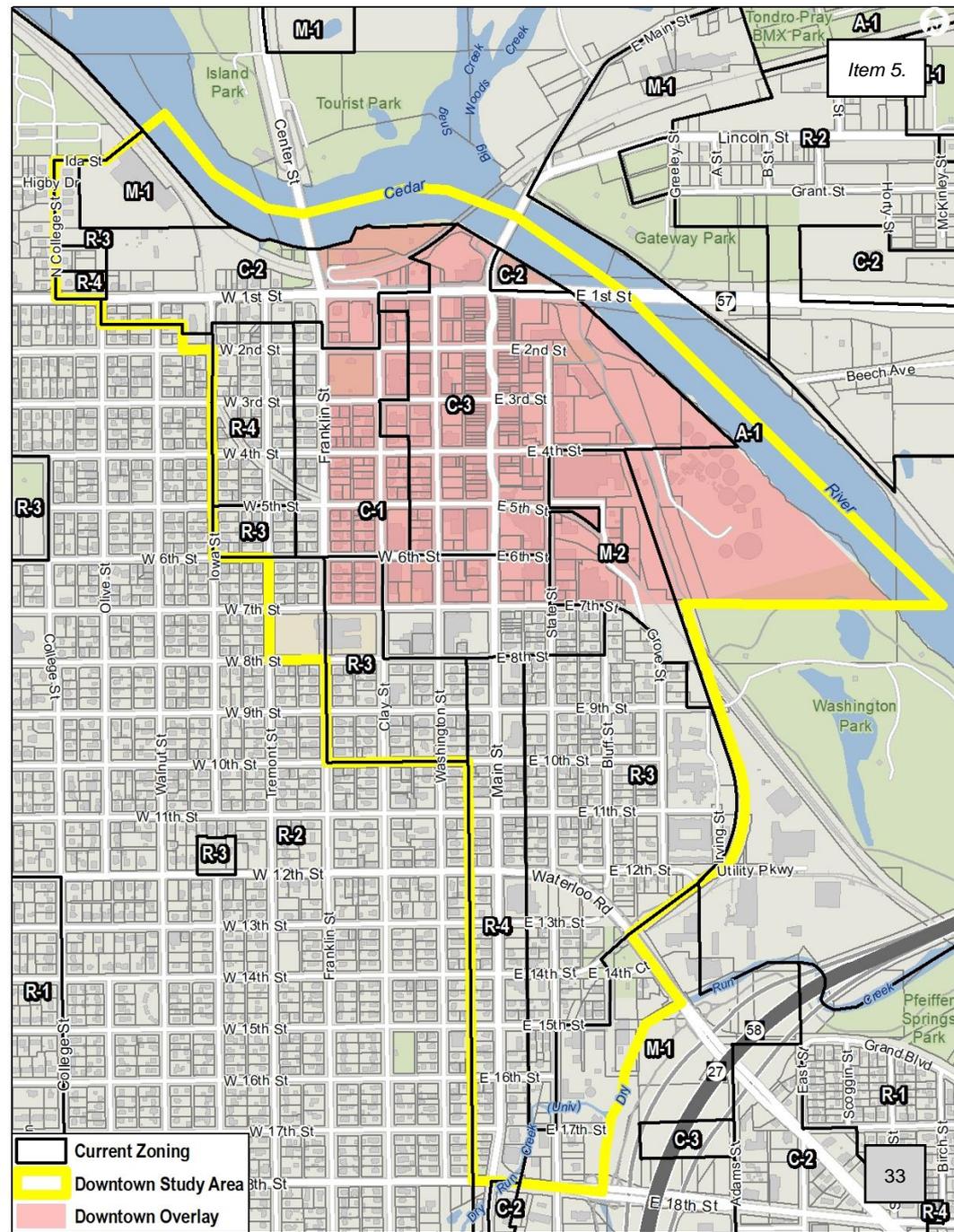
Industrial

- M1, M2

Residential

- R-2, R-3, R-4

CBD - Central Business District Overlay



Current Zoning

- Traditional Zones established in 1970
- Traditional Zoning Districts
 - One size fits all standards – not based on neighborhood context
 - Set of basic zoning standards
 - Building setbacks
 - Lot Area Requirements
 - Parking standards
 - Out-dated and vague list of uses
- Numerous amendments over the years to address issues of the moment
- CBD Overlay
 - Traditional C-3 zoning district conflicted with Main Street character
 - Layer of additional standards
 - Subjective design standards open to debate and interpretation

IMAGINE DOWNTOWN!
Cedar Falls Downtown Vision Plan



Adopted November 18, 2019



***Downtown
Vision Plan***

Item 5.

**Adopted by the
City Council
November 2019**

Imagine Downtown! Vision Plan

- **Build on Downtown's Unique Sense of Place**
 - Preserve historic mainstreet character of the parkade and expand to surrounding streets



Imagine Downtown! Vision Plan

Item 5.

- **Foster pedestrian-oriented streets and public spaces**
 - Line public streets with active building facades
 - Add street trees



Imagine Downtown! Vision Plan

Item 5.

- **Encourage Economic Development**
 - Preserve/enhance existing properties
 - Encourage infill development consistent with Vision



Imagine Downtown! Vision Plan

Item 5.

- **Provide a variety of housing options for all ages**
 - Downtown mixed-use buildings
 - Encourage historical missing middle housing types in surrounding neighborhoods



Encourage a mix of housing types for all ages

Item 5.



Missing Middle Housing that fits into the scale of the neighborhood

Item 5.







Item 5.





Item 5.



A code that will prevent what we don't want

Item 5.



10/17/2009



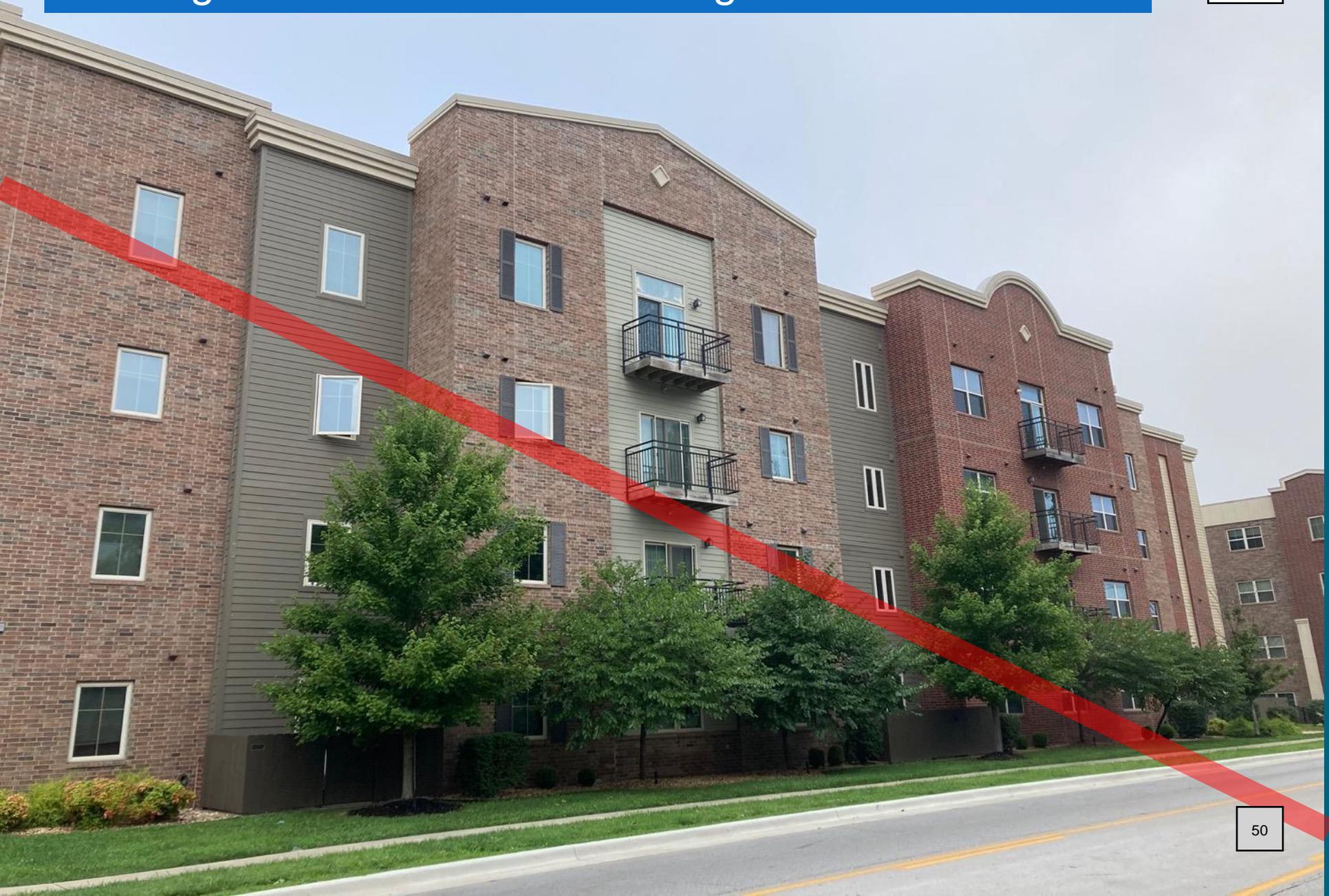
Streets that are unpleasant places to walk



Blank walls, buildings not oriented to the street

Buildings out of scale with the neighborhood

Item 5.



Poorly placed parking makes for unpleasant streets

Item 5.



Imagine Downtown! Vision Plan

Item 5.

- **Establish new zoning regulations to achieve the Vision**
 - Use a variety of zoning tools
 - Adopt clear and objective standards
 - Right-size development standards to fit the neighborhood context
 - Make the code more user-friendly with tables and illustrations (not just text).
 - Create a simplified and consistent process for development review
 - Update and simplify land uses

Establish New Zoning to Achieve the Vision

Item 5.

- **Use a variety of zoning tools**
- **Building Form Standards**
 - Size, height, and placement of buildings
 - Location of Parking and Access
 - Required open space
 - Transitions – Neighborhood Manners
- **Architectural Standards**
 - Building elements – materials, entrances, windows, awnings, shopfronts
 - Screening, fences, and walls
 - Exterior lighting
 - Sign standards
- **Public Realm Standards**
 - Sidewalks and street trees
- **Parking & Loading Standards**
- **Building Functions**

Establish New Zoning to Achieve the Vision

Item 5.

Right-size development standards to fit the neighborhood context

- Move away from one-size fits all
- Building height and size to fit into the neighborhood

26-193 Building Form Standards

Character Districts

Summary Frontage Descriptions

The frontages are designated on the REGULATING PLAN by color filling their right-of-way.

Urban General Frontage

Urban General 2 Frontage

Urban General is the basic urban building form. These frontages produce multi-story buildings placed directly at the sidewalk or behind small DOORYARDS, with windows across the FACADE, and one or more entrances. The uses range from commercial to residential, institutional to ground-floor retail and restaurants—and combinations of all of the above. This frontage has two levels of intensity, with an **Urban General 2** for less intense areas.

Storefront Frontage

Storefront is a subset of the Urban General frontage, with more specific requirements at the street level, that of the prototypical ground floor SHOPFRONT with large windows and frequent doors along the sidewalk. Ground floor uses are limited to retail or other active commercial uses along the frontage, creating a vibrant pedestrian realm. Upper STORY uses are flexible.

Neighborhood Small

Neighborhood Medium

Neighborhood frontage includes detached and attached houses up to small apartment buildings. The buildings may be placed close to the sidewalk with a small DOORYARD, or farther back with a small front yard. STOOPS or FRONT PORCHES are required for new buildings in this frontage. This frontage has two levels of intensity, Medium and Small, its character and intensity will vary depending on this designation.



Illustration: Urban General - Typical Frontage



Illustration: Storefront - Typical Frontage



Illustration: Neighborhood Medium - Typical Rowhouse form



Illustration: Neighborhood Small - Single Family Detached form



Illustration: Neighborhood Small - Typical Two Family form

Neighborhood Manners

Special protection for existing houses relative to new, more intensive development

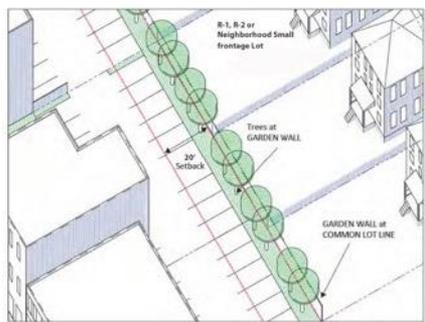
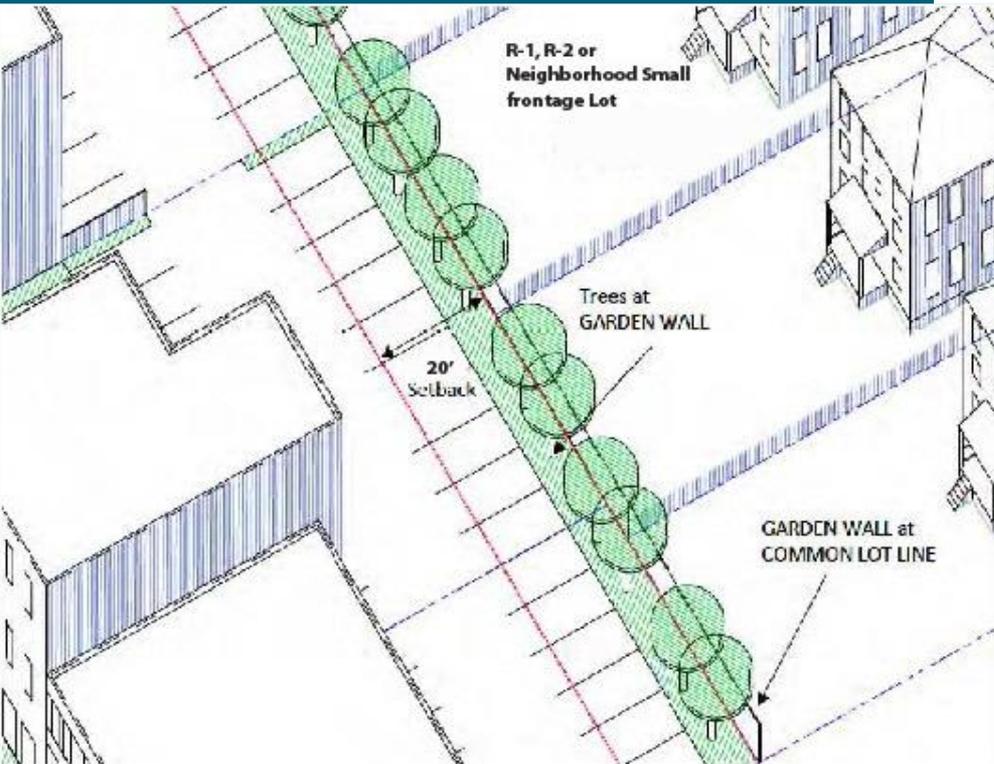


Illustration L. Neighborhood Manners Context

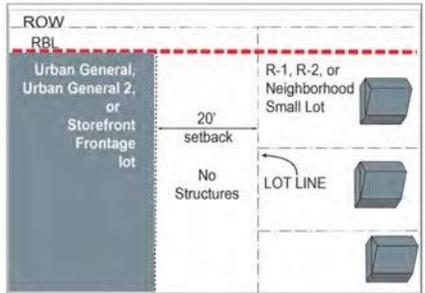


Diagram M. Neighborhood Manners Setback

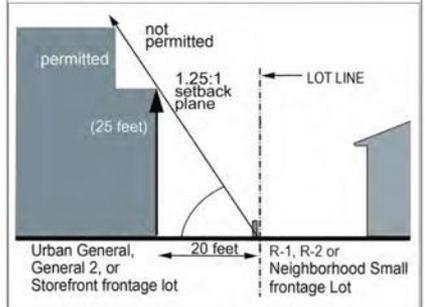


Diagram N. Neighborhood Manners Setback Plane

- d. The habitable area in an ATTIC STORY is restricted by the limitations on roof pitch.
- 4. Roof configurations are regulated in 194. *Architectural Standards, D. Roofs and Parapets.*

D. Frontage Designation Flexibility
 When the building frontage designation shown on the REGULATING PLAN changes along a property's REQUIRED BUILDING LINE (RBL), the applicant has the option of applying either BUILDING FORM STANDARD for a maximum additional distance of 30 feet in either direction, for that parcel only, from the transition point shown on the REGULATING PLAN. This flexibility is limited by the configuration of the REGULATING PLAN (including the parcel lines) at the time of its adoption. An adjustment greater than 30 feet requires a rezoning. (See Diagram K)

E. Civic Buildings
 When CIVIC BUILDINGS, existing or proposed, are designated on the REGULATING PLAN, they are exempt from the BUILDING FORM STANDARD provisions except those that relate to F. *Neighborhood Manners* and/or R-1 and R-2 districts.

F. Neighborhood Manners
 Where Urban General, Urban General 2, and Storefront frontage lots share a COMMON LOT LINE with a Neighborhood Small or Medium frontage lot, or an R-1 or R-2 district, the following standards apply (See Illustration L.).

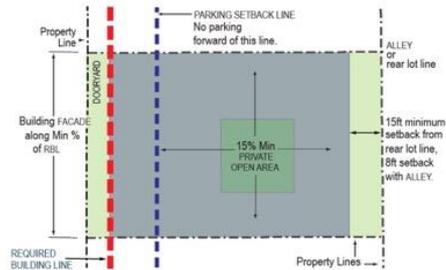
1. A wall, 4 to 8 feet in height, shall be constructed within one foot of the COMMON LOT LINE.
2. Trees from the *Street Tree List* (see Section 195 *Public Realm Standards*) shall be planted, on maximum 30-foot centers, between 5 and 10 feet from the wall.¹
3. Neighborhood Manners Setback (See Diagram M):
 - a. There shall be a 20 foot setback from the lot line shared with the R-1 or R-2 or Neighborhood Small or Medium frontage lot. There shall be no structures within this area.
 - b. There shall be a setback plane, beginning at the R-1 or R-2 or Neighborhood Small or Medium frontage lot line, extending at a slope of one and one quarter to one (1.25: 1),

¹ Drafting note: At planting, trees shall be at least 2.5 inches in diameter at designated breast height (DBH) and at least eight feet in over

Establish New Zoning to Achieve the Vision Item 5.

• Adopt Clear and Objective Standards

193.2 Urban General Frontage



C. PLACEMENT

1. FACADE

- a. On each lot the building FACADE shall be built to the REQUIRED BUILDING LINE (RBL) for at least:
 - i. Urban General: 80% of the RBL length.
 - ii. Urban General 2: 70% of the RBL length.
- b. A STREET WALL is required on any unbuilt REQUIRED BUILDING LINE.
- c. Within 12 feet of the BLOCK CORNER, the GROUND STORY FAÇADE may be chamfered to form a corner entry.
- d. A FORECOURT configuration may be used within the minimum build-to parameters provided:
 - i. All elevations facing the FORECOURT are regulated as FACADES;
 - ii. the FORECOURT depth is no more than 20' and the width between 15' and 30';
 - iii. the FORECOURT may not be used for parking, drop-off driving area or storm-water management;
 - iv. the FORECOURT opening does not require a STREET WALL.

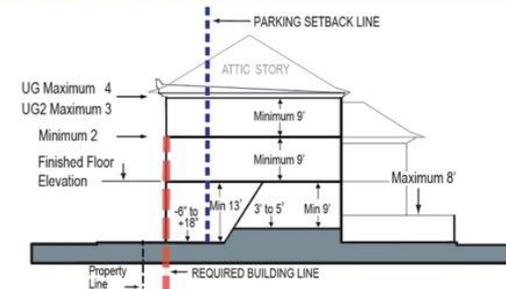
2. BUILDABLE AREA

- a. The BUILDABLE AREA is delineated by the gray area in the diagram above.
- b. The REQUIRED BUILDING LINE is generally located 5' off the ROW/property frontage, except where otherwise indicated on the REGULATING PLAN. Exceptions to the 5' offset on the REGULATING PLAN and the exact position of the RBL should be confirmed in consultation with the Zoning Review Committee.
- c. Setbacks: there are no required side setbacks; rear setbacks are: 8' from an ALLEY and 15' if no ALLEY.
- d. The maximum building footprint is 25,000 Sq Ft.
- e. A PRIVATE OPEN AREA equal to at least 15% of the BUILDABLE AREA must be provided on every lot.
- f. The minimum PRIVATE OPEN AREA dimension is 20'
- g. Up to 33% of the required PRIVATE OPEN AREA may be satisfied by the BALCONIES of individual units which are exempt from the minimum dimension in f. above, and PARKING SETBACK LINE restrictions in h. and i. below. (See 193.1 General Standards, C. Elements, 2.f. Balconies, for qualifying BALCONY requirements.)
- h. The PRIVATE OPEN AREA must be located behind the PARKING SETBACK LINE when it is below the third STORY.
- i. Where provided at or above the third STORY, the PRIVATE OPEN AREA may be located forward of the PARKING SETBACK LINE (such as in a raised courtyard configuration) only if:
 - i. it opens onto no more than one STREET-SPACE, and
 - ii. is set back at least 30' from any BLOCK CORNER or BUILDING CORNER.
- j. When on the building's highest roof level, the PRIVATE OPEN AREA may be located anywhere on the roof.

3. Other

- a. The PARKING SETBACK LINE is indicated on the REGULATING PLAN, generally 30' behind the REQUIRED BUILDING LINE, with limited exceptions at ALLEY/RBL intersections. See F.4. Rear Lot Area below.
- b. A PRIVACY FENCE is permitted and may be required. See Section 193.1.E. Neighborhood Manners.

193.2 Urban General Frontage



D. HEIGHT

1. STORY Height

- a. Urban General: minimum at RBL 2 STORIES, maximum 4 STORIES and 52'
- b. Urban General 2: minimum at RBL 2 STORIES, maximum 3 STORIES and 42'
- c. STORY heights may be different for specific locations; refer to the REGULATING PLAN. Where BONUS HEIGHT is awarded by the city, the maximum STORY height will increase by 1-2 STORIES and 10' for each STORY.

2. Ground floor finished elevation

- a. For Commercial or Retail: -6" to +18"
- b. For Residential units within 30' of the REQUIRED BUILDING LINE: 3' to 5'. Entrances may be at grade, with transitions within the building to meet the minimum finished floor elevation for the units. Support functions such as lobbies, rental offices, and club rooms may be located at grade.

3. Second floor finished elevation

- a. Urban General: 16' to 22'
- b. Urban General 2: 16' to 18'

4. GROUND STORY clear height

- a. For Commercial or Retail: 13' minimum
- b. For Residential: 9' minimum

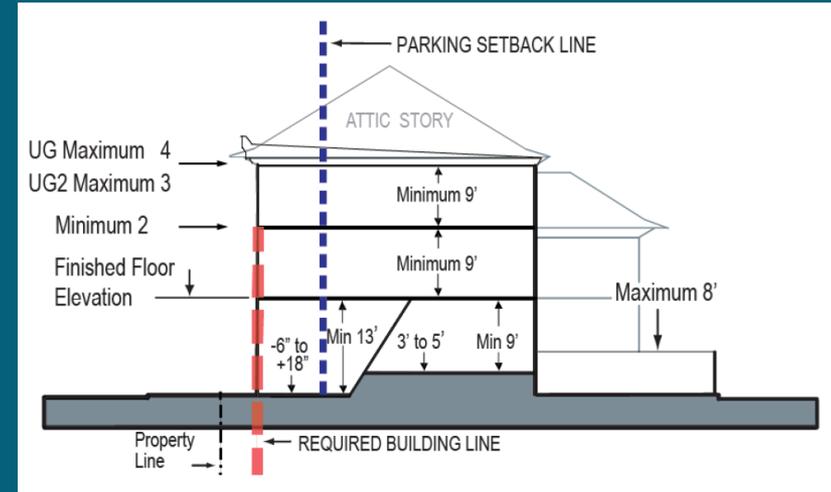
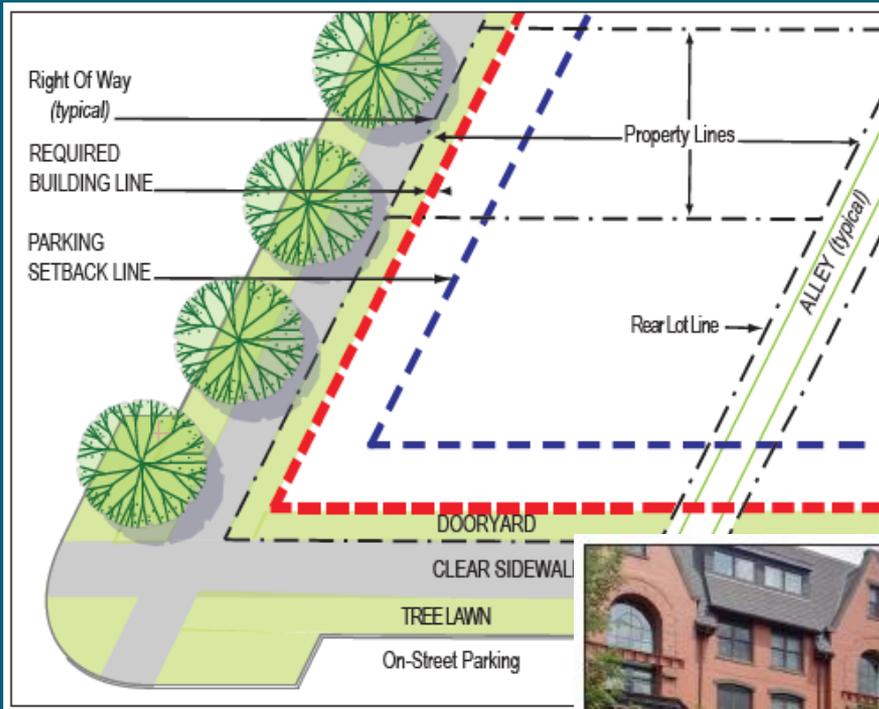
5. Upper STORIES clear height: 9' minimum

6. STREET WALL: 4' to 8'

7. PRIVACY FENCE: 8' Maximum, measured from adjacent grade.

Establish New Zoning to Achieve the Vision Item 5.

- Make the code more user-friendly with tables, photos, and illustrations (not just text).



Establish New Zoning to Achieve the Vision

Item 5.

Create a simplified and consistent process for development review

- New clear and objective standards allow for projects to be approved administratively
 - saving time and money for developers
 - Providing certainty for surrounding property owners
- Flexibility built into the Code:
 - Standards for rehab and remodel of existing buildings
 - Minor adjustments allowed for unique site conditions or unanticipated construction issues

Establish New Zoning to Achieve the Visio Item 5.

Update and simplify land uses

- Eliminate laundry list of specific uses, easily becomes outdated
- Uses grouped by category
 - Description
 - Examples
 - Exclusions
- Process for interpreting new uses
- Categories included in Character District in table form

DOWNTOWN CHARACTER DISTRICT USE TABLE											
USE CATEGORY	BUILDING FORM FRONTS										Additional Regulations
	General Urban		Storefront		General Urban 2		Neighborhood Medium		Neighborhood Small		
	Ground Story	Upper Story	Ground Story	Upper Story	Ground Story	Upper Story	Ground Story	Upper Story	Ground Story	Upper Story	
RESIDENTIAL											Section E.
Household Living	X	X	X	X	X	X	X	X	X	X	Sec. D. and E.1-4
Group Living	X	X	X	X	X	X	X	X	X	X	Sec. D. and E.1-6
COMMERCIAL											Section F.
Amusement & Recreation	X	X		X	X	X					Sec. D. and F.1.
Animal Sales & Service	X	X		X	X	X					Sec. D. and F.2.
Commercial Assembly	X	X	X	X	X	X					Sec. D. and F.1.
Eating & Drinking Establishments	X	X	X	X	X	X					Sec. D. and F.3.
Financial Services	X	X	X	X	X	X					Sec. D. and F.4.
Gas Station/Accessory Repair	X				X						Sec. D. and F.5.
Heavy Commercial	X	X	X	X	X	X					Sec. D. and F.6.
Lodging	X	X	X	X	X	X	X	X	X	X	Sec. D. and F.7.
Office	X	X	X	X	X	X					Sec. D. and F.8.
Parking, Commercial	X	X	X	X	X	X					Sec. D. and F.9.
Retail Sales & Service	X	X	X	X	X	X					Sec. D. and F.10.
Self-service storage			X		X						Sec. D. and F.5.
Vehicle Sales & Service	X	X		X	X	X					Sec. D. and F.4.
CIVIC & INSTITUTIONAL											Section G.
Civic & Cultural Assembly	X	X	X	X	X	X	X	X	X	X	Sec. D. and G.1.
Community Services											Sec. D.
Colleges & Universities											Sec. D.
Day Care	X	X		X	X	X	X	X	X	X	Sec. D. and G.2.
Educational	X	X		X	X	X	X	X	X	X	Sec. D.
Government & Public Safety	X	X		X	X	X					Sec. D.
Health Care	X	X		X	X	X					Sec. D.
INDUSTRIAL, WHOLESALE, & STORAGE											Sec. D. and
	X										

Key: X= Permitted, Additional Regulations Apply Blank Cell = Not Permitted

Zoning Code Review Process

Item 5.

Internal Review

- Draft Code prepared by Ferrell-Madden and Community ReCode
- Internal Staff Review

Preparing for the Review and Adoption Process

- P&Z Work Session: Overview of Review Process (November, 2020)
- Community Main Street Board – Overview of Review Process (December, 2020)
- Council Work Session: Overview of Review Process (January, 2021)

Zoning Code Review Process

Item 5.

Public Review Period at P&Z: February 17 – May 12

- Feb 17: Special P&Z Meeting - Presentation of the Public Review Draft
- Public Review Draft available on OurCedarFalls.com – promoted widely on social media, *Currents*, mailers, TV news features
- Three Work Sessions offered to Development Professionals (March)
- Work Session with Community Main Street (March)
- Four P&Z Work Sessions (Feb 24, March 3, March 10, March 17)
- Three P&Z Formal Public Meetings and consideration of amendments
 - March 24, April 14 & April 28
- P&Z Recommendation to City Council – May 12, 2021

Decision Matrix for proposed amendments

Item 5.

- 13 amendments proposed by Commissioners, citizens, and staff

PROPOSED AMENDMENTS TO THE PUBLIC REVIEW DRAFT OF THE DOWNTOWN ZONING CODE

26-193 – Building Form Standards

	Proposed Amendment	Explanatory Notes	Consultant/Staff Recommendation	P&Z Discussion (Date)	P&Z Decision
1	Requestor: Consultant/staff Change Building Form Standards (BFS) Section 193.5 Neighborhood Small Frontage B. Placement 4. Buildable Area to allow Private Open Area to be above grade for lots with less than 70 ft of depth.	Technical Fix: This better accommodates rowhouses on especially shallow lots (such as many of the lots along 2 nd Street, as shown in the Vision Plan) with their 66ft width/depth. This will make Neighborhood Small consistent with Neighborhood Medium.	Consultant/staff are in support of this amendment.	Commission directed staff to make the change.	Amendment Approved
2	Requestor: Consultant/staff Change Required Building Line (RBL) on the Downtown Regulating Plan, on the north side of W 2 nd St. from Franklin St. to the western border of the District. The RBL should be moved forward an additional 5ft, from 15ft to 10ft off the front property line.	Technical Fix: This is for consistency with the RBL to the east of Franklin (Urban General 2) and better accommodates rowhouses fronting 2 nd Street (as shown in the Vision Plan) within the shallower (66ft) depth of many of those lots. This keeps the building form and scale consistent with the Neighborhood Small designation, but allows room for both parking and for usable ground floor space within the buildings.	Consultant/staff are in support of this amendment to the Downtown Character District Regulating Plan.	Commission directed staff to make the change.	Amendment Approved
3	Requestor: Staff a) Insure consistency of terms between new proposed Section 26-140. Use-Specific Standards, Category Descriptions, and Definitions and proposed Section 26-197. Building Functions; b) Clarify language in Character District Use Table introductory paragraph concerning additional standards that apply	Technical Fix: a) Because drafting was an iterative process, additional revisions were made to Section 26-140, Use Classification, after the public review draft of Downtown Character District Code (Section 26-197) was released. This is a simple clean-up to make sure terms are internally consistent. Also to correct the Code Section number of the Use Classification to Sec. 26-140 (not 26-132). b) Make clear that additional development and performance standards apply above and beyond the broad permitted use categories.	Consultant/staff are in support of these amendments	Commission directed staff to make these changes.	Amendment Approved

Zoning Code Review Process

Item 5.

City Council Review

- May 17 COW - Presentation of P&Z's Recommended Draft
- June 7 – Work Session – General questions and discussion
- June 21 – Work Session – Parking Standards
- August 2 – COW – Parking Standards/Shared Parking
- September 7 – Public Hearing

Zoning Code Adoption

Next Steps

- Code Adoption
- Give the Code a chance to work
- No code is perfect - revisit in a year to see if any adjustments are needed

Questions?

Rezoning property to CD-DT

- Rezoning all property within the downtown study area to CD-DT Downtown Character District
- Adopting the Downtown Regulating Plan as the new Zoning Map for this area
- **Note: Changing the zoning does not require anyone to change how they are using their property currently.**

Downtown Study Area Existing Zoning

Commercial

- C-1, C-2, C-3

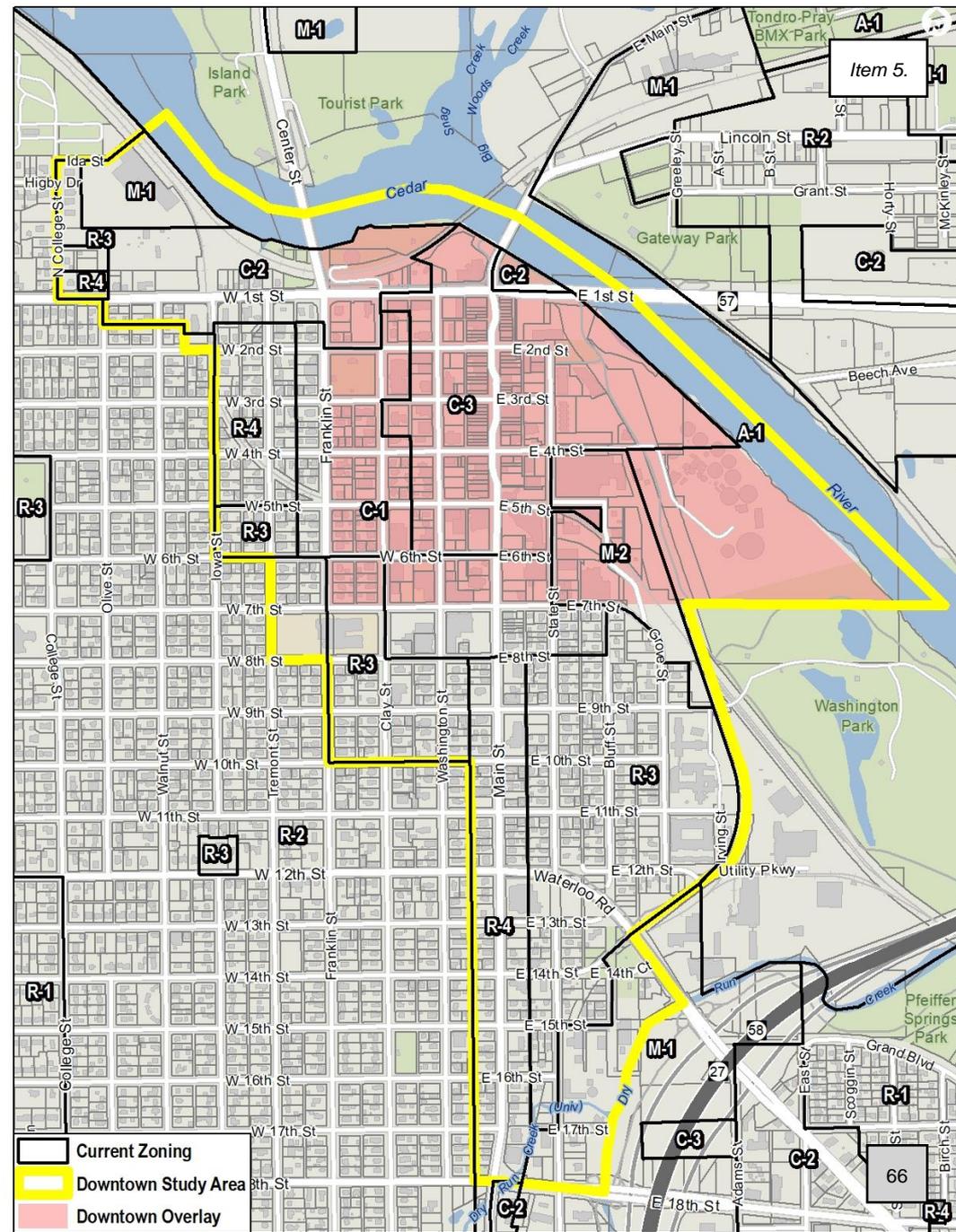
Industrial

- M1, M2

Residential

- R-2, R-3, R-4

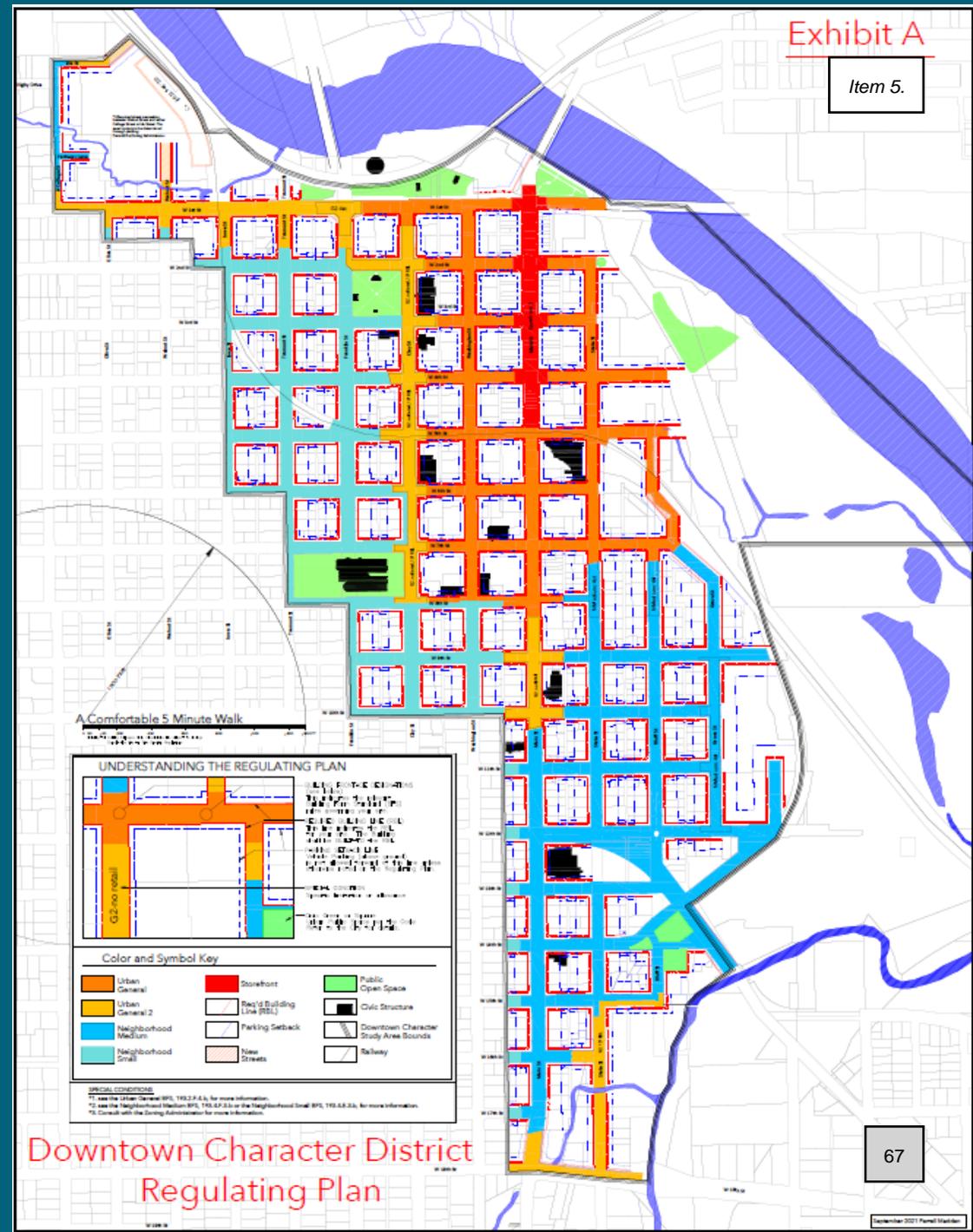
CBD - Central Business District Overlay



Downtown Character District Regulating Plan

Frontage Designations

- Storefront
- Urban General
- Urban General 2
- Neighborhood Medium
- Neighborhood Small



Downtown Character District Regulating Plan

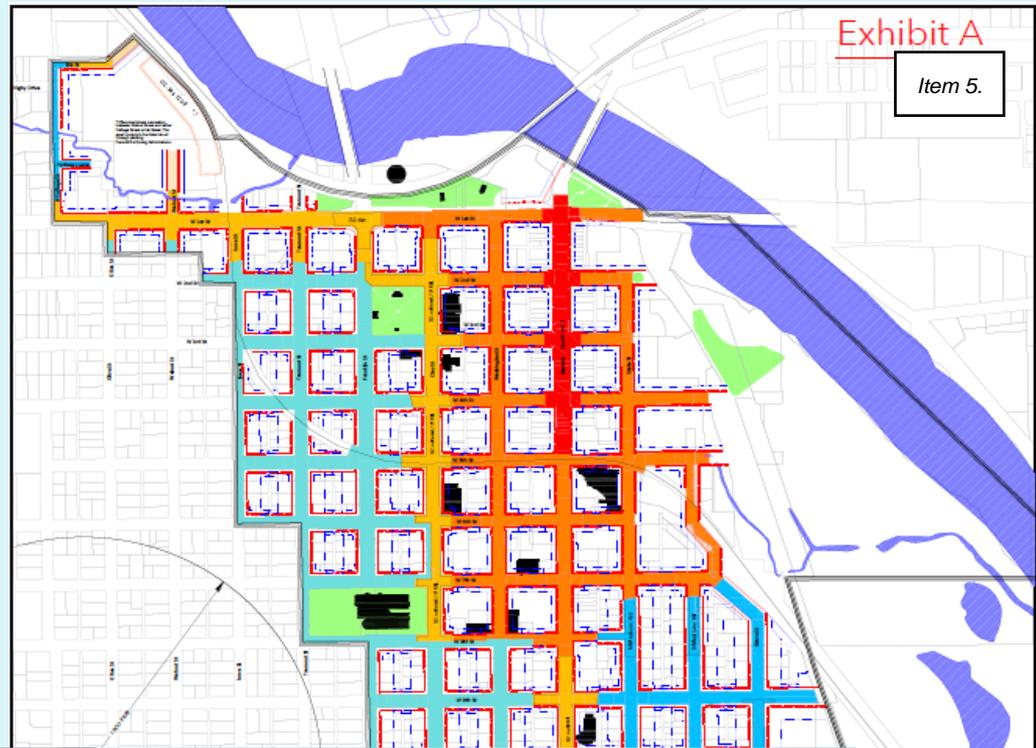
Downtown Zoning Map (Regulating Plan) Character Areas Summary



Urban
General

The basic urban building form. Creates larger multi-story buildings placed at the property line. Multiple uses permitted.

- Height: 2-4 stories (52' maximum)
 - **Note C-3 allows 15+ stories**
 - **CBD Overlay: width and height of adjacent buildings shall be considered**
- Regulating Building Line: 1-5 ft. (varies)
- Span 80%+ of property's frontage
- Building footprint: 25,000 sq. ft. maximum
- Windows (fenestration):
 - Ground: 50-80%
 - Upper: 20-80%
- Entrance spacing: 70' maximum
- Mix of Uses :
 - Ground: Non-residential or Residential
 - Upper: Non-residential or Residential (no retail)
 - Existing Manufacturing Uses remain conforming



Downtown Zoning Map (Regulating Plan) Character Areas Summary



Urban
General 2

The basic urban building form. Less intensity than Urban General

Height: 2-3 stories (42' maximum)

Note: C-1 allows 2 stories

C-2 allows 3 stories

- Regulated Building Line: 5'-10' or 10'-15'

Note: C-1 – Front Setback 25'

C-2 – Front Setback varies

- Span 70%+ of property's frontage
- Building footprint: 25,000 sq. ft. maximum
- Windows (fenestration):
 - Ground: 50-80%
 - Upper: 20-80%
- Entrance spacing: 80' maximum
- Mix of Uses:

Ground: Non-residential or Residential

Upper: Non-residential or Residential

Note: C-1 and C-2 do not allow residential uses on ground floor



Downtown Zoning Map (Regulating Plan) Character Areas Summary



Storefront

Subset of Urban General, for specific requirements at the street level aimed to continue the large storefront windows found in the core & have active uses for pedestrian engagement.

- Span 85%+ of property's frontage
- Building height limited to 3 stories
 - Note C-3 allows 15+ stories
 - CBD Overlay: width and height of adjacent buildings shall be considered
- Apply Urban General standards, adding the following at the ground story:
 - Windows (fenestration): 70-90%
 - Entrance spacing: 50' maximum
 - Uses:
 - Mixed
 - Main St. (1st-6th) retail only on ground floor

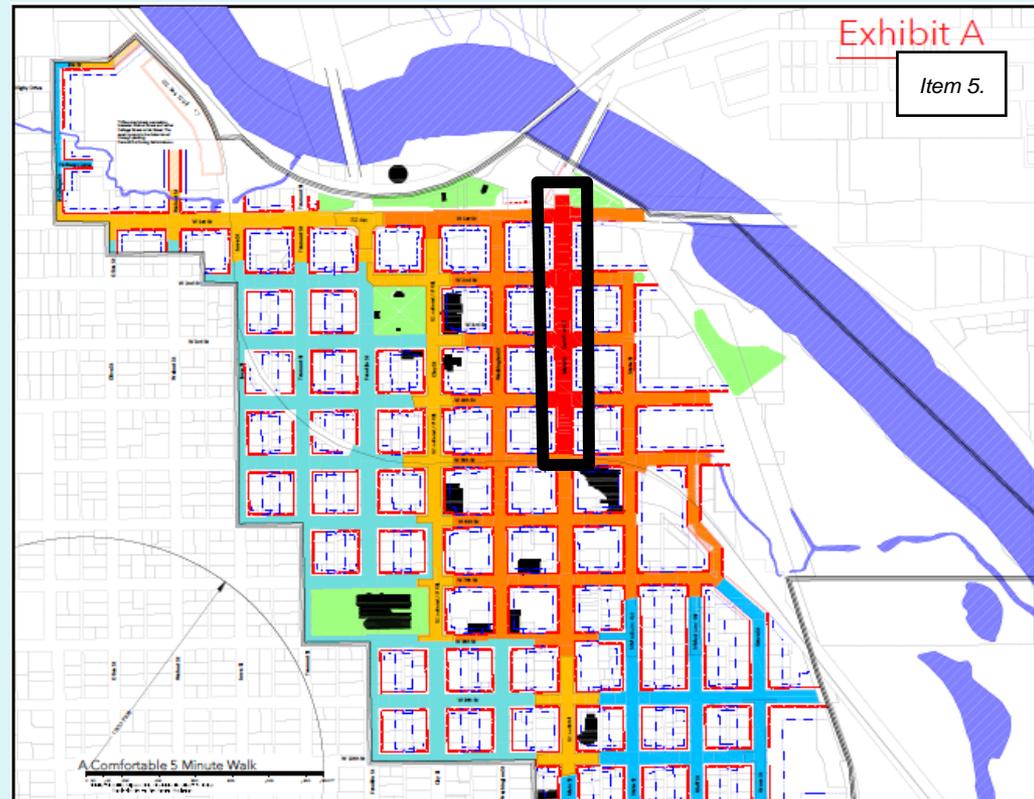


Exhibit A

Item 5.



Downtown Zoning Map (Regulating Plan)

Character Areas Summary



Attached & detached housing, up to apartment buildings (missing middle housing)

- Height: 1-3 stories (36' maximum)
Note: R-3 & R-4 Zoning allow 3 stories, 45 ft.
- Span 66%+ of property's frontage
- Max 80' building width
- Regulated Building Line: 15' -20'
- Windows (fenestration): 25-70%
- Stoop/front porch required
- 20% open space
- Use: Residential
- **Existing Commercial uses remain conforming**
- Accessory Dwelling Unit (ADU) permitted.

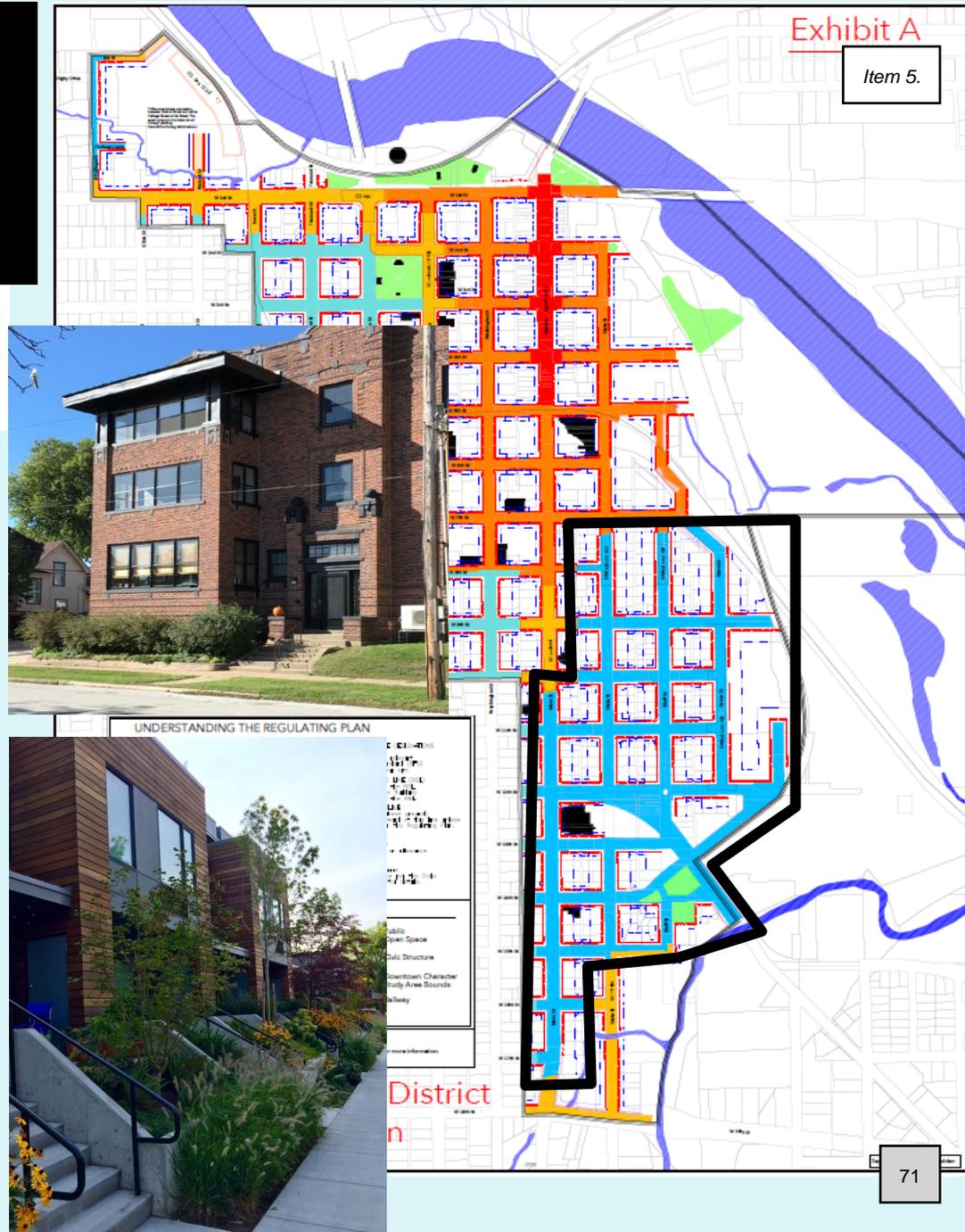


Exhibit A
Item 5.

UNDERSTANDING THE REGULATING PLAN

- Public Open Space
- Civic Structure
- Downtown Character Study Area Bounds
- Utility
- More Information

District

71

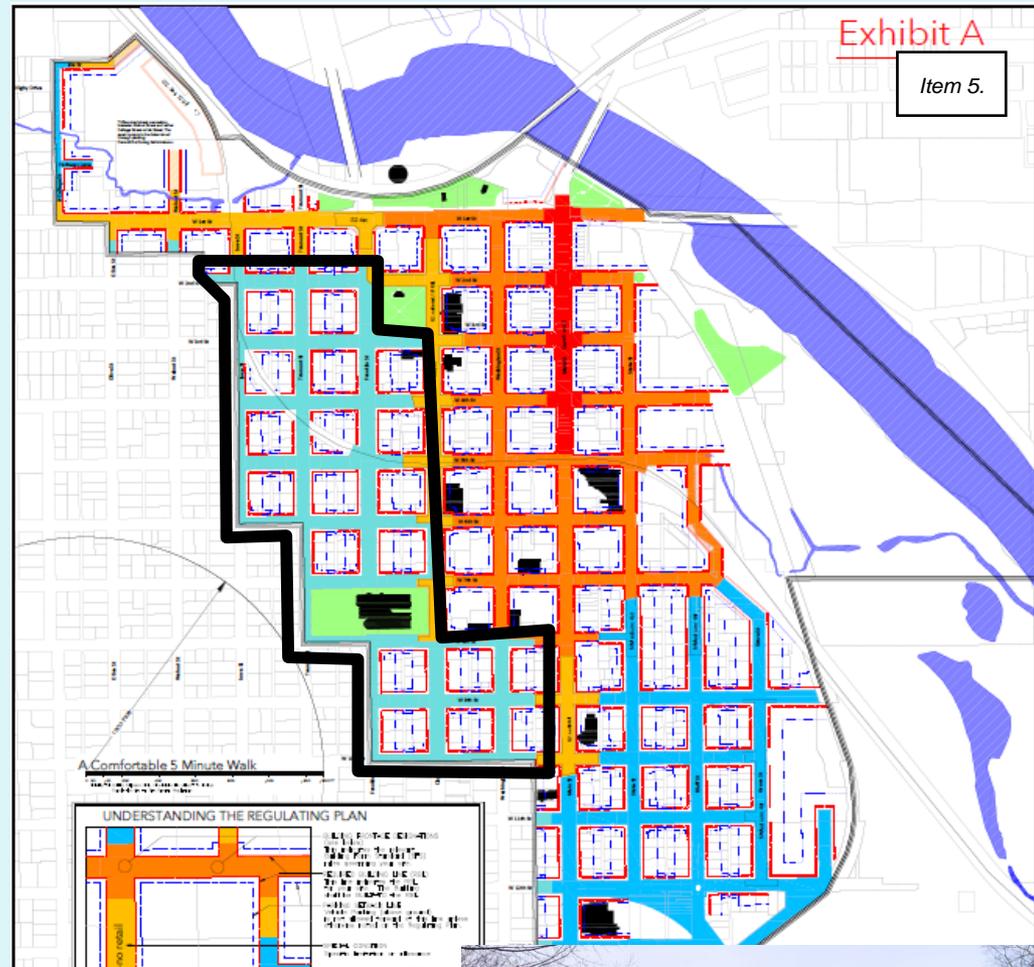
Downtown Zoning Map (Regulating Plan)

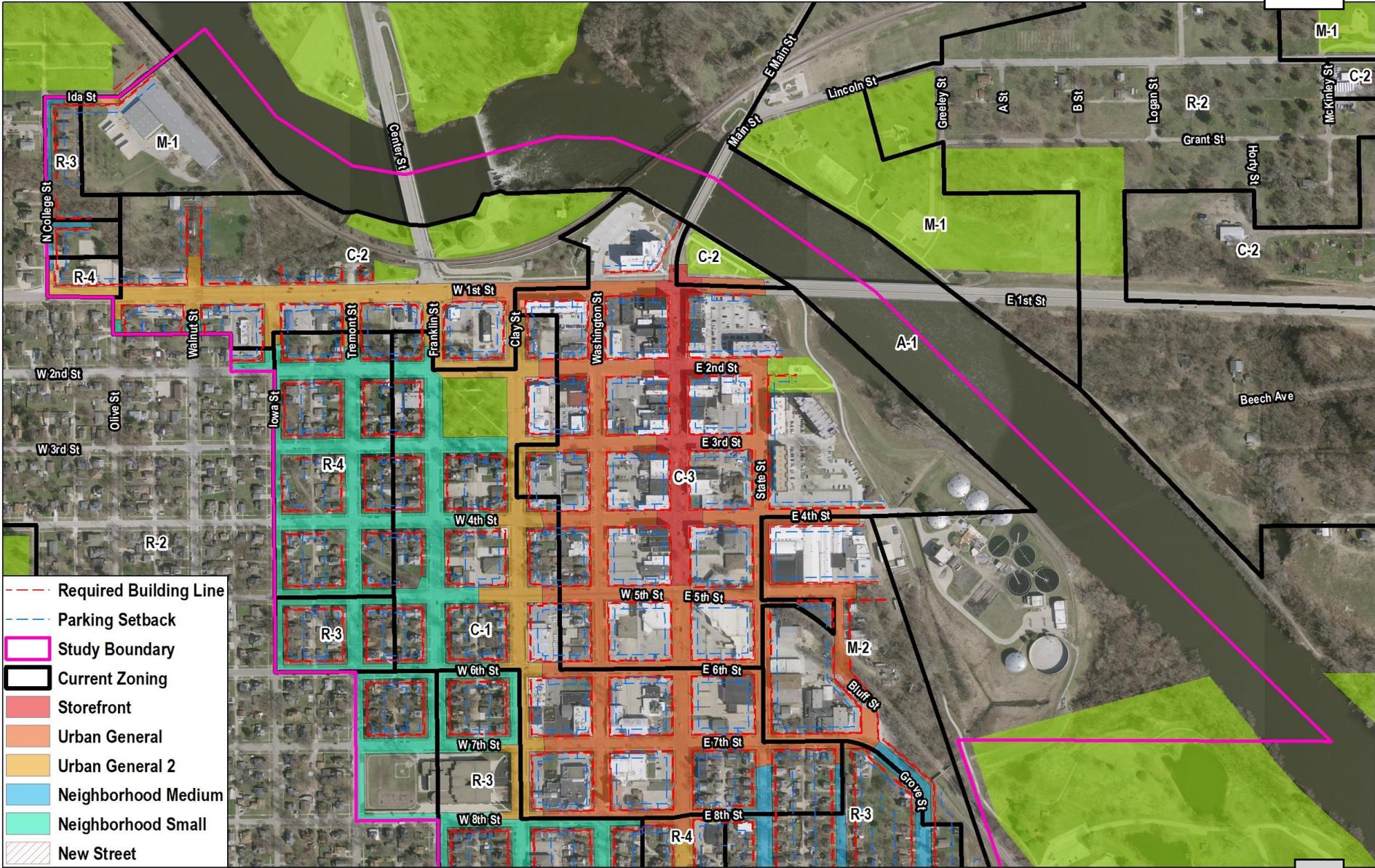
Character Areas Summary

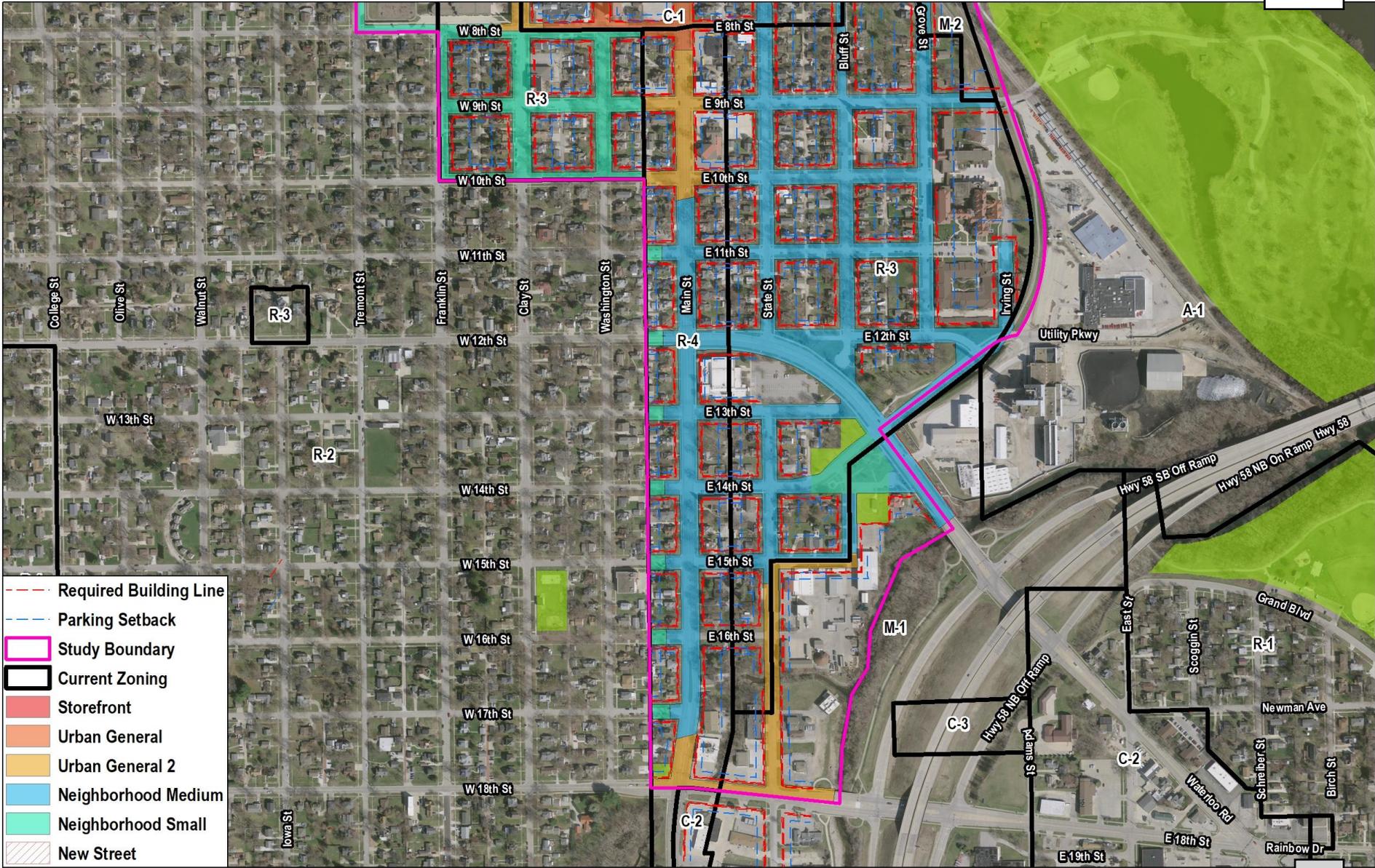
 Neighborhood
Small

Attached & detached housing, allows small apartment buildings.

- Height: 1-2 stories (26' maximum)
Note: R-3 & R-4 Zoning allow 3 stories, 45 ft.
- Span 50%+ of property's frontage,
- 60' max. building width
- 15' -20' Build-to Line
- Windows (fenestration): 25-70%
- Stoop/front porch required
- 20% open space
- Use: Residential
- **Existing commercial uses remain conforming**
- Accessory Dwelling Unit (ADU) permitted.







City Council Work Session

June 21, 2021



Parking Requirements: Current (Section 26-220)

Item 5.

CBD Overlay Parking:

No parking required for principal commercial, professional office, or service business uses

Parking for secondary, incidental or accessory residential uses in the C-3 Commercial District is subject to review and approval by the planning and zoning commission and city council. In practice in recent years, a requirement of 1 space per bedroom has been applied with on-street parking counting toward visitor parking.

Dwellings – Citywide:

- Owner-occupied, single-unit – 2 spaces per unit.
- Renter-occupied, single-unit – 2 per unit + 1 space for each bedroom in excess of 2 bedrooms.
- 2 or more units – 2 spaces per unit + 1 space for each bedroom in each unit in excess of 2 bedrooms. 1 additional space for every 5 units in excess of 5 units for visitor parking.

Parking Requirements: Proposed (Section 26-196)

Item 5.

INTENT – some key points

- Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
- Provide flexibility for redevelopment of small sites and for the preservation or reuse of historic buildings.
- Increase visibility and accessibility of publicly available parking.
- Most effective model to increase the parking supply for customers is shared publicly available parking, not parking that is “locked up” on private lots. Many cities are lowering or eliminating private, off-street parking requirements from their zoning ordinances and focusing instead on publicly available shared parking.

Parking Requirements: Proposed (Section 26-196)

Item 5.

General Urban, General Urban 2, and Storefront Frontages –

No Minimum Parking Requirement for the following:

Existing Parkade buildings (fronting Main Street between 1st Street and 6th Street) are exempt from any minimum parking requirements, regardless of use.

In addition:

- No parking requirement for:
 - ✓ ground floor commercial space;
 - ✓ the re-use or renovation of an existing structure, in addition to those on Main Street identified above, in which there is no gross floor area expansion and the use is non-residential.

Parking Requirements: Proposed (Section 26-196)

Item 5.

- *Key Concepts: Reserved vs. Shared Parking*

General Urban, General Urban 2, and Storefront Frontages –

Minimum Reserved Parking

- No minimum requirement for commercial or civic uses
- Residential in mixed-use or multi-unit buildings
 - ✓ .5/bedroom
- Residential in single-unit, 2-unit, or rowhouse
 - ✓ 1 per unit (owner-occupied)
 - ✓ 1 per unit + 1 per bedroom for 3 or more BRs (rental)

Parking Requirements: Proposed (Section 26-196)

Item 5.

- *Key Concepts: Reserved vs. Shared Parking*

General Urban, General Urban 2, and Storefront Frontages –

Minimum Shared Parking

Accessible to the public at least 12 hours/day and designated by appropriate signage and markings; on-site or within 600-ft walking distance

- Commercial upper stories
 - ✓ No minimum for <5000sf non-residential GFA
 - ✓ 1.25 spaces per 1000sf for \geq 5000 sf non-residential GFA
- Residential in mixed-use or multi-unit buildings
 - ✓ .25/bedroom

Parking Requirements: Proposed (Section 26-196)

Item 5.

- *Key Concepts: Reserved vs. Shared Parking*

Neighborhood Frontages –

Minimum Reserved Parking

- Residential in multi-unit buildings
 - ✓ .75/bedroom
- Residential in single-unit, 2-unit, rowhouse, or cottage court
 - ✓ 1 per unit (owner-occupied)
 - ✓ 1 per unit + 1 per bedroom for 3 or more BRs (rental)
- 1 per 300sf for non-residential uses

Minimum Shared Parking

- Residential in multi-unit buildings
 - ✓ .25/bedroom

City Council Committee of the Whole

Downtown Code Update: Parking

August 2, 2021



Focus of Tonight's Discussion

- Parking requirements proposed in the Downtown Zoning Code.
 - Parking requirements when new development is proposed (does not affect existing development)
 - Parking located on private property
- We are not talking about City-owned, public parking lots.

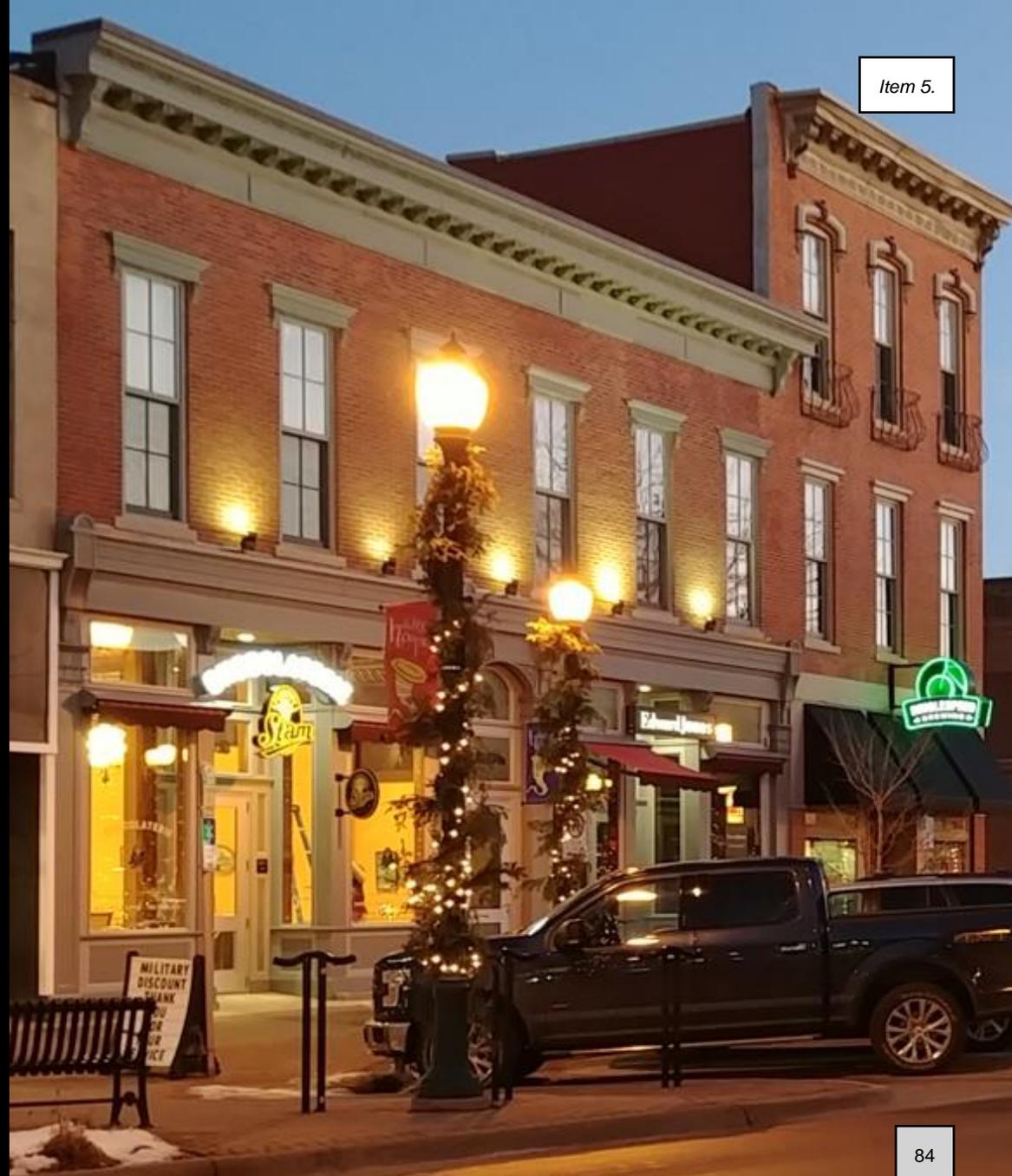
Downtown is Special

Item 5.

Why do people come downtown?

- Destination
- Unique shops and restaurants
- Special events
- New urban residences
- Walkable
- 'Different' than the rest of city

Don't regulate it the same



How does Cedar Falls get more of this...

Item 5.



How does Cedar Falls get more of this...

Item 5.



How does Cedar Falls get more of this...

Item 5.



How does Cedar Falls get more of this...

Item 5.



...and less of this?



...and less of this?

Item 5.



Downtown is Special *Build on the Success*

Item 5.

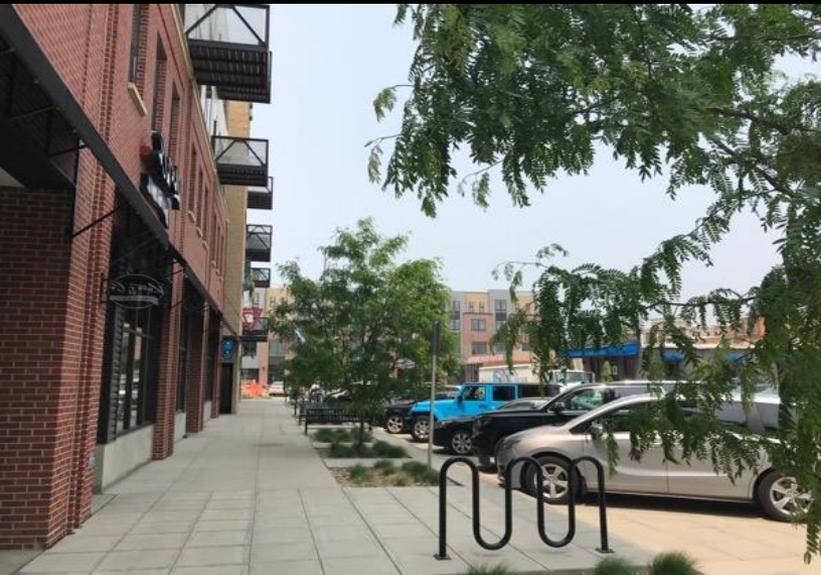


Unlocking Economic Development Potential

Item 5.

VISION PLAN RECOMMENDATIONS:

- Intensify development with a mix of uses
- Facilitate development (if it meets the Plan)
- Maintain the retail concentration
- **Right-size parking**
- Zone for housing variety





Item 5.

E 2nd St

E 3rd St

E 4th St

E 5th St

E 5th St

E 6th St

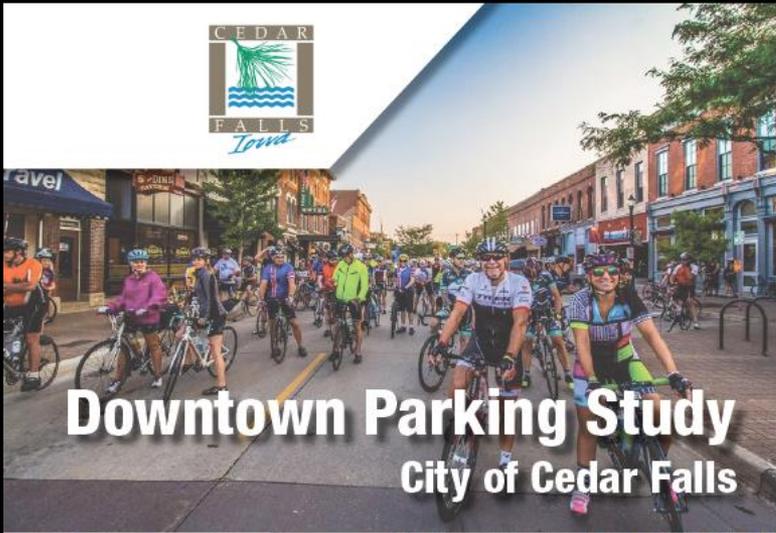
State St

E 7th St

E 8th St



Item 5.



Downtown Parking Study City of Cedar Falls



Final Report
February 15, 2019



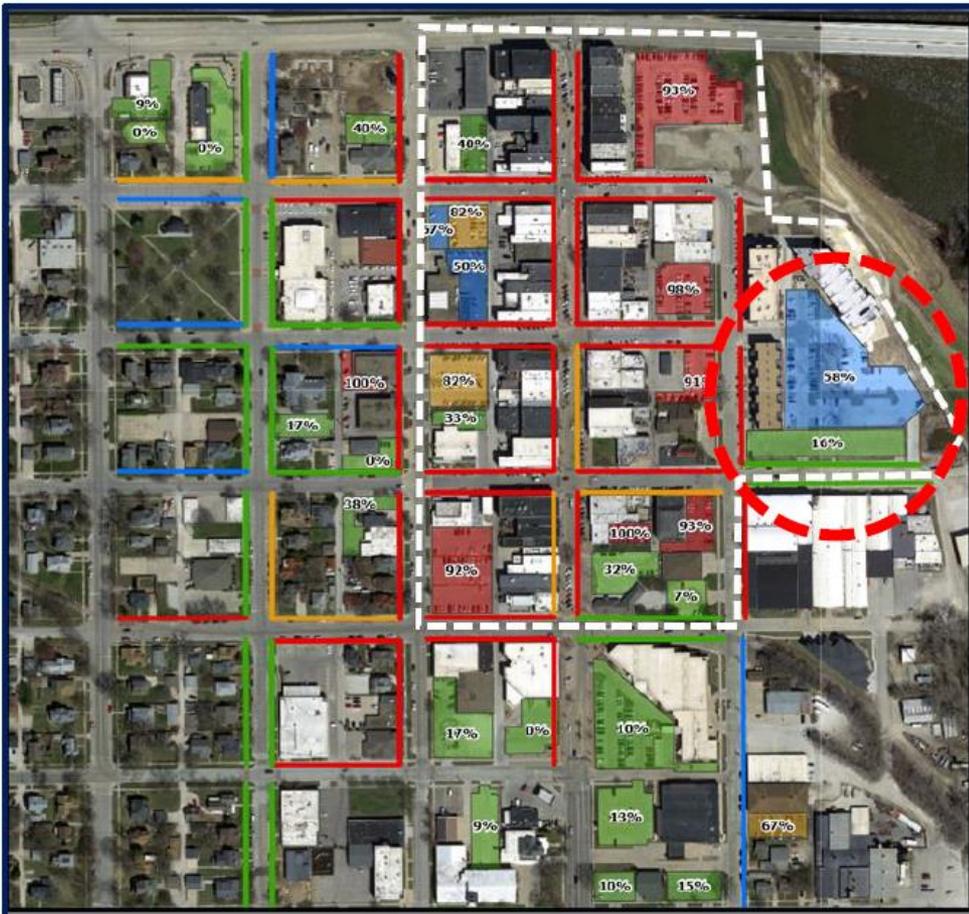
The underutilization of private of street parking in the evenings after 5:00pm has been documented in every data collection count that was conducted.

Item 5.

This condition underscores the fact that parking exempt districts are good public policy for downtown urban centers, and that requiring individual land uses to create their own on-site parking is bad public policy.

When individual land uses are required to create their own on-site parking based on antiquated parking ratios, the typical result is an oversupply of private parking that is not shared with other land uses.

Observed Parking Occupancies, Friday Evening 7:00pm On-Street and Off-street Public Parking at Maximum Occupancy



PARKING OCCUPANCY COUNTS

FRIDAY, OCTOBER 26 - 7PM

On-Street Occupancy = 90%

Public Surface Lots = 89%

Private Surface Lots = 52%
(172 open spaces)

Category	Occupancy Range
Off-Street	Less than 40%
On-Street	41% to 60%
	61% to 85%
	Greater than 86%

Site Analysis 2019: Parking

Item 5.



Site Analysis 2019: Parking

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Community Input 2019

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OUR CEDAR FALLS

Downtown
Imagine the possibilities!

Cedar Falls, Iowa
Public Kick-Off Meeting
April 2, 2019
Visual Preference Exercise
RESULTS

BOARD C

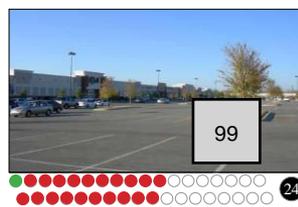
**FERRELL
MADDEN**
urban design,
town planning, &
form-based coding

Community ReCode LLC

common ground
URBAN DESIGN + PLANNING

Street Space – Public Realm

Downtown Parking





Progress indicator for Item 1: 2 rows of 15 circles each. The first row has 14 green circles followed by 1 white circle. The second row has 14 green circles followed by 1 white circle. A black circle with the number 1 is on the right.



Progress indicator for Item 2: 2 rows of 15 circles each. The first row has 14 green circles followed by 1 white circle. The second row has 14 green circles followed by 1 white circle. A black circle with the number 2 is on the right.



Progress indicator for Item 5: 2 rows of 15 circles each. The first row has 14 green circles followed by 1 white circle. The second row has 14 green circles followed by 1 white circle.



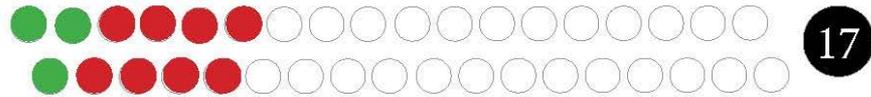
Progress indicator for Item 7: 2 rows of 15 circles each. The first row has 14 green circles followed by 1 white circle. The second row has 14 green circles followed by 1 white circle. A black circle with the number 7 is on the right.



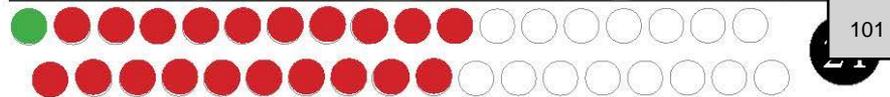
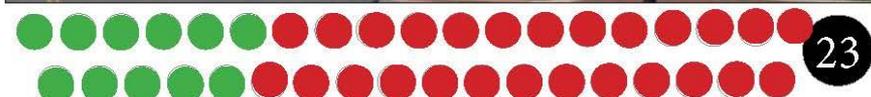
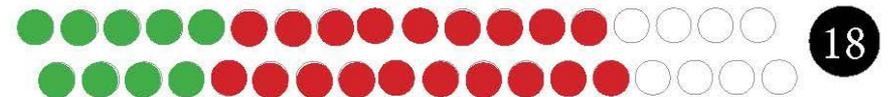
Progress indicator for Item 8: 2 rows of 15 circles each. The first row has 14 green circles followed by 1 white circle. The second row has 14 green circles followed by 1 white circle. A black circle with the number 8 is on the right.



Progress indicator for Item 100: 2 rows of 15 circles each. The first row has 14 green circles followed by 1 white circle. The second row has 14 green circles followed by 1 white circle. A black circle with the number 100 is on the right.



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Stakeholder Interviews Spring 2019:

Item 5.

- Business and property owners
- Retail, restaurant, and bar owners
- Local developers, architects, and real estate professionals
- Community Main Street staff and board members

Plus

- City planning and community development staff
- City department directors
- the “Downtown parking study implementation staff”

Stakeholder Interviews Spring 2019:

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Consistent themes and concerns identified:

- Maintain the “small town feel” of Main Street but allow for growth and change elsewhere in Downtown
- Lack of significant office space in Downtown
- Recognition that Downtown has thrived as a specialty destination, dependent on boutique shops and restaurants; but market dynamic is changing, with growing demand for residences, offices, and related daily services
- *Need to better manage existing parking*
- *Need to increase the supply of publicly available parking to support growth*
- Desire for the City to support both small scale reinvestment and revitalization and medium scale redevelopment within the Downtown context





From Vision to Code Update

IMAGINE DOWNTOWN! Cedar Falls Downtown Vision Plan



Adopted November 18, 2019



26-196. Character District Parking and Loading

A. Intent

1. Promote a “park once” environment within each Character District that will enable people to conveniently park and access a variety of commercial, residential, and civic enterprises in pedestrian friendly environments by encouraging SHARED PARKING.
2. Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
3. Avoid adverse parking impacts on neighborhoods adjacent to Character District mixed-use areas.
4. Utilize on-street parking.
5. Provide flexibility for redevelopment of small sites and for the preservation or reuse of historic buildings.
6. Increase visibility and accessibility of publicly available parking.
7. Support and encourage a multi-modal, bicycle and pedestrian-friendly environment.

Character District Sections: 26-191 to 26-198

- 191. Introduction & Definitions
- 192. Regulating Plans
- 193. Building Form Standards
- 194. Architectural Standards
- 195. Public Realm Standards
- 196. Parking & Loading**
- 197. Building Functions
- 198. Reserved
- 199. Reserved

B. Other Applicable Regulations

Pervious surfaces approved by the City Engineer are encouraged for surface parking lots.

C. General Urban, General Urban 2, and Storefront Frontages – Minimum Parking Requirements

1. Existing buildings fronting Main Street between 1st Street and 6th Street at the time of the Downtown Character District adoption are exempt from these minimum parking requirements, regardless of use.
2. There is no minimum parking requirement for:
 - a. ground floor commercial space;
 - b. the re-use or renovation of an existing structure, in addition to those on Main Street identified in Item C. 1. above, in which there is no gross floor area expansion and the use [is/remains] non-residential.
3. Minimum Reserved Parking
Reserved parking includes all parking that is not SHARED PARKING.
 - a. Commercial/civic uses: There is no minimum requirement for reserved parking.
 - b. Residential uses in mixed-use or multi-unit buildings—minimum reserved parking spaces per dwelling unit:

(i) Efficiency/1-bedroom	0.5 spaces/unit
(ii) 2 or more bedroom units	additional .5 spaces per bedroom

Note: In calculating the total number of minimum reserved spaces per building, any partial spaces .5 or above are rounded to the next whole number.
 - c. Residential uses in single-unit attached and detached, multi-unit ROWHOUSE, and two-unit configurations—minimum reserved parking spaces per dwelling unit:

(i) Owner-occupied	1 space/unit
(ii) Renter-occupied	1 space/unit + one space/per bedroom for each bedroom above 2
4. Minimum SHARED PARKING:
 - a. Commercial UPPER STORIES
 - (i) Under 5,000 square feet non-residential Gross Floor Area (GFA) has no minimum SHARED PARKING requirements.
 - (ii) 5,000 square feet or greater, non-residential GFA shall provide a minimum of 1.25 spaces per square feet as SHARED PARKING.

Parking -- Think Differently

INTENT

- Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
- Provide flexibility for redevelopment of small sites and for the preservation or reuse of historic buildings.
- Increase visibility and accessibility of publicly available parking.
- Most effective model to increase the parking supply for customers is shared publicly available parking, not parking that is “locked up” on private lots. Many cities are lowering or eliminating private, off-street parking requirements from their zoning ordinances and focusing instead on publicly available shared parking.

New zoning: encourage more of this...

Item 5.



What is shared parking?

- Automobile parking that is accessible to the public at least 12 hours/day and designated by appropriate signage and markings; on-site or within 600-ft walking distance

See Sec. 26-191.H. Definitions (p. 8) & Sec. 26-196.C.5. Achieving Parking Requirements (p. 78)

- The shared parking requirement would not obligate owners to “give up” any percentage of their parking; the goal is to maximize the usage of any new parking by making a small percentage of it available for some portion of the day, most typically when it is not needed by property owners, their tenants, or employees.

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What is shared parking?

For example:

- Parking for an office might be fully used from 8 AM to 6 PM, on Monday to Friday, but would sit empty on most evenings and weekends.
- The goal is to make some portion of that parking available to other users during those night and weekend hours.
- Similarly, the parking for an apartment or condominium building may be occupied by residents most evenings and weekends, but sit primarily empty during weekdays.
- A portion of that parking would be made available during those hours.
- In either scenario, the owners could maintain a percentage of their parking as “reserved” at all times.

Parking Requirements: Current (Section 26-220)

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CBD Overlay Parking:

No parking required for principal commercial, professional office, or service business uses

Parking for secondary, incidental or accessory residential uses in the C-3 Commercial District is subject to review and approval by the planning and zoning commission and city council. In practice in recent years, a requirement of 1 space per bedroom has been applied with on-street parking counting toward visitor parking.

Dwellings – Citywide:

- Owner-occupied, single-unit – 2 spaces per unit.
- Renter-occupied, single-unit – 2 per unit + 1 space for each bedroom in excess of 2 bedrooms.
- 2 or more units – 2 spaces per unit + 1 space for each bedroom in each unit in excess of 2 bedrooms. 1 additional space for every 5 units in excess of 5 units for visitor parking.

Parking Requirements: **Proposed** (Section 26-196)

Item 5.

General Urban, General Urban 2, and Storefront Frontages –

No Minimum Parking Requirement for the following:

- Existing Parkade buildings (fronting Main Street between 1st Street and 6th Street) regardless of use.
- Ground floor commercial space
- The re-use or renovation of an existing structure with no expansion and for non-residential use

Parking Requirements: **Proposed** (Section 26-196)

Item 5.

- *Key Concepts: Reserved vs. Shared Parking*

General Urban, General Urban 2, and Storefront Frontages –

Minimum Reserved Parking

- No requirement for non-residential uses
- Required for all residential uses excluding existing buildings along the Parkade

Parking Requirements: **Proposed** (Section 26-196)

Item 5.

- *Key Concepts: Reserved vs. Shared Parking*

General Urban, General Urban 2, and Storefront Frontages –

Minimum Shared Parking

Accessible to the public at least 12 hours/day

Required for:

- Commercial upper stories above 5000 square feet
- Residential in mixed-use or multi-unit buildings

Unintended Consequences of high parking requirements

- Stunts growth Downtown; shifts development to outlying areas where land is less costly
- Cost of parking is passed down to businesses, customers, and residents = increased commercial lease rates and higher residential rents
- Un-used parking generates no revenue and no tax base

Donald Shoup, *Parking and the City*
...Chapter 11 estimates that parking requirements increase the rent households pay for their apartments by 13 percent



The High Cost of Free Parking

DONALD SHOUP

Parking Lots

Walkability

Tax Base



Item 5.

Parking lots

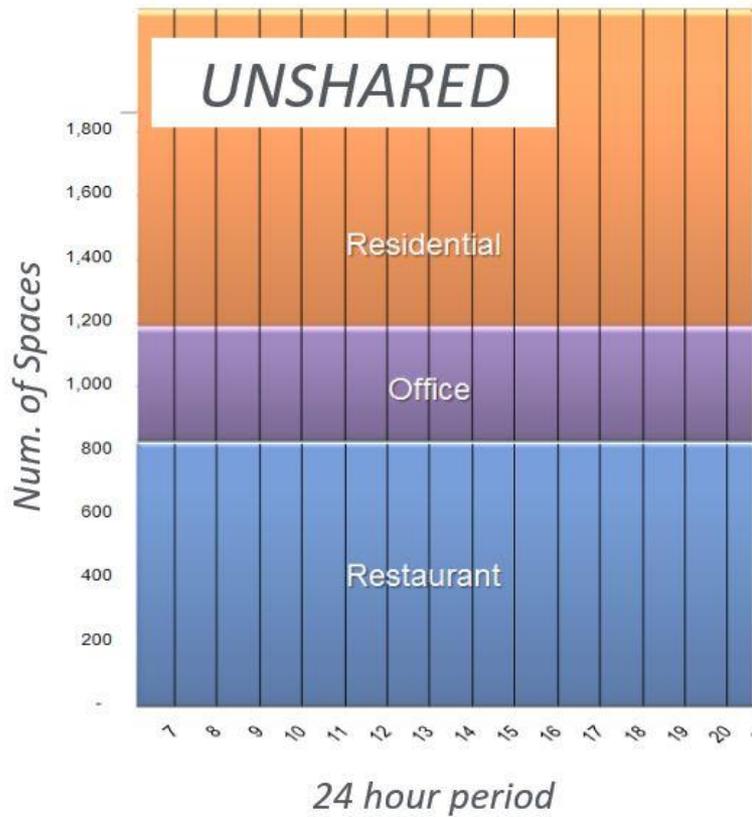
Walkability

Tax Base

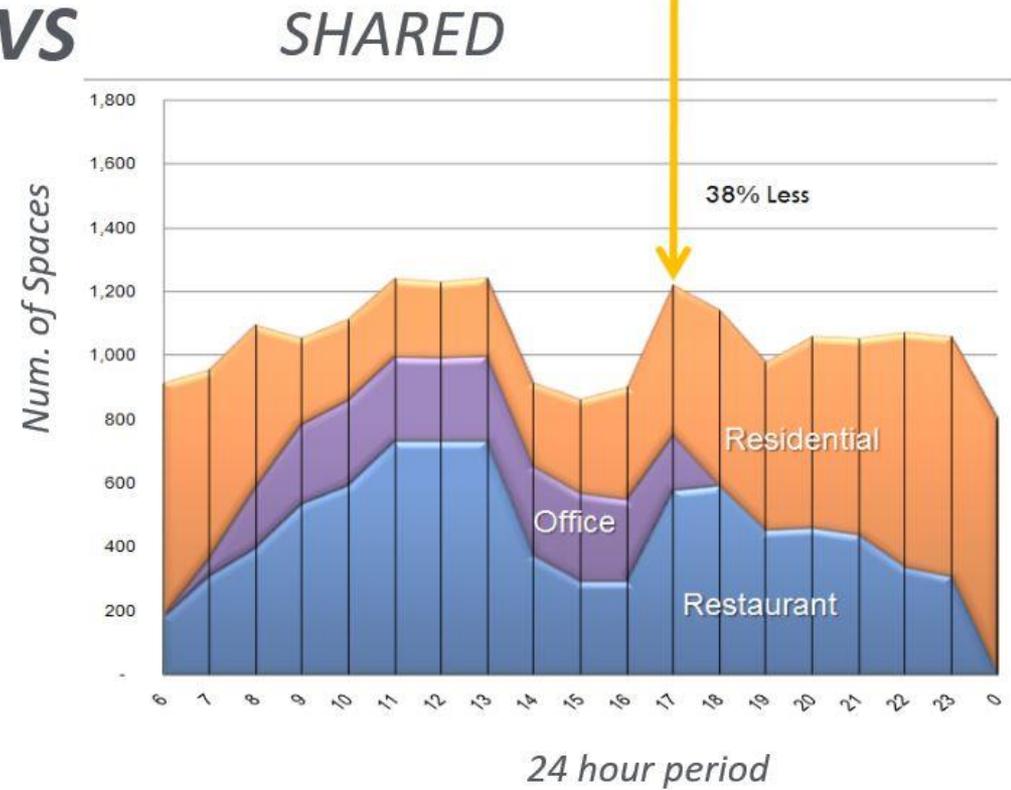
Shared Parking = some spaces available during peak demands.



SHARED PARKING



VS



Downtown Vision: More of this...

Item 5.



Reminder: Focus of Tonight's Discussion

- Parking requirements proposed in the Downtown Zoning Code.
 - Parking requirements when new development is proposed (does not affect existing development)
 - Parking located on private property
- We are not talking about City-owned, public parking lots.

Prepared by: Karen Howard, P&CS Manager, 220 Clay Street, Cedar Falls, Iowa 50613 (319) 273-8600

ORDINANCE NO. 2994

AN ORDINANCE AMENDING CHAPTER 26, ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, ADDING NEW SECTIONS TO BE NUMBERED 26-191 THROUGH 26-197 UNDER ARTICLE III, DISTRICTS AND DISTRICT REGULATIONS, DIVISION 2. SPECIFIC DISTRICTS, TO ESTABLISH ZONING STANDARDS AND REGULATIONS FOR CHARACTER DISTRICTS; AND ADDING NEW SECTIONS TO BE NUMBERED 26-36 THROUGH 26-39 UNDER ARTICLE II. ADMINISTRATION AND ENFORCEMENT, DIVISION 1, GENERALLY, ESTABLISHING NEW ADMINISTRATIVE PROCEDURES FOR SITE PLAN REVIEW; AND ADDING A NEW SECTION 26-141 UNDER ARTICLE III, DISTRICTS AND DISTRICT REGULATIONS, DIVISION 1, GENERALLY, ESTABLISHING USE SPECIFIC REGULATIONS AND CLASSIFICATION; AND TO REPEAL IN ITS ENTIRETY SECTION 26-189 CBD CENTRAL BUSINESS DISTRICT OVERLAY ZONING DISTRICT, UNDER ARTICLE III, DISTRICTS AND DISTRICT REGULATIONS, DIVISION 2, SPECIFIC DISTRICTS; AND TO AMEND SECTION 26-117, DISTRICTS ESTABLISHED, UNDER ARTICLE III. DISTRICTS AND DISTRICT REGULATIONS, DIVISION 1 GENERALLY, ADDING A NEW ZONING DISTRICT TO BE KNOWN AS "DOWNTOWN CHARACTER DISTRICT" WITH ABBREVIATION, CD-DT, AND DELETING REFERENCE TO THE CENTRAL BUSINESS DISTRICT OVERLAY ZONING DISTRICT, CBD; AND TO AMEND SECTION 26-118, DISTRICT BOUNDARIES, CLARIFYING THAT FOR EACH CHARACTER DISTRICT THE ASSOCIATED REGULATING PLAN IS THE OFFICIAL ZONING MAP; AND CLARIFYING THE INTERPRETATION OF BOUNDARIES FOR CHARACTER DISTRICTS; AND TO AMEND SECTION 26-126, DETACHED ACCESSORY STRUCTURES TO CLARIFY HOW SAID PROVISIONS APPLY IN CHARACTER DISTRICTS; AND TO AMEND SECTION 26-127 SETBACKS FOR CORNER LOTS; AND TO AMEND CHAPTER 5, ALCOHOLIC AND MALT BEVERAGES, ARTICLE 1, IN GENERAL, TO CLARIFY ZONING DISTRICTS WHERE LIQUOR CONTROL LICENSES OR WINE OR BEER PERMITS ARE ALLOWED; AND TO AMEND CHAPTER 13, LICENSES AND BUSINESS REGULATIONS, DIVISION 1, MOBILE MERCHANTS, TO CLARIFY ZONING DISTRICTS WHERE SAID

PERMITS ARE ALLOWED; AND TO AMEND CHAPTER 19, STREETS AND SIDEWALKS, TO CLARIFY THAT TABLES AND CHAIRS, TEMPORARY MOVABLE SIGNS, AND SIDEWALK CAFES SHALL BE ALLOWED IN CERTAIN FRONTAGE DESIGNATIONS WITHIN CHARACTER DISTRICTS

WHEREAS, in November of 2019, the City Council of the City of Cedar Falls adopted the *Imagine Downtown! Vision Plan*, as an integral part of the Cedar Falls Comprehensive Plan; and

WHEREAS, in order to ensure future development and redevelopment is consistent with the adopted *Imagine Downtown! Vision Plan*, the City of Cedar Falls drafted new zoning regulations, new administrative procedures, use classification regulations, and an associated regulating plan for the downtown area covered by the *Imagine Downtown! Vision Plan*; and

WHEREAS, the new zoning regulations establish a new zoning district entitled, "Downtown Character District" abbreviated as "CD-DT," and an associated zoning map, referred to as the "Downtown Character District Regulating Plan;" and

WHEREAS, the Planning and Zoning Commission has reviewed the proposed amendments to Chapter 26, Zoning, under Case # TA21-001 and recommends approval; and

WHEREAS, the Cedar Falls City Council has determined that said amendments to Chapter 26, Zoning are in the best interests of the community; and now, therefore:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, THAT:

Section 1. Article II, Administration and Enforcement, Division 1, Generally, is hereby amended to add new sections to be numbered 26-36 through 26-39, (previously reserved) as follows:

Sec. 26-36. Administrative Determination

(a) APPLICABILITY

The Zoning Administrator shall review and decide upon applications for the following administrative reviews and code adjustments in consultation with the Zoning Review Committee(ZRC) and/or the staff Technical Review Committee, as applicable. Some of these processes have additional review and approval requirements; a cross-reference to those requirements is provided in the right column.

Permit or Adjustment	Additional Review Requirements
Site Plan	Section 26-37.D
Proportionate Compliance	n/a
Minor Adjustment	Section 26-39.E

(b) APPLICATION COMPLETENESS REVIEW

(1) Applications shall not be processed until all materials have been submitted and are deemed sufficient in form and content such that recommendations, as required, and a decision may be made on the application by the Zoning Administrator, or other decision-making body, as specified in this chapter. The Zoning Administrator shall determine application sufficiency.

- (2) If an application is deemed insufficient, the Zoning Administrator shall inform the applicant of the specific submittal requirements that have not been met. The Zoning Administrator may provide notice in writing, electronically, or in conversation with the applicant.
- (3) If an application is deemed insufficient, the applicant must resolve and resubmit the materials required to complete the application within 30 days of the date informed of the insufficiency of the application.
 - a. An insufficient application that has not been revised to meet the completeness requirements shall expire on the 30th day. An expired application shall be returned to the applicant along with any original documents submitted in support of the application.
 - b. The City, at its discretion, may retain the application fee paid. Once an application has expired, the application must be resubmitted in full, including application fee.

(c) REVIEW, REFERRAL, AND RECOMMENDATION

- (1) Upon submission of an application, the Zoning Administrator shall review the application and accompanying documentation to determine whether the information included in the application is sufficient to evaluate the application against the approval criteria of the procedure or permit requested.
- (2) The Zoning Administrator may refer any application to the Zoning Review Committee (ZRC) or Technical Review Committee (TRC) for review and recommendation.

(d) REVIEW AND DECISION-MAKING

- (1) The Zoning Administrator shall review the application for conformance with all applicable provisions of this chapter.
- (2) To be approved, an application shall be fully consistent with the standards of this chapter unless a minor adjustment is concurrently approved to allow specified deviation from applicable standards. An administrative approval may include instructions and clarifications regarding compliance with this Code, but shall not be approved with conditions that require action beyond the specific requirements of the City Code of Ordinances.
- (3) The Zoning Administrator shall approve or deny the application and provide written notification of the decision to the applicant. If an application is denied, the written notification shall include the reasons for denial.

(e) APPEAL

Administrative determinations are appealable pursuant to Section 26-62.

Sec. 26-37. Site Plan

(a) APPLICABILITY

The purpose of this section is to set forth the procedures and criteria for review and approval of site plans. Site plans are technical documents that illustrate how the structure(s), layout of an area, and proposed uses meet the requirements of this chapter and any other applicable ordinances, standards, regulations, and with all previously approved plans applicable to the property.

(b) AUTHORITY

A site plan is required for:

(1) Character Districts

- a. Any application for development in a character district.
- b. All requests for structures, architectural elements or accessory structures (front porch, front yard fence) at or forward of the required building line, and accessory or temporary uses; however, for minor accessory structures not located forward of

the required building line, such as sheds, fences, or decks, the site plan shall only be required to show the location of the proposed structure or addition in relation to property boundaries, required setbacks, easements, and terrain changes as more fully detailed in this Code;

(2) Traditional Zone Districts

- a. Any application for a commercial, industrial, institutional, or multi-unit dwelling project;
- b. Any application for development requiring site plan review as set forth elsewhere in this chapter.

(c) APPLICATION PROCEDURES

- (1) A pre-application meeting with the Zoning Review Committee (ZRC) is required prior to the submission of a site plan application for development in a character district. Pre-application meetings are optional and encouraged for all other applications.
- (2) The applicant shall submit the site plan application to the Planning and Community Services Division. Application submittal deadlines and requirements shall be established on submittal forms available from the Planning and Community Services Division and on the City's website.

(d) DECISION CRITERIA

The site plan shall be reviewed against the following criteria:

- (1) The site plan is consistent with all applicable adopted plans and policies;
- (2) The site plan is consistent with any prior approvals, including any conditions that may have been placed on such approvals; and
- (3) The site plan conforms with all applicable requirements of the Code of Ordinances, or with all applicable requirements as modified by a request for a minor adjustment.

(e) LIMITATION OF APPROVAL

Zoning Administrator approval of a site plan does not in any way imply approval by any other City department.

(f) EFFECT

- (1) Approved site plans shall be binding upon the property owner(s) and their successors and assigns.
- (2) No permit shall be issued for any building, structure, or use that does not conform to an approved site plan.
- (3) No building, structure, use or other element of the approved site plan shall be modified without amending the site plan, unless it is determined by the City that such modification will not require an amended site plan.
- (4) All buildings, structures and uses shall remain in conformance with the approved site plan or be subject to enforcement action.

(g) POST-APPROVAL ACTIONS

(1) Expiration

- a. Approved site plans shall expire one year after approval if a building permit has not been issued, or the approved use established. In the event that the documents expire due to the passage of this time period, new site plan review documents must be submitted for approval in the same manner as an original application for development review.
- b. An extension not to exceed one year may be granted by the Zoning Administrator.

(2) Modifications to Site plans

The holder of an approved site plan may request an adjustment to the document, or the conditions of approval, by submitting either an application for minor adjustment or an amended site plan, whichever is appropriate, to the Zoning Administrator. An amended site plan shall be filed and processed in accordance with the procedures for an initial site plan submittal.

Sec. 26-38. Proportionate Compliance in Character Districts**(a) APPLICABILITY****(1) Purpose**

To encourage redevelopment, continuing property investment, and infill development, it may be necessary to determine site appropriate adjustments to applicable development standards that will allow the development to take place while applying proportional development standards. This section identifies the process for determining specific site compliance with a proportionate standard.

(2) No New or Increased Noncompliance

Any redevelopment of a structure or site shall be designed to either increase conformance with this Code or, at a minimum, not increase an existing nonconformity. Redevelopment shall not establish new nonconformity(ies) with this Code, regardless of the applicability of this section.

(3) Development Standards in Character Districts

A request for proportionate compliance is limited to Character District development standards listed in Table 26-38.1.

(4) Required Parking

The standards of Sec. 26-196, Character District Parking and Loading, shall apply for any new use, change of use, or expansion of a current use within a Character District, and are not subject to adjustment through proportionate compliance.

(b) CALCULATING PROPORTIONATE COMPLIANCE

- (1) Requests for proportionate compliance shall be made through Section 26-37, Site Plan.
- (2) Proportionate compliance for standards applicable to a specific development or structure type may be requested for development changes listed in Table 26-38.1 according to Section 26-38(E), below.
 - a. Standards that must be fully complied with are marked with an /X/.
 - b. Standards that will be applied to the maximum extent practicable based on a site-specific determination are marked with an /S/.
- (3) Applicants shall clearly label all requested adjustments and identify the applicable standard in this section that allows the proposed adjustment.

Table 26-38.1: Proportionate Compliance

ALL FRONTAGE TYPES	BUILDING FORM STANDARDS									ARCHITECTURAL STANDARDS			PUBLIC REALM STANDARDS	
	Placement: Required Building Line	Placement: Buildable Area	Placement: Parking Setback Line	Height: Minimum/Maximum	Elements: Fenestration	Elements: Façade Projections	Uses	Neighborhood Manners	Materials	Configurations	Signs	ROW Frontage Area	Dooryard	
Key: X = compliance with standard is required S = site-specific determination														
Full Compliance: Entire Structure Must Comply with Standards														
New Construction	X	X	X	Both	X	X	X	X	X	X	X	X	X	
Expansion of Building Area														
For buildings < 2000 sf GFA, an expansion > 75%	X	X	X	Both	X	X	X	X	X	X	X	X	X	
For buildings ≥2000 sf GFA, an expansion > 66%	X	X	X	Both	X	X	X	X	X	X	X	X	X	
New, Expanded, or Relocated Parking Area			X											
Changes with No Building Expansion														
Change of use							X				X [3]			
Façade changes [1]					X	X			X	X	X [3]			
Expansion of Building Area (GFA) for Buildings < 2000 sf														
Minimal Change: 0 to 40%		X	X	Max			X	X	X			X	S	
Proportionate Change: 41% to 75% [2]		X	X	Max	X		X	X	X			X	X	
Façade Changes [1]					X	X			X	X	X [3]			
Expansion of Building Area (GFA) for Building 2000 sf or more														
Minimal Change: 0 to 20%		X	X	Max			X	X	X			X	S	
Proportionate Change: 21 to 66% [2]		X	X	Max	X		X	X	X			X	X	
Façade Changes [1]					X	X			X	X	X [3]			
Expansion of Parking Area			X					X						

[1] Major façade changes (as defined in Section 26-62(E)(3)) will trigger compliance with the standards marked in this row.

[2] Expansion area shall comply with identified development standards.

Table 26-38.1: Proportionate Compliance

ALL FRONTAGE TYPES	BUILDING FORM STANDARDS										ARCHITECTURAL STANDARDS			PUBLIC REALM STANDARDS	
	Placement: Required Building Line	Placement: Buildable Area	Placement: Parking Setback Line	Height: Minimum/Maximum	Elements: Fenestration	Elements: Façade Projections	Uses	Neighborhood Manners	Materials	Configurations	Signs	ROW Frontage Area	Dooryard		
	Key: X = compliance with standard is required S = site-specific determination														
[3] Where a use or façade change results in new signage, changes to a sign structure, relocation of an existing sign, or changes to the sign area of an existing sign.															

(c) MEASURING REQUIRED COMPLIANCE**(1) New Development**

New development shall comply fully with the applicable development standards.

(2) Façade Changes:

Where development changes are limited to the façade of a structure, the following standards shall apply:

- a. Maintenance or Minimal Change: Normal maintenance and façade changes that do not qualify as major changes shall not be required to comply with the qualified development standards. Individual façade element changes shall be made in compliance with applicable Elements and Architectural development standards applicable to that individual element to the maximum extent possible.
- b. Major Façade Changes: Façade changes that include any of the following are considered major changes and the façade shall be brought into full compliance with the Elements and Architectural development standards:
 1. Removing or changing architectural detailing that is consistent with and integral to the style and period of the building;
 2. Changing or adding architectural detailing that is inconsistent with the standards of this Code;
 3. Change to more than 50% of the surface area of the façade, measured by including all openings such as doors and windows;
 4. Altering, closing, or covering windows, doors, or transoms; or
 5. Any roof or wall structure reframing, including adding fenestration.

(3) Redevelopment:

- a. Minimal Change. Redevelopment that changes or increases the total gross floor area of a structure within the range identified in Table 26-38.1, as determined by the building permit application, shall comply with the standards identified in Row A as applicable to development with minimal change.
- b. Proportionate Change. Redevelopment that changes or increases the total gross floor area of a structure within the range identified in Table 26-38.1, as determined by the building permit application, shall comply with the standards identified in Row B as applicable to development with proportionate change.
- c. Full Compliance. Redevelopment that changes or increases the total gross floor area of a structure within the range identified in Table 26-38.1, as determined by the building permit application, shall be required to fully comply with these standards.
- d. Measurement is based on changes to an individual structure that is subject to improvements, regardless of the total number of structures on the site.

(4) Expansion of Parking Area

Expansion of a parking area is defined as the addition of any parking spaces or the restriping or reconfiguration of more than 50% of the surface area of an existing parking area.

(d) TEN-YEAR TIMEFRAME

Any application by property owners to expand or replace part of an existing structure shall remain on record for 10 years from the date of work completion. Any subsequent application to expand or replace part of an existing structure shall be cumulative to any requests made within the previous 10 years. The total shall be used by the City to determine the property owner's necessary level of compliance.

Sec. 26-39. Minor Adjustments for Development in Character Districts

(a) APPLICABILITY

- (1) A minor adjustment allows the modification of an existing numeric dimensional standard in a character district to accommodate:
 - a. Anticipatory site-specific issues, or
 - b. Minor construction issues.
- (2) Minor adjustments are applicable to new development, redevelopment, and major façade changes.
- (3) A minor adjustment may be requested either as part of an original application or as a modification to an existing approval.

(b) PROCEDURES

(1) Application

Applications for minor adjustments shall be submitted on forms required by the City. Supporting materials must be submitted as specified on the application form.

(2) Specific Procedures

All applications for minor adjustment shall identify the specific issue that the minor adjustment is intended to address and how the minor adjustment will resolve that issue:

- a. A request for minor adjustment prior to issuance of a building permit shall be submitted with the project site plan application.
- b. A request for minor adjustment to address a minor construction issue shall be submitted with the approved project site plan, a written description of the minor construction issue, and an amended drawing of that part of the site for which the minor adjustment is requested.

(c) PERMITTED TYPE AND SCOPE OF MINOR ADJUSTMENTS

(1) Specific Building Form Standards

The Zoning Administrator, after consulting with the ZRC, may grant minor adjustments as necessary up to the following maximum adjustments:

- a. Height
 1. Minimum and maximum height - up to 5% for any cumulative increase or decrease in building height.
 2. Street wall/fence requirements – up to 10%.
 3. Finished ground floor elevation – up to 5%; upper floor elevation(s) shall be adjusted accordingly.
 4. Finished ground floor elevation, flood hazard area – minor adjustments to finished ground floor elevation requirements necessary to meet lowest floor elevation requirements according to the applicable floodplain regulations. Upper floor elevation(s) shall be adjusted accordingly. The Zoning Administrator does not have the authority to issue permits for special exceptions or variances to flood hazard regulations.
 5. When the finished ground floor elevation is not subject to adjustment, upper floor finished elevation(s) may be adjusted up to one foot.
- b. Placement
 1. Required building line (RBL) – adjust forward up to 6 inches; may not encroach into the public right-of-way.
 2. Required building line minimum percentage built-to – reduction of up to 5% of required length.

3. Parking setback line – move forward up to 6 feet; provided, the parking setback line remains separated at least 20 feet from the RBL.
 4. Mezzanine floor area – up to 10% additional area.
 5. Street wall requirements – up to 10% of the height/fenestration/access gate requirements.
 6. Entrances (maximum average spacing) – up to 10% increase in spacing.
- c. Elements
1. Fenestration (minimum and maximum percent) – up to 5%.
 2. Other elements (minimum and maximum projections) – up to 5%.

(2) Approval of Equivalent or Better Synthetic Materials

- a. Reflecting that the technology and production of building materials is constantly changing, an applicant may request that a material be added to the applicable approved materials list, provided:
 1. The material is not included in the applicable prohibited materials list; and
 2. The proposed material is similar to a permitted material and is equal to or better than the permitted material in terms of quality, maintenance, and durability as shown by the manufacturer's specifications and industry studies. For example, a new generation of cementitious fiber siding may be substituted for wood clapboard siding.
- b. The Zoning Administrator shall maintain a list of approved materials. Materials included on the approved list may be used for later projects without further ZRC review.

(3) Non-Alley Curb Cut

If vehicular access to a rear alley or private rear drive is not available, an applicant may request a minor adjustment to permit driveway access directly from a public street. Shared access or cross access with abutting lots may be required and any driveway spacing requirements shall apply. The width and location of the driveway access point shall be determined by the Zoning Administrator, after consulting with the ZRC and the City Engineer. The pavement width forward of the Parking Setback Line shall be 18 feet or less.

(d) DECISION CRITERIA

The Zoning Administrator, in consultation with the ZRC, shall consider the following provisions in making a determination on a minor adjustment request. When the minor adjustment is sought prior to the issuance of a building permit, the application must meet all five criteria in Sections (E)(1) and (E)(2). When a minor adjustment is sought to address a minor construction issue, the application only needs to comply with the criteria in Section (E)(2).

(1) Anticipatory Site-Specific Issues Only

- a. The proposed structure or site feature is permitted in the character district.
- b. The minor adjustment allows development that is consistent or compatible with the intent and purpose of the Character District and the regulation modified.
- c. The impact of the minor adjustment is internal to the subject property and will not impede the normal and orderly development or improvement of adjacent properties.

(2) Anticipatory Site-Specific Issues and Minor Construction Issues

- a. There are special circumstances existing on the property for which the application is made related to size, shape, area, topography, surrounding conditions, and/or location that make it practically difficult to meet the standard or requirement.

- b. The minor adjustment is necessary to permit the applicant the same ability to use the property that is enjoyed under this Code by other properties in the vicinity and Character District, but which are limited or denied to the subject property based on the applicability of the regulation sought to be adjusted.

(e) REVIEW AND DECISION-MAKING

Minor adjustments are processed as an administrative review decided by the Zoning Administrator upon consultation with the ZRC.

Section 2. Section 26-117, Districts Established, of Division 1, Generally, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and the following Sec. 26-117, is enacted in lieu thereof:

Sec. 26-117. Districts established.

In order to classify, regulate and restrict the location of trades and industries and the location of buildings designed for specified uses, to regulate and limit the height and bulk of buildings erected or altered, to regulate and limit the intensity of the use of lot areas and to regulate and determine the area of yards, courts and other open spaces within and surrounding such buildings, the city is hereby divided into districts. The districts shall be known as:

A-1	Agricultural District
R-1SU	Single-Unit Residence District
R-1	Residence District
R-2	Residence District
R-3	Multiple Residence District
R-4	Multiple Residence District
R-5	Residence District
S-1	Shopping Center District
C-1	Commercial District
C-2	Commercial District
C-3	Commercial District
M-1	Light Industrial District
M-2	Heavy Industrial District
M-P	Planned Industrial District
F-W	Floodway Overlay District
F-F	Floodway Fringe Overlay District
F-P	General Floodplain Overlay District
R-P	Planned Residence District
HCG	Highway Corridor and Greenbelt Overlay Zoning District
CHN	College Hill Neighborhood Overlay Zoning District
MPC	Major Thoroughfare Planned Commercial District

PO-1	Professional Office District
BR	Business/Research Park District
MU	Mixed Use Residential District
HWY-1	Highway Commercial District
PC-2	Planned Commercial District
HWY-20	Highway 20 Commercial Corridor Overlay District
CD-DT	Downtown Character District
P	Public Zoning District

Section 3. Paragraph (a), Zoning Maps, of Section 26-118, District Boundaries, of Division 1, Generally, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a subparagraph (4), as follows:

- (4). *Character District Regulating Plans.* The boundaries of each Character District shall be indicated on the zoning map of the City and shall be governed by the associated Regulating Plan, which shall be the zoning map for each said Character District and shall be made a part of this article by reference. Each regulating plan is on file in the office of the city planner in hard copy and as a digital file, at the city hall. It shall be the responsibility of the city planner to see that the regulating plan is kept current at all times. To the extent there is any inconsistency between the regulating plan held on file in the office of the city planner and the digital regulating plan, the digital regulating plan shall take precedence.

Section 4. Paragraph (b), Interpretation of boundaries, of Section 26-118, District Boundaries, of Division 1, Generally, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and the following paragraph (b) is enacted in lieu thereof:

- (b) *Interpretation of boundaries.* Where uncertainty exists with respect to the boundaries of the various districts as shown on the map accompanying and made a part of this article, the following rules apply:
 - (1) The district boundaries are either street lines or alley lines unless otherwise shown, and where the districts designated on the map accompanying and made a part of this article are bounded approximately by street lines or alley lines, the street lines or alley lines shall be construed to be the boundary of the district. Street and alley rights-of-way are not included in zoned areas, except within Character Districts, as shown on the subject Regulating Plan.
 - (2) In unsubdivided property, the district boundary lines on the map accompanying and made a part of this article shall be determined by use of the scale appearing on the map.
 - (3) Publication of the legal description of property zoned or rezoned shall constitute an official amendment to the official zoning map, and, as such, the map or portion of the map need not be published.

Section 5. Division 1, Generally, of Article III, Districts and District Regulations, of Chapter

26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add a new Section 26-141 (previously reserved), titled Use-Specific Standards, as follows:

Sec. 26-141. Use Specific Standards

When reference is made to a group of zone districts, the following individual districts shall be included:

District Groupings Used in this Section	
Residential	R-1SU, R-1, R-2, R-3, R-4, R-5, R-P
Mixed-Use	MU
Commercial	S-1, C-1, C-2, C3, MPC, BR, PO-1, HWY-1, PC-2
Character District Frontage Designations	Urban General, Urban General 2, Storefront, Neighborhood Medium, Neighborhood Small
Industrial	M-1, M-2, M-1-P, M-2-P
Overlay	HCG, CHN, HWY-20
Public	P
Agricultural	A1

(a) USE CLASSIFICATION, ORGANIZATION, AND INTERPRETATION

(1) Organization

- a. Land uses are assigned to the use category that most closely describes the nature of the principal use. Some categories are further divided into subcategories.
- b. A number of the most common uses are listed under the "Examples" subsection for each use category. The examples are generic and may be used in the process of interpreting new uses. Example lists are not exhaustive.
- c. In some cases, developments may have more than one principal use.
 - 1. When all of the principal uses of a development fall within one use category, then the entire development is assigned to that use category. All uses are subject to any applicable use-specific standards.
 - 2. When the principal uses of a development fall within different use categories, each principal use is classified into the applicable use category and each use is subject to all applicable regulations for the use category.
 - 3. A use that is otherwise not permitted in a district may not be included as one of multiple principal uses through interpretation. For example, if colleges and universities are not permitted in a residential district, that district may not be interpreted to allow both residences and colleges as multiple principal uses.
- d. Developments may have one or more accessory uses or structures.
 - 1. A list of accessory uses commonly associated with a particular use category is included under a paragraph entitled, "Accessory Uses and Structures." The examples are generic and may be used in the process of interpreting new uses. Accessory uses are subject to all applicable regulations. Example lists are not exhaustive.
 - 2. Uses are categorized as accessory or principal as determined by the circumstances of the use on the site. A cafeteria may be an accessory use to a principal industrial use, while a restaurant may be a principal use.
- e. Prohibited uses: Some uses are prohibited in individual zone districts, as noted in that district.

- f. Excluded uses: Some of the use categories may contain excluded uses. These are uses that may seem to be part of a particular category, but which are explicitly classified into a different use category.

(2) Use-Specific Standards

- a. All uses shall comply with any applicable use-specific standards.
- b. Uses located in character districts shall comply with the applicable site and structure standards of that district.
- c. When a use is changed on a property, the new use shall comply with all applicable use-specific and site-specific standards. Changing from one use category or use subcategory to another is considered a change of use.

(3) Classification

- a. For uses not listed as examples, the Zoning Administrator shall consider the following list of factors when classifying a use into a particular category, and/or to determine whether the activities constitute principal uses or accessory uses:
 1. How closely the use matches the description of the use category, as stated in Section 26-132(b);
 2. The intensity of the activity or use in comparison to the stated characteristics of a use category and list of examples;
 3. Conformance with the currently adopted comprehensive plan and purpose of the zoning district in which the use is proposed;
 4. Types of vehicles, equipment and/or processes to be used;
 5. The amount of site or floor area and equipment devoted to the use or activity;
 6. The hours of operation;
 7. How the use advertises itself;
 8. Number of employees, visitors, or customers generated;
 9. Parking demands associated with the use; and
 10. Special public utility requirements for serving the proposed use type, including, but not limited to, electricity, water supply, wastewater output, pre-treatment of wastes and emissions required or recommended, and any significant power structures or infrastructure and communications towers or facilities;
 11. Whether the use or activity would be likely to be found independent of the other activities on the site;
 12. Whether a use is subordinate in area, extent, or purpose to the principal building or use served;
 13. Whether the use contributes to the comfort, convenience, or necessity of occupants, customers, or employees of a principal use;
 14. Any other relevant evidence regarding use or activity that would help to classify a particular land use.
- b. If, based on the criteria identified above, the Zoning Administrator determines that a use can reasonably be determined to be similar to more than one use or category of uses, the Zoning Administrator in consultation with the Zoning Review Committee or other appropriate city staff shall select the use category that provides the most exact, narrowest, and appropriate fit.
- c. The following categories of uses typically impose substantial impacts on a site, adjacent sites and structures, pedestrians or cyclists, the road network, or public infrastructure. Where a new use, not listed as an example, is proposed that might be categorized into one of these categories, the applicant shall file an application for text amendment to determine if the use will be permitted. Through this process, the City will have the opportunity to review and determine the impacts of the

proposed use and establish any prescribed conditions that may be appropriate to allowing the use.

1. Agricultural Uses
 2. Industrial Services
 3. Manufacturing, Processing, and Assembly
 4. Waste and Salvage
- d. Determination of Non-Similarity
1. The Zoning Administrator may determine that a proposed use is not substantially similar to any use identified in Section 26-197 or Table 26-231.1 because either:
 - (i) The potential impacts of the use are significantly more impactful on the site, street, or neighborhood, than other permitted uses in the same use category and that the use would not otherwise be permitted without prescribed conditions or through a public review process, or
 - (ii) There are no similar uses permitted on the site or in the applicable zone district.
 2. When this is the case, the Zoning Administrator shall provide the applicant with a written determination of non-similarity within 15 business days of the request for interpretation.
- e. In cases of dispute, the Zoning Administrator shall issue a zoning determination letter and the proposed use shall comply with any conditions and review procedures that may apply to that use. Such determinations may be appealed to the Board of Adjustment. If an appeal is made, the Board of Adjustment shall determine whether the City has made an error in classifying the subject use based on the facts in evidence and the factors listed in paragraph a. above.
- f. Post-Decision Actions
1. A Zoning Administrator's written determination regarding classification may be appealed to the Board of Adjustment, or
 2. An applicant may apply for a zoning code text amendment.
 - 3.

(b) USE CLASSIFICATION CATEGORY DESCRIPTIONS

(1) Residential Uses

- a. General Description: Residential uses offering habitation of a dwelling on a continuous basis. The continuous basis is established by tenancy with a minimum term of one month or habitation by the property owner.

b. Use Categories

1. **Household Living:** This use category is characterized by residential occupancy of a dwelling unit by one or more persons living together as a single housekeeping unit. A household typically includes four or fewer adults. Each dwelling unit contains its own facilities for living, sleeping, cooking and eating meals. Uses where tenancy may be arranged for a period of less than one month are not considered residential, they are considered to be a form of transient lodging. Household living also include group homes, which is a category of household living that receives equal treatment with single-household residential living pursuant to Iowa and federal law.

(i) Sub-categories

- (a) Group Homes, as defined by Iowa law: elder family homes, elder group homes, and family care homes. Large group care facilities that

provide housing for nine or more individuals are considered Group Living Uses.

- (b) Single-unit dwellings, detached: A residential building containing one principal dwelling unit. Each unit is located on a separate, legal lot, except for cottages within a cottage court, as defined and regulated within a character district. Examples include detached houses, zero lot line dwellings, cottages, and manufactured homes,¹ provided the manufactured home complies with the district standards and has been converted to real property and taxed as a site-built dwelling.
 - (c) Single-unit dwellings, attached: A residential building containing more than one principal dwelling unit, with each dwelling unit sharing one or more common walls with at least one other dwelling unit, no unit is located above another unit, and each unit is located on a separate, legal lot. Examples include townhome/rowhouse, and bi-attached dwellings.
 - (d) Two-unit dwellings (also called duplexes): A residential building containing two principal dwelling units located on one lot.
 - (e) Multi-unit dwellings: A residential building containing three or more principal dwelling units located on one lot. Examples include apartment buildings, condominium buildings, rowhouse/townhome configurations with multiple side-by-side dwelling units on one lot.
 - (f) Dwelling(s) in Mixed-Use Structure: A building, or portion of a building, which contains one or more dwelling units in addition to commercial or other non-household living uses. Examples include apartments and condominiums.
- (ii) Accessory Uses and Structures: bed and breakfast establishments, storage buildings, accessory dwelling units, residential vehicle parking, home occupations, child care home.
2. **Group Living:** This use type is characterized by residential occupancy of a dwelling or associated group of dwellings by a group of people who do not meet the definition of "Household Living". The size of the group residing in the structure is typically larger in size than a single household. Group Living Uses contain individual rooming units with private or shared bathroom facilities and may also contain shared kitchen facilities and/or common dining and meeting areas for residents. The residents may or may not receive any combination of care, training, or treatment, but those receiving such services must reside at the site. Alternatives to incarceration, such as halfway houses, where residents are placed in the facility by court order and are under supervision of the Department of Corrections, are excluded from this category and classified as Detention Facilities.
- (i) Sub-categories
 - (a) Assisted group living: nursing and convalescent homes, assisted living communities; group care facility.
 - (b) Hospice home.
 - (c) Independent group living: rooming or boarding houses.
 - (d) Fraternal group living: fraternities, sororities, monasteries, convents.
-

- (ii) Accessory Uses and Structures: Recreational facilities, meeting rooms, offices, storage facilities, food preparation and dining facilities.

(2) Civic and Institutional Uses

- a. General Description: Civic and Institutional Uses are public, quasi-public, and private non-profit uses that provide unique services that are of benefit to the public at-large.
- b. Use Categories
 - 1. **Civic and Cultural Assembly and Service:** Civic and cultural assembly and service uses are permanent places where persons regularly assemble for religious worship or secular activities, and which are maintained and controlled by a body organized to sustain the religious or public assembly.
 - (i) Sub-categories:
 - (a) Community Assembly: Places of community assembly, such as libraries, museums, community centers, senior centers, and recreation centers that are open and available to the general public.
 - (b) Human or neighborhood services: Uses that provide non-commercial activities or support services to individuals or groups that are not otherwise defined by this code. Examples include food pantries, literacy and language instruction, counseling and therapy, and other human service agencies. Social service agencies that consist primarily of office and counseling functions and operate in a similar fashion to other office uses are classified as Office.
 - (c) Emergency Shelter: facilities providing emergency temporary shelter operated by a public or nonprofit agency, such as homeless shelters.
 - (d) Religious/Private Group Assembly: Private, non-profit membership organizations that provide meeting space and facilities for their members. Examples include religious institutions and civic and social organizations such as private lodges, clubs, fraternal organizations, and similar private, non-commercial membership organizations.
 - (ii) Accessory uses and structures: Non-commercial recreation, food preparation and dining facilities; maintenance/storage buildings; living quarters for clergy; columbarium; accessory daycare facilities; offices; parking
 - 2. **College and University:** Public or private colleges, universities, business, or technical colleges that offer courses of general or specialized study leading to a formal degree and requiring at least a high school diploma or equivalent general academic training for admission. These uses tend to be in campus-like settings or on multiple blocks. Non-degree granting business, technical, trade, martial arts, music, dance, and drama schools/studios are excluded from this category and classified as Specialized Educational Facilities.
 - (i) Subcategories:
 - (a) Private: Private colleges, universities, professional, and technical schools.
 - (b) Public: Colleges, universities, and professional schools that are under state jurisdiction.

- (ii) Accessory Uses and Structures: offices; housing for students; food service; laboratories; health and sports facilities; theaters; meeting areas; parking; maintenance facilities.
3. **Day Care:** A non-residential facility that provides less than 24-hour-per-day care or supervision for children and adults according to Iowa statutory requirements. Examples: childcare center, adult daycare center; preschools and latch key programs not accessory to an Educational Facility Use or other principal use. In-home daycare services, which are determined to be accessory to a principal Household Living Use, are not included in this principal use category.
 4. **Educational Facilities:** An educational institution that satisfies the compulsory education laws of the State of Iowa for students in the elementary grades, middle school grades, or high school grades, respectively; and schools for specialized activities, such as dance, music, martial arts, business, and technical skills. Business and technical colleges that offer degree programs in campus-like settings are excluded from this category and classified as College and University, Private.
 - (i) Subcategories:
 - (a) General Educational Facilities: This definition includes both public schools and private, non-boarding schools that have a curriculum similar to that in the permitted public schools.
 - (b) Specialized Educational Facilities: Schools primarily engaged in offering specialized trade, business, or commercial courses, but not academic training. Also specialized nondegree-granting schools, such as music schools, dramatic schools, dance studios, martial arts studios, language schools and civil service and other short-term examination preparatory schools.
 - (ii) Accessory Uses and Structures: Play areas, cafeterias, recreational and sport facilities, auditoriums, preschools, and before- or after-school day care.
 5. **Detention Facilities and Community Service:** Facilities for the judicially required detention or incarceration of people. Inmates and detainees are under 24-hour supervision by the Department of Corrections, except when on an approved leave. This category also includes alternatives to incarceration, such as halfway houses, where residents or inmates are placed by and remain under the supervision of the courts.
 - (i) Examples:
 - (a) Prison, jail, probation center, juvenile detention home, halfway house for current offenders.
 - (b) Work release: Facilities participating in a work release, or similar programs from a state institution, and under the supervision of a court, state or local agency.
 - (ii) Accessory uses: Offices, recreational and health facilities, therapy facilities, maintenance facilities, hobby and manufacturing activities.
 6. **Government and Public Safety Services:** This is a use type for locations and structures that provide a place for the regular transaction of governmental business. This category does not include utilities or industrial-scale public facilities. Examples: Public safety facilities, governmental offices, storage areas and yards, fleet storage, and service areas.
 7. **Health Care Facilities:** Larger health care facilities, particularly licensed public or private institutions that provide principal health services, medical

care, emergency care, and surgical care to persons suffering from illness, disease, injury, or other physical or mental conditions. Smaller standalone medical and dental clinics and mental health counseling offices are classified as Office uses.

- (i) Examples:
 - (a) Hospital, hospice center, surgicenter.
 - (b) Treatment facility: A health care facility providing either or both inpatient or outpatient therapy for substance abuse, mental illness, or other behavioral problems.
- (ii) Accessory uses: laboratories, outpatient, or training facilities, and parking, other amenities primarily for the use of facility employees.

8. **Non-Commercial Recreation and Open Space:** This use type includes uses that focus on natural areas, large areas consisting mostly of vegetative landscaping or outdoor recreation, community gardens, or public squares. These lands tend to have few structures.

- (i) Examples: Passive and active recreation, parks, playgrounds, community gardens, public squares, cemeteries, conservation lands.
- (ii) Accessory uses and structures: Clubhouses, playgrounds, maintenance facilities, concessions, caretaker's quarters, and parking for cars and RVs as permitted by the City.

(3) **Commercial Uses**

a. General Description: Commercial uses include any retail, consumer service, or office use.

b. Use Categories

1. **Amusement and Recreation:** This use type includes a broad array of commercial establishments, divided into indoor and outdoor categories, which operate or provide services to meet varied artistic, cultural, entertainment, and recreational interests of their patrons and the community. Restaurants and bars that provide live entertainment in addition to the sale of food and beverages, are excluded from this classification and categorized as Eating and Drinking Establishments.

(i) Sub-categories:

- (a) Adult Business: Any amusement or entertainment establishment, bookstore, massage establishment, motion picture theater, video rental or sales establishment, or other similar use, in which 25% of more of its floor area is customarily not open to the public generally but only to one or more classes of the public excluding any minor by reason of age under Chapter 728, obscenity, Code of Iowa, as amended.
- (b) Indoor: movie theaters and live theaters; video arcades; pool halls.
- (c) Outdoor: drive-in movie theater; amusement park or theme park; fairgrounds; miniature golf establishments; golf driving ranges; water slides; and batting cages.

2. **Animal Sales and Services:** This use category groups uses related to animal care, sales, and provision of supplies. Some uses, such as kennels, runs, and outdoor play spaces may not be permitted as principal or accessory outdoor facilities where they are incompatible with adjacent uses.

(i) Subcategories

- (a) Indoor: Pet stores, dog bathing and clipping salons, pet grooming shops, pet clinics, animal hospitals
 - (b) Outdoor: Boarding (kennels and stables), any animal sales and service use that includes outdoor runs and/or play areas.
 - (ii) Accessory Uses and Structures: Indoor and outdoor kennels and runs.
3. **Commercial Assembly:** Commercial assembly is that category of uses that are designed or used primarily for small or large group assembly or meeting. As a principal use, commercial assembly is located in a permanent structure. Temporary commercial assembly, such as a theater in the park event, is regulated separately. Restaurants and bars that provide live entertainment in addition to the sale of food and beverages, are excluded from this classification and categorized as Eating and Drinking Establishments.
- (i) Examples: convention centers, concert halls, banquet facilities, stadiums, arenas, skating rinks (ice or roller), wedding venues.
 - (ii) Commercial assembly uses are categorized as large or small based on the criteria in Section 26-141(a)(3), Classification.
4. **Eating and Drinking Establishment:** This is a use category for businesses that prepare or serve food or beverages intended for immediate consumption on or off the premises.
- (i) Examples: Restaurants and bars.
 - (ii) Accessory uses and structures: Production of specialty foods or beverages primarily for on-site consumption, such as baking, coffee roasting, and craft brewing; food preparation areas, outdoor seating, offices, and parking.
5. **Financial Services:** Facilities that have as their principal purpose the custody, loan, exchange or issue of money, the extension of credit and the transmission of funds.
- (i) Sub-categories:
 - (a) Financial institution: Establishments engaged in deposit banking. Banks and financial institutions may include, but are not limited to, commercial banks, loan or mortgage companies, stockbrokers, savings institutions, credit unions, and other similar uses.
 - (b) Alternative financial services: The use of a site for the provision of alternative financial services such as vehicle title loans, check cashing, payday advance/payday loan, or money transfer, including: check cashing business, payday advance/loan business, money transfer business, vehicle title loan business.
 - (ii) Accessory uses and structures: drive-in/drive-through facilities, automatic teller machines, parking.
6. **Heavy Commercial:** This use category includes businesses that have a size, functional use, or site difference from other types of commercial that makes the use generally incompatible with residential uses, such as uses that have large outdoor storage and display areas, such as lumber yards and landscape nurseries; or uses that involve frequent interaction with freight trucking or activities that produce excessive noise, dust, or odor. Commercial uses that involve both manufacturing or production and retail

sales belong in this category where the work activities or storage take place outside or in large indoor facilities. .

(i) Subcategories:

- (a) **Heavy Retail and Commercial Services:** Uses that typically include large areas of outdoor storage, work areas, or display, such as lumber yards, garden and landscaping centers, farm supply and implement sales, RV and camper sales. Trailers and commercial containers mounted on wheels are not accepted structures for outdoor storage unless such trailers and commercial containers remain movable and are regularly moved to and from work sites as part of the principal use of the property. Storage of wrecked or inoperable vehicle(s) is excluded from this category and classified as Waste and Salvage.
- (b) **Self-Service Storage:** Real property designed and used for the purpose of renting or leasing individual storage space to tenants with access to such spaces for the purpose of storing and removing personal property. All storage of goods and materials under this definition shall occur within a completely enclosed structure. The leasing of space outdoors for storage shall be defined as outdoor storage.

(ii) **Accessory Uses:** office, outdoor storage, retail and wholesale sales, parking.

7. **Lodging:** Uses in this use type provide customers with temporary housing for an agreed upon term of less than 30 consecutive days; any use where temporary housing is offered to the public for compensation and is open to transient guests.

- (i) **Examples:** Hotels, motels, bed and breakfast inns, short-term rentals, and RV parks.
- (ii) **Accessory uses and structures:** food preparation and service, offices, meeting space.

8. **Office:** This type includes uses where people are engaged primarily in on-site administrative, business, or professional activities. These uses are characterized by activities in an office setting that focus on the provision of off-site sale of goods or on-site information-based services, usually by professionals.

- (i) **Examples:** Real estate, insurance, medical offices and clinics, urgent care facilities, property management, investment, employment, travel, advertising, law, architecture, design, engineering, accounting, call centers, and similar offices. This category may also include laboratory services that are conducted entirely within an office-type setting.
- (ii) **Accessory uses and structures** may include cafeterias, health facilities, parking, or other amenities primarily for the use of employees in the firm or building.

9. **Parking, Commercial:** A use type that distinguishes principal commercial parking facilities from accessory parking.

10. **Retail Sales and Services:** This is a use type for businesses involved in the sale, lease, or rental of new or used products to the general public at retail, along with the provision of commercial and personal services. Also includes cottage industries, as defined below.

- (i) Subcategories:
 - (a) Commercial Services: uses that provide services for consumers or businesses, such as copy services, catering, laundromats, dry cleaners, tailors, photographic studios; and uses that provide repair and maintenance of consumer goods, such as office equipment, appliances, bicycles, shoes, and similar.
 - (b) Retail sales: Stores selling or leasing a wide variety of consumer, home, and business goods, including convenience food store, drug store, grocery store, clothing store, hardware store, general merchandise store, furniture store, and stores that sell gifts and specialty goods.
 - (c) Personal services: Establishments engaged in providing services related to personal care and grooming, such as hair salon, exercise facilities, spa, tanning salon, tattooing, piercing, and body art. Also includes mortuaries and funeral homes.
 - (d) Cottage Industry: A firm that manufactures, fabricates, creates, or assembles goods for on-site sales to the general public for personal or household consumption. The goods may also be sold at wholesale to other outlets or firms, but on-site, retail sales is a significant component of the operation. Such uses operate on a small scale, in keeping with the surrounding neighborhood, with little impact in terms of noise, and no discernible impact in terms of vibration, dust, or odor. Examples: artisanal fabrication of craft or custom home goods, furniture, or other products; artist studios; small-scale food or beverage production (such as a microbrewery, bakery, or confectionery).
- (ii) Accessory uses and structures: offices; parking; indoor or outdoor storage and display of goods.

11. **Consumer Vehicle and Equipment Sales and Services:** This use type includes a broad range of uses for the maintenance, sale, or rental of motor vehicles and related consumer equipment. This use category is intended for the regulation of personal vehicles; Large vehicles and heavy equipment are regulated in the Industrial and Construction Services use category.

- (i) Subcategories
 - (a) Vehicle Sales: Sales, lease, or rental of personal vehicles, including automobiles, motorcycles, pick-up trucks, and incidental maintenance services and auto parts sales associated with such uses.
 - (b) Quick Vehicle Servicing: Direct services for motor vehicles where the driver generally waits in the car or on-site before and while the service is performed. The facility may include a drive-through area where the service is performed. Examples include gas stations and car washes.
 - (c) Vehicle Repair: Establishments providing repair and servicing of passenger vehicles, light and medium trucks and other consumer motor vehicles such as motorcycles, boats and recreational vehicles. Generally, the customer does not wait at the site while the service or repair is being performed. Examples include: vehicle repair shops; auto body shops; transmission and muffler shops; alignment shops; auto upholstery shops; auto detailing services; tire sales and mounting.
- (ii) Accessory uses and structures: Storage, offices, parking.

(4) **Industrial Uses**

- a. **General Description:** This is a use category including uses that produce goods from extracted and raw materials or from recyclable or previously prepared materials, and also including the design, storage, packaging, shipping and distribution, and handling of these products and the materials from which they are produced.
- b. **Use Categories**
 1. **Industrial and Construction Services:** This use type is characterized by companies that are engaged in the repair or servicing of heavy machinery, equipment, products, or by-products, or the provision of heavy services including construction or contracting. Examples include contractor facilities, yards, and pre-assembly yards; welding shops; machine shops; towing and vehicle storage; service and repair of medium and heavy trucks; exterminators; janitorial and building maintenance services; fuel oil distributors; solid fuel yards; laundry, dry-cleaning, and carpet cleaning plants; may include schools for the industrial trades if activities and facilities are similar to other uses in this category. Junkyards and auto salvage are not included in this category but are categorized as Waste or Salvage. Accessory uses and structures: Sales, offices, parking, and storage yards.
 2. **Industrial Manufacturing, Assembly, or Processing:** Establishments involved in the manufacturing, processing, fabrication, packaging, or assembly of goods. This category is divided into light and heavy manufacturing based on the potential external impacts (noise, smell, heat, vibration) of the use and the extent to which outdoor production or storage is required. Natural, constructed, raw, secondary, or partially completed materials may be used. Products may be finished or semi-finished, and are generally made for the wholesale market, for transfer to other plants, or to order for firms or consumers. Goods are generally not displayed or sold on site, but if so, such activity is a subordinate part of sales. Relatively few customers come to the manufacturing site. Accessory use and structures include offices, cafeterias, parking, employee recreational facilities, warehouses, storage yards, repair facilities, truck fleets, and caretaker's quarters.
 3. **Natural Resource Extraction:** This use type includes removal of resources from the ground. Example: mining, oil and gas extraction.
 4. **Wholesale Sales:** This use type includes facilities used for the sale, lease, or rent of products primarily intended for industrial, institutional, or commercial businesses. These uses often include on-site sales staff for order taking, and may include display areas. Businesses may or may not be open to the general public, but sales to the general public are limited as a result of the way in which the firm operates. Products may be picked up on site or delivered to the customer.
 5. **Warehousing and Distribution:** Firms involved in the storage or movement of goods for themselves or other firms. Goods are generally delivered to other firms or the final consumer, except for some will-call pickups. There is little on-site sales activity with the customer present. Typical uses include

storage warehouses, distribution centers, moving and storage firms, trucking or cartage operations, truck staging or storage areas. Human occupancy is limited to that required to transport, arrange, and maintain stored materials.

(i) Examples: Warehouses for furniture and appliance stores; household moving and general freight storage; cold storage plants; major wholesale distribution centers; truck and air freight terminals; railroad switching yards; bus and railcar storage lots; taxi fleet parking and dispatch; fleet parking parcel services; major postal sorting and distribution facilities; grain terminals; and the stockpiling of sand, gravel, and other aggregate materials. This use does not include the storage of goods incidental to a different principal use on the same lot, which is considered an accessory use.

(ii) Accessory uses and structures: offices, parking, outdoor storage.

6. **Waste and Salvage:** This is a use category for uses that collect, store, process, or sell waste or salvage materials, or collect and process recyclable material, for the purpose of marketing or reusing the material in the manufacturing of new, reused, or reconstituted products.

(i) Examples: refuse hauling facility, salvage yard, recycling collection and processing facility; sanitary landfills; waste composting facilities; waste transfer stations; portable sanitary collection equipment storage and pumping; and hazardous waste collection sites.

(5) **Transportation, Utilities, and Communication**

a. General Description: This use group includes providers and uses that provide public and quasi-public services to individuals and the community in the following categories.

b. Use Categories

1. **Alternative Energy Production:** This is a use category that includes energy produced from resources that are regenerative, such as wind and solar energy.

2. **Transportation:** This is a use category that includes uses involving public and private modes of transportation.

(i) Examples: bus terminal (but not individual bus stops), train terminal, airport, heliport, park and ride lot.

3. **Utilities and Public Facilities:** This use type includes structures and locations for public or private lines and facilities related to the provision, distribution, collection, transmission, or disposal of water, storm and sanitary sewage, oil, gas, power, information, telecommunication and telephone cable, and facilities for the generation of electricity. Utility uses may or may not have regular employees at the site and the services may be public or privately provided.

(i) Subcategories

(a) Utilities, major: Infrastructure services that have substantial land use impacts on surrounding areas. Typical uses include, but are not limited to, water and wastewater treatment facilities, major water storage facilities, railroad infrastructure, and electric generation plants.

(b) Utilities, minor: Infrastructure services that do not have substantial impacts on surrounding areas or are otherwise necessarily distributed throughout the community to aid in the operation, distribution, collection, conveyance, transmission, storage or other necessary aspect of a public or private utility service. Typical uses include electric substations, pump or lift stations, water towers,

electric or control vaults or cabinets, and other similar equipment or structures necessary for the operation of any public or franchised private utility or service.

4. **Wireless Communication Facilities:** This use type includes structures, locations, and equipment for the transmission of voice, data, image, video, or other electronic programming.

(6) Agricultural Uses

- a. General Description: This is a category of uses characterized by active and on-going agricultural uses, activities, and related uses. An agricultural use, in general, means the use of land for the growing and production of field crops, livestock, aquatic, and animal products for the production of income. Other agricultural uses might include fruit and vegetable stands, livestock sales, wholesale nurseries, and stables. Lands in agricultural uses and districts may also be held for preservation and conservation purposes. The sale or service of agricultural products and equipment included in similar commercial use categories.
- b. Use Categories
 1. **Agricultural Cultivation:** Uses in this category are characterized by the cultivation of plants for consumption or commercial sale. Products may include, but are not limited to, vegetables, grains, fruits, plants, sod, trees, and other similar products.
 - (i) Sub-categories
 - (a) General Crop Farms: examples include truck farming; grain farming; tree farms; fruit, nut, and berry farms; and wineries.
 - (b) Community gardens: A parcel of land where members of the community have access to individual garden plots for the cultivation of fruits, flowers, vegetables, or ornamental plants.
 - (c) Plant Nursery: A parcel of land used to raise plants, shrubs, trees, and other horticultural and floricultural products, conducted within or without an enclosed building.
 - (ii) Accessory Uses and Structures: farm dwelling; greenhouse, retail sales, office, parking; indoor and outdoor storage, machine shed and other farm outbuildings
 2. **Animal Agriculture:** Uses in this category are characterized by the commercial breeding, raising, and/or keeping of fish, livestock, and/or any type of fowl for sale or use of the animal, their products, or byproducts. Accessory uses and structures: Farm dwelling, offices, indoor and outdoor storage, machine sheds and other farm outbuildings; feedlots; pasture.
 3. **Agricultural Infrastructure Facilities:** Uses in this category support agricultural production, including: including grain elevators, commercial feed outlets, farm supply stores, truck and animal weigh stations, and agricultural chemical or fuel bulk and storage facilities.

Section 6. The introductory paragraph for Section 26-126, Detached Accessory Structures, of Division 1, Generally, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and the following introductory paragraph, is enacted in lieu thereof:

Accessory structures shall be permitted in all zoning districts, subject to the floodplain regulations contained in this article, where applicable, in accordance with the following provisions. If any of said provisions conflict with a provision or provisions in a Character

District, as determined by the Zoning Administrator, the Character District provision(s) shall apply.

Section 7. Section 26-127, Setbacks for corner lots, of Division 1, Generally, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, shall include an introductory statement, as follows:

This section does not apply in Character Districts.

Section 8. Sec. 26-189, Central Business District Overlay Zoning District, within Division 2, Specific Districts, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinance of the City of Cedar Falls, Iowa is hereby repealed in its entirety.

Section 9. Division 2, Specific Districts, of Article III, Districts and District Regulations, of Chapter 26, Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended to add new Sections 26-191 to 26-197 (previously reserved), to establish Character District regulations and standards, as set forth in the attached Exhibit A, incorporated herein by reference.

Section 10. Paragraph (c)(1) of Section 5-5, Conditions for issuance of license or permit, within Article I, In General, of Chapter 5, Alcoholic and Malt Beverages, is hereby repealed in its entirety and the following paragraph (c)(1) is enacted in lieu thereof:

- (1) The place of business for which such liquor control license or wine or beer permit is sought must be located within a commercial district (C-1, C-2, C-3, S-1, HWY-1, PC-2, PO-1, MPC, BR), industrial district (M-1, M-2, M-P), MU Mixed Use Residential District, or CD-DT Downtown Character District.

Section 11. Paragraph (b) of Section 13-38, Location restrictions, of Division 1, Mobile Merchants, of Article II, Specific businesses and occupations, of Chapter 13, Licenses and Business Regulations, is hereby repealed in its entirety and the following paragraph (b) is enacted in lieu thereof:

- (b) Mobile merchants who are engaged in business on private property may only do so if said property is located within a commercial district (C-1, C-2, C-3, S-1, HWY-1, PC-2, PO-1, MPC, BR), industrial district (M-1, M-2, M-P), MU Mixed Use Residential District, or within the Urban General, Urban General 2, or Storefront Frontage Designations of the CD-DT Downtown Character District.

Section 12. Paragraph (d) of Section 19-74, Certain commercial use of public sidewalks, of Division 1, Generally, of Article III, Obstructions, of Chapter 19, Streets and Sidewalks, is hereby repealed in its entirety and the following paragraph (d) is enacted in lieu thereof:

- (d) Tables, chairs and/or benches. Any proprietor of an establishment in those areas of the city that are zoned C-3 Commercial District or within the Urban General, Urban General 2, or Storefront Frontage Designations of the CD-DT Downtown Character District under the zoning chapter, who sells food for consumption on or off the premises of such establishment may use that portion of the public sidewalk that is immediately adjacent to and that lies in between the side property lines, as extended to the curb of the public sidewalk, for the purpose of providing tables, chairs, and /or benches for the convenience of and use by such proprietor's customers and others, with the following restrictions:

Section 13. Paragraph (e) of Section 19-74, Certain commercial use of public sidewalks, of Division 1, Generally, of Article III, Obstructions, of Chapter 19, Streets and Sidewalks, is hereby repealed in its entirety and the following paragraph (e) is enacted in lieu thereof:

- (e) Temporary movable signs on certain public sidewalks. Any proprietor of an establishment in those areas of the city that are zoned C-3 Commercial District or within the Urban General, Urban General 2, or Storefront Frontage Designations of the CD-DT Downtown Character District, under the zoning chapter, may use a portion of the public sidewalk that is immediately adjacent to and that lies in between the side property lines, as extended to the curb of the public sidewalk, for the purpose of displaying one temporary movable sign for such establishment, with the following restrictions:

Section 14. Paragraph (a)(2) of Section 19-94, Use of public sidewalks for sidewalk cafes, of Division 2, Sidewalk Cafes, of Article III, Obstructions, of Chapter 19, Streets and Sidewalks, is hereby repealed in its entirety and the following paragraph (a)(2) is enacted in lieu thereof:

- (2) Are within those areas of the city that are zoned C-3 Commercial District or within the Urban General, Urban General 2, or Storefront Frontage Designations of the CD-DT Downtown Character District, under the zoning chapter;

INTRODUCED: _____ September 7, 2021

PASSED 1ST CONSIDERATION: _____ September 7, 2021

PASSED 2ND CONSIDERATION: _____ October 18, 2021

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

Robert M. Green, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk

26-191 Introduction to Character Districts & Definitions

How to Use the Character Districts

Look at the adopted ZONING MAP to determine if property is located within a Character District with an adopted REGULATING PLAN.

If no:

These standards are not applicable.

If yes:

I want to know what is allowed for my property:

1. Find the specific property in question on the adopted REGULATING PLAN. Identify the REQUIRED BUILDING LINE and the PARKING SETBACK LINE. The color of the fronting STREET-SPACE determines the applicable BUILDING FORM STANDARD (see the key located on the REGULATING PLAN).
2. Find the applicable BUILDING FORM STANDARD in Section 26-193. *Building Form Standards*. The standards in Section 26-193.1 *General Provisions* that apply to all properties in the Character Area Districts. The BUILDING FORM STANDARD describes the parameters for development on the site in terms of placement, height, elements, and use.
3. Additional regulations regarding architecture, streets and other public spaces, parking requirements, and permitted building functions are found in Sections 26-194 through 26-197.
4. See Sections 26-36 through 26-39 for information on the development review process.

I want to modify an existing building:

Determine whether your intended changes would trigger a level of code compliance by looking at Section 26-193 *Building Form Standards* and the Proportionate Compliance Table in Section 26-63.

If yes, follow the process delineated therein (and the indicated portions of steps 2-4, above).

I want to establish a new use in an existing building:

Find the property on the REGULATING PLAN and determine the applicable BUILDING FORM STANDARD. Determine whether the use is allowed by looking at the Permitted Use Table in Section 26-197. If the use is listed with a cross-reference in the right-hand column, refer to those specific performance standards.

I want to change the REGULATING PLAN regarding my property:

Minor adjustments to an adopted Character District REGULATING PLAN are permitted according to Section 26-192.H. A Character District REGULATING PLAN is amended through a Rezoning Process. See Section 26-4 *Amendments to Chapter*.

I want to subdivide my property:

Property may be subdivided in accordance with the procedures of Chapter 20 Subdivisions. Any subdivision of a property within a Character District shall also meet the applicable standards of Sections 26-192 to 197.

Character Districts: Sections 26-191 to 26-198

26-191. Introduction & Definitions

26-192. Regulating Plans

26-193. Building Form Standards

26-194. Architectural Standards

26-195. Public Realm Standards

26-196. Parking & Loading

26-197. Building Functions

26-198. Reserved

26-199. Reserved

A. Purpose & Intent

This section establishes the Character Districts. *Sections 26-192 through 26-198* provide the rules for development in these districts.

The Character Districts are established to implement adopted community vision plans. They focus on community character, through an emphasis on development character, intensity, and physical form and patterns, rather than solely on land uses. They emphasize the relationship between private development and the public realm to promote an overall sense of place within the designated areas of Cedar Falls, while allowing a wide variety of land uses.

A Character District is a defined geographic area in a specific location (rather than a land use designation on a single parcel) that accommodates a mix of uses—either within the same building, on the same parcel, or within close proximity—in a pedestrian-oriented, transit-supportive, compact, walkable form. Each Character District is developed around an existing or new interconnected street network. These Districts are intended to maintain or create traditional urban design and preserve and enhance community character. All Character Districts provide a range of housing options and include, and/or are within walking distance of, a mixed-use center.

New Character Districts may be designated or created. The City or the property owner shall plan, design, and construct any new Character Districts to be integrated with the larger community and accessible by all modes of transportation—private automobile, public transit, bicycle, and pedestrian.

The District regulations establish requirements related to form, character and design that will complement the established pattern, promote compatible infill and redevelopment, and create an environment where people can live, work, learn, worship, and relax within a compact urban setting. The standards foster a system in which buildings are oriented toward the street or public realm, and organized around perimeter blocks,¹ ideally with rear lot service access via alleys or shared drives.

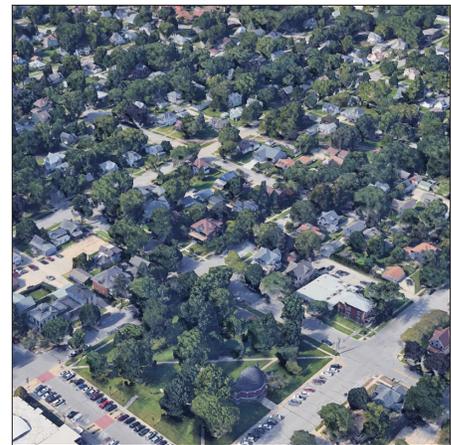
B. Organization

Each Character District is mapped by a REGULATING PLAN and divided into two or more building frontages. Each building frontage is defined primarily by a common scale, character, and intensity, rather than land use category (although uses are broadly regulated).

The Character District regulations include a set of BUILDING FORM STANDARDS that establish a hierarchy of development forms, within which the scale and intensity can be tailored for each designated Character District. The goal of the BUILDING FORM STANDARDS is to create a vital and coherent public realm



Birds-Eye Downtown Cedar Falls



Aerial photo Cedar Falls Neighborhood

¹ Certain terms in the Character District Sections of this Code are used in specific ways, often excluding some of the meanings of common usage. Wherever a word is in SMALL CAPITALS format, consult Section G. Key Character District Concepts (below) or this Section G and H for its specific and limited meaning within the Character Districts.

through the definition and shape of the STREET-SPACE—the specific physical and functional character—of the Character Districts.

1. The regulations on building forms are applied at the parcel level and put primary emphasis on the building frontage—the relationship between the building and the STREET-SPACE. The regulations work together to frame the PUBLIC REALM throughout each Character District.
2. The BUILDING FORM STANDARDS are tailored to the existing or desired physical context of each Character District, using a range of scales and intensities, as identified by the adopted plan.



College Hill, mixed-use core area.

C. Applicability

1. Where an adopted REGULATING PLAN is shown on the zoning map, these Character District standards immediately apply at the parcel level.
2. The process for developing or redeveloping within a Character District is delineated in *Section 26-36 through Section 26-39. Site Plan.*

D. Other Applicable Regulations

Where apparent conflicts exist between the provisions of the Character Districts and other existing ordinances or approvals, these Character District standards shall govern within a Character District.

E. Minimum Requirements

In interpreting and applying the provisions of the Character Districts, they are the minimum requirements for development under this Code.

F. Components

The Character District standards are included in the following sections:

1. *Section 26-191 Introduction & Definitions* instructs on the use and organization of the Character District Code. It's *Definitions* component includes those terms that are used in the Character District regulations in specific ways, often excluding some of the meanings of common usage. Wherever a word is in SMALL CAPITALS format, consult *G. Key Character District Concepts*, below, or *H. Definitions* for its specific and limited meaning. Where there is an apparent contradiction between the definitions in the Character Districts and those elsewhere in the Cedar Falls Zoning Ordinance, the definitions in this section shall prevail. Words used but not defined in the Character Districts, but that are defined elsewhere in the Cedar Falls Zoning Ordinance, shall have the meanings set forth therein.
2. *Section 26-192 Regulating Plans:* The REGULATING PLAN is the application map for each Character District. The REGULATING PLAN provides specific information on the rules for development within the parcel. The REGULATING PLAN makes the development standards place-specific, by designating the BUILDING FORM STANDARD frontages and delineating the public spaces.

The REGULATING PLAN identifies: the boundaries for the Character District; existing and new streets; the REQUIRED BUILDING LINE; and the PARKING SETBACK LINE throughout the Character District; and may identify additional regulations and/or special circumstances for specific locations.



Downtown, Parkade area.

3. *Section 26-193 Building Form Standards* sets out the rules for building siting, scale, and massing that control how buildings frame and relate to the STREET-SPACE or public realm. The BUILDING FORM STANDARDS establish the parameters for development on each site in terms of building placement, height, elements, and uses.
4. *Section 26-194 Architectural Standards* provide parameters for a building's exterior elements, with an emphasis on FACADES. These standards govern materials, configurations, and techniques for development under all BUILDING FORM STANDARDS. They are established in order to ensure a coherent and high-quality building character that is complementary to the best traditions of Cedar Falls.
5. *Section 26-195 Public Realm Standards* include standards for the public realm: streets and sidewalks, and SQUARES, CIVIC GREENS, and other public open spaces. They are established in order to ensure a vital and complete public realm with a high level of walkability.
6. *Section 26-196 Parking and Loading Standards* provide goals and requirements to promote a "park once" environment through shared parking and encourage pedestrian-friendly, walkable Character Districts.
7. *Section 26-197 Building Function Standards* define the uses allowed and/or required on ground floors and in upper floors, correlated with each BUILDING FORM STANDARD. Because the Character Districts emphasize form more than use, these standards include fewer, broader categories than those provided elsewhere in the Cedar Falls Zoning Ordinance.

G. Key Character District Concepts

The following list of concepts are important components of the Character District regulations and are provided here for quick reference. These and other terms in the Character District sections are used in specific ways, often excluding some of the meanings of common usage. Wherever a word is in SMALL CAPITAL format, consult below or *H. Definitions* for its complete specific and limited meaning.

Attic Story:

Habitable space situated within the structure of a pitched roof and above the uppermost STORY that does not count against the ultimate building or STORY height if constructed within the prescribed standards.

Block:

An increment of land comprised of lots, ALLEYS, and parcels circumscribed and not traversed by streets (PEDESTRIAN PATHWAYS excepted). BLOCKS are measured at the REQUIRED BUILDING LINE (RBL).

Buildable Area:

The area of the lot that structure(s) may occupy, which generally includes the area of the lot behind the REQUIRED BUILDING LINE and excluding any required setbacks, as designated in the individual BUILDING FORM STANDARD. Any building additions shall be within the specified BUILDABLE AREA.

Clear Sidewalk:

The portion of a sidewalk that must remain clear of obstructions (furniture, signage, trees, lighting, etc.) to allow for unimpeded public passage.

Clearly Visible from the Street-Space:

Some requirements of the Character Districts apply only where the subject is "clearly visible from the STREET-SPACE." (Note the definition of STREET-SPACE below.) A building element more than 30 feet from a REQUIRED BUILDING LINE OR STREET-SPACE is by definition not CLEARLY VISIBLE FROM THE STREET-SPACE. Common or party walls are by definition not CLEARLY VISIBLE FROM THE STREET-SPACE.

Dooryard:

The area within the STREET-SPACE, extending across the entire frontage of the lot, between the building FAÇADE (the REQUIRED BUILDING LINE) and the CLEAR SIDEWALK. This area may be hard-surfaced or planted according to Section 195.2.A *Public Realm Standards, General, Dooryards*.

Façade (building face):

The building elevation facing the STREET-SPACE OR REQUIRED BUILDING LINE. Building walls facing private interior courts, COMMON LOT LINES, and ALLEYS are not FAÇADES (they are elevations).

Fenestration:

Openings in a wall, including windows and doors, allowing light and views between the building and/or lot interior (private realm) and exterior (PUBLIC REALM).

Parking Setback Line:

A line or plane, generally parallel to the REQUIRED BUILDING LINE, that extends vertically up from the ground STORY floor level (unless otherwise noted on the REGULATING PLAN), behind which parking may be located.

Private Open Area:

An occupiable area within the BUILDABLE AREA, generally only accessible to occupants of the particular building or site, and (primarily) open to the sky. The permitted location(s) for the PRIVATE OPEN AREA is designated in the individual BUILDING FORM STANDARD.

Public Realm:

See STREET-SPACE

Required Building Line (RBL):

A line or plane indicated on the REGULATING PLAN, defining the street frontage, that extends vertically and is generally parallel to the street, at which the building FAÇADE shall be placed. It is a requirement, not a permissive minimum, such as a setback. (The minimum length and height of FACADE that is required at the RBL is shown on the applicable BUILDING FORM STANDARD.)

Street-Space (Public Realm):

The space between fronting FAÇADES OR REQUIRED BUILDING LINES, including streets, SQUARES, GREENS, sidewalks, DOORYARDS, and parks—but not within ALLEYS.

Street Wall:

A primarily masonry wall which assists in defining the STREET-SPACE, filling in the gaps between adjacent building FAÇADES.

Tree Lawn (tree trench/planting strip):

A continuous strip of soil area—typically covered with bridging pavement, tree grates, porous pavers, or grass and other vegetation—located between the back of curb and the CLEAR SIDEWALK, and used for planting STREET TREES and configured to foster healthy STREET TREE root systems. TREE LAWN configurations are specified in the *Public Realm Standards, Section 195.5*.

H. Definitions

The following terms are defined for the purpose of the Character Districts. Terms not defined here may be defined elsewhere in the zoning ordinance. In such case, the definition contained in the zoning ordinance shall be used. Certain terms in these districts are used in very specific ways, often excluding some of the meanings of common usage. Where there is an apparent conflict or contradiction, the definition herein shall prevail.

ALLEY. The public right-of-way or public access easement for vehicles and pedestrians within a BLOCK that provides service access to the rear or side of properties, vehicle parking (e.g., garages), loading docks, utility meters, recycling containers, and garbage bins.

ATTIC STORY. See *G. Key Character District Concepts*.

AWNING. A solid or fabric-on-frame roof-like element attached to the FAÇADE OR REQUIRED BUILDING LINE side of a building to provide shelter or shade.

BALCONY. An exterior platform attached to the upper STORIES of the building FAÇADE (generally forward of the REQUIRED BUILDING LINE).

BAY WINDOW. Generally, a U-shaped enclosure extending the interior space of the building forward of the FACADE/ REQUIRED BUILDING LINE (along its STREET-SPACE side).

BLOCK. See *G. Key Character District Concepts*.

BLOCK CORNER. The outside corner of a BLOCK at the intersection of any two REQUIRED BUILDING LINES. Inside corners, where the resulting angle formed by the BLOCK FACE is less than 180 degrees (concave) are not considered BLOCK CORNERS for the purposes of the Character Districts.

BLOCK FACE. The REQUIRED BUILDING LINE frontage between BLOCK CORNERS.

BUILDING CORNER. The outside corner of a building where the primary building mass is within an angle less than 180 degrees. Inside corners, where the exterior space of the building mass forms an angle of more than 180 degrees are not considered BUILDING CORNERS for the purposes of the Character Districts.

BUILDABLE AREA. See *G. Key Character District Concepts*.

BUILDING FORM STANDARDS (BFS). The part of the Character District standards that establish basic parameters regulating building form, including: the envelope (in three dimensions); placement on the lot; and certain permitted and required building elements, such as SHOPFRONTS, BALCONIES, and FENESTRATION.

CANOPY. The solid or fabric-on-frame roof-like element, covering an entry door(s), attached to the FAÇADE OR REQUIRED BUILDING LINE side of the building to provide shade or shelter.

CIVIC BUILDINGS. Those buildings designated on the REGULATING PLAN that are or were designed to house strictly civic or cultural assembly uses or are historically and urbanistically significant structures. These may include meeting halls; libraries; schools; police and fire stations; post offices (retail operations only, no primary distribution facilities); places of worship; museums; cultural, visual and performing art centers; transit centers; courthouses; and other similar community uses. Public ownership alone does not constitute a CIVIC BUILDING. CIVIC BUILDINGS and publicly-owned public art are not subject to the BUILDING FORM STANDARD prescriptions of the Character Districts unless specifically noted otherwise.

CLEAR HEIGHT. Within a structure, the habitable distance between the floor and ceiling. For entrances and other external building features, the unobstructed distance from the ground/sidewalk to the lowest element above. CLEAR HEIGHT is not applicable to parking structures.

CLEAR SIDEWALK. See *G. Key Character District Concepts*.

CLEARLY VISIBLE FROM THE STREET-SPACE. See *G. Key Character District Concepts*.

COMMON LOT LINES. Lot lines shared by adjacent private lots.

COTTAGE. The building form used for a COTTAGE COURT.

COTTAGE COURT. The configuration of small single unit buildings/houses around a shared COURTYARD green space that is open to the STREET-SPACE.

CORNER LOT. A lot that has frontages on two intersecting STREET-SPACES. Special building placement, fencing and landscape requirements may apply.

COURTYARD. The shared central area, that is open to the STREET-SPACE in a COTTAGE COURT configuration.

DUPLEX A two-unit dwelling, built according to the Neighborhood Medium or Neighborhood Small frontage standards, with the two units arranged either side by side or one above the other in the same structure, each having substantially the same exposure to the street frontage.

DOORYARD. See *G. Key Character District Concepts*.

EQUIVALENT OR BETTER. A building material or construction technique that has been determined, by the Zoning Administrator in consultation with the Zoning Review Committee, to be at least equal to, in appearance, durability, etc., or surpassing those expressly permitted herein.

ENGLISH BASEMENT. A habitable floor level below the first floor that is partially above and below grade. The ceiling of an ENGLISH BASEMENT is at least 3 feet above sidewalk grade with windows and an entry with direct STREET-SPACE access. ENGLISH BASEMENT units do not count against the story height limit but do count against the maximum height measurement. An ENGLISH BASEMENT unit is considered an accessory dwelling unit.

FAÇADE COMPOSITION. The arrangement and proportion of materials and building elements (windows, doors, columns, pilasters, bays) on a given FAÇADE.

FENESTRATION. See *G. Key Character District Concepts*.

FORE COURT. A building FACADE configuration where a central portion of the FACADE is set back from the REQUIRED BUILDING LINES to form a space that is enclosed on 3 sides by building elevations, with the entry door on one of the three elevations. Forecourts are limited in size and must satisfy all their frontage standards.

FIRST FLOOR. See **GROUND STORY**.

FRONT PORCH. An entry platform attached to the GROUND STORY FAÇADE OF REQUIRED BUILDING LINE side of the building.

GREEN OR SQUARE. A public open space designated on the REGULATING PLAN. The term GREEN is used to describe a small public lawn, playground, or other public open area that is primarily unhard-surfaced. The term SQUARE is generally used to describe spaces that have more hard-surfaced area. See *Section 26-195 Public Realm Standards* for the specific controls on GREENS and SQUARES.

GROUND STORY. The first habitable level of a building at or above grade. The next STORY above the GROUND STORY is the second STORY or floor.

MEZZANINE. An intermediate level between the GROUND STORY and the second STORY that may be in the form of a platform, podium, or wide balcony.

MUNTIN. A strip of wood or metal separating and holding panes of glass in a window, less than 1" in thickness. Muntins divide a single window sash or casement into a smaller grid system of panes of glass.

PARKING SETBACK LINE. See *G. Key Character District Concepts*.

PEDESTRIAN PATHWAY. A publicly accessible interconnecting hard-surfaced way, open to the sky, providing pedestrian and bicycle passage through BLOCKS running from a STREET-SPACE to another STREET-SPACE, ALLEY, or an interior BLOCK parking area.

PRIVACY FENCE. An opaque fence generally along ALLEYS, PEDESTRIAN PATHWAYS, and COMMON LOT LINES. See the *Section 26-193 Building Form Standards* for height and placement specifications and *Section 26-194 Architecture* for material and configuration standards.

PRIVATE OPEN AREA. See *G. Key Character District Concepts*.

PUBLIC REALM. See *G. Key Character District Concepts*.

REGULATING PLAN. The implementing plan for development within the Character Districts. REGULATING PLANS designate the BUILDING FORM STANDARDS for private development and may provide specific information for the disposition of each building site. The REGULATING PLAN also shows how each site relates to adjacent STREET-SPACES, the overall district, and the surrounding neighborhoods.

REQUIRED BUILDING LINE (RBL). See *G. Key Character District Concepts*.

ROWHOUSE. A single-unit multi-story attached building, sharing one or more common walls with at least one other unit, and with a direct STREET-SPACE FACADE entry and no principal dwelling unit above another principal dwelling unit.

SHARED PARKING. Automobile parking that is visible and accessible to the public for a minimum portion of each day.

SHOPFRONT. The area of the frontage running, vertically from the sidewalk up to the bottom of the second STORY floor structure and horizontally, the full width of the interior shop or store space. This is comprised of the various architectural elements including kneewalls, transoms, window panes, mullions, muntins, posts, pilasters, columns, and any roofs, cornices or eaves—all of which shall comply with the standards of *Section 26-193.3 Building Form Standards, Storefront Frontages*, and *Section 26-194.4.F Architectural Standards, Shopfronts*.

SIDEWING. The portion of a building attached to and behind the primary structure extending along a COMMON LOT LINE toward the ALLEY or rear of the lot.

SMALL APARTMENT. A multi-unit dwelling built according to the Neighborhood Medium or Neighborhood Small frontage standards.

SQUARE. See GREEN.

STOOP. An entry platform on the FAÇADE of a building. (See the individual BUILDING FORM STANDARDS for specifications.)

STORY. That space within a building and above grade that is situated between one floor level and the floor level next above, or if there is no floor above, the ceiling or roof above.

STREET-SPACE. See *G. Key Character District Concepts*.

STREET-SPACE FRONTAGE. That portion of the lot or building that is coincident with the REQUIRED BUILDING LINE as required by the Character Districts.

STREET TREE. A tree required in the Character Districts that is used to define the STREET-SPACE or pedestrian realm and listed in the Street Tree List in *Section 26-195 Public Realm Standards*. STREET TREES are large enough to form a shade canopy with sufficient clear trunk to allow traffic to pass under unimpeded.

STREET WALL. See *G. Key Character District Concepts*.

TREE LAWN. See *G. Key Character District Concepts*.

USES. See *Sections 26-132 and 26-133* for categories and definitions.

ZONING REVIEW COMMITTEE (ZRC). An internal staff committee established to review development proposals for compliance with applicable Character District regulations and to interpret the ordinance in such a way as to carry out its purpose and intent. The committee shall consist of the Zoning Administrator, the Building Official, and a Planner designated by the Zoning Administrator.

Section 26-192 Regulating Plan

A. Purpose and Intent

The REGULATING PLAN is the controlling document and principal tool for identifying the applicable regulations in each Character District. Each Character District will have its own REGULATING PLAN.

1. The REGULATING PLAN is the mandatory base zoning for the Character District.
2. The REGULATING PLAN makes the Character District development standards place-specific by:
 - a. Identifying the boundaries of the district;
 - b. Laying out a specific street and BLOCK configuration, including any new streets;
 - c. Designating the building frontage for each STREET-SPACE (regulated in *Section 26-193, Building Form Standards*);
 - d. Identifying any CIVIC BUILDINGS; and
 - e. Delineating any new or existing GREENS OR SQUARES.
3. The REGULATING PLAN also specifies the REQUIRED BUILDING LINE and PARKING SETBACK LINE. *See also the Placement page in the individual building frontage in Section 26-193 Building Form Standards.*
4. The REGULATING PLAN may identify:
 - a. Specific characteristics assigned to a lot or a section of street frontage;
 - b. Additional regulations for lots in specific locations;
 - c. Exceptions to the BUILDING FORM STANDARDS or other Character District standards related to unique context or urban design.
5. Changes to an adopted REGULATING PLAN beyond those specifically allowed in this section will require a rezoning process. *(See H Amending Regulating Plans below.)*

B. REGULATING PLAN Configuration Standards

1. Building form frontages on the REGULATING PLAN
 - a. The applicable building form frontages for private parcels are designated on the REGULATING PLAN by their street frontage.
 - b. The BUILDING FORM STANDARDS—which define the form and character of the district—are allocated based on the adopted Vision Plan.
2. Streets
 - a. Generally, connectivity of the street grid throughout the Character Districts, specifically intersection alignments, is regulated by these standards. An interconnected street grid is fundamental to creating a compact, walkable, and bikeable environment that is transit-supportive. These standards are intended to preserve and establish that connectivity, whether it is constructed immediately or in a phased manner. The REGULATING PLAN delineates the street network that creates a pattern for growth while providing flexible opportunities for infill.
 - b. Streets on an adopted REGULATING PLAN shall be considered mandatory when developing under this district: if proposed they shall be included, if existing they shall not be removed.

Character District Sections: 26-191 to 26-198

- 191. Introduction & Definitions
- 192. Regulating Plans**
- 193. Building Form Standards
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- c. No STREET-SPACE may be gated.
 - d. All lots shall share a frontage line with, and all principal buildings shall directly front, a STREET-SPACE and/or a REQUIRED BUILDING LINE - as designated on the approved REGULATING PLAN. Phased projects may meet this requirement for each phase of development, satisfying it in increments.
 - e. Where a new street or a street stub-out is shown on the REGULATING PLAN, no other curb cut and/or intersecting street is permitted within 100 feet.
3. New Streets designated on the REGULATING PLAN
 - a. Any new streets will require subdivision and a new plat. Consult the Zoning Administrator.
 - b. In addition to the street connectivity requirements in 2. *Streets* above, the following standards apply to those streets constructed after the adoption of the Character District REGULATING PLAN.
 - (i) New streets designated on the REGULATING PLAN may or may not be immediately constructed.
 - (ii) Any new streets that create frontage on a parcel being developed shall be constructed at the time of development.
 - (iii) New streets shall be public.
 - c. If constructed within 50 feet of the center line location in an adopted REGULATING PLAN, the street repositioning will not require a rezoning, provided the resulting configuration meets these street configuration standards and that any other properties with frontage are not adversely affected. All regulatory elements of the street, such as the REQUIRED BUILDING LINE, PARKING SETBACK LINE, and the building form frontage designation, shall move with any street repositioning.
 - d. Additional new streets or ALLEYS may be added to an adopted REGULATING PLAN by an applicant to create a smaller BLOCK pattern; however, no streets or ALLEYS may be deleted without being replaced and the result shall meet all the prescriptions of the Character District standards.

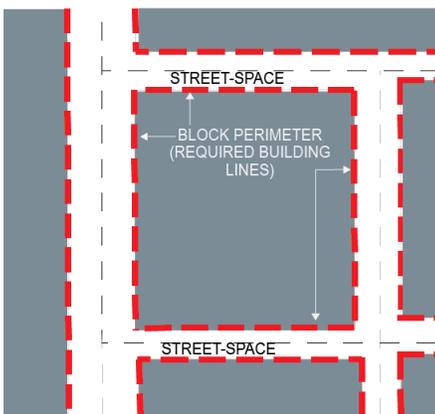


Diagram A.

C. Blocks

1. BLOCKS are measured at the REQUIRED BUILDING LINES or, where a REQUIRED BUILDING LINE is not present, along public rights-of-way, or other public, conservation, and/or property outside of the Character District. All lots and/or contiguous lots shall be considered to be part of a BLOCK for this purpose. (see Diagram A)
2. Within an approved REGULATING PLAN: no BLOCK FACE shall have a length greater than 360 feet without an ALLEY, public access easement or PEDESTRIAN PATHWAY of not less than 24 feet in width, providing through-access to another STREET-SPACE, or ALLEY. If a BLOCK does not meet this standard, then at the time of development, the following standards apply:
 - a. Individual lots with less than 100 feet of STREET-SPACE frontage are exempt from this requirement.

- b. Lots from 100 through 200 feet in frontage shall, in coordination with the Zoning Review Committee, reserve a public access easement at least 12 feet wide, unless already satisfied within that BLOCK face.
- c. Lots with over 200 feet of street frontage shall meet the through-access requirement within their lot, unless already satisfied within that BLOCK face.
- d. New lots shall not be platted in order to avoid/circumvent the through-access requirement

The Zoning Administrator in consultation with the ZRC shall determine which type of through-access must be implemented.

- 3. Where a new REGULATING PLAN is being created, or an approved REGULATING PLAN is being amended that involves a change to the number of streets or BLOCKS, the following standards apply:
 - a. No BLOCK FACE shall have a length greater than 360 feet.
 - b. The average perimeter of the BLOCKS within the developed area shall not exceed 1100 feet.
- 4. Curb Cuts: No new curb cuts are permitted unless otherwise specified below. The creation and retention of curb cuts in the CHARACTER DISTRICT shall be dependent on their providing access to, and circulation for, ALLEYS as per the following:
 - a. For lots with ALLEY access, existing or in a redevelopment plan, existing curb cuts other than those necessary for ALLEY circulation, shall be eliminated or vacated at the time of redevelopment.
 - b. For lots without ALLEY access, existing curb cuts may be maintained or required to be relocated, subject to the standards of this section.
 - c. For lots without a curb cut or ALLEY access, new curb cuts for shared driveways have priority over those for single access. No new curb cut may be within 100 feet of another curb cut except where the new curb cut provides needed access for existing or planned ALLEY circulation.
 - d. All curb cuts are subject to Zoning Review Committee approval. (See Section 26-196.C.5)
- 5. Where a parking structure or surface lot with more than 20 spaces, existing or planned, is being provided with at least 40% of its spaces available to the general public, existing curb cuts that provide access to the public parking may be retained or relocated even if the lot has ALLEY access. Such parking must meet the requirements of Section 26-196.C.5 for shared parking.

D. Alleys

ALLEYS provide internal BLOCK circulation and shared access to rear parking and service areas. They may also serve as fire lanes.

- 1. Existing ALLEYS shall be maintained.
- 2. Access to parking and service areas shall be from ALLEYS or public access easements as set forth in this section. ALLEYS or public access easements shall, at the time of redevelopment, provide access to the rear of all lots. The Zoning Administrator may waive or approve alternative access to parking and service areas where the absence of the ALLEY would not deprive an adjacent lot/neighbor of rear lot access, and:
 - a. The lots are on a perimeter common to non-developable or conservation lands, or
 - b. A lot has streets on three sides.
- 3. ALLEYS may be incorporated into parking lots as standard drive aisles. Access from ALLEYS to all adjacent properties shall be maintained.
- 4. In Storefront, Urban General, and Urban General 2 frontages, vehicular access between adjacent parking lots and across property lines is encouraged.
- 5. In Storefront, Urban General, and Urban General 2 frontages, where an ALLEY does not exist and is not feasible to construct at the time of development of any property, the applicant is required to preserve rear service access and maintain the area within the rear setback by, at a minimum:
 - a. Providing routine landscape maintenance to the area.
 - b. Keeping the area clear of debris, stored materials, and stored or parked vehicles.

E. Public Open Space

Standards for structures and plantings in public open spaces are provided in *Section 26-195 Public Realm Standards*.

F. Sample Regulating Plan Key

Each REGULATING PLAN contains a key explaining the plan designations. The key below, *Illustration B*, is provided as an example.

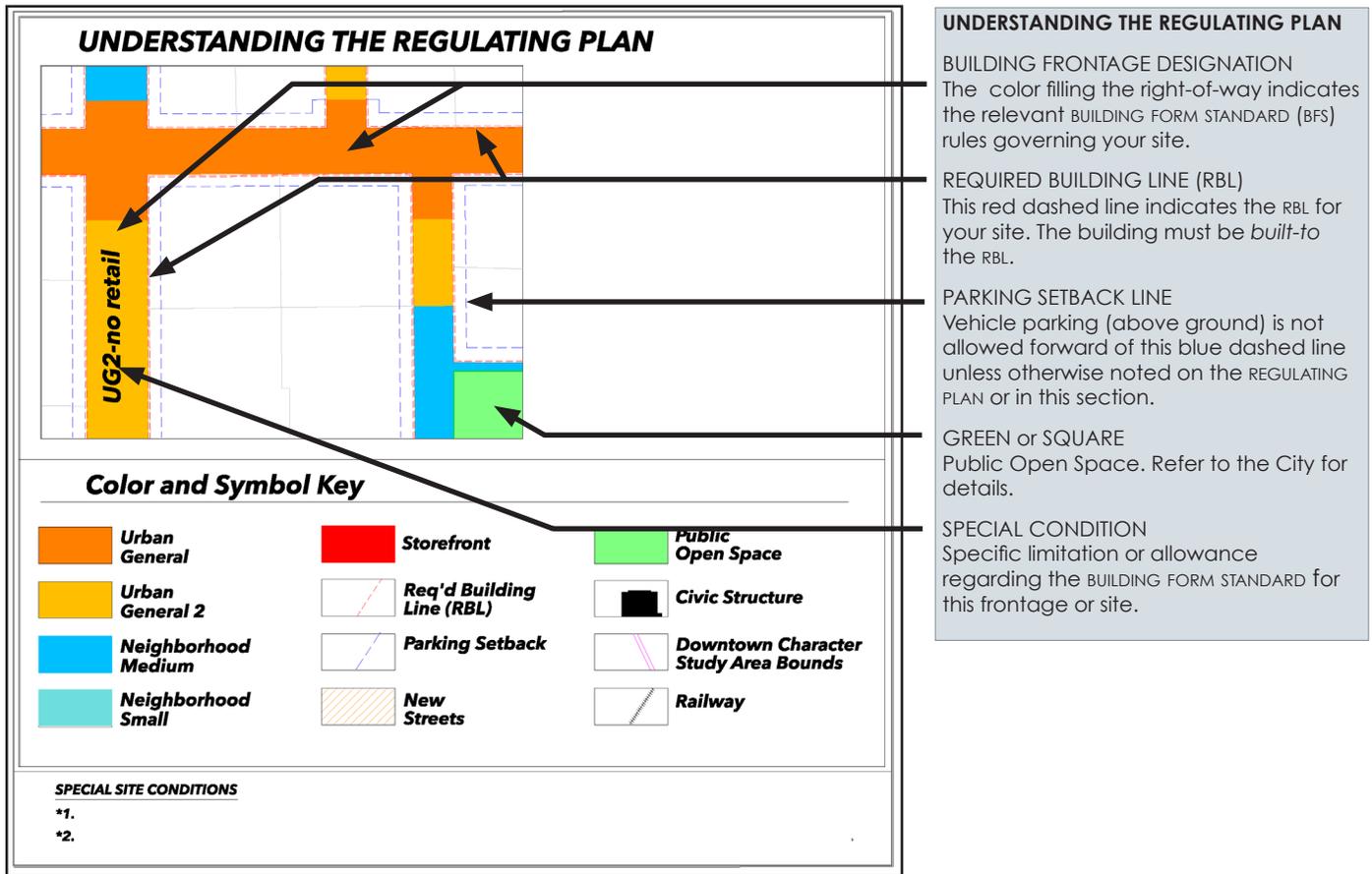


Illustration B.

G. Example Regulating Plan

Each Character District has its own REGULATING PLAN. The REGULATING PLAN below is provided as an example. See the City for the REGULATING PLAN for a specific Character District.

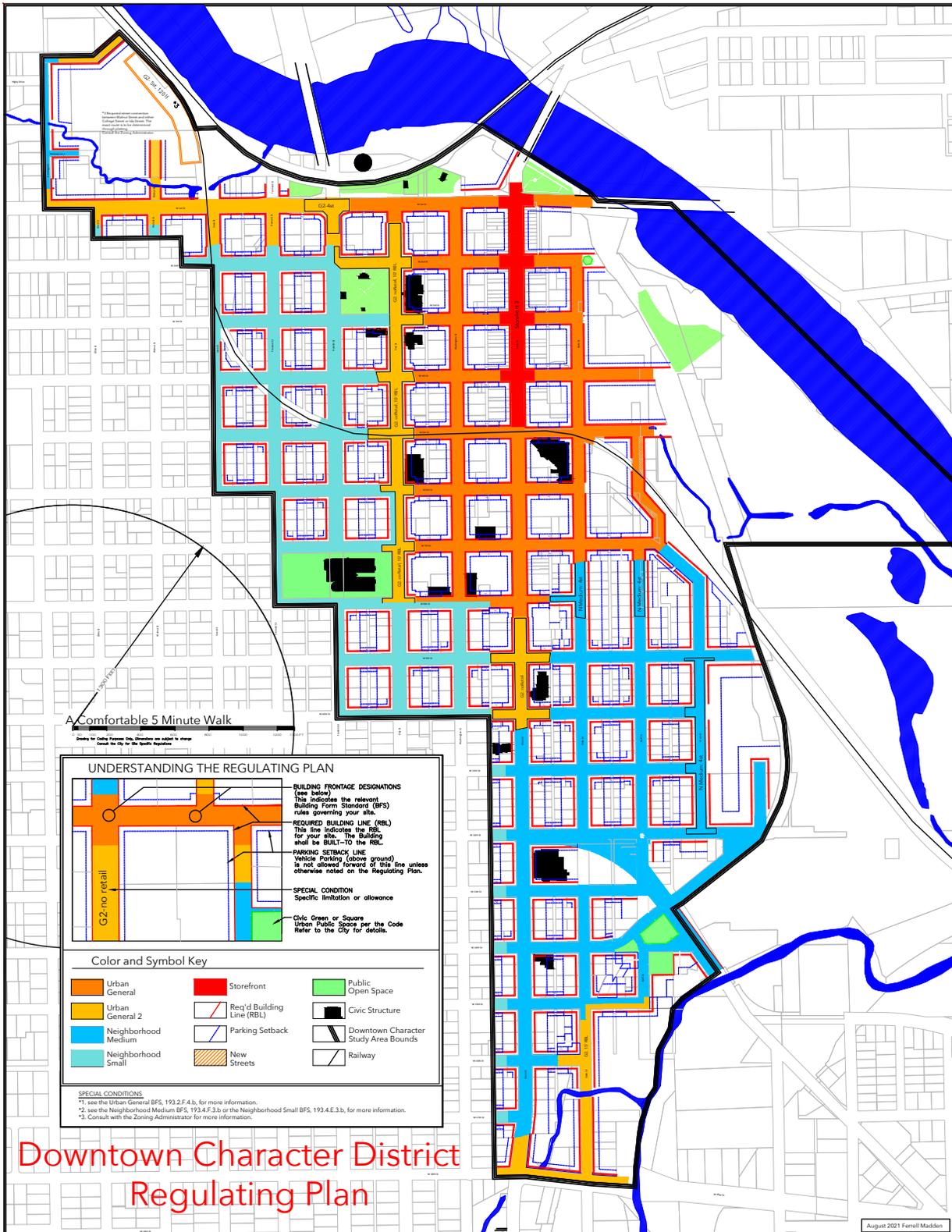


Illustration C. This image of the REGULATING PLAN for the Downtown Character District is shown for illustrative purposes only; refer to the City for the REGULATING PLAN specific to your Character District.

H. Amending Regulating Plans

1. Certain minor reconfigurations to the street alignments shown on an adopted REGULATING PLAN may be allowed, subject to re-platting and the design standards in *Sections B.3.c and d above*, without triggering a rezoning. Any other changes to an adopted REGULATING PLAN shall meet all the criteria of this chapter and will require a rezoning.
2. Certain minor adjustments to the frontage designation shown on the REGULATING PLAN are permitted within the parameters of *Section 26-193. Building Form Standards D.5 Frontage Designation Flexibility*.
3. REQUIRED BUILDING LINE location or new street alignments may be reconfigured by the Zoning Review Committee, without triggering a rezoning, if the presence of a flood plain or wetland on the parcel prohibits development envisioned by the code.
4. Street Connectivity
 - a. Any proposals to reconfigure the street network in the adopted REGULATING PLAN shall be configured such that:
 - (i) Street connectivity is maintained; cul-de-sacs and other dead-end streets are not permitted except as specified here; and
 - (ii) No street intersection occurs within 100 feet of another street intersection; and
 - (iii) The BLOCK configuration meets the standards defined in *Section B, Blocks above*; and
 - (iv) The average perimeter of the resulting BLOCKS within the area of change does not exceed 1,100'.
 - b. Streets that do not connect to other streets, as part of an interconnected network, are not permitted except:
 - (i) Where configured with a one-way loop around the perimeter of an open area, having a maximum depth (perpendicular to the primary street centerline) of 100 feet and a minimum width (dimension parallel to the primary street) of 75 feet (see Diagram E);
 - (ii) Where less than 130 feet long and configured as a stub-out designed for connection to future streets/development (see Diagram F);
 - (iii) Where less than 130 feet long and connected to an ALLEY, providing rear lot access, and ending at designated conservation lands. (see Diagram G).

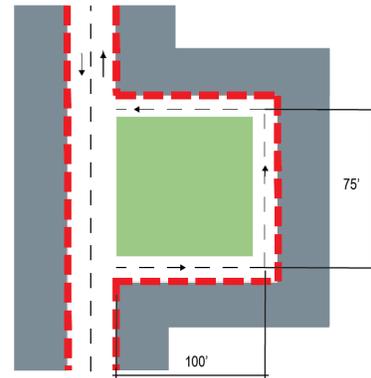


Diagram E.

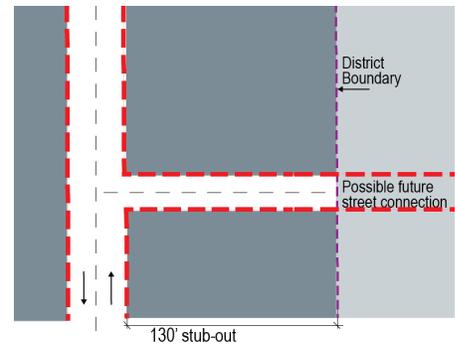


Diagram F.

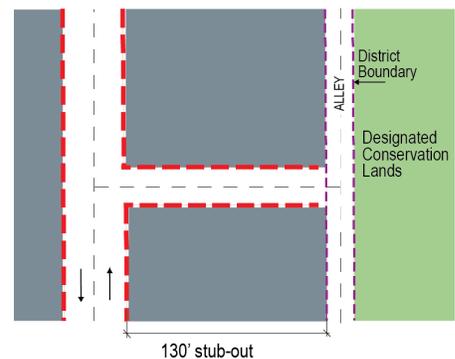


Diagram G.

Section 26-193. Building Form Standards

The BUILDING FORM STANDARDS (BFS) establish the rules for development and redevelopment on private lots. They work through form and function controls on building frontages to frame the STREET-SPACE and foster a vital public realm.

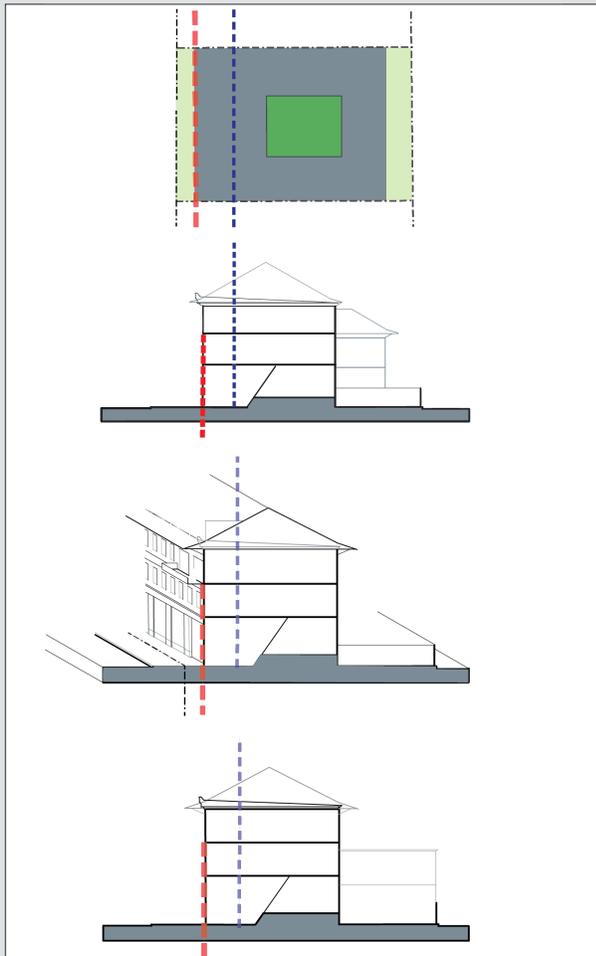
The building frontage designations are denoted on the REGULATING PLAN by the color filling the STREET-SPACE fronting the parcel. The same colors are shown in the section for each frontage designation that follows. The BUILDING FORM STANDARDS set the basic parameters governing building form, including building placement, the building envelope (in three dimensions), and certain required or permitted functional elements. These standards allow change-over-time and promote lasting and contributing buildings

**Character District Sections:
26-191 to 26-198**

- 191. Introduction & Definitions
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- 194. Architectural Standards
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- 197. Building Functions
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HOW TO USE THE BUILDING FORM STANDARDS (BFS):

The BUILDING FORM STANDARDS are divided into General Standards, that apply to all frontage designations, and Individual BUILDING FORM STANDARDS that only apply where a frontage has been designated. Standards include required minimums, allowed maximums, and some permissive parameters for specific building or lot features. The individual BUILDING FORM STANDARDS (BFS) are organized into four categories: *Placement*, *Height*, *Elements*, and *Use*. You should review both the General and Individual BUILDING FORM STANDARD before planning your project.



PLACEMENT: These standards set the BUILDABLE AREA of your lot. Note the REQUIRED BUILDING LINE (RBL) and the minimum percent required for building along the lot frontage. Next, look for specifics about the depth and breadth of the BUILDABLE AREA relative to the RBL and any side and rear setbacks. You should also note any requirements for open area. Then you will know where on your lot you may build—as well as where your building must be placed (the RBL).

HEIGHT: These standards set the minimum and maximum height for the building. Note also any specifications for floor elevations, and fence or wall heights. Heights are primarily measured relative to the fronting sidewalk.

ELEMENTS: These standards regulate important details of the building, like FRONT PORCHES, BALCONIES, and FENESTRATION (windows and doors). These standards apply primarily to the front of the building (as it faces the street)—with much less emphasis on what happens behind the FACADE.

USE: These standards define the broad categories of use that are permitted, often differentiating between the ground floor and the upper STORIES. The standards are typically less specific in the regulation of use than conventional zoning.

Summary Frontage Descriptions

The frontages are designated on the REGULATING PLAN by color filling their right-of-way.

Urban General Frontage

Urban General 2 Frontage

Urban General is the basic urban building form. These frontages produce multi-story buildings placed directly at the sidewalk or behind small DOORYARDS, with windows across the FACADE, and one or more entrances. The uses range from commercial to residential, institutional to ground-floor retail and restaurants—and combinations of all of the above. This frontage has two levels of intensity, with an **Urban General 2** for less intense areas.

Storefront Frontage

Storefront is a subset of the Urban General frontage, with more specific requirements at the street level, that of the prototypical ground floor SHOPFRONT with large windows and frequent doors along the sidewalk. Ground floor uses are limited to retail or other active commercial uses along the frontage, creating a vibrant pedestrian realm. Upper STORY uses are flexible.

Neighborhood Small

Neighborhood Medium

Neighborhood frontage includes detached and attached houses up to small apartment buildings. The buildings may be placed close to the sidewalk with a small DOORYARD, or farther back with a small front yard. STOOPS or FRONT PORCHES are required for new buildings in this frontage. This frontage has two levels of intensity, Medium and Small, its character and intensity will vary depending on this designation.



Illustration: Urban General - Typical Frontage



Illustration: Storefront - Typical Frontage



Illustration: Neighborhood Medium - Typical Rowhouse form



Illustration: Neighborhood Small - Single Unit Detached form



Illustration: Neighborhood Small - Typical Two Unit form

193.1 General Provisions

These provisions apply to all building frontage designations, unless expressly stated otherwise within the BUILDING FORM STANDARDS for an individual frontage designation or on the REGULATING PLAN.

A. Placement

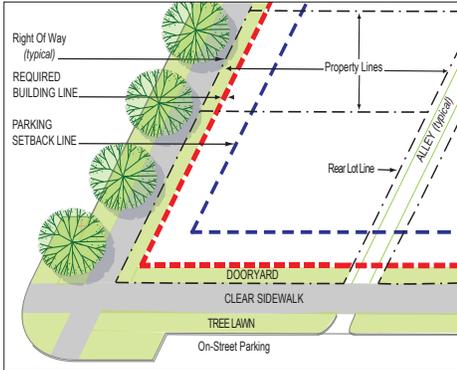


Illustration A. Key Character District elements

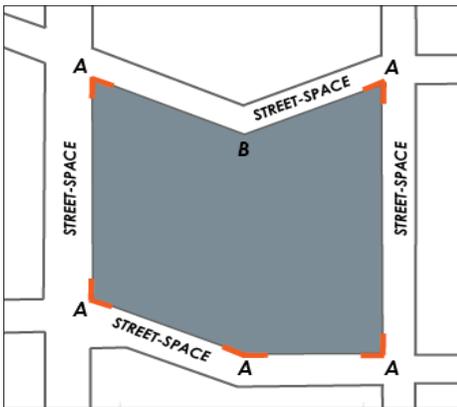


Diagram B. BLOCK CORNERS

- A. BLOCK CORNER
- B. not a BLOCK CORNER

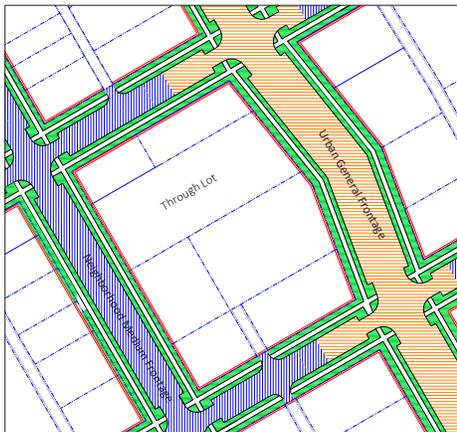


Diagram C. Through Lots

1. REQUIRED BUILDING LINE (RBL)
 - a. Building FACADES shall be *built to* the REQUIRED BUILDING LINE as prescribed in the individual BUILDING FORM STANDARD.
 - b. The REQUIRED BUILDING LINE includes an offset area (or depth) of 5 feet behind that line (into the BUILDABLE AREA) allowing for jogs and FACADE articulation. Therefore, where the FACADE is placed within that 5-foot zone, it is considered to be built to the REQUIRED BUILDING LINE.
 - c. The building FACADE shall be built to the REQUIRED BUILDING LINE within 30 feet of a BLOCK CORNER. (See *Diagram B. BLOCK CORNERS*)
 - d. For CORNER LOTS, the REQUIRED BUILDING LINE is continuous around the BLOCK CORNER (not broken into separate frontages or REQUIRED BUILDING LINES).
 - e. All lots, including CORNER LOTS and through lots, shall satisfy the requirements of their individual BUILDING FORM STANDARD for both frontages. (See *Diagram C Through Lots*.)
 - f. Where a through lot has frontages with different height limits, the greater of the 2 maximum height limits shall not come within 60 feet of the RBL of the lower height frontage. (See *Diagram C Through Lots*.)
2. BUILDABLE AREA (See *Table A. Facade Projection Limitations*)
 - a. Buildings may only occupy that portion of the lot specified as the BUILDABLE AREA: the area behind the REQUIRED BUILDING LINE and excluding any required setbacks, as prescribed in the BUILDING FORM STANDARD.
 - b. No part of any building may be located outside of the BUILDABLE AREA except projecting eaves, AWNINGS, SHOPFRONTS, BAY WINDOWS, STOOPS, steps, or BALCONIES.
 - c. Accessibility ramps approved by the Zoning Administrator in consultation with the ZRC may be located within the DOORYARD area.
 - d. Rear and side lot setbacks, where required, are specified in the individual BUILDING FORM STANDARD and/or *Section 193.1.F. Neighborhood Manners*.
3. DOORYARDS

See *Section 195.2.A Public Realm Standards*. (See also *Illustration A. Key Character District elements*.)
4. PRIVATE OPEN AREA

Private or semi-private usable open area is required on every lot, measured as a specified percentage of the BUILDABLE AREA. This requirement may be satisfied in a variety of at or above-grade configurations, as prescribed in each BUILDING FORM STANDARD.

 - a. The PRIVATE OPEN AREA must be improved and available for safe and convenient access to all occupants of the building.
 - b. The PRIVATE OPEN AREA must be open to the sky except for pergolas and porches, decks.

- c. The PRIVATE OPEN AREA, when located at grade, must be not more than 33% impervious surface area and shall be designed with green features.
- d. Any PRIVATE OPEN AREA located at grade or below the third STORY shall not encroach into any required side or rear set-backs. See the individual building frontage standards for additional parameters.
- e. Any shared PRIVATE OPEN AREA located above the second STORY (excluding BALCONIES) shall be designed with green features, such as planters or functional green roofs, contain outdoor seating and other appropriate amenities, be free of any obstructions, be screened from rooftop mechanical equipment, and be located and configured to prevent views into adjacent dwelling units.
- f. The PRIVATE OPEN AREA may be distributed among separate areas, but at least 67% shall be in no more than two separate areas.
- g. The PRIVATE OPEN AREA is not to be used to satisfy minimum stormwater Best Management Practice area (if thereby excluding active tenant use), parked, or driven upon.
- h. Any development on a lot that is exclusively reusing existing structures is exempt from the PRIVATE OPEN AREA requirement.

5. STREET WALLS and PRIVACY FENCES

- a. Unless otherwise indicated in the individual BUILDING FORM STANDARD, a STREET WALL is required along any REQUIRED BUILDING LINE (RBL) frontage that is not otherwise occupied by a building. (See *Illustration D. STREET WALL at RBL*) Note that a building is required along any RBL within 30 feet of a BLOCK CORNER.
- b. Any STREET WALL above four feet in height shall meet the FENESTRATION requirements of the applicable BUILDING FORM STANDARD.
- c. PRIVACY FENCES may be constructed along COMMON LOT LINES, behind the REQUIRED BUILDING LINE, and along ALLEYS.
- d. PRIVACY FENCES have a maximum height of eight feet.

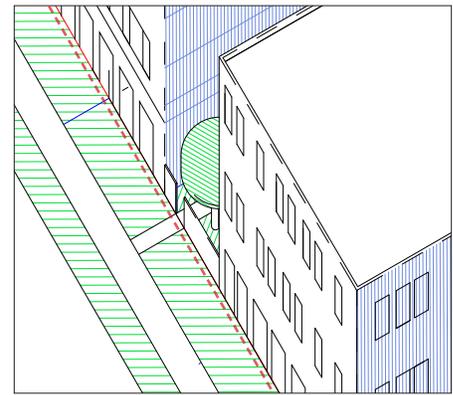


Illustration D: STREET WALL at RBL

6. On-Site/Off-Street Vehicle Parking and Access (curb cuts)

In Character Districts, off-street vehicle parking and access should have minimal intrusion on the public realm. Off-street parking should not be CLEARLY VISIBLE FROM THE STREET-SPACE. Access should be provided from ALLEYS, or shared access lanes, minimizing potential vehicular-pedestrian points of conflict. Properties within a Character District are exempt from any parking standards not in Sections 26-191 through 26-197. The following standards apply.

- a. The PARKING SETBACK LINE is designated on the REGULATING PLAN, with additional specifications in the applicable individual BUILDING FORM STANDARD.
- b. The PARKING SETBACK LINE extends vertically, as a plane, from the first-floor level.
- c. Vehicle parking must be located behind the PARKING SETBACK LINE, with the following exceptions.
 - (i) Parking may be forward of the PARKING SETBACK LINE where it (see *Diagram E*):
 - (a) is beneath a habitable first floor and completely within the building envelope;

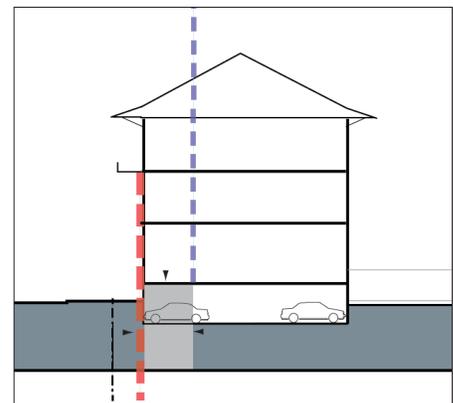


Diagram E: Parking allowed forward of the PARKING SETBACK LINE.

- (b) has a floor level at least four feet below grade; and
 - (c) has FENESTRATION not greater than 15% (from the average fronting sidewalk elevation to the finished first floor level.
 - (ii) Parking may be forward of the PARKING SETBACK LINE only where designated on the REGULATING PLAN:
 - (a) at the rear of lots with ALLEY/REQUIRED BUILDING LINE intersections, as prescribed in the individual building frontage standard; or
 - (b) above the floor level specified on the REGULATING PLAN.
 - d. Curb cuts and driveways shall be located at least 75 feet away from any BLOCK CORNER, other curb cut, or parking garage entry on the same BLOCK FACE. These requirements are not applicable along ALLEYS.
 - e. No project may create any new curb cuts where ALLEY or shared access exists or is designated on the REGULATING PLAN – unless it is created to provide access to publicly-available parking.
 - f. If ALLEY or shared access is not available, an applicant may request direct driveway access from a street, subject to approval by the Zoning Administrator in consultation with the ZRC.
7. Publicly accessible parking structures:
- a. Built according to this code are not included in or subject to the calculation of the maximum building footprint in the individual BUILDING FORM STANDARD, but shall meet all other applicable standards.
 - b. Parking spaces on the top level of a parking structure shall not count as an additional STORY against the height limits of this code. Shading and solar structures that are not CLEARLY VISIBLE FROM THE STREET-SPACE are permitted.
 - c. Any portion of any parking structure within 25 feet of a building constructed under this code shall not exceed that building's primary ridge or parapet height,
 - d. All parking structures are subject to *Section 193.1.F. Neighborhood Manners*.
 - e. Openings in any REQUIRED BUILDING LINE for parking garage entries shall have a maximum CLEAR HEIGHT of 16 feet and a maximum clear width of 22 feet.
 - f. Parking structures may have parking beyond the PARKING SETBACK LINE at and above the second STORY provided that:
 - (i) the parking is clearly identified and accessible to the public; and
 - (ii) no less than 90% of the parking spaces are available to the public; and
 - (iii) at least 12 hours of public parking are provided in any 24-hour period; and
 - (iv) that at least 8 of those hours are provided during either business or nighttime hours depending on whether the Zoning Administrator in consultation with the ZRC determines that the primary use will be for commercial or residential uses.

B. Height¹

Heights are specified in the individual BUILDING FORM STANDARD. CIVIC BUILDINGS are exempt from these standards.

1. Heights in Character Districts are generally measured from the average fronting CLEAR SIDEWALK elevation.
2. Building height is measured in STORIES, with an ultimate building height limit in feet.
 - a. Building heights are measured to the top of the wall plate or top of the parapet, whichever is higher. (See *Diagram F*)
 - b. Finished floor elevation and minimum building height requirements shall be satisfied from the REQUIRED BUILDING LINE back to a minimum depth of 30 feet.
3. CLEAR HEIGHT is measured from the finished floor elevation to the finished ceiling directly above.² For external

¹ Note of intent: This is not the way height is typically measured. The datum is intentionally set relative to an occupant of the STREET-SPACE.. This is also to incentivize the use of pitched roofs, adding variety to the rooflines without arbitrarily requiring it. This will allow additional habitable space (see ATTIC STORY in C. Elements. 3) while maintaining a smaller scale appearance.

² Note of intent: The minimum CLEAR HEIGHT is a value preservation and quality-of-life-over-time measure.

building features, it is measured as the unobstructed distance from the ground/sidewalk to the lowest element above.

4. The prescribed minimum CLEAR HEIGHT shall be met by at least 75 percent of the floor area for the specified STORY.
5. A single ATTIC STORY, constructed according to the Character District standards, is not included in any building height measurement, whether in STORIES or feet. (see *Elements C.3* below).
6. MEZZANINES (See *Diagram G*):
 - a. with a floor area greater than 1/3rd of the floor area of the STORY in which it is located will count as an additional full STORY in the building height measurement;
 - b. below the second STORY shall be set back from the REQUIRED BUILDING LINE at least 15 feet; and
 - c. GROUND STORY MEZZANINES are not included in the CLEAR HEIGHT measurement.
7. PARKING STRUCTURES
 - a. are limited by the maximum height in feet of their frontage, not by STORIES; and
 - b. are exempt from the CLEAR HEIGHT prescriptions.

C. Elements

1. FENESTRATION

- a. FENESTRATION is regulated, on a STORY by STORY basis, as a percentage of the FAÇADE between floor levels. It is measured as glass area (including MUNTINS and similar window frame elements with a dimension less than one inch) and/or the open (void) area in the wall surface.
- b. Lengths of wall exceeding 20 linear feet (horizontal) with no FENESTRATION are prohibited on all STREET WALLS, and FACADES below the 4th STORY. This measurement includes the entire STORY, from floor to floor.
- c. Each FACADE shall have at least one functioning entrance.
- d. The maximum distance between functioning entrances in the same building FACADE is specified in the BUILDING FORM STANDARD.
- e. Windows should not direct views into or across an adjacent private lot. COMMON LOT LINES with a General, Storefront, or Neighborhood Medium frontage may be built with zero or minimal setback. Any views directed into or across a private lot are specifically not protected. (See *Illustration H*.)
- f. Windows shall not direct views into an adjacent private lot where the COMMON LOT LINE is less than 10 feet away. (See *Diagram I*.) Specifically, the window opening and its window panes shall be at an angle of greater than or equal to 90 degrees to/with the COMMON LOT LINE unless:
 - (i) that view is contained within the lot (e.g. ground or first STORY window views blocked by a privacy fence, opaque glass, or garden wall), or
 - (ii) the window's sill is at least 6 feet above its finished floor level; or
 - (iii) otherwise specified in the individual BUILDING FORM STANDARD.

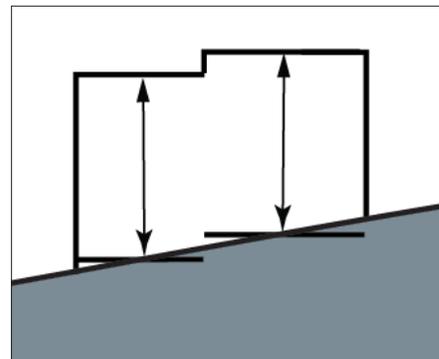


Diagram F. Building FACADE view
Building height measurement:
Large floorplates along significantly sloped frontages need to 'step' the building in order to maintain the proper relationship with the sidewalk.

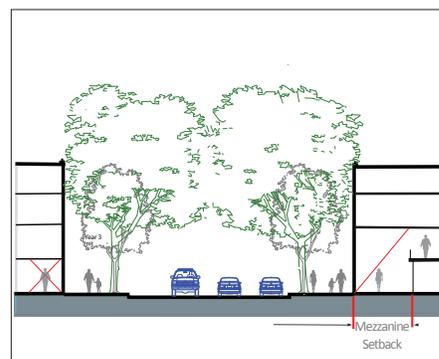


Diagram G. Mezzanine GROUND STORY setback

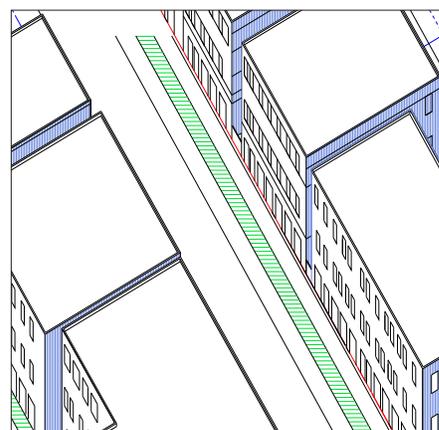


Illustration H. Caution: In an Urban context FENESTRATION along COMMON LOT LINES may be blocked by adjacent buildings.

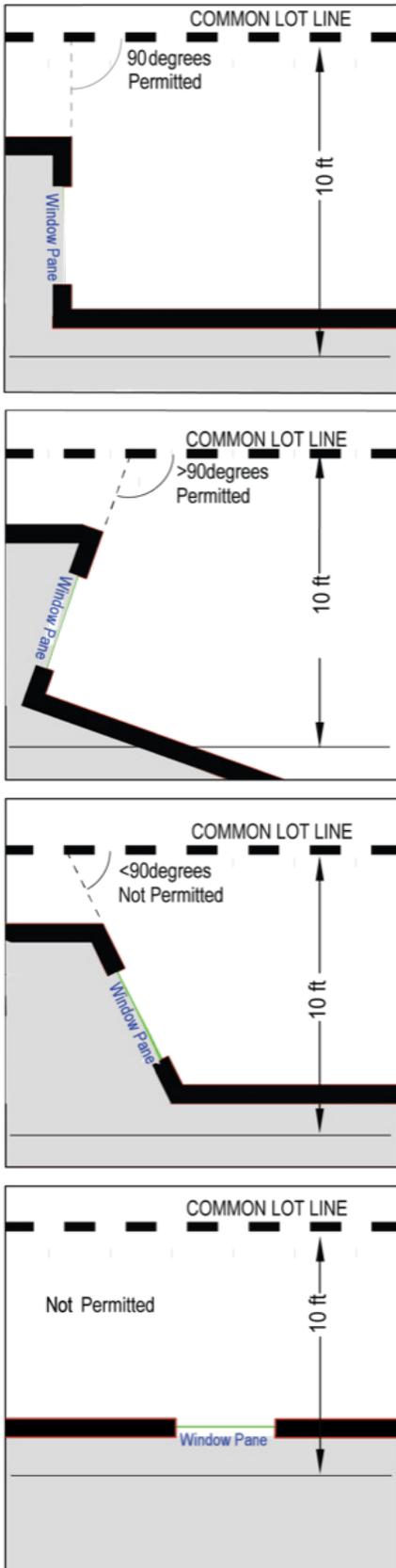


Diagram I. Permitted orientation for windows within 10 feet of a COMMON LOT LINE.

2. FACADE Projections

- a. No part of any building may project forward of the REQUIRED BUILDING LINE except for: overhanging eaves, AWNINGS, SHOPFRONTS, signs, BAY WINDOWS, steps for STOOPS and FRONT PORCHES, BALCONIES, or accessibility ramps approved by the Zoning Administrator in consultation with the ZRC. (See Table A.)
- b. Any encroachment over the CLEAR SIDEWALK and/or the right-of-way requires an encroachment agreement with the City, except for signs, overhanging eaves, and AWNINGS, as set forth herein. (See Table A. Facade Projection Limitations)
- c. STOOPS OR FRONT PORCHES:
 - (i) All required FRONT PORCHES shall be completely covered by a roof.
 - (ii) FRONT PORCHES may be screened (insect screening) when all architectural elements (columns, railings, etc.) occur on the outside of the screen.
 - (iii) STOOPS must be fully covered by a roof or CANOPY.
 - (iv) Finished floor height shall be no more than 8 inches below the first interior finished floor level of the building.
 - (v) See the individual BUILDING FORM STANDARDS for additional dimensional standards.
 - (vi) See Section 194.J Architectural Standards, for design standards for FRONT PORCHES and STOOPS.
- d. Ground STORY AWNINGS and CANOPIES
See Section 194.G Architectural Standards, for design standards for AWNINGS and CANOPIES.
- e. BAY WINDOWS:
 - (i) shall have an interior clear width of between four and eight feet at the FACADE;
 - (ii) at the ground STORY shall project no more than 24 inches beyond the REQUIRED BUILDING LINE;
 - (iii) at the second STORY and above, shall project no more than 42 inches beyond the REQUIRED BUILDING LINE; and
 - (iv) shall not project into the right-of-way or over the CLEAR SIDEWALK.

Table A. FACADE Projection Limitations	Reference	Limit
ADA Ramps		ROW
AWNINGS, CANOPIES, ground floor	2.(d)	
BAY WINDOWS	2.(e)	ROW
BALCONIES	2.(f)	ROW
Eaves		ROW
SHOPFRONTS	per BFS	ROW
Steps / STOOPS / FRONT PORCHES	per BFS	ROW
PROJECTING SIGNS	26-194.I	
Consult the Zoning Administrator and ZRC for all encroachments into the ROW; additional requirements may apply.		

- f. **BALCONIES¹:**
Where an individual BUILDING FORM STANDARD permits, BALCONIES being used as a method for achieving the required PRIVATE OPEN AREA shall:
- (i) meet all prescriptions in its BUILDING FORM STANDARD,
 - (ii) be enclosed by balustrades, railings, or other means that are not less than 50% opaque;
 - (iii) not otherwise be enclosed above a height of 42 inches, except with insect screening and/or columns/posts supporting a roof or connecting with another BALCONY above; and have either:
 - (a) a recess in the FACADE behind the BALCONY of at least 18";
 - or
 - (b) must be fully covered by, and posted up to, a roof.
 Alternately, where a BALCONY aligns with a BALCONY on a different STORY, it may post up to the BALCONY above.

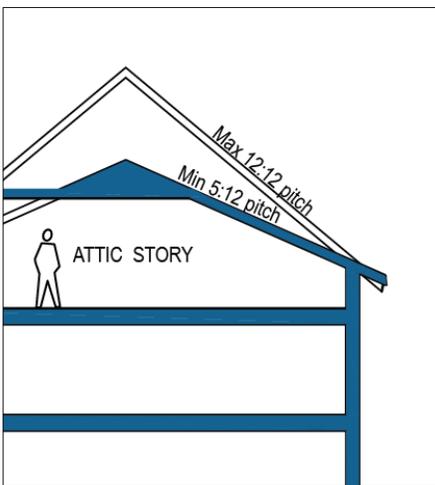


Diagram J. ATTIC STORY

3. An ATTIC STORY does not count against the maximum height in feet or STORIES, provided it meets the following standards:
 - a. There is not more than one floor level within the roof.
 - b. ATTIC STORY windows fronting the REQUIRED BUILDING LINE may only be located in DORMERS.
 - c. DORMERS for ATTIC STORIES are permitted so long as they do not break the primary eave line, are individually less than 15 feet wide, and their collective width is not more than 60 percent of the FACADE.
 - d. The habitable area in an ATTIC STORY is restricted by the limitations on roof pitch.
4. Roof configurations are regulated in 194. *Architectural Standards, D. Roofs and Parapets.*

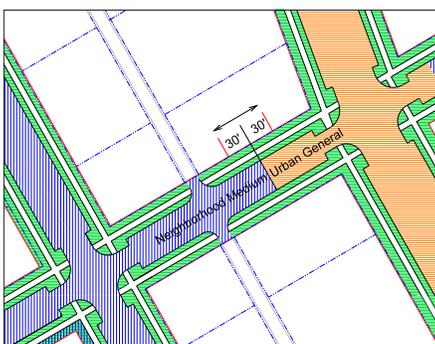


Diagram K. Frontage designation flexibility

D. Frontage Designation Flexibility

When the building frontage designation shown on the REGULATING PLAN changes along a property's REQUIRED BUILDING LINE (RBL), the applicant has the option of applying either BUILDING FORM STANDARD for a maximum additional distance of 30 feet in either direction, for that parcel only, from the transition point shown on the REGULATING PLAN. This flexibility is limited by the configuration of the REGULATING PLAN (including the parcel lines) at the time of its adoption. An adjustment greater than 30 feet requires a rezoning. (See Diagram K)

E. Civic Buildings

When CIVIC BUILDINGS, existing or proposed, are designated on the REGULATING PLAN, they are exempt from the BUILDING FORM STANDARD provisions except those that relate to F. *Neighborhood Manners* and/or R-1 and R-2 districts.

¹ Note of Intent: These standards are to ensure suitability for use as PRIVATE OPEN AREA. They do not apply to other balconies or decks.

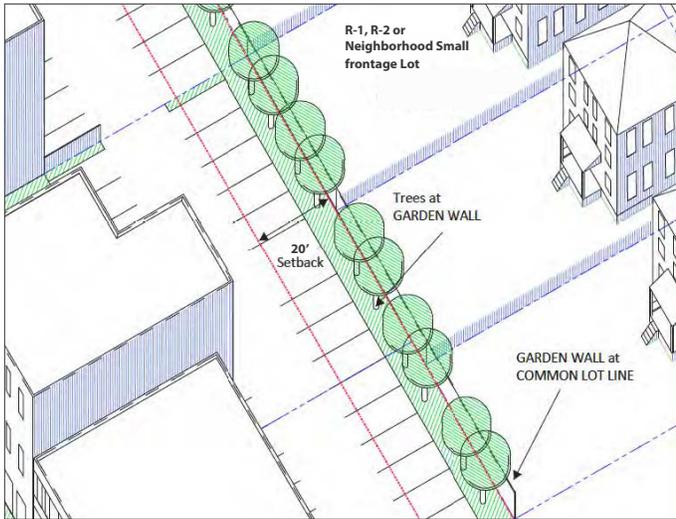


Illustration L. Neighborhood Manners Context

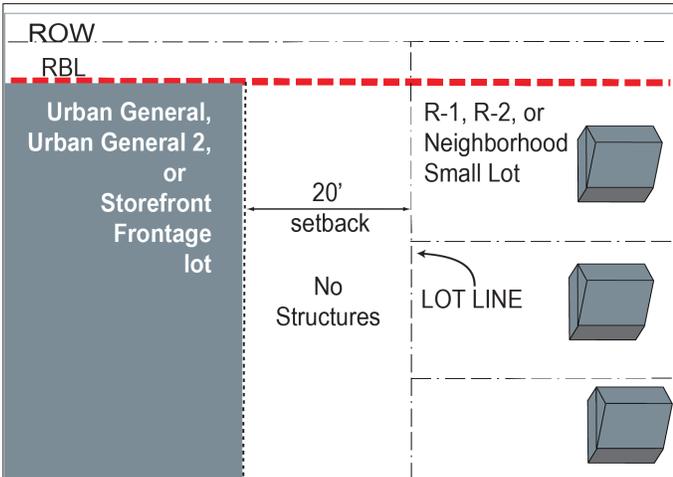


Diagram M. Neighborhood Manners Setback

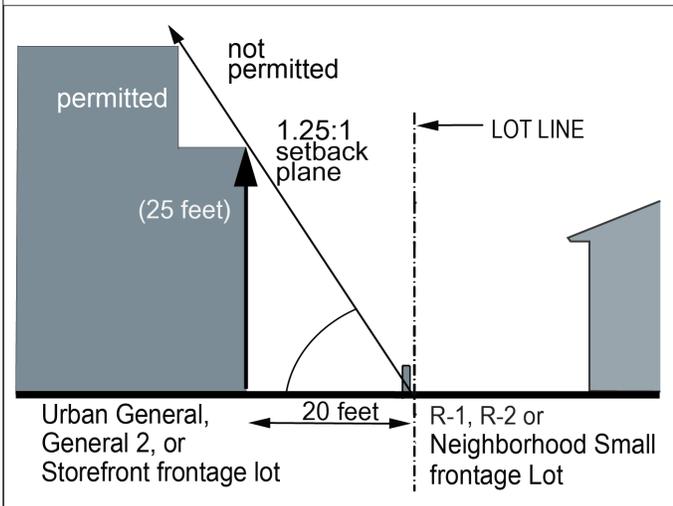


Diagram N. Neighborhood Manners Setback Plane

F. Neighborhood Manners

Where Urban General, Urban General 2, and Storefront frontage lots share a COMMON LOT LINE with a Neighborhood Small or Medium frontage lot, or an R-1 or R-2 district, the following standards apply (See Illustration L.).

1. A masonry wall, 4 to 8 feet in height, shall be constructed within one foot of the COMMON LOT LINE.
2. Trees from the *Street Tree List* (see Section 195 *Public Realm Standards*) shall be planted, on maximum 30-foot centers, between 5 and 10 feet from the wall. At planting, trees shall be at least 2.5 inches in diameter at designated breast height (DBH) and at least 8 feet in overall height.
3. Neighborhood Manners Setback (See Diagram M):
 - a. There shall be a 20 foot setback from the lot line shared with the R-1 or R-2 or Neighborhood Small or Medium frontage lot. There shall be no structures within this area.
 - b. There shall be a setback plane, beginning at the R-1 or R-2 or Neighborhood Small or Medium frontage lot line, extending at a slope of one and one quarter to one (1.25: 1), beyond which no building or structure (including parking structures) is permitted. (See Diagram N.)
 - c. Balconies or rear decks above the first STORY level are not permitted on building elevations facing and within 40 feet of a Neighborhood Manners Setback¹.
4. The Neighborhood Manners Setback shall be adjusted with any frontage change per D. *Frontage Designation Flexibility* above.

¹ Note of Intent: This standard is purposefully not written as "BALCONIES". It addresses privacy concerns, to ensure balconies are not overlooking private space/back yards

G. Accessory Dwelling Units (ADU)

1. ACCESSORY DWELLING UNITS are permitted for owner-occupied detached or attached single-unit dwellings only. Properties with ADUs shall not be considered duplexes.
 - a. ADUs may take the form of ENGLISH BASEMENTS or in the BUILDABLE AREA at the rear of the lot (often called a Granny Flat or, when above a garage, a Carriage House).
 - b. ADUs have the following maximums:
 - (i) a 600 square foot footprint (this does not apply to ENGLISH BASEMENT units); and
 - (ii) one bedroom;
 - (iii) rental occupancy, no more than two adults; and
 - (iv) no more than one ADU per lot.

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193.2 Urban General Frontages

A. Illustrations and intent

The Urban General frontage is the basic American “downtown” building frontage, once typical in towns and cities across the United States. Multi-story buildings with closely spaced entrances and windows are lined up shoulder to shoulder behind the sidewalk, filling out the BLOCK-face.

This frontage is for street-oriented, downtown-type buildings. These building forms can accommodate a range of uses, allowing retail shopfronts, office or residential buildings, and/or mixed-use buildings, with service access and parking lots in the BLOCK interior, accessed from the ALLEY.



Note: These photos and statements are provided as illustrations of intent and are advisory only. They are not regulatory. Refer to the standards on the following pages for the specific standards of the Urban General Building Form Standard.



B. Example Building Configurations and Placement

Note: These diagrams illustrate some of the building configurations possible under the Placement standards on the following page. They do not represent fully designed buildings nor do they fully address issues such as parking or the International Building Code. Refer to the following pages for the specific standards of the Urban General Frontage.

The Urban General frontage standards provide a great deal of flexibility. Once the minimum height and frontage build-out requirements are met, the building behind the FACADE can take most any configuration. These diagrams, aligned above the Placement Diagram from the standards on the following pages, illustrate a few of the possible configurations a building can take under the General Urban BUILDING FORM STANDARDS. The green area represents the required PRIVATE OPEN AREA—which in Urban General frontages may be on or above ground, including on the roof.

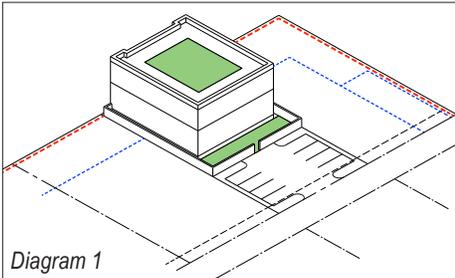


Diagram 1 shows a simple bar building. The FACADE meets the required percentage build-out and minimum height and has a STREET WALL spanning the unbuilt REQUIRED BUILDING LINE. The PRIVATE OPEN AREA is provided on the roof, with additional rear yard area. The building is likely configured with units facing the street or the rear yard. A surface parking lot is accessed from the ALLEY.

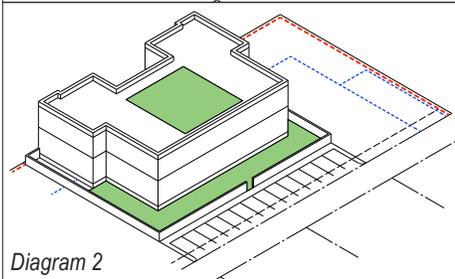


Diagram 2 shows a building with a forecourt entry. The FACADE spans most of the REQUIRED BUILDING LINE to meet its build-out requirement—the forecourt takes advantage of the percentage of the frontage not required to have a building on it. The PRIVATE OPEN AREA is provided on the roof, with additional rear yard area. Parking for the building is directly off the ALLEY.

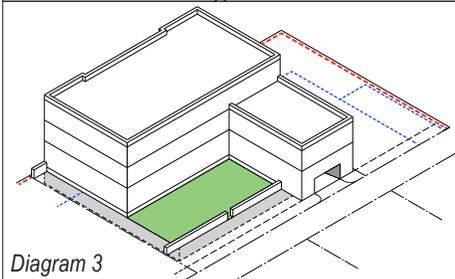


Diagram 3 shows a building with a lower, rear "L" section. The PRIVATE OPEN AREA requirement is met with a rear yard. This diagram suggests basement-level parking, accessed from the ALLEY. Larger buildings may have to meet parking requirements with a combination of inside/under the building, and/or off-site arrangements.

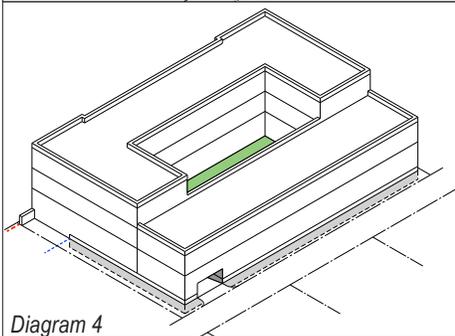


Diagram 4 shows a building with a central courtyard, providing a shared PRIVATE OPEN AREA for its occupants. This diagram also suggests semi-basement level parking, under the elevated first floor and accessed from the ALLEY.

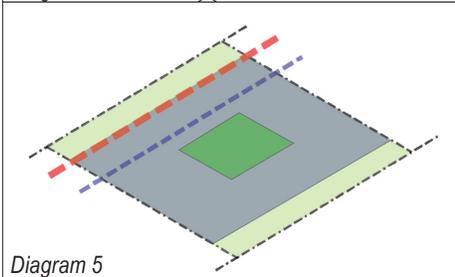
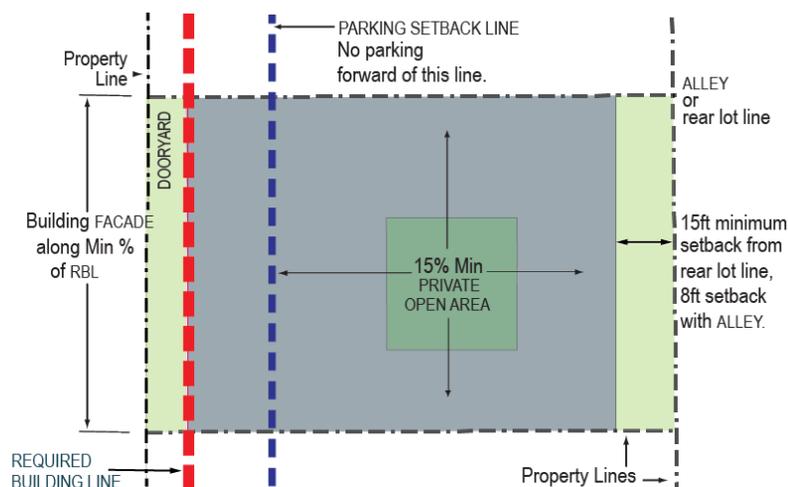


Diagram 5. This is a re-oriented *Placement Diagram* for the Urban General frontages, provided for reference. The red dashed line is the REQUIRED BUILDING LINE, the blue dashed line is the PARKING SETBACK LINE, the gray area is the BUILDABLE AREA, and the green rectangle within it represents the PRIVATE OPEN AREA. This is more fully explained in the frontage standard itself, located on the following pages.

193.2 Urban General & Urban General 2 Frontages



C. PLACEMENT

1. FACADE

- On each lot the building FACADE shall be built to the REQUIRED BUILDING LINE (RBL) for at least:
 - Urban General: 80% of the RBL length.
 - Urban General 2: 70% of the RBL length.
- A STREET WALL is required on any unbuilt REQUIRED BUILDING LINE.
- Within 12 feet of the BLOCK CORNER, the GROUND STORY FAÇADE may be chamfered to form a corner entry.
- A FORECOURT configuration may be used within the minimum build-to parameters provided:
 - All elevations facing the FORECOURT are regulated as FACADES;
 - the FORECOURT depth is no more than 20' and the width between 15' and 30';
 - the FORECOURT may not be used for parking, drop-off driving area or storm-water management;
 - the FORECOURT opening does not require a STREET WALL.
- In case of conflict, these standards shall supersede vision triangle requirements in the Code of Ordinances.

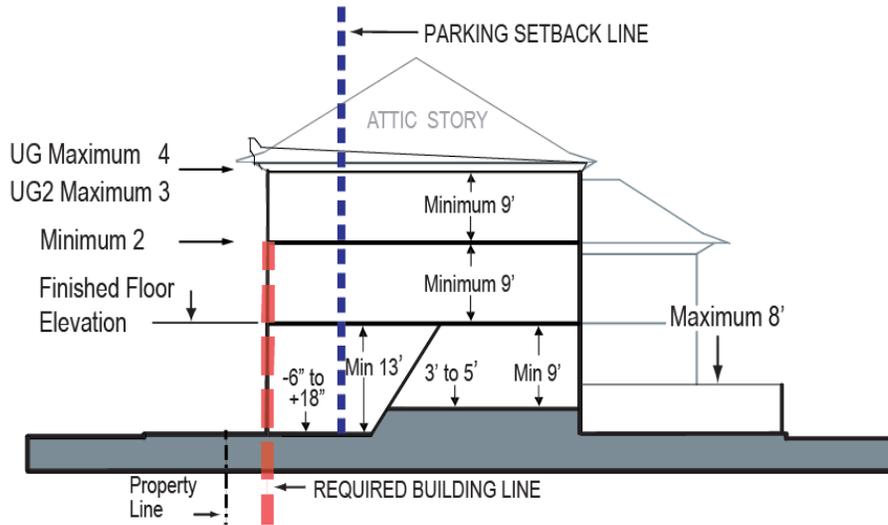
2. BUILDABLE AREA

- The BUILDABLE AREA is delineated by the gray area in the diagram above.
- The REQUIRED BUILDING LINE is indicated on the REGULATING PLAN. It is generally located 1' off the ROW/property line for Urban General and 5' off for Urban General 2. The exact position of the RBL should be confirmed in consultation with the Zoning Administrator and ZRC.
- Setbacks: there are no required side setbacks; rear setbacks are: 8' from an ALLEY and 15' if no ALLEY.
- The maximum building footprint is 25,000 Sq Ft.
- A PRIVATE OPEN AREA equal to at least 15% of the BUILDABLE AREA must be provided on every lot.
- The minimum PRIVATE OPEN AREA dimension is 18'
- Up to 33% of the required PRIVATE OPEN AREA may be satisfied by the BALCONIES of individual units which are exempt from the minimum dimension in f. above, and PARKING SETBACK LINE restrictions in h. and i. below. (See 193.1. General Standards, C. Elements, 2.f. Balconies, for qualifying BALCONY requirements.)
- The PRIVATE OPEN AREA must be located behind the PARKING SETBACK LINE when it is below the third STORY.
- Where provided at or above the third STORY, the PRIVATE OPEN AREA may be located forward of the PARKING SETBACK LINE (such as in a raised courtyard configuration) only if:
 - it opens onto no more than one STREET-SPACE, and
 - is set back at least 30' from any BLOCK CORNER or BUILDING CORNER.
- When on the building's highest roof level, the PRIVATE OPEN AREA may be located anywhere on the roof.

3. Other

- The PARKING SETBACK LINE is indicated on the REGULATING PLAN, generally 30' behind the REQUIRED BUILDING LINE, with limited exceptions at ALLEY/RBL intersections. See F.4. Rear Lot Area below.
- A PRIVACY FENCE is permitted and may be required. See Section 193.1.E. Neighborhood Manners.

193.2 Urban General Frontage & Urban General 2 Frontages



D. HEIGHT

See Section 193.1.B. for information about measuring height.

1. Building Height

- a. Urban General: minimum at RBL 2 STORIES, maximum 4 STORIES and 52'
- b. Urban General 2: minimum at RBL 2 STORIES, maximum 3 STORIES and 42'
- c. STORY heights may be different for specific locations; refer to the REGULATING PLAN.

2. Ground floor finished elevation

- a. For Commercial or Retail: -6" to +18"
- b. For Residential units within 30' of the REQUIRED BUILDING LINE: 3' to 5'. Entrances may be at grade, with transitions within the building to meet the minimum finished floor elevation for the units. Support functions such as lobbies, rental offices, and club rooms may be located at grade.

3. Second floor finished elevation

- a. Urban General: 16' to 22'
- b. Urban General 2: 16' to 18'

4. GROUND STORY finished CLEAR HEIGHT

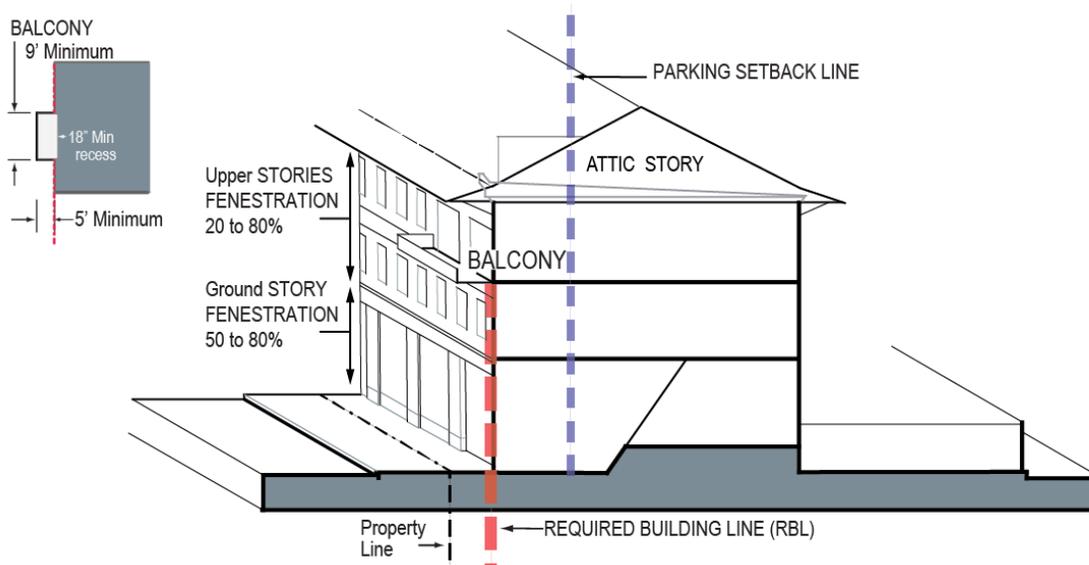
- a. For Commercial or Retail: 13' minimum
- b. For Residential: 9' minimum

5. Upper STORIES finished clear height: 9' minimum

6. STREET WALL: 4' to 8'

7. PRIVACY FENCE: 8' Maximum, measured from adjacent grade.

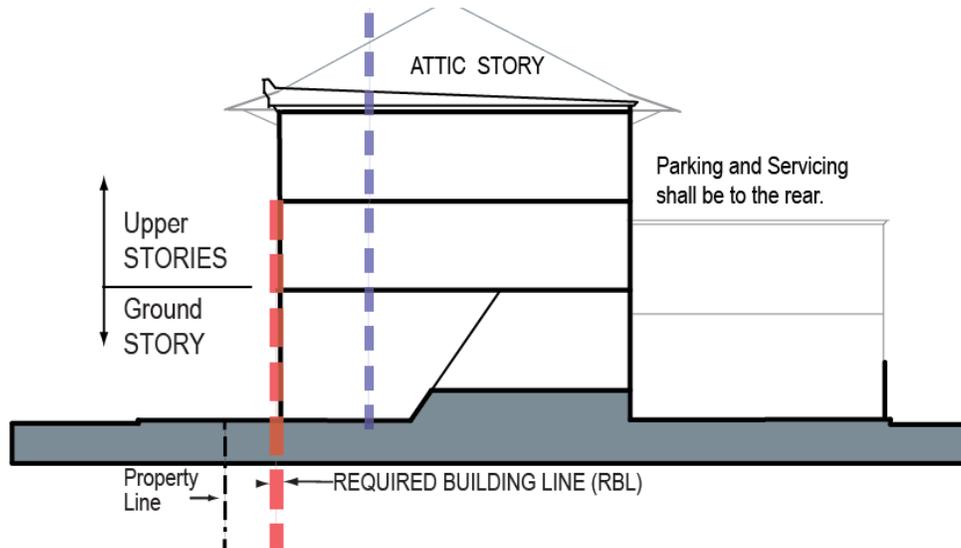
193.2 Urban General Frontage & Urban General 2 Frontages



E. ELEMENTS

1. **FENESTRATION, GROUND STORY:** 50 to 80%
2. **FENESTRATION, upper STORIES:** 20 to 80%
3. **ATTIC STORY:** permitted within the parameters of *Sections 193.C.3. above and 194.D. Architecture.*
4. **BALCONIES:** (Applicable where a BALCONY is used to contribute to the PRIVATE OPEN AREA calculation): Minimum depth 5', minimum width 9'.
5. **FACADE entry doors:** Maximum door to door distance:
 - a. Urban General: 70'
 - b. Urban General 2: 80'
 - c. All upper STORY uses must be directly accessible from the STREET-SPACE through a FACADE entry. Unenclosed or partially enclosed exterior staircases may not be used to access upper STORY units.

193.2 Urban General Frontage & Urban General 2 Frontages



F. USES

See Section 197. Building Functions for specific parameters and/or performance standards.

1. Ground STORY:

- a. Urban General: Non-Residential or Residential
- b. Urban General 2: Non-Residential or Residential
- c. Residential uses are permitted on all STORIES. See the Height standards, above for specific configuration standards for GROUND STORY Residential.

2. Upper STORIES: Residential or Non-Residential (no Retail).

- a. Non-Residential uses are not permitted above a Residential use.
- b. Retail is only permitted in a second STORY where it is an extension of a GROUND STORY retail business and is no larger in gross floor area than that GROUND STORY retail space.

3. ATTIC STORY: Residential or Non-Residential. Additional habitable space is permitted within the roof where it is configured as an ATTIC STORY

4. Rear Lot Area:

- a. In addition to the other permitted GROUND STORY uses, parking and loading is permitted behind the PARKING SETBACK LINE.
- b. For lots with an ALLEY/REQUIRED BUILDING LINE intersection, where there is an additional parking area designated on the REGULATING PLAN, parking is permitted in this area when:
 - i. it is within a building and under a habitable second STORY;
 - ii. the FACADE of the building enclosing the parking meets all requirements;
 - iii. it is 2' off the front of the REQUIRED BUILDING LINE; and
 - iv. within 62' of the rear lot line.

193.3 Storefront Frontage



A. Illustrations and intent

Note: These photos and statements are provided as illustrations of intent and are advisory only. They are not regulatory. Refer to the standards on this page and the previous pages for the specific rules of the Storefront Building Form Standard.

This is the quintessential American “main street” frontage, with retail and restaurant uses on the ground floor and residences or offices upstairs. The overall building form is the same as the Urban General frontage, but with large display windows across the ground floor FACADE and frequent entrances along the street. Display windows should be large to allow unimpeded views into the interior of the shop. Closely spaced mullions or muntins, punched windows, and horizontal grids should be avoided.

B. Storefront Frontage Specifications

Where the Storefront frontage is designated on the REGULATING PLAN, the ground STORY configuration shall be that of a SHOPFRONT. The BFS standards for Urban General apply with the following exceptions and modifications:

1. **FENESTRATION:** GROUND STORY: 70 to 90%
2. **Frontage Build-To Minimum:** 85%
3. **Ground STORY uses:** Within 30' of the REQUIRED BUILDING LINE, uses are limited to non-residential categories. Frontages on Main Street between 1st and 6th Streets are generally limited to retail sales and service, and eating and drinking establishments. A lobby and/or entry, serving an upper STORY use, is permitted on the GROUND STORY. At the owner's discretion, that lobby or entry portion of the FACADE may be governed by the Urban General or the Storefront frontage standards. *See Section 197. Building Functions for specific parameters and/or performance standards.*
4. **Shopfront Encroachment:** Up to 2'. The SHOPFRONT may encroach beyond the REQUIRED BUILDING LINE into the DOORYARD, but not into the CLEAR WALKWAY or right of way.
5. **FACADE Entry Doors:** Maximum door to door: 50'

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193.4 Neighborhood Medium Frontage

A. Illustrations and intent

The Neighborhood Medium frontage is designed to fit comfortably into an existing neighborhood context, allowing redevelopment with a slightly increased scale and intensity. This frontage allows attached dwellings (rowhouses, duplexes), detached houses, COTTAGE COURTS, and/or small apartment buildings. The character and intensity of this frontage varies depending on the scale of its context. These frontages generally have rear yards and parking accessed from an ALLEY.

Note: These photos and statements are provided as illustrations of intent and are advisory only. They are not regulatory. Refer to the standards on the following pages for the specific standards of the Neighborhood Medium Building Form Standard.



B. Example Building Placement Configurations

Note: These diagrams illustrate some of the building configurations possible under the Placement standards on the following page. They do not represent fully designed buildings nor do they address issues such as parking or the International Building Code. Refer to the following pages for the specific standards of the Neighborhood Building Form Standards.

These diagrams, aligned above the Placement Diagram from the standards on the following pages, illustrate a few of the possible configurations a building can take under the Neighborhood Medium and Neighborhood Small BUILDING FORM STANDARDS. The green area represents the required PRIVATE OPEN AREA.

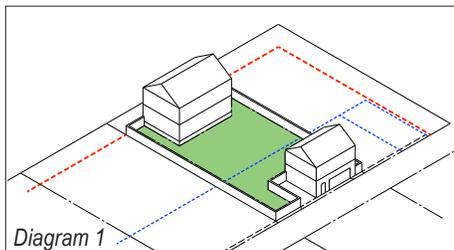


Diagram 1 shows a detached house, single-unit or two-unit. The area at the rear of the lot shows a 2-story building—a garage with an accessory dwelling unit or extra room above it. There could be a sidewing connecting the garage to the main house. The house has its own side and rear yards providing the required PRIVATE OPEN AREA.

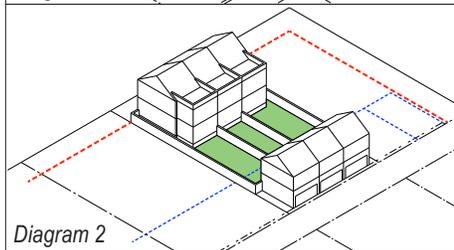


Diagram 2 is a set of three rowhouses. The buildings may be attached single-family units, with each unit on a separate lot, or they may be by a multi-unit building on a single lot. The area at the rear of each rowhouse has 2 ground level parking spaces with an accessory dwelling unit (ADU) or extra room above the garage. Each rowhouse has a DOORYARD, with its PRIVATE OPEN AREA provide by a rear yard and rear terrace.

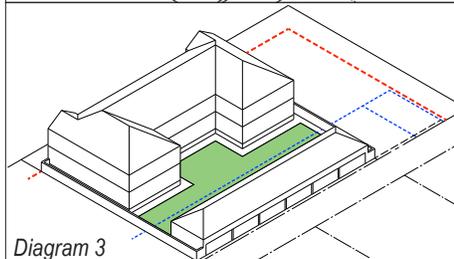


Diagram 3 represents a small apartment building. The building has sidewings that project into the rear yard of the building. The rear of the lot has a parking shed, accessed from the ALLEY. The green area between the parking shed and the main building satisfies the PRIVATE OPEN AREA requirement.

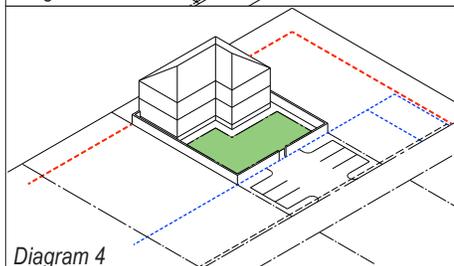


Diagram 4 is a small apartment building on one lot. The building is likely configured as a “double-loaded corridor” building with units facing the street or the rear yard. The green area behind the main building satisfies the PRIVATE OPEN AREA requirement with a shared yard. A surface parking lot is accessed from the ALLEY.

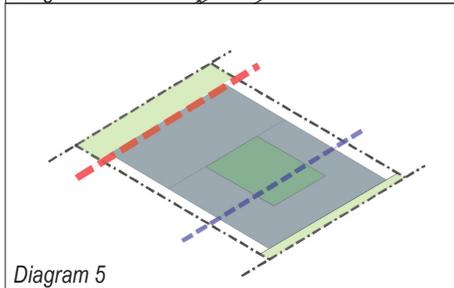
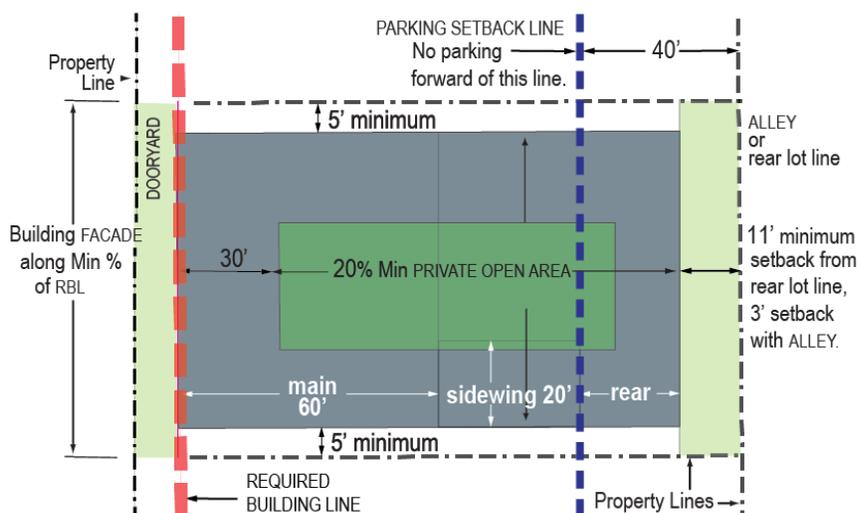


Diagram 5. This is a re-oriented *Placement Diagram* for the Neighborhood frontages, provided for reference. The red dashed line is the REQUIRED BUILDING LINE, the blue dashed line is the PARKING SETBACK LINE, the gray area is the BUILDABLE AREA, and the green rectangle within it represents the PRIVATE OPEN AREA. This is more fully explained in the frontage standard itself, located on the following pages.

193.4 Neighborhood Medium Frontage

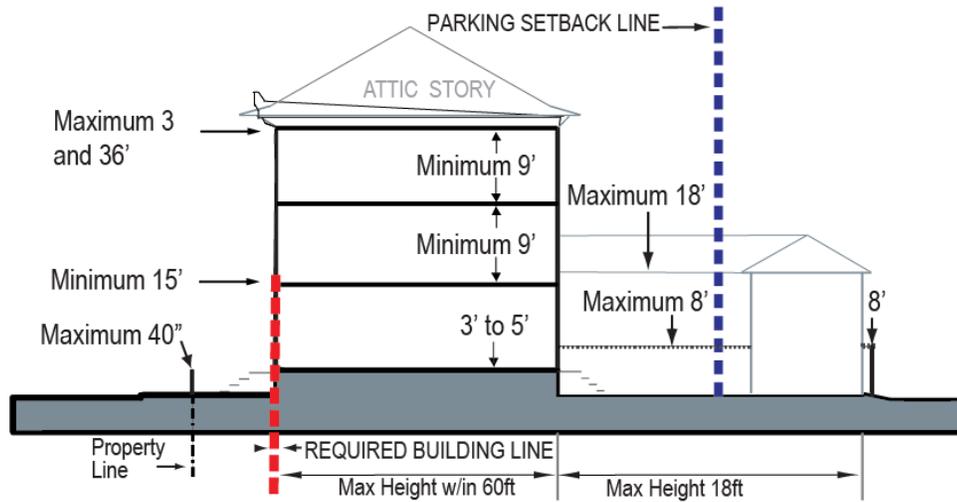


C. PLACEMENT

1. **FAÇADE** On each lot the building FAÇADE shall be built to the REQUIRED BUILDING LINE (RBL) for at least 66% of the RBL length.
2. **A STREET WALL** or PRIVACY FENCE is permitted on any unbuilt REQUIRED BUILDING LINE.
3. **Maximum FAÇADE width:** No individual structure or attached set/group of ROWHOUSES may exceed a maximum FAÇADE frontage length of 80 Ft. A gap of at least 10' is required between each building or set of ROWHOUSES.
4. **BUILDABLE AREA**
 - a. The BUILDABLE AREA is delineated by the gray area in the diagram above. The main portion of the BUILDABLE AREA is within 60' of the RBL. The SIDEWING BUILDABLE AREAS are between the main and rear BUILDABLE AREAS and within 20' of each side setback.
 - b. The REQUIRED BUILDING LINE is indicated on the REGULATING PLAN. It is generally located 15' off the ROW/property line for Neighborhood Medium. The exact position of the RBL should be confirmed in consultation with the Zoning Administrator and ZRC.
 - c. Setbacks: 5' each side lot line¹; 3' from an ALLEY and 11' from rear lot line where there is no ALLEY.
 - d. A PRIVATE OPEN AREA equal to at least 20% of the BUILDABLE AREA must be provided on every lot.
 - i. The minimum PRIVATE OPEN AREA dimension is 18'.
 - ii. The PRIVATE OPEN AREA must be located at least 30' behind the REQUIRED BUILDING LINE.
 - iii. The PRIVATE OPEN AREA must be at grade, except BALCONIES and extremely shallow lots, as specified in v. below;
 - iv. Up to 33% of the required PRIVATE OPEN AREA may be satisfied through the BALCONIES of individual ROWHOUSES and/or units, which are exempt from *i* and *ii* above.
 - v. The PRIVATE OPEN AREA for lots with less than 70' from the REQUIRED BUILDING LINE to the rear setback, may be above grade.
5. **Other**
 - a. The PARKING SETBACK LINE is indicated on the REGULATING PLAN, generally 40' from the rear lot line, with limited exceptions at ALLEY/RBL intersections and for other special conditions, see *F.3. Rear Lot Area*, below. The side setback for parking is 3' from any COMMON LOT LINE.
 - b. The minimum ROWHOUSE width, measured parallel to the RBL, is 18'.
 - c. A PRIVACY FENCE is permitted, at or behind the REQUIRED BUILDING LINE, on COMMON LOT LINES, and on rear lot lines.

¹ This setback does not prohibit sets of attached houses (ROWHOUSES) whose combined width does not exceed the maximum FAÇADE width listed above. It is a setback from other sets of rowhouses and/or adjacent lots.

193.4 Neighborhood Medium Frontage



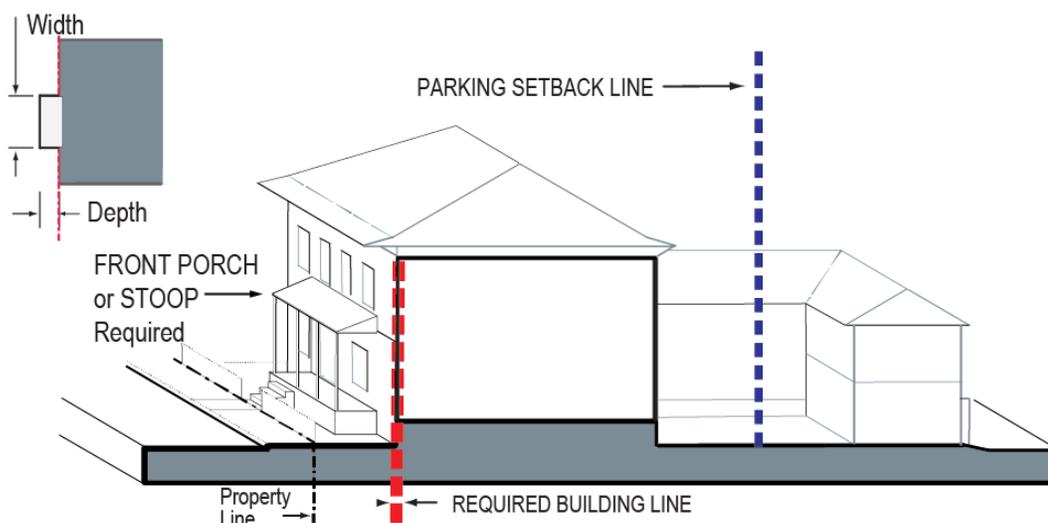
D. HEIGHT

1. Building Height:

- a. At and within 60' of the RBL: minimum 15' at RBL, maximum 3 STORIES and 36 feet.
- b. SIDEWING and rear lot area: maximum 18'.

- 2. **Ground floor finished elevation:** within 30' of the REQUIRED BUILDING LINE, 3' to 5'. Entrances may be at grade, with transitions to meet the minimum finished floor elevation within the building interior. This this does not prohibit an ACCESSORY UNIT in an ENGLISH BASEMENT form.
- 3. **All STORIES clear height:** 9' minimum
- 4. **STREET WALL:** permitted, 4' to 8'
- 5. **DOORYARD wall or fence:** permitted, maximum 40". This is an optional low garden wall or fence surrounding the DOORYARD area. See Section 194. Architectural Standards, I. Street Walls and Fences.
- 6. **PRIVACY FENCE:** permitted, 6' maximum, measured from adjacent grade.

193.4 Neighborhood Medium Frontage



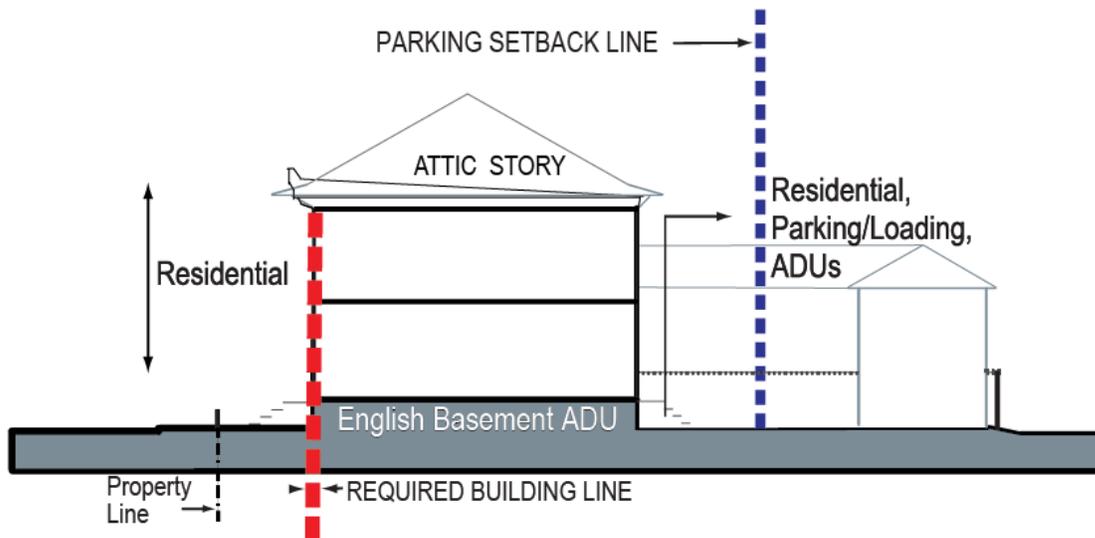
E. ELEMENTS¹

1. **FENESTRATION, all STORIES:** 25 to 70%
2. **A STOOP or FRONT PORCH²** is required:
 - a. **FRONT PORCH:** minimum width 10', minimum depth 8'
 - b. **STOOP:** for **SMALL APARTMENTS**, width 10' to 15', depth 6' to 8'; for all others, width 4' to 6', depth 3' to 5'
 - c. For **ROWHOUSE** or duplex configurations this requirement applies to each **ROWHOUSE** or to each unit for a duplex.
3. **BALCONIES:**
Required on the upper **STORIES** of **SMALL APARTMENTS** with more than 45' of frontage width. **ROWHOUSES** are not subject to this requirement. Where used to satisfy this requirement, or as part of the **PRIVATE OPEN AREA** calculation, the below dimensions are required:
 - a. **BALCONIES** shall cumulatively be a minimum 1/3rd the **FACADE** width for each upper **STORY**.
 - b. Minimum depth 5', Minimum width 7';
4. **ATTIC STORY:** permitted within the parameters of *Section 194.D*.
5. **FACADE Entries:** All dwellings must have at least one entry in the **FACADE** that provides direct access to the **STREET-SPACE**, whether through a shared lobby or their own entry door. **ADUs** are exempt but must have a clear access to the **STREET-SPACE**.
6. **Upper STORY Access:** Unenclosed or partially enclosed exterior staircases may not be used to access upper **STORY** dwelling units.

¹ See Section 194. Architectural Standards, for specific **FACADE** materials & configuration requirements.

² **STOOPS** and **FRONT PORCHES**, by definition, encroach into the **DOORYARD**.

193.4 Neighborhood Medium Frontage



F. USES

See Section 197. Building Functions for specific parameters and/or performance standards.

1. **All STORIES:** Residential.
2. **Accessory Dwelling Units:** permitted for owner-occupied attached and detached single-unit dwellings. (See 193.1 General Standards, G. Accessory Dwelling Units, above.)
3. **Rear Lot Area:**
 - a. In addition to the residential use, parking and loading is permitted, behind the PARKING SETBACK LINE.
 - b. For lots with an ALLEY/REQUIRED BUILDING LINE intersection, where there is an additional parking area designated on the REGULATING PLAN, parking is permitted in this area when:
 - i. it is within a building;
 - ii. the FACADE of the building enclosing the parking meets all requirements;
 - iii. it is 2' off the front of the REQUIRED BUILDING LINE; and
 - iv. within 40' of the rear lot line.

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193.5 Neighborhood Small Frontage

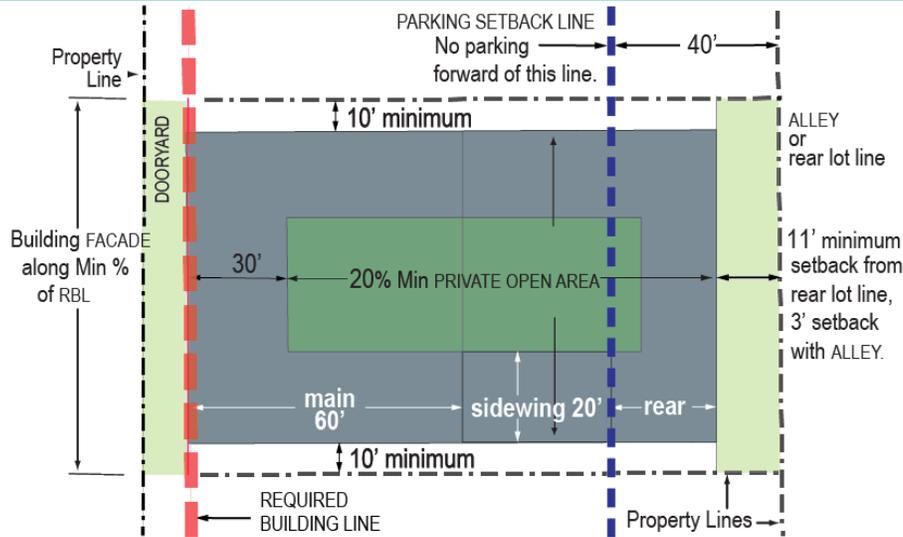
A. Illustrations and intent

The Neighborhood Small frontage is designed to fit comfortably into an existing neighborhood context, allowing redevelopment at a similar or slightly increased scale and intensity. This frontage includes houses (detached and attached), and/or small apartment buildings. The character and intensity of this frontage varies depending on the scale of its context. These frontages generally have rear yards and parking accessed from an ALLEY.

Note: These photos and statements are provided as illustrations of intent and are advisory only. They are not regulatory. Refer to the standards on the following pages for the specific standards of the Neighborhood Medium Building Form Standard.



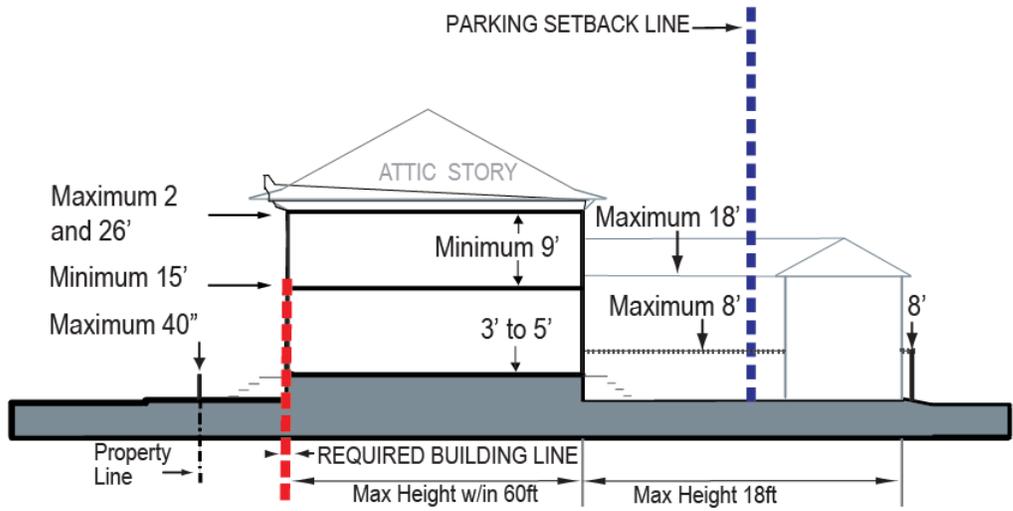
193.5 Neighborhood Small Frontage



B. PLACEMENT

1. **FACADE:** On each lot the building FAÇADE shall be built to the REQUIRED BUILDING LINE (RBL) for at least 50% of the RBL length.
2. **A STREET WALL** or PRIVACY FENCE is permitted on any unbuilt REQUIRED BUILDING LINE.
3. **Maximum FACADE width:** No individual structure or attached set/group of ROWHOUSES may exceed a maximum FAÇADE frontage length of 60 Ft. A gap of at least 10' is required between each building or set of rowhouses.
4. **BUILDABLE AREA**
 - a. The BUILDABLE AREA is delineated by the gray area in the diagram above. The main portion of the BUILDABLE AREA is within 60' of the RBL. The SIDEWING BUILDABLE AREAS are between the main and rear BUILDABLE AREA and within 20' of each side setback.
 - b. The REQUIRED BUILDING LINE is indicated on the REGULATING PLAN. It is generally located 15' off the ROW/property line for Neighborhood Small. The exact position of the RBL should be confirmed in consultation with the Zoning Administrator and ZRC.
 - c. Setbacks: 10' each side lot line; 3' from an ALLEY and 11' from rear lot line where there is no ALLEY.
 - d. A PRIVATE OPEN AREA equal to at least 20% of the BUILDABLE AREA must be provided on every lot.
 - i. The minimum PRIVATE OPEN AREA dimension is 18'.
 - ii. The PRIVATE OPEN AREA must be located at least 30' behind the REQUIRED BUILDING LINE.
 - iii. The PRIVATE OPEN AREA must be at grade, except BALCONIES and extremely shallow lots, as specified in v. below;
 - iv. Up to 33% of the required PRIVATE OPEN AREA may be satisfied through the BALCONIES of individual ROWHOUSES and/or units, which are exempt from *i* and *ii* above.
 - v. The PRIVATE OPEN AREA for lots with less than 70' from the REQUIRED BUILDING LINE to the rear setback, may be above grade.
5. **Other**
 - a. The PARKING SETBACK LINE is indicated on the REGULATING PLAN, generally 40' from the rear lot line, with limited exceptions at ALLEY/RBL intersections and for other special conditions, see *E.3. Rear Lot Area below*. The side setback for parking is 3' from any COMMON LOT LINE
 - b. The minimum ROWHOUSE width, measured parallel to the RBL, is 18'.
 - c. A PRIVACY FENCE is permitted, at or behind the REQUIRED BUILDING LINE, on COMMON LOT LINES, and on rear lot lines.

193.5 Neighborhood Small Frontage



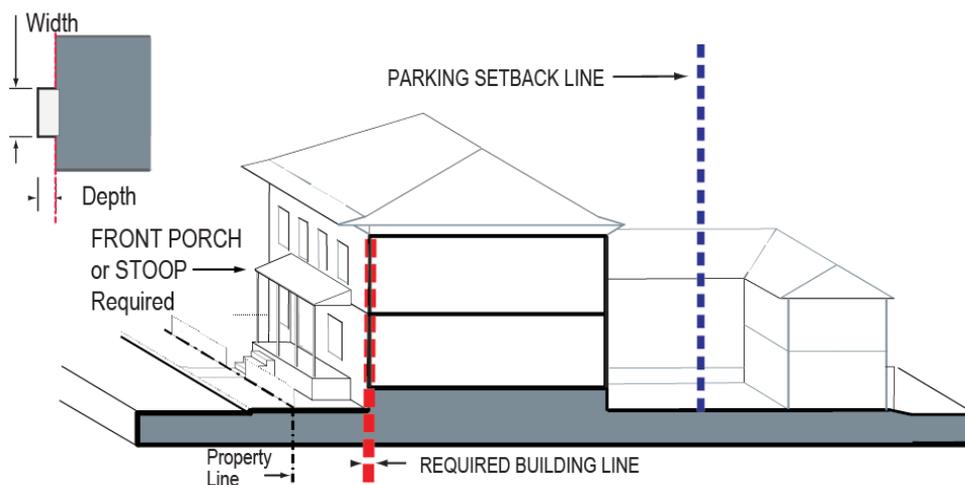
C. HEIGHT

1. Building Height:

- a. At and within 60' of the RBL: minimum 15', maximum 2 STORIES and 26 feet.
- b. Sidewing and rear lot area: maximum 18'.

- 2. **Ground floor finished elevation:** within 30' of the REQUIRED BUILDING LINE: 3' to 5'. Entrances may be at grade, with transitions to meet the minimum finished floor elevation within the building interior. This this does not prohibit an ACCESSORY UNIT in an ENGLISH BASEMENT form.
- 3. **All STORIES CLEAR HEIGHT:** 9' minimum
- 4. **STREET WALL:** permitted, maximum 6'.
- 5. **DOORYARD wall or fence:** permitted, maximum 40". This is an optional low garden wall or fence surrounding the DOORYARD area.
- 6. **PRIVACY FENCE:** permitted, 6' maximum along RBL, 8' maximum along COMMON LOT LINES and rear lot lines, measured from adjacent grade.

193.5 Neighborhood Small Frontage



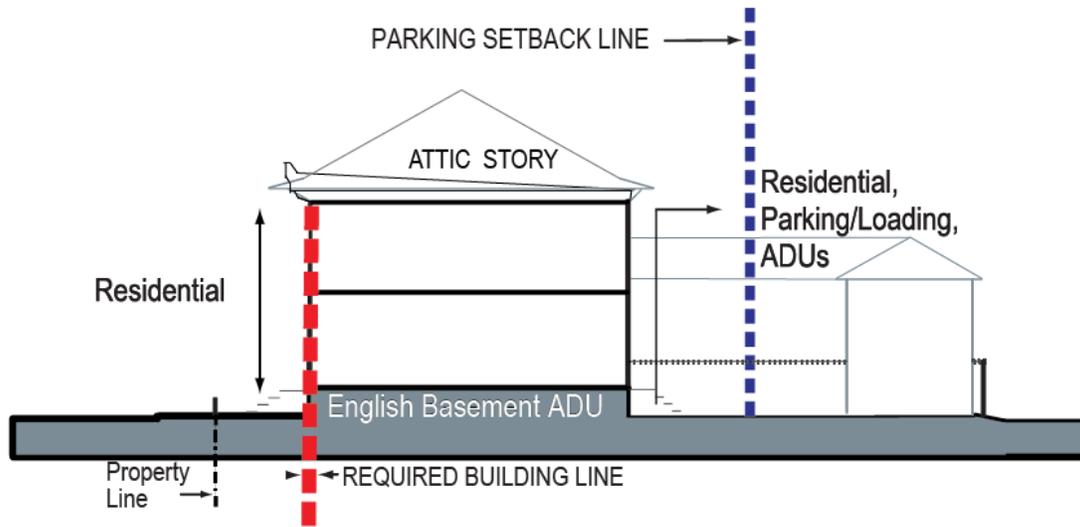
D. ELEMENTS¹

1. **FENESTRATION, all STORIES:** 25 to 70%
2. **A STOOP or FRONT PORCH²** is required:
 - a. FRONT PORCH: minimum width 10', minimum depth 8
 - b. STOOP: for SMALL APARTMENTS, width 6' to 10', depth 6' to 8'; for all others width 4' to 6', depth 3' to 5'
 - c. For ROWHOUSE configurations, this applies to each ROWHOUSE or to each unit for a duplex.
3. **BALCONIES:**
Required on the upper STORIES of SMALL APARTMENTS with more than 45' of frontage width. Where used to satisfy this requirement, or as part of the PRIVATE OPEN AREA calculation, these dimensions are required:
 - a. BALCONIES shall cumulatively be a minimum 1/3rd the FACADE width for each upper STORY. ROWHOUSES are not subject to this requirement.
 - b. Minimum depth 5', minimum width 7';
4. **ATTIC STORY:** permitted within the parameters of *Section 194.D*.
5. **FACADE Entries:** All dwellings must have at least one entry in the FACADE that provides direct access to the STREET-SPACE, whether through a shared lobby or their own entry door. ADUs are exempt but must have a clear access to the STREET-SPACE.
6. **Upper STORY Access:** Unenclosed or partially enclosed exterior staircases may not be used to access upper STORY dwelling units.

¹ see Section 194. Architectural Standards, for specific FACADE materials & configuration requirements,

² STOOPS and FRONT PORCHES, by definition, encroach into the DOORYARD.

193.5 Neighborhood Small Frontage



E. USES

See Section 197. Building Functions for specific parameters and/or performance standards.

1. **All STORIES:** Residential.
2. **Accessory Dwelling Units:** permitted for owner-occupied ROWHOUSES and detached houses. (See 193.1 General Standards, G. Accessory Dwelling Units, above.)
3. **Rear Lot Area:**
 - a. In addition to the residential use, parking and loading is permitted, behind the PARKING SETBACK LINE.
 - b. For lots with an ALLEY/REQUIRED BUILDING LINE intersection, where there is an additional parking area designated on the REGULATING PLAN, parking is permitted in this area when:
 - i. it is within a building;
 - ii. the FACADE of the building enclosing the parking meets all requirements;
 - iii. it is 2' off the front of the REQUIRED BUILDING LINE; and
 - iv. within 40' of the rear lot line.

193.6 Cottage Courts in Neighborhood Frontages



Note: The photos above are provided as illustrations of intent and are advisory only. They are not regulatory. Refer to the standards below for the specific standards for COTTAGE COURTS.

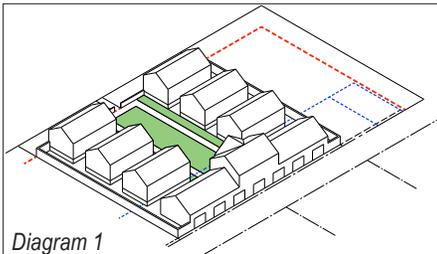


Diagram 1
COTTAGE COURT with a COTTAGE above the parking shed

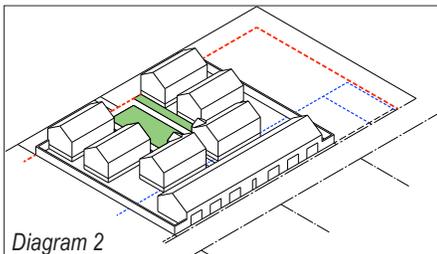


Diagram 2
COTTAGE COURT with 6 COTTAGES

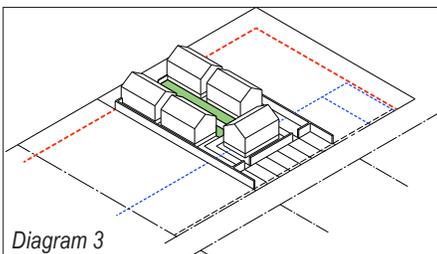


Diagram 3
A small COTTAGE COURT with 5 COTTAGES and a rear parking lot

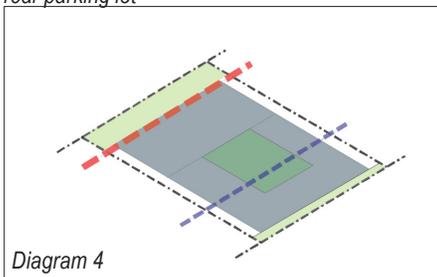


Diagram 4

See 193.4 Neighborhood Medium or 193.5 Neighborhood Small for the base frontage standards.

A. Cottage Court Specifications

Where a COTTAGE COURT configuration is being proposed, all rules of the designated Neighborhood Frontage apply, with the following additions and modifications:

1. The minimum lot width necessary for a cottage court is 66' in Neighborhood Medium frontages and 76' in Neighborhood Small frontages
2. Minimum 5' separation between all buildings (walls).
3. Minimum COTTAGE width and/or length of 18'.
4. Maximum COTTAGE and/or unit footprint of 700 sq ft (parking garages and parking sheds are not limited by this)
5. Maximum height of 1 ½ STORIES or 18'.
6. Maximum 2 bedrooms per cottage.
7. Maximum rental occupancy 2 adults (children are not precluded).
8. The Central Courtyard:
 - a. Must be contiguous with the RBL and open to the RBL not less than 80% of the widest COURTYARD dimension (parallel to the RBL).
 - b. Must be open to the STREET-SPACE, with no wall or fence taller than 40" above the average fronting CLEAR SIDEWALK elevation.
 - c. Must be configured as a simple rectangle,¹ with no more than one width and/or depth variation.
 - d. Must be between 20' and 70' wide and between 40' and 90' deep.
 - e. Must be a green space, not more than 1/3rd paved.²
 - f. Satisfies the PRIVATE OPEN AREA requirement.
9. COTTAGES not on the RBL shall front the central COURTYARD. Elevations fronting the COURTYARD will be regulated as FACADES.
10. At least 15' of each COTTAGE must be contiguous along the COURTYARD.
11. All COTTAGE roofs shall be simple hip or gable roofs with a pitch between 5:12 and 12:12. Shed roofs, minimum pitch 3:12, are permitted on dormers, porches, and parking sheds.
12. A PRIVACY FENCE is required on the side lot lines behind the RBL.
13. Vehicle parking must be behind the PARKING SETBACK LINE.

1. The central COURTYARD for irregular lots may vary to accommodate the shape of the side lot lines, but must maintain a simple shape, as approved by the Zoning Administrator.

2. All paved areas, other than central COURTYARD walkways, must be reviewed by the ZRC.

Section 26-194. Architectural Standards

A. General Purpose and Intent

The primary purposes of the *Architectural Standards*, working in tandem with *Section 26-193. Building Form Standards*, is to complement and reinforce the pedestrian environment and STREET-SPACE of the Character Districts through the application of high quality materials and architectural designs. These standards are intended to result in construction that is simple and functional, includes sustainable elements, and that will result in quality development that uses durable materials and design. A wide range of architectural expressions, from traditional to contemporary, can be achieved through these standards. The character of new building FACADES should complement the materials and general scale of surrounding district buildings and, through application of these standards, create a cohesive ensemble of buildings within the Character District.

These *Architectural Standards* include basic parameters for functional building element configurations and a palette of exterior building materials. In order to establish and maintain a sense of place, these standards specify an architectural aesthetic of load-bearing walls and regional materials. The standards also specify details, such as window proportions, roof or cornice configurations, shopfronts, and overhangs. Buildings should reflect and complement the traditional materials and techniques of the greater Cedar Falls region.

B. General Principles

1. Applicability:

- a. These standards apply to all new construction within the Character Districts, unless otherwise expressly stated in this section. *See Section 26-63 Proportionate Compliance* for specific applicability when remodeling or renovating existing structures.
- b. Where CLEARLY VISIBLE FROM THE STREET-SPACE:
 - (i) Many of these standards apply only where clearly visible from the STREET-SPACE. Note that the definition of STREET-SPACE includes parks, SQUARES, and CIVIC GREENS but NOT ALLEYS.
 - (ii) These controls concentrate on the public realm and views from the public realm, and minimize interference in the private realm. For example, an architectural element that is visible only through an opening in a STREET WALL is NOT CLEARLY VISIBLE FROM THE STREET.

2. Materials

- a. All building materials shall express their structural properties. For example, stronger and heavier materials (masonry) should be located below lighter materials (wood). Material changes should occur at logical construction locations (such as at an inside corner).
- b. EQUIVALENT OR BETTER:

Materials, techniques, and product types listed in this Section are prescribed. Where indicated, materials that are EQUIVALENT OR BETTER may be proposed to the Zoning Administrator and ZRC for review according to the Minor Adjustments process established in Section 26-39, not including any materials specifically prohibited in the individual sub-Section. The Zoning Administrator will maintain a list of approved materials containing materials that have met this standard and are therefore permitted under this section.

Character District Sections: 26-191 to 26-198

- 191. Introduction & Definitions
- 192. Regulating Plans
- 193. Building Form Standards
- 194. Architectural Standards**
- 195. Public Realm Standards
- 196. Parking & Loading
- 197. Building Functions
- 198. Reserved
- 199. Reserved

C. Architectural Standards: Building Walls

1. Purpose and Intent

BUILDING FACADES define the **PUBLIC REALM**, or **STREET-SPACE**. All walls should express the construction techniques and structural constraints of their building materials. These standards are intended to achieve simple configurations and solid craftsmanship.

Photographs are provided as illustrations of intent, with no regulatory effect. They shall not imply that every element in the image is permitted. Refer to the standards on the following page for the specific requirements of this section.



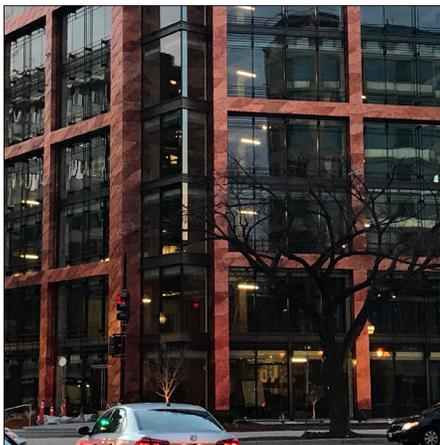
Building with stone and brick FACADE



Cast iron SHOPFRONT with brick second STORY



Material change at an interior corner, a logical structural location.



Building with copper FACADE



Recent all-brick townhouses with significant architectural detailing



Stucco building FACADE.

2. Applicability

The standards in this section apply to all building walls that are **CLEARLY VISIBLE FROM THE STREET-SPACE**. Where expressly stated, they also apply to additional building elevations.

3. Primary FAÇADE Materials
 - a. Any of the following building materials shall be used on a minimum of 75% of the FACADE area. This measurement shall be calculated as a percentage of the wall portion of the FACADE, exclusive of FENESTRATION.
 - (i) Brick and terra cotta;
 - (ii) Natural stone;
 - (iii) Stucco (cement plaster); prefabricated stucco panels and sprayed on stucco finishes are prohibited;
 - (iv) Cast iron, copper, stainless steel (18-8 or better), or titanium metal.
 - b. For Neighborhood frontages only:
 - (i) Wood or approved fiber cement siding;
 - (ii) Vinyl siding may be used to replace other types of siding on existing single-unit residential buildings. On other buildings with existing vinyl siding, that siding may be replaced or repaired with vinyl siding and any additions may be clad with vinyl siding.
 - c. Additional materials may be proposed to the Zoning Administrator and ZRC for review under the EQUIVALENT OR BETTER standard, see *Section B.2.b* above.
4. Secondary Materials

Any of the following materials are permitted on a maximum of 25% of the FAÇADE area and on all side and rear elevations.

 - a. All permitted primary materials;
 - b. Metal (heavy gauge & non-reflective);
 - c. Ground- or Split-faced block (integrally colored);
 - d. Glass block;
 - e. Decorative tile;
 - f. Pre-cast masonry;
 - g. Durable foam-based products, such as Fypon, may be used for architectural detailing; and
 - h. EIFS (Exterior Insulation and Finishing System) and other synthetic materials may be used above the second story, if on the ZRC Approved Alternate Materials List.
5. Prohibited Materials
 - a. Styrofoam;
 - b. Vinyl (except as noted above for Neighborhood frontages) and aluminum siding.
6. Configurations and Techniques
 - a. When different materials are used on a FACADE, heavier materials shall be used below lighter materials (i.e., stone below brick; brick below metal panel; brick below siding).
 - b. All masonry, including brick, block, and stone, shall be in an apparent load-bearing configuration.
 - c. Where siding, including panels, is not mitered at corners, siding shall incorporate corner boards on the outside building corners to conceal raw edges.
 - d. Wall openings (FENESTRATION) must:
 - (i) have a vertical dimension equal to or greater than the horizontal dimension unless otherwise specifically permitted in these district standards;
 - (ii) correspond to the interior space and shall not span across building structure such as a floor or wall.
 - e. Wood Siding and Wood Simulation Materials
 - (i) Horizontal siding shall be configured with a maximum board exposure of 8 inches.
 - (ii) Board and batten siding shall have a maximum board width of 10 inches.
 - (iii) Siding and shingles shall be smooth, not rough-sawn finish.
 - (iv) Shall not come in contact with the ground surface.
 - f. Stucco:
 - (i) Shall have a smooth or sand finish only; no rough textured finish.
 - (ii) Shall not come in contact with the ground surface.
 - g. All exposed masonry walls (i.e., STREET WALLS, garden and other free-standing walls, and parapets) shall have a cap or coping to protect the top of the wall from weather.

D. Architectural Standards: Roofs, Eaves and Parapets

1. Purpose and Intent

Roofs and parapets are part of the **FACADE** composition (its crown or hat) and contribute to the spatial definition of the **STREET-SPACE**. They should demonstrate common-sense recognition of the climate by utilizing appropriate pitch, drainage, and materials in order to provide visual coherence to the district. Roof forms are not interchangeable. The roof type is integral to the design of the building and its architectural character and the configuration should be appropriate for the building and its **FACADE**.

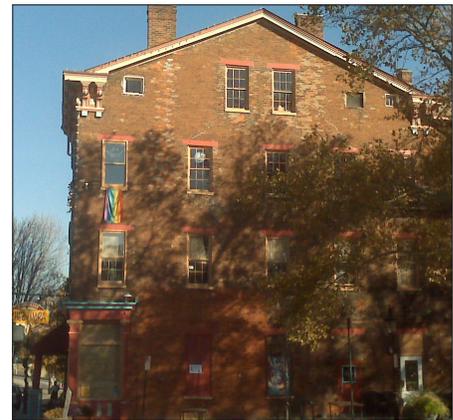
Photographs are provided as illustrations of intent, with no regulatory effect. They shall not imply that every element in the image is permitted. Refer to the standards on the following page for the specific requirements of this section.



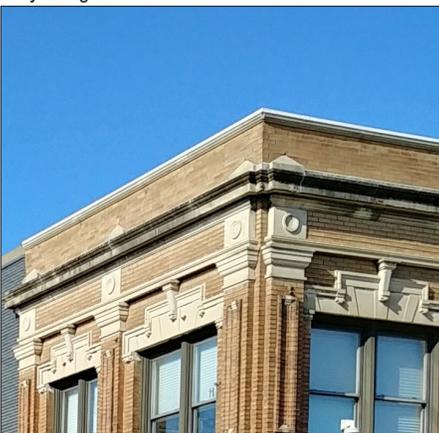
Projecting cornice



Parapet wall as Dutch Gable



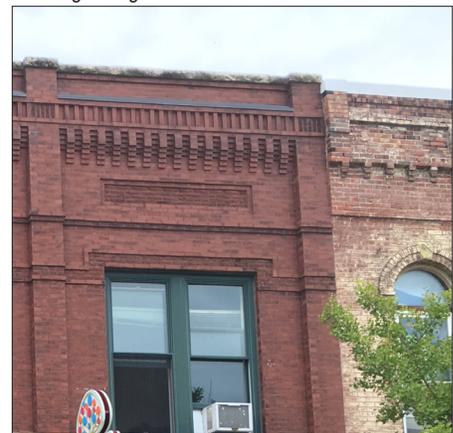
Building with gable eaves and **FACADE** cornice



Parapet wall with projecting cornice



Overhanging eave



Parapet walls with projecting brick corbels

2. Applicability

The standards in this section apply to any roof or parapet that is CLEARLY VISIBLE FROM THE STREET-SPACE.

3. Permitted Roofing Materials

- a. Tile;
- b. Slate, and equivalent synthetic materials or better;
- c. Metal, shingle or standing seam, equivalent or better;
- d. Dimensional architectural grade composition shingles; or
- e. Wood shingles.

3. Prohibited Roofing Materials: corrugated metal

4. Additional Permitted Materials and Elements

- a. Cornices and soffits may be comprised of wood or metal.
- b. Gutters and downspouts may be vinyl and/or metal, in accordance with industry standards.
- c. Parapet wall materials, exclusive of copings, shall match the building wall.

5. Additional materials may be proposed to the Zoning Administrator and ZRC for review under the EQUIVALENT OR BETTER standard, see *Section B.2.b* above.

6. Configurations and Techniques

- a. Flat roofs are allowed except in COTTAGE COURT configurations.
- b. Pitched Roofs
Roof pitch is measured as rise over run. For example, a 4:12 pitched roof increases 4" in height for every 12" of horizontal distance.
 - (i) Roofs that cover the main body of a building shall have a slope of no less than 5:12 and no more than 12:12.
 - (ii) The roofs of FRONT PORCHES, STOOPS, and BALCONIES shall have a slope of no less than 2:12 and no more than 6:12.
 - (iii) The end walls of a Dutch gable or gambrel roof may extend up above the roof line to form a parapet.
 - (iv) Pitched roofs, except those on the FACADE side of the building, may be "cut out" to allow roof access for terraces and mechanical equipment. The cut out area may not be within 18 inches of end of the individual exterior wall nor within 18 inches of the roof ridge.
- c. Overhang Requirements
 - (i) There shall be a 10 to 30 inch overhang near the top of the primary structure, with the exception of parapet walls, which have a minimum overhang of 3". This does not apply to walls on/at COMMON LOT LINES or rear elevations.
 - (ii) Buildings may satisfy the overhang requirement with eaves, a cornice, or similar form projecting horizontally from near the top of the building wall or above the ceiling of the uppermost STORY.
- d. Other Elements
 - (i) Roof-mounted equipment is permitted only when screened from view (from the STREET-SPACE) by the building's parapet wall.
 - (ii) Skylights, solar shingles, and solar panels that are flat and flush to the roof are permitted; however, non-flat/flush panels should be mounted at least 5 feet from the roof outer edge/eaves or behind the parapet wall.

E. Architectural Standards: Windows and Doors

1. Purpose and Intent

The placement, configuration, type, and size of windows and doors on the **FACADE** greatly influences the scale and character of the **STREET-SPACE**. For Storefront frontages, windows allow interplay between the ground floor interiors and the sidewalk. Commercial uses (especially restaurants and retail establishments) benefit from exposure to the passers-by and the **STREET-SPACE** benefits from the visual activity. For residences, windows foster the “eyes on the street” surveillance which provides for the security and safety for the area.

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Door with transom and sidelight windows



Windows recessed behind **FACADE** surface



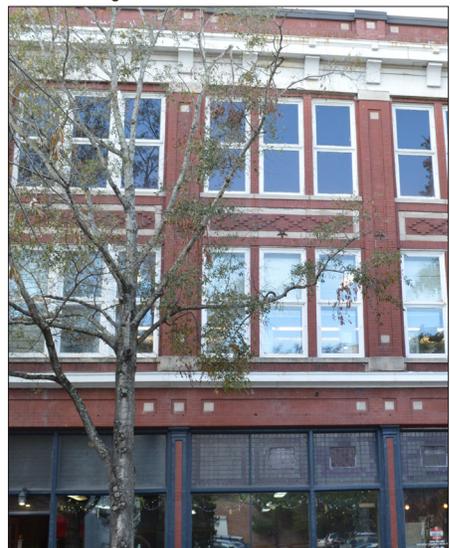
Ground STORY **SHOPFRONT** and upper story double-hung windows



Grouped windows



SHOPFRONT windows with stained glass transom



Grouped windows

2. Applicability

The standards in this section apply to any window or door that is CLEARLY VISIBLE FROM THE STREET-SPACE. See *Section 26-63* for specific applicability when remodeling or renovating existing structures. Specific requirements and exceptions for SHOPFRONTS are provided in section *F. Shopfronts*, below.

3. Materials

- a. Glass panes must be clear, with low reflectivity and light transmission at the GROUND STORY of at least 75%. SHOPFRONT transoms are excluded from this restriction.
- b. Doors shall be of wood, clad wood, glass, steel, or any combination thereof.
- c. Shutter materials shall be wood or clad wood.
- d. Additional materials may be proposed to the Zoning Administrator and ZRC for review under the EQUIVALENT OR BETTER standard, see *Section B.2.b* above.

4. Configurations and Techniques

- a. All Windows except SHOPFRONTS (see *F. Shopfronts*, below)
 - (i) The horizontal dimension of the opening shall not exceed the vertical dimension except for transom windows above an entrance;
 - (ii) Windows may be grouped horizontally if each grouping is separated by a mullion, column, pier, or wall section that is at least seven inches wide. A group is limited to a maximum of five windows;
 - (iii) Windows should be subdivided to provide a pedestrian scale. The maximum dimensions for glass panes are 60 inches vertical by 36 inches horizontal.
 - (iv) Window panes shall be recessed behind the surface of the FACADE a minimum of three inches, except for BAY WINDOWS and SHOPFRONTS.
 - (v) Windows must correspond to the clear height within a building and may not span across building structure such as floor structural and mechanical thicknesses. Windows on different story levels must be separated by a minimum 24-inch wall or framing element.
 - (vi) Window types: single-, double-, and triple-hung, hopper, awning, casement, clerestory, and transom.
 - (vii) Fixed windows are only permitted as part of a window grouping that includes an operable window.
 - (viii) Egress windows may be installed as required by the applicable building code.
 - (ix) Snap-in mullions and MUNTIN are permitted but not considered in any proportion calculation or measurements for fenestration.
 - (x) Exterior shutters, when used, shall be sized and mounted appropriately for the window (one-half the width).
- b. GROUND STORY Windows and Doors
 - (i) Double-height entryways (those that span more than one STORY) are not permitted.
 - (ii) General and Storefront FACADE doors shall not be recessed more than four feet¹ behind their FACADE and, in any case, shall have a clear view and path to a minimum 45-degree angle past the perpendicular from each side of the door into the STREET-SPACE. Doors may not encroach into the right-of way when opened.
- c. Upper STORY Windows

On all upper STORIES, a minimum of 40% of the window area, per STORY, must be operable.
- d. Garage doors

When a lot is adjacent to an ALLEY, garage doors shall face towards the ALLEY.

¹ *Note of Intent: there may be historic shopfronts in the downtown that do NOT meet this standard. This is done in consideration of the materials, craftsmanship and aesthetic of contemporary construction (new buildings won't be built out of the same materials or with the same kind of craftsmanship as the historic buildings).*

F. Architectural Standards: SHOPFRONTS

1. Purpose and Intent

SHOPFRONTS enliven the public realm. They improve walkability, with frequent entrances and large display windows providing transparency and connection between the interior activity and the public sidewalk. Display windows should be large to allow unimpeded views into the interior of the shop. Closely spaced mullions or muntins, punched windows, and horizontal grids should be avoided.

2. Applicability

The standards in this section apply to building frontages designated as Storefront on the Character District REGULATING PLAN. They include more requirements than, and some exceptions to, the standards in *Section E. Windows and Doors*, above. Where there is an apparent conflict, these rules apply. Applicants may use the SHOPFRONT standards for any portion of a General Urban frontage, subject to ZRC approval.

3. Requirements and Configurations

- a. The bottom of SHOPFRONT window glass shall be between 1 and 3 feet above the sidewalk and shall run from the sill to a minimum of 8 feet above the sidewalk. Materials per *Section C. Building Walls* must be used below the window sill.
- b. Roll-up garage doors are not permitted for designated Storefront Frontages.
- c. SHOPFRONT window and door glass shall be clear, with light transmission of at least 75%. Transom glass may be tinted, obscured, stained, or glass block.
- d. Individual panes of glass in SHOPFRONTS shall be no larger than 11 feet in height and 6 feet in width.
- e. SHOPFRONT windows and doors may not be made opaque by window treatments, except by operable sunscreen devices within the interior. A minimum of 75% of the FENESTRATION must allow views into the interior for a depth of at least 10 feet.
- f. Shopfront doors must have at least 60% glass. Solid and opaque doors are prohibited.
- g. Shopfront doors must be distinguished by features such as: transom windows, AWNINGS OR CANOPIES, or a recessed entryway.
- h. SHOPFRONTS must be differentiated from the FACADE above by a projection or string course, with a minimum relief of one inch and minimum vertical width of three inches, between each SHOPFRONT and the window-sill level of the second STORY.

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G. Architectural Standards: AWNINGS and CANOPIES

1. Purpose and Intent
 AWNINGS and CANOPIES provide protection from the elements and create shade and shadow on the building, enhance the three dimensional quality, add interest, and can help emphasize a primary building entrance. Open ended AWNINGS are preferred to make blade signs and transom windows more visible from the sidewalk.
2. Applicability
 The standards in this section apply to any AWNING or CANOPY that is CLEARLY VISIBLE FROM THE STREET-SPACE.
3. Materials
 - a. AWNING must be made of commercial-grade fabric and may be either fixed or retractable. High-gloss, plasticized, shiny or reflective materials are prohibited.
 - b. CANOPY framing shall be constructed of either metal or wood.
 - c. CANOPY roofing materials, where CLEARLY VISIBLE FROM THE STREET-SPACE, may be: metal standing seam (5V crimp or equivalent), slate, glass, or durable fabric.
 - d. Additional materials may be proposed to the Zoning Administrator and ZRC for review under the EQUIVALENT OR BETTER standard, see Section B.2.b above.
4. Configurations
 - a. AWNINGS and CANOPIES shall not interfere with utilities, street trees, or other important ROW elements.
 - b. AWNINGS and CANOPIES shall shade windows with the awning top mounted no more than one foot above the opening below.
 - c. AWNING and CANOPY overhangs shall have a minimum of nine feet clear height above the sidewalk and be minimum of four feet deep, measured from the FAÇADE. The maximum depth is to back-of-curb or the TREE LAWN edge, whichever is less. (subject to approval by the Zoning Administrator and ZRC).
 - d. Back-lighting or internal illumination through the AWNING or CANOPY is not permitted.
 - e. One-quarter cylinder configurations are not permitted.
 - f. CANOPIES shall be mounted to the building wall and supported either from below by brackets or from above by cables or chains, or be structurally integrated with the building.

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H. Architectural Standards: FACADE Composition for Large Building Frontages

1. Intent

General and Storefront frontages have additional specific design parameters to ensure that they create a positive pedestrian environment.

2. Applicability

These standards maintain a pedestrian scale, even where the buildings are quite large. They apply to the first four STORIES of the FACADE. This conservatively covers the distance within which one can discern the human face from the street. Building FACADES with 100 feet or more of frontage on a BLOCK FACE are subject to this rule. Lots with street frontage of less than 100 feet on a BLOCK FACE are exempt from this rule for that BLOCK FACE, but shall still include at least one functioning pedestrian street entry and meet all other applicable BUILDING FORM STANDARDS.

3. Facade Composition

The FACADE composition rule is intended to maintain a pedestrian-friendly scale. “FACADE COMPOSITION” is the arrangement and proportion of FACADE materials and elements (windows, doors, columns, pilasters, bays). “Complete and discrete” distinguishes one part of the FACADE from another to give the appearance of distinct FACADES.

a. For each BLOCK FACE, FACADES along the REQUIRED BUILDING LINE shall present a complete and discrete vertical FACADE COMPOSITION for the STREET-SPACE, at no greater than the following average STREET FRONTAGE lengths:

- (i) 60 feet for Storefront frontages;
- (ii) 75 feet for General frontages.

These are average frontage lengths; the FACADE may be composed of bays of different sizes to achieve the average; uniform spacing is not required.

b. Each FACADE COMPOSITION shall include at least one functioning street entry door.

c. The FACADE COMPOSITION requirement may be satisfied by liner shops, which are shallow shops located in front of larger footprint uses such as grocery stores or parking structures.

d. To achieve a complete and discrete vertical FACADE COMPOSITION within a BLOCK FACE the applicant shall demonstrate that at least two of the following features that distinguish one FACADE COMPOSITION from the next are included:

- (i) Different FENESTRATION proportions of at least 20% in height or width or height:width ratio. (See Figure 1.)
- (ii) Different FACADE configurations, through a change in architectural features, such as FACADE elements, bay rhythm, cornice line, articulation, or detailing; change in the wall plane alone is insufficient. (See Figure 2.)
- (iii) Change in wall material; color changes alone are insufficient.
- (iv) Change in total FENESTRATION percentage with a minimum difference of 12%. Ground floor FACADES are not included.
- (v) Clearly different ground story FACADE composition, using framing material and fenestration proportions.

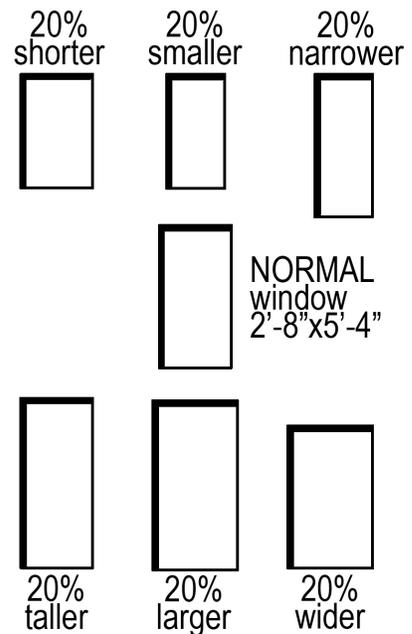


Diagram 1. Illustration of different FENESTRATION proportions

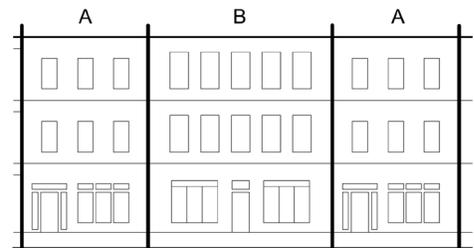


Diagram 2. Illustration of FACADE configurations with a clearly different rhythm

I. Architectural Standards: Street Walls and Fences

1. Purpose and Intent

The STREET-SPACE is physically defined by buildings, walls, or fences. Land should be clearly public or private; in the public view or private and protected.

STREET WALLS establish a clear edge to the STREET-SPACE where there is no building. These requirements include masonry walls that define outdoor spaces and separate the STREET-SPACE from the private realm (e.g. parking lots, gardens, trash cans, and equipment). All STREET WALL faces should be designed as is the building FAÇADE, with the finished side out (i.e. the “better” side facing the STREET-SPACE).

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STREET WALL defining private garden or courtyard



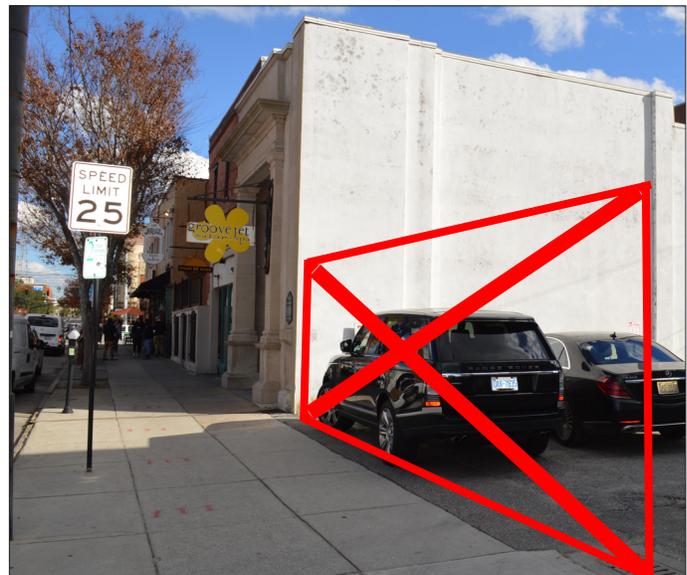
STREET WALL with door



STREET WALL with gate



STREET WALL with gates shielding service area from PUBLIC REALM



Not permitted—no STREET WALL and parking visible from the STREET-SPACE

2. Applicability

The following standards apply to all STREET WALLS and fences that are CLEARLY VISIBLE FROM THE STREET-SPACE.

3. Materials

a. Walls

- (i) Brick;
- (ii) Natural stone
- (iii) Stucco on masonry (such as concrete block or poured concrete)
- (iv) A combination of materials, e.g., stone piers with brick infill panels, masonry with iron or steel.

b. Gates and Fenestration

- (i) Metal, including wrought iron, welded steel and/or electro-plated black aluminum; may also be used for FENESTRATION in the wall itself; or
- (ii) Wood.

c. DOORYARD and Privacy Fences

- (i) Wood;
- (ii) Wrought iron or metal that faithfully imitates wrought iron;
- (iii) Dimensional composite material (synthetic and composite woods); or
- (iv) A combination of any of the above materials with masonry piers.
- (v) Rolled fencing (such as chain link) is prohibited where CLEARLY VISIBLE FROM THE STREET-SPACE.
- (vi) Additional materials may be proposed to the Zoning Administrator and ZRC for review under the EQUIVALENT OR BETTER standard, see Section B.2.b above.

4. Configurations and Techniques

Permitted configurations and techniques (See also Section 26-193. Building Form Standards):

a. STREET WALLS:

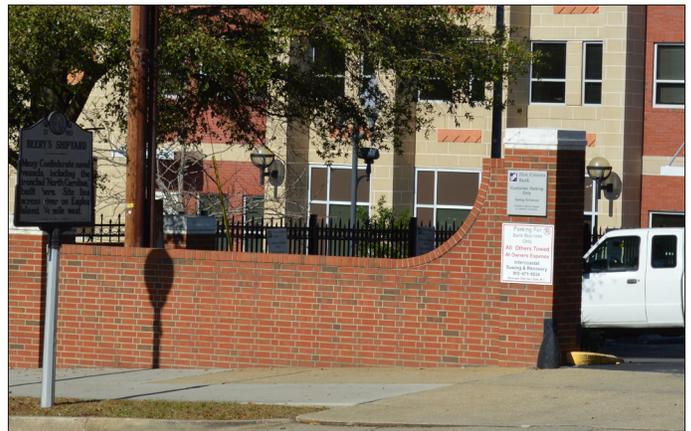
- (i) shall be built to the height and length specified in the applicable BUILDING FORM STANDARD.
- (ii) taller than 5 feet are subject to the FENESTRATION requirements of the applicable BFS frontage; those lower than 5 feet may use the FENESTRATION parameters.

b. DOORYARD Fences and Privacy Fences:

- (i) shall be “finished side” facing the street or adjacent property;
- (ii) DOORYARD fences: must be at least 1/3 open and not solid. Wooden picket boards should not be more than 3.75 inches wide and set so that the space between them is not more than 3 inches wide.



STREET WALLS with coping and wrought iron along an unbuilt street frontage.



J. Architectural Standards: Entry Features, FRONT PORCHES, STOOPS and CANOPIES

1. Purpose and Intent

Building entries are the front door of a building and provide a connection between the building interior and the outside, public activity. They also establish a clear hierarchy and focal point for the building. Entries should be scaled appropriately to the size of the building.

Photographs are provided as illustrations of intent, with no regulatory effect. They shall not imply that every element in the image is permitted. Refer to the standards on the following page for the specific requirements of this section.



Small Apartment Building with a clear entry



Small Apartment Building with a forecourt entry



Rowhouses with entry STOOPS



Urban General building entry with STOOP and CANOPY with BALCONY above.



Small Apartment Building with a FRONT PORCH entry

2. Applicability

The standards in this section apply to all building FACADE entries within a Character District.

3. Materials

Permitted materials for FRONT PORCHES, STOOPS, and other entry features: (For AWNING and CANOPY materials, see Section G. Awnings and Canopies, above.)

- a. Foundation walls and piers of stucco, stone, split-faced concrete, poured concrete with a smooth finish, or brick.
- b. Porch posts, piers, columns or pilasters of wood, or approved fiber cement product, stone, stucco, brick, or split-faced block.
- c. Balustrades of: wood, which must be finished (painted or stained, no raw lumber); large section aluminum; or Zoning Administrator approved synthetic, which must be paintable.
- d. Privacy lattice (max 1” openings) enclosing open foundations.
- e. Additional materials may be proposed to the Zoning Administrator and ZRC for review under the EQUIVALENT OR BETTER standard, see Section B.2.b above.

4. Configurations

Entries should be distinguished by variations in FACADE design, materials, and articulation that clearly identifies the entrance.

- a. Spacing between columns, piers or posts shall be no wider than 1.33 times their height (for example, 9’ tall posts can not be more than 12’ apart).
- b. All required FRONT PORCHES or STOOPS shall be roofed, with supporting posts, brackets, piers or columns and railings. STOOPS may alternately have a CANOPY or AWNING covering. The AWNING or CANOPY may be supported as described in a., above, or hung from the FACADE by chains or wires of not less than 3/8” diameter.
- c. The minimum dimension¹ or diameter for single columns or posts is 7”, 4” if paired/doubled, Turned posts are allowed to have portions with a diameter that are as much as 1/3rd below the minimum. Supporting masonry bases have a 8” minimum dimension, and pilasters must be at least 8” wide x 1” in depth from the FACADE.
- d. Pediments, or any other entry architectural detailing, must be at least 4” in depth from the facade and completely span the entry opening.
- e. CANOPIES must completely cover the STOOP they are overhanging.
- f. Balusters and railings shall be a minimum dimension of 1” (max. 4” dimension) with a max. 3” clear space between them. They must sit on and be attached to the FRONT PORCH or STOOP floor/platform’s top surface, they may not be attached to it’s joists or the side of the platform.
- g. FRONT PORCHES or STOOPS with railings/balustrades shall be at least 30” in height above their floor and fully surround the FRONT PORCHES or STOOP excepting a maximum 6 ft wide front opening and (separate) side opening for any side access.
- h. Porch screen frames may only be mounted behind the columns, posts or piers and intermediate screen supports not less than 3 feet apart.

5. Techniques

Required FRONT PORCHES or STOOPS may be open in any direction. The elevation facing the street(s) shall not be enclosed (except by insect screening) above a level of 40” above the FRONT PORCH or STOOP floor.



CANOPIES and AWNINGS



¹ Note to Staff: “Nominal” lumber dimensions satisfy these requirements.

K. Architectural Standards: Lighting and Mechanical

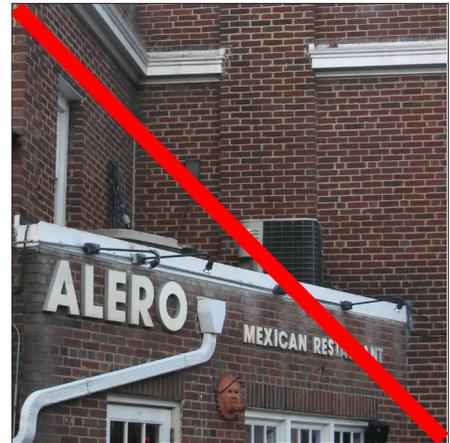
1. Purpose and Intent

These standards are intended to enhance the urban pedestrian context. Appropriate lighting is desirable for night-time visibility, safety, and decoration. However, lighting that is too bright or intense creates glare, hinders night vision, and creates light pollution. Restricting the location of mechanical equipment limits intrusions that would otherwise detract from the public realm. All street lights within a Character District should be pedestrian-scaled. Highway-scale, 'cobra-head,' fixtures are generally not appropriate for true urban contexts and should be limited to intersections where absolutely necessary.

2. Applicability

The standards in this section shall apply to all properties in a Character District. Exceptions may be made to comply with state highway standards where necessary.

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Not permitted, visible from the STREET-SPACE



Not permitted within the STREET-SPACE



Pedestrian-scale street lights



Not permitted, visible from the STREET-SPACE

The illustrations above are examples of mechanical equipment arrangements that are only acceptable away from and/or not visible from a STREET-SPACE (i.e. within an ALLEY or screened from view).

3. Exterior Lighting

a. Pedestrian-scale Streetlights should be:

- (i) coordinated by the Department of Public Works and Cedar Falls Utilities (CFU) and done in accordance with any adopted Streetscape Plan;
- (ii) located on each side of the STREET-SPACE; (See *Section 26-195. Public Realm Standards*) and
- (iii) coordinated with STREET TREE placement and located at least 10 feet apart from one another.

b. Site and Accent Lighting

These standards are intended to prevent light from one property extending beyond the property line onto adjacent properties. Compliance with this subsection is achieved with fixture shielding, directional control designed into the fixture, fixture location, fixture height, fixture aim, or a combination of these methods.

- (i) Site lighting shall be designed to illuminate only the lot. If mounted on poles, lights shall not be mounted higher than 25 feet above grade. An exterior lighting plan shall be approved as consistent with these standards by the Zoning Administrator in consultation with the ZRC.
- (ii) Floodlighting or directional lighting is prohibited except for lighting of loading and service areas, and on CIVIC BUILDINGS or monuments, to highlight architectural features (such as cupolas, towers, or courthouse domes¹), and shall not produce glare into neighboring windows or light trespass into neighboring properties. Floodlights are not permitted for parking lots or outdoor display/storage areas.
- (iii) All under-canopy lights or lights mounted in eaves must either be recessed into the canopy/eave and fully shielded or use flat lenses instead of drop lenses.
- (iv) Lights within ground floor commercial space or SHOPFRONTS shall be used to illuminate the interior space and/or window displays and shall not be directed outward into the STREET-SPACE.
- (v) Light fixtures used to illuminate flags, statues, or objects mounted on a pole or pedestal must use a narrow cone of light that does not extend beyond the illuminated object. Lights that are intended to architecturally highlight a building or its features must use a limited pattern of light that does not extend beyond the wall of the building.
- (vi) Floodlights, when permitted, must be aimed no higher than forty five degrees (45°) from vertical; be located and shielded such that the bulb is not directly visible from any adjacent residential use or public right of way.
- (vii) In Neighborhood Frontages, lighting used to illuminate outdoor private recreational facilities, such as swimming pools, tennis courts, and basketball courts, must be turned off by 10:00 PM. Underwater lighting in swimming pools and hot tubs are exempt from this provision.
- (viii) No lights may exceed 0.5 initial horizontal foot-candle and 2.0 initial maximum foot-candle as measured at any point along a property boundary that is adjacent to or across the street or ALLEY from Neighborhood frontages and properties outside the Character District that are zoned residential.
- (ix) Exterior lights on the building shall be shielded and downcast or must be frosted glass or be installed behind a translucent cover. Exterior lights shall be maximum 100-watt incandescent or maximum 1600 lumens. Lights on the FACADE shall be mounted between 8 feet and 12 feet above the adjacent sidewalk. These fixtures shall illuminate the DOORYARD and CLEAR SIDEWALK area. Lights on the ALLEY shall have a 12 foot maximum height. These fixtures shall illuminate the ALLEY and may also illuminate a portion of their own rear yard area. They shall not direct light or cause glare into neighboring lots.
- (x) High intensity discharge (HID) or fluorescent lights shall not be used on the exterior of buildings.
- (xi) Temporary holiday lighting is exempt from these regulations, in accordance with other City standards.

4. Mechanical Equipment

- a. All mechanical equipment located at grade (serving the building or tenant use) shall be placed behind and away from any REQUIRED BUILDING LINE and screened by a STREET WALL if necessary to prevent its being CLEARLY VISIBLE FROM THE STREET-SPACE.
- b. All mechanical equipment on a roof shall be screened, and all screening and penthouses placed on a roof shall be set back from the roof line by a distance at least equivalent to the height of the screening or penthouse in order to minimize visibility from surrounding streets and shall have a maximum height of 18 feet.

¹ Note of Intent: intent is to allow all CIVIC BUILDING towers such as bell towers, minarets, steeples, etc.

L. Architectural Standards: Signage

1. Purpose and Intent

Signs in Character Districts should be scaled and designed for these mixed-use, pedestrian-oriented areas and not for high speed automobile traffic. Signage along commercial and mixed-use frontages should be durable and is desirable for both informational purposes and as decoration. Signage that is too large creates distraction, intrudes into or lessens the district experience, and creates visual clutter.

Photographs are provided as illustrations of intent, with no regulatory effect. They shall not imply that every element in the image is permitted. Refer to the standards on the following page for the specific requirements of this section.



Parapet sign



Wall sign



Neon sign within the shopfront window



Horizontal blade sign



Window sign



Wall sign

2. Applicability

The standards in this section apply to any sign that is CLEARLY VISIBLE FROM THE STREET-SPACE in the frontages designated as General Urban or Storefront. Signs in the Neighborhood frontages are regulated according to the sign standards for the R-1 zoning districts.

3. General Standards for All Signs

All signage shall conform to the requirements of Article IV of this chapter, except as provided for below.

- a. Only sign types specified in this section are permitted.
- b. Prohibited: Billboards, roof signs, and mural signs painted on FACADES (except those existing prior to [date of code adoption]). Mural signs are permitted, subject to approval by the Zoning Administrator in consultation with the ZRC, on the other exterior walls (side, rear, and courtyard elevations).
- c. Signs may be illuminated externally from a constant light source. Signs may not be illuminated by flashing, traveling, animated, or intermittent lighting, whether such lighting is of temporary or long-term duration.
- d. Internally illuminated back-lit acrylic-faced cabinet signs and plastic-faced letterform signs are not permitted.
- e. Signs shall not include an Electronic Message Center (EMC) unless explicitly permitted below.

4. Wall Signs

- a. Except for approved 1st Street exceptions, are only permitted within the sign band—the horizontal area on the FACADE between the first floor ceiling and the second STORY floor line. For one-story buildings, the sign band shall be above the windows and below the cornice. In no case shall this band be higher than 20 feet or lower than 11 feet above the adjacent sidewalk.
- b. Shall not exceed 20 feet in length, 90% of the SHOPFRONT width, nor come closer than 2 feet to an adjacent COMMON LOT LINE.
- c. Sign area shall not exceed 1.5 times the SHOPFRONT width.
- d. Shall not extend over the architectural features of the building FACADE, such as cornices, pilasters, transoms, window trim, and similar.
- e. A masonry or bronze plaque may be placed in the building’s cornice or parapet wall or under the eaves, and above the upper STORY windows. Any such plaque shall be no larger than a rectangle of 18 square feet.

5. Projecting Signs are generally perpendicular to the REQUIRED BUILDING LINE. Projecting blade signs, marquee signs, and corner signs are permitted.

- a. One blade sign per SHOPFRONT is permitted. They:
 - (i) may project from the sign band, or be hung from a GROUND STORY overhang, CANOPY, or AWNING;
 - (ii) shall be no more than 6 square feet;
 - (iii) shall project from the building no more than 42 inches;
 - (iv) shall be a minimum of 8 feet clear above the sidewalk;



Wall sign within sign band



Vertical blade sign



Masonry parapet sign



Marquee sign

(v) shall be located no closer than 1 foot from a COMMON LOT LINE or adjacent SHOPFRONT space and no closer than 10 feet from any adjacent blade sign; and

(vi) shall not be internally illuminated.

b. Marquee signs are integrated with an entry CANOPY. They:

(i) are only permitted with a theater use;

(ii) may project to the far edge of the CLEAR SIDEWALK; and

(iii) may include an EMC within the sign band area.

c. Corner signs that are visible from two or more intersecting streets are permitted as long as:

(i) there is no more than one per BLOCK CORNER;

(ii) they are located above the GROUND STORY sign band and below the third STORY, or for a two-story building below the cornice line;

(iii) they do not exceed 40 square feet per sign face; and

(iv) the maximum projection from the corner is 5 feet.

6. Window Signs

a. Windows are measured as glass area including MUNTINS and similar framing elements with a dimension of less than one inch. Glazing separated by framing elements of greater than one inch are considered separate windows.

b. No more than 25% of any GROUND STORY window may be covered by signage, and such signage shall not be placed or adhered to the window in a manner that prevents views into the SHOPFRONT.

c. Neon signs are allowed within SHOPFRONT windows.

d. No more than 10% of any upper STORY window may be covered with signs.

7. Other Signs

a. Temporary sandwich board signs of up to 36" in height are permitted within the DOORYARD area. They may also be considered a permitted encroachment to the sidewalk or right-of-way, with prior approval from the City.

b. Awning signs are permitted. Sign copy on AWNINGS shall be limited to 6 inches in height on the outside edge/vertical face of the AWNING.

c. Canopy signs (not including marquee signs, which are regulated separately) are allowed on the canopy face or mounted upright along the top of the canopy with the bottom of the sign no more than 4" above the canopy. Canopy signs shall extend no more than 90% of the length of the canopy and be no more than 20 inches in height. Signs mounted on the face of a canopy must maintain a minimum of 3" spacing between the sign and the top and bottom of the canopy face. No more than 1 canopy sign is allowed per SHOPFRONT and a canopy sign is not allowed on a SHOPFRONT that has a marquee sign.

d. Directional signage as defined in this chapter is allowed for assisting traffic flow through allowed drive-through facilities.



Corner sign



Awning sign



Awning signs and wall signs

8. Freestanding Signs
 - a. No new freestanding signs are permitted after [date of code adoption].
 - b. Any property owner voluntarily removing a legally non-conforming freestanding sign may be allowed a bonus of up to one hundred fifty percent (150%) of the building signs allocated to the property. For example, if a property is allocated 40 square feet of building signs, the property may be allowed 60 square feet of buildings signs if a legally nonconforming freestanding sign is removed.
 - c. Bonus signage will still be required to meet the specific placement standards for the particular sign type(s) requested.
9. First Street Exceptions for multi-story buildings in the Urban General and Storefront frontages
An additional wall sign is permitted in a sign band located above the top story windows and below the cornice that has:
 - a. Square footage less than or equal to 1.5 times the length of the sign wall; and
 - b. Length no greater than 90% of the length of the sign wall.

Section 26-195 Public Realm Standards

195.1 Intent

These *Public Realm Standards* are designed to establish environments within Character Districts that encourage and facilitate pedestrian and bicycle activity by creating streets and other parts of the PUBLIC REALM that are comfortable, efficient, safe, and interesting.

- A. Although commonly thought of as just GREENS or parks, the *public realm* includes the complete STREET-SPACE—the space between the building FAÇADES: the sidewalks, street trees, SQUARES, GREENS, and the travel lanes.
- B. The STREET-SPACE is a community’s first and foremost public space and should be just as carefully designed and planned as any GREEN or CIVIC BUILDING. The character of the street—both its scale and its details—plays a critical role in determining the pedestrian quality of a place.
- C. The Public Realm Standards:
 1. Regulate the *pedestrian realm*, from the FACADE to the curb as well as any GREENS or SQUARES, in a Character District.
 2. Serve as guidance for the curb-to-curb street geometry of any new streets or street rebuilding, as well as the maintenance of existing streets in a Character District. Streets within Character Districts should not be thought of as “roads, highways, arterials, or collectors.” They should be developed to create people-oriented places balancing all transportation modes. The majority of streets in a Character District should be designed primarily for walkability and pedestrian comfort.
 3. Contribute to sustainability. Street trees and plants contribute to privacy, the reduction of noise and air pollution, shade, maintenance of the natural habitat, conservation of water, and storm-water management. Good STREET-SPACES promote more sustainable transportation options such as walking and bicycling.
 4. Work in concert with the property frontages. DOORYARDS and FACADES literally form the walls of the STREET-SPACE. They are regulated in *Section 26-193 Building Form Standards*.

D. Components

The Public Realm Standards include the following sections:

1. *195.2 General Standards*
2. *195.3 Public Open Space*
3. *195.4 Street Trees*
4. *195.5 Street Design in Character Districts*

Character District Sections: 26-191 to 26-198

- 191. Introduction & Definitions
- 192. Regulating Plans
- 193. Building Form Standards
- 194. Architectural Standards
- 195. Public Realm Standards**
- 196. Parking & Loading
- 197. Building Functions
- 198. Reserved
- 199. Reserved

195.2 General Standards

The following standards regulate the STREET-SPACE from the FACADE to the curb within a Character District.

A. DOORYARDS

1. All:
 - a. Thorny plants shall not be planted along the CLEAR SIDEWALK or entry walkways.
 - b. Noxious weeds, as defined by city ordinance, and invasive exotic species and are prohibited.
2. Urban General, Urban General 2, and Storefront frontages:
 - a. Must be planted or hard-surfaced with pervious pavers;
 - b. Any plantings/vegetation may not block any FENESTRATION nor extend over the CLEAR SIDEWALK.
3. Neighborhood (Medium and Small) frontages:
 - a. Must be planted at a minimum with grass, ground cover, or flowering vines that do not exceed a height of 8”.
 - b. Shrubs or hedges (maximum height 40”) may be planted within the DOORYARD.
 - c. Trees may be planted within the DOORYARD, but must be “limbed up” as they gain appropriate maturity so as to be minimum 7’ clear over the CLEAR SIDEWALK.
 - d. Hard-surfaced walkway(s) must be provided between the CLEAR SIDEWALK and the building entry(s) in the FACADE. Such walkways are limited to 6’ in width (perpendicular to the RBL) per FACADE entry.

B. The developer is required to install sidewalks that meet all City (and ADA) standards and specifications at the time of development. They shall provide a minimum CLEAR SIDEWALK as follows: 6’ for all Urban General and Storefront frontages, 5’ for all Urban General 2, and 4’ for all Neighborhood frontages.

C. Tree Lawn: the area between the CLEAR SIDEWALK and the curb is used as the planting area for STREET TREES. It may also be used, in more intense pedestrian situations, as a pedestrian area with seating and cafe tables. The TREE LAWN is regulated in Section 195.4.

D. Street lighting:

1. At the time of development, the developer is required to install pedestrian-scale streetlights per City specifications according to any adopted streetscape plan, on any Urban General, Urban General 2, and Storefront frontage being developed.
2. ALLEY lighting: all lots with ALLEY access may have lighting fixtures illuminating the ALLEY, see the *Architectural Standards, Section 194.K.3.b.(v)*.

E. Street furniture is an element of the overall STREET-SPACE design. Street furnishings should be simple, functional, and durable. Placement will generally be within the TREE LAWN area. Any specific GREEN or SQUARE designs may specify different placement. All street furniture must meet City standards.

F. Private mechanical and electrical equipment is prohibited within any STREET-SPACE including the DOORYARD. This includes, but is not limited to, air compressors, pumps, exterior water heaters, water softeners, and private garbage cans. Public sidewalk waste bins and water pumps for public fountains or irrigation are not included in this prohibition. (Temporary placement of private garbage cans within the STREET-SPACE is allowed to accommodate scheduled pick-up.)

G. Public bicycle parking shall be provided in the STREET-SPACE, located in the TREE LAWN or DOORYARD area. (Bicycle racks must be either a city-specified model or be approved by the Zoning Administrator.)

195.3 Public Open Space

SQUARES and GREENS within a Character District are designated on the REGULATING PLAN.

A. Intent

Public Open Space is a key element of the quality of life within a Character District. Its trees and plants provide a landscape and civic architecture that complement the surrounding private building architecture. The SQUARES and GREENS will foster places for the social interaction, community gathering and family recreation of all age groups, all within a comfortable walking distance.

1. SQUARES are active pedestrian centers; GREENS are intended for less intensive foot traffic. Surface treatment is regulated accordingly.
2. Pervious paving materials (to allow oxygen for tree roots and absorb stormwater run-off) are encouraged, and the percentage of impervious paving material is limited. (See B.3. *Materials and Configurations*.)
3. These standards apply to those spaces that are designated on the REGULATING PLAN whether publicly owned or publicly accessible through an access easement.

B. General Standards

GREENS and SQUARES must be designed, planted and maintained according to the following requirements:

1. SQUARES and GREENS shall have at least 60 percent of their perimeter fronting public rights-of-way and they shall be surrounded by STREET TREES. Their dimensions shall be no narrower than a 1:5 ratio and no width or breadth dimension shall be less than 20’.
2. A clear view through the public open space (from 2’ to 7’ in height) is required, both for safety and urban design purposes. The foliage of newly planted trees may intrude into this area until the tree has sufficient growth to allow such a clear trunk height.
3. Materials and Configurations
 - a. The street frontages of SQUARES and GREENS within a Character District shall be configured consistently with the street or BLOCK which they are fronting in accordance with this section. However, the species of the trees surrounding a SQUARE or GREEN may be of a different species than the connecting streets.
 - b. The ground surface elevation shall be between -18” and +24” of the top of any curb within 10 feet.
 - c. The slope across any public SQUARE or GREEN shall not exceed ten percent.
 - d. SQUARES and GREENS shall not include active / formal recreation structures such as ball fields, but may include playground equipment.
 - e. Trees within a public open space may be selected from outside the Street Tree List but must be approved by the City Arborist (see 195.G. *Street Tree List* in this section).
 - f. Asphalt is prohibited within a SQUARE or GREEN.

C. Greens

GREENS should be designed with a low percentage of hard-surfaced area, appropriate to their less pedestrian-intensive character. Surface treatment and materials (within the area back-of-curb to back-of-curb area excluding any CIVIC USE building, public art or monument footprint) shall be a minimum 50 percent unpaved pervious surface area (such as turf, ground cover, soil or mulch).

D. Squares

SQUARES incorporate a higher percentage of hard-surfaced area, appropriate to their more pedestrian-intensive character. Surface treatment and materials (within the back-of-curb to back-of-curb area, excluding any CIVIC BUILDING, public art or monument footprint) shall be between 20 percent and 40 percent unpaved pervious surface (turf, ground cover, soil or mulch).

E. Pedestrian Pathway

A PEDESTRIAN PATHWAY shall be a public access easement or right-of-way and open to the sky. The width for these pathways must be not less than 20 feet with a hard-surfaced walkway not less than ten feet providing an unobstructed view through its entire length, except where otherwise specified on the REGULATING PLAN.

F. Parks and Preserve Areas

Any existing or newly created parklands and/or natural preserve areas larger than 2.5 acres should be located outside of, or at the edge of, neighborhoods within a Character District. Neighborhood GREENS and/ or SQUARES should be within a few minutes walk of all parts of a Character District.

195.4 Street Trees and Tree Lawns

STREET TREES are part of an overall STREET-SPACE plan designed to provide both canopy and shade and to give special character and coherence to each street.

A. Each STREET-SPACE must have STREET TREES planted generally in the centerline of the TREE LAWN or not less than 3' from the back of the curb, unless otherwise specified on the REGULATING PLAN, and at an average spacing not greater than 30' on center (average calculated per BLOCK face). Spacing allowances may be made to accommodate curb cuts and infrastructure elements; however, at no location may STREET TREE spacing exceed 45' on center except where necessary for ALLEYS, driveways, or transit stops.

B. Required STREET TREE planting area minimum specifications are as follows:

1. They shall be at grade or not greater than 6" above the sidewalk.
2. Soil surface area shall be no less than 110 square feet per isolated tree or 90 square feet per tree for connected (TREE LAWN) situations. (See Diagrams A and B at right).
3. No dimension of the soil surface area may be less than 5' unless otherwise specified in this ordinance.
4. A pervious paving strip, maximum 18" wide, may be placed at the back of the curb for access to on-street parking.
5. Neither the paving strip per 4 above, nor a City Arborist approved tree grate, will be measured against the minimum soil surface area in 2 and 3 above.

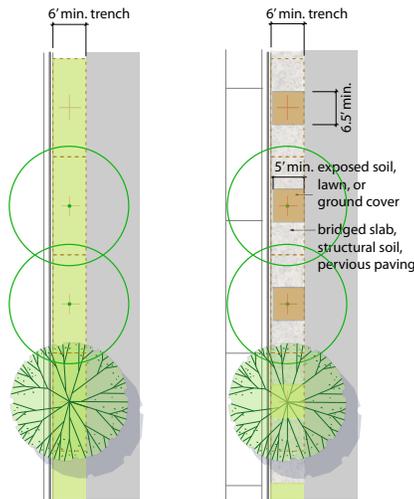
C. Street construction designs should incorporate street tree trenches (connected soil areas). The requirements in B, above may be met through the use of bridged slab, structural soil, or other techniques that clearly exceed these standards in the fostering of vital and long-lived STREET TREES.

D. At planting, STREET TREES shall be at least 3½" caliper, measured 4 feet above grade and at least ten feet in overall height. Species shall be selected from the G. Street Tree List, below. Consult with the Zoning Administrator/ City Forester for any designated tree species for a particular STREET-SPACE.

E. Any unpaved ground area shall be planted with ground cover, or flowering vegetation, not to exceed 8" in height unless approved by the Zoning Administrator as part of a streetscape plan. STREET TREES should be "limbed up" as they gain appropriate maturity so as to not interfere with pedestrian or truck travel (minimum 7' clear over the sidewalk and 14' over any travel lanes) and to maintain visibility.

F. Street Tree Specifications

1. Species in the Street Tree List are selected for their physical characteristics: size, habit of growth, and hardiness. The use of alternate species may be permitted, if approved by the City Arborist.
2. Noxious weeds, as defined by city ordinance, and invasive exotic species are not permitted and may not be used anywhere on private lots or other areas.



Continuous Tree Lawn Continuous Soil Area
Diagram A. Connected Situation

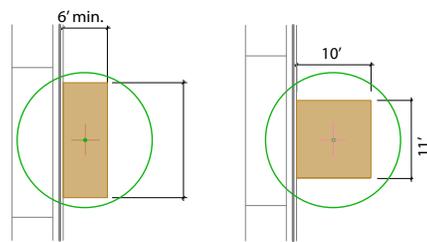


Diagram B. Isolated Tree Situation

3. The Street Tree list should be periodically reviewed and updated by the City Arborist. These are appropriate species, but there are many regional disease patterns over time, and this list will need to evolve with those changes. Inclusion in this list shall be based on the following criteria:
 - a. Structural – STREET TREES shape and subdivide the STREET-SPACE, increasing pedestrian comfort and adding (literal) value to the street/community. These are primarily “canopy shade tree” species that grow to heights in excess of 60’ and have a broad canopy—enabling them to clear auto and pedestrian traffic, form a ceiling-like enclosure, and open a clear view of the STREET-SPACE at eye-level.
 - b. Survivability – proper planting techniques and configurations provide a healthy environment in which the tree can thrive—this will ensure that the trees increase their value to the community as they grow.
 - c. Form and color – consistent species should be planted along a given STREET-SPACE to provide it with a distinct form and character. Species diversity is important, and a variety of appropriate STREET TREE species should be planted within the Character District, to provide a healthy bio-diversity.

G. Street Tree List

The following list contains all species approved for use as STREET TREES in a Character District. The list may include additional native and/or proven hardy adapted species approved by the City Arborist. Other species may be used for planting within a private lot. Species may also be placed within larger soil area locations such as parks, GREENS, or SQUARES.

Street Tree List	
(Large Canopy Trees – mature height 60 feet and above)	
Acer saccharum 'Bailsta'	Fall Fiesta Maple
Acer saccharum 'Green Mountain'	Green Mountain Maple
Betula nigra	River Birch
Celtis occidentalis	Common Hackberry
Carpinus caroliniana	American Hornbeam
Cercidiphyllum japonicum	Katsura Tree
Ginkgo biloba	Ginkgo (male only)
Gleditsia triacanthos var. inermis	Thornless Honey Locust
Gymnocladus dioicus	Kentucky Coffeetree
Liquidambar styraciflua "Rotundiloba"	Seedless Sweetgum
Liriodendron tulipifera	Tulip Tree
Nyssa Sylvatica	Black Tupelo
Ostrya virginiana	Eastern Hophornbeam
Platanus occidentalis	London Plane tree
Quercus bicolor	Swamp White Oak
Quercus coccinea	Scarlet Oak
Quercus falcata	Southern Red Oak
Quercus palustris	Pin Oak
Quercus rubra	Red Oak
Quercus shumardii	Shumard Oak
Quercus velutina	Black Oak
Tilia cordata 'Greenspire'	Greenspire Littleleaf Linden
Tilia euchlora	Crimean Linden
Tilia tomentosa	Silver Linden
Ulmus americana - resistant to DED	various Elm
Ulmus 'Morton Glossy	Triumph Elm
Ulmus 'Morton	Accolade Elm

195.5 Street Design in Character Districts

A. Intent and Principles

1. In order to encourage and support pedestrian and bicycle activity in Character Districts, this section serves as guidance for the curb-to-curb street geometry of any new streets or street rebuilding, as well as the maintenance of existing streets.
2. Streets within Character Districts should not be thought of as “roads, highways, arterials, or collectors.” They should be developed to create people-oriented places balancing all transportation modes.
3. Street design should consider the needs of all forms of traffic—auto, transit, bicycle and pedestrian—to maximize mobility and convenience for all residents and users. Street character will vary depending on location: some streets will carry a large volume of traffic and provide a more active and intense urban pedestrian experience while others will provide a less active and more intimately scaled STREET-SPACE.
4. The majority of the streets within a Character District will have a lower intensity, and should be configured such that in-lane bicycle travel is encouraged and appropriate.

B. Principles for Street Design in Character Districts

The appropriate design of streets is one of the most important elements for a vital urban environment.

- Designing for continuous free-flowing traffic creates situations where vehicles will travel at speeds greater than desirable for pedestrians.
- With appropriate street designs, drivers choose slower speeds and less aggressive behavior, a feat typically not achieved through basic speed limit signage/postings.
- An interconnected street network allows traffic capacity to be diffused and maintained across numerous streets.
- Differences between “requirements” and “preferences” can be significant—increased lane width and the accompanying increased vehicle speed more often than not decreases the overall safety for pedestrians.
- On-street parking slows passing vehicular traffic and acts as a buffer between moving vehicles and pedestrians.
- Overall function, comfort, safety and aesthetics of a street are more important than efficiency alone.
- In a Character District, non-vehicular traffic should be provided with every practical advantage so long as safety is not adversely affected.
- Street design should take into consideration what is reasonably foreseeable, not every situation that is conceivably possible.
- Designing a street to facilitate (rather than accommodate) infrequent users may actually be the wrong design for the frequent users of the space.
- When the street design creates a conflict between the vehicular and non-vehicular user, it should be resolved in favor of the non-vehicular user.
- Emergency vehicle access must be maintained. With an interconnected street network, there will always be at least two routes of access to any lot or parcel.

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26-196. Character District Parking and Loading

A. Intent

1. Promote a “park once” environment within each Character District that will enable people to conveniently park and access a variety of commercial, residential, and civic enterprises in pedestrian friendly environments by encouraging SHARED PARKING.
2. Reduce fragmented, uncoordinated, inefficient, reserved single-purpose parking.
3. Avoid adverse parking impacts on neighborhoods adjacent to Character District mixed-use areas.
4. Utilize on-street parking.
5. Provide flexibility for redevelopment of small sites and for the preservation or reuse of historic buildings.
6. Increase visibility and accessibility of publicly available parking.
7. Support and encourage a multi-modal, bicycle and pedestrian-friendly environment.

B. Other Applicable Regulations

Pervious surfaces approved by the City Engineer are encouraged for surface parking lots.

C. General Urban, General Urban 2, and Storefront Frontages – Minimum Parking Requirements

1. Existing buildings fronting Main Street between 1st Street and 6th Street at the time of the Downtown Character District adoption are exempt from these minimum parking requirements, regardless of use.
2. There is no minimum parking requirement for:
 - a. ground floor commercial space;
 - b. the re-use or renovation of an existing structure, in addition to those on Main Street identified in Item C. 1. above, in which there is no gross floor area expansion and the use [is/remains] non-residential.
3. Minimum Reserved Parking
Reserved parking includes all parking that is NOT SHARED PARKING.
 - a. Commercial/civic uses: There is no minimum requirement for reserved parking.
 - b. Residential uses in mixed-use or multi-unit buildings—minimum reserved parking spaces per dwelling unit:

(i) Efficiency/1-bedroom	0.5 spaces/unit
(ii) 2 or more bedroom units	additional .5 spaces per bedroom

Note: In calculating the total number of minimum reserved spaces per building, any partial spaces .5 or above are rounded to the next whole number.
 - c. Residential uses in single-unit attached and detached, multi-unit ROWHOUSE, and two-unit configurations—minimum reserved parking spaces per dwelling unit:

(i) Owner-occupied	1 space/unit
(ii) Renter-occupied	1 space/unit + one space/per bedroom for each bedroom above 2
4. Minimum SHARED PARKING:
 - a. Commercial UPPER STORIES
 - (i) Under 5,000 square feet non-residential Gross Floor Area (GFA) has no minimum SHARED PARKING requirements.
 - (ii) 5,000 square feet or greater, non-residential GFA shall provide a minimum of 1.25 spaces per 1,000 square feet as SHARED PARKING.

Character District Sections: 26-191 to 26-198

- 191. Introduction & Definitions
- 192. Regulating Plans
- 193. Building Form Standards
- 194. Architectural Standards
- 195. Public Realm Standards
- 196. Parking & Loading**
- 197. Building Functions
- 198. Reserved
- 199. Reserved

- b. Residential uses—dwellings in mixed-use or multi-unit buildings
A minimum of .25 parking space per bedroom shall be provided as SHARED PARKING.
 - c. SHARED PARKING shall be accessible to the public and designated by appropriate signage and markings as determined by the Zoning Administrator in consultation with the ZRC.
5. Achieving parking requirements:
- a. Parking shall be located and configured in compliance with the PARKING SETBACK LINE or other regulations for the site on which it is located, as indicated on the applicable Character District REGULATING PLAN and/or BUILDING FORM STANDARD. (See Section 26-193.)
 - b. Required reserved parking spaces for General Urban, General Urban 2, and Storefront frontages shall only be permitted on-site or as an accessory use on an adjacent parcel or a parcel directly across an ALLEY from the development it is serving, if that parcel is also designated as a General Urban, General Urban 2, or Storefront frontage. Such reserved parking shall be subject to a long-term agreement acceptable to the City. Any such off-site surface spaces shall be located and configured as per Item a. above.
 - c. Minimum SHARED PARKING requirements may be met either on-site or within a 600-foot walking distance of the development.
 - d. Any time or hour of the day restrictions on SHARED PARKING shall be subject to approval by the Zoning Administrator in consultation with the ZRC. The Administrator may give approval based on a finding that:
 - (i) the parking is visibly designated and accessible to the public;
 - (ii) at least 12 hours of public parking are provided in any 24-hour period; and
 - (iii) that at least 8 of those hours are provided during either business or nighttime hours depending on whether the Administrator determines that the primary use will be for COMMERCIAL or RESIDENTIAL USES.
6. Bicycle Parking:
- a. For COMMERCIAL, the developer must provide 1 employee bicycle parking rack (2-bike capacity) per 5,000 square feet of commercial floor area and 1 visitor/customer bicycle parking rack (2-bike capacity) per 10,000 square feet of commercial floor area. The employee and visitor racks may be co-located.
 - b. For RESIDENTIAL, the developer must provide 1 tenant bicycle parking rack (2-bike capacity) per 5 units and 1 visitor bicycle parking rack (2-bike capacity) per 10 units. Projects under 5 units shall have no requirement. Required minimum tenant parking may be located within the building (but not within individual units) or in an otherwise secure location on-site.
 - c. Bicycle parking facilities shall be visible to, or clearly identified for, intended users. The bicycle parking facilities shall not encroach on the CLEAR WALKWAY nor shall they encroach on any required fire egress.
 - d. Bicycle parking spaces within the public right-of-way (typically along the street tree alignment line) may be counted toward the minimum visitor bicycle parking requirement. (For areas with constrained STREET-SPACE, an optional approach is to consolidate public bicycle parking in a single dedicated on-street parking space per BLOCK FACE. See Figure 26-196. A.)



Figure 26-196. A. Consolidated public bicycle parking

7. Permissive parking and loading facilities. Nothing in this ordinance shall be deemed to prevent the voluntary establishment of off-street parking or loading facilities to serve any existing use of land or buildings, in accordance with all regulations herein governing the location, design, and operation of such facilities.

D. Neighborhood Frontages – Minimum Parking Requirements

1. Minimum Reserved Parking:

Reserved parking includes all parking that is not SHARED PARKING.

- a. Minimum reserved parking spaces for multi-unit residential buildings:

- (i) Efficiency/1-bedroom units 0.75 spaces/unit
- (ii) 2 or more bedroom units additional .75 spaces per bedroom

Note: In calculating the total number of minimum reserved spaces per building, any partial spaces .5 or above are rounded to the next whole number.

- b. Minimum reserved parking spaces per dwelling unit in single-unit attached and detached, multi-unit ROWHOUSE, two-unit, and COTTAGE COURT configurations:

- (i) Owner-occupied 1 space/unit
- (ii) Renter-occupied 1 space/unit + one space/per bedroom for each bedroom above 2

- c. Minimum reserved parking spaces for non-residential uses is 1 space per 300 square feet.

2. Minimum SHARED PARKING for multi-unit residential buildings is .25 per unit.
3. Off-site parking is not permitted for any required reserved parking in Neighborhood frontages.

E. Special Parking Standards

1. On-Street Parking in all Character Districts

- a. A parking space located on a public street may be included in the calculation of SHARED PARKING requirements if it is adjacent to the building site (where more than 50% of the space is located within the street fronting the development parcel).
- b. Each on-street parking space may only be counted once.

F. Parking Lot Plantings for New Development

1. For any surface parking lot not separated from the STREET-SPACE by a building, the space between the REQUIRED BUILDING LINE and the PARKING SETBACK LINE shall be planted with canopy shade trees from the Tree Lists in *Section 26-195. Public Realm Standards*. Trees shall be planted at an average distance not to exceed 30 feet on center and aligned parallel 3 to 7 feet behind the REQUIRED BUILDING LINE/STREET WALL.
2. The edge of any General Urban or Storefront frontage surface parking lot adjacent to a Neighborhood frontage lot shall be screened according to the standards in *Section 26-193.1.F. Neighborhood Manners*.

G. Loading Facilities

1. No loading facilities are required.
2. Where loading facilities are provided, they shall be located to, and accessed from, the rear and/or ALLEY side of buildings.

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Section 26-197. Building Functions

A. Permitted Uses

1. All uses are classified and defined in *Sections 26-141*.
2. Permitted uses by BUILDING FORM STANDARD frontage are shown in *Section C. Use Table*, below. All uses not expressly permitted are prohibited.
3. All uses must meet the standards of the applicable BUILDING FORM STANDARD in *Section 26-193*. Any additional development or performance standards are indicated in the *Section C. Use Table* and provided in *Sections D.-H.* below.

A. Accessory Uses and Structures

1. Home occupations, as defined in this chapter, are permitted.
2. The following accessory uses are limited to owner-occupied single-unit dwellings, regardless of the applicable BUILDING FORM STANDARD frontage.
 - a. Accessory dwelling units (ADUs)
 - b. Bed & Breakfast Establishments
 - c. Day Care Homes
3. Accessory structures are permitted within the BUILDABLE AREA of the lot, as designated in the applicable individual BUILDING FORM STANDARD.
4. Parking is permitted within the location parameters identified on the REGULATING PLAN and applicable individual BUILDING FORM STANDARD.

Character District Sections: 26-191 to 26-198

- 191. Introduction
- 192. Regulating Plans
- 193. Building Form Standards
- 194. Architectural Standards
- 195. Public Realm Standards
- 196. Parking & Loading
- 197. Building Functions**
- 198. Reserved
- 199. Reserved

A. Use Table

This table identifies the categories of uses allowed in the GROUND STORY and upper STORIES for each BUILDING FORM STANDARD frontage; however, some specific uses may be restricted or prohibited. All uses must comply with any other applicable standards in this Zoning Code. Additional regulations specific to the Downtown Character District are referenced in the right-hand column.

DOWNTOWN CHARACTER DISTRICT USE TABLE											
USE CATEGORY	BUILDING FORM FRONTAGES										Additional Regulations
	General Urban		Storefront		General Urban 2		Neighborhood Medium		Neighborhood Small		
	Ground Story	Upper Story	Ground Story	Upper Story	Ground Story	Upper Story	Ground Story	Upper Story	Ground Story	Upper Story	
RESIDENTIAL											Section E.
Household Living	X	X	X	X	X	X	X	X	X	X	Sec. D. and E.1-4
Group Living	X	X	X	X	X	X	X	X	X	X	Sec. D. and E.1-6
COMMERCIAL											Section F.
Amusement & Recreation	X	X		X	X	X					Sec. D. and F.1.
Animal Sales & Service	X	X		X	X	X					Sec. D. and F.2.
Commerical Assembly	X	X	X	X	X	X					Sec. D. and F.1.
Eating & Drinking Establishments	X	X	X	X	X	X					Sec. D. and F.3.
Financial Services	X	X	X	X	X	X					Sec. D. and F.4.
Gas Station/Accessory Repair	X				X						Sec. D. and F.5.
Heavy Commercial	X	X	X	X	X	X					Sec. D. and F.6.
Lodging	X	X	X	X	X	X	X	X	X	X	Sec. D. and F.7.
Office	X	X	X	X	X	X					Sec. D. and F.8.
Parking, Commercial	X	X	X	X	X	X					Sec. D. and F.9.
Retail Sales & Service	X	X	X	X	X	X					Sec. D. and F.10.
Self-service storage		X		X		X					Sec. D. and F.5.
Vehicle Sales & Service	X	X		X	X	X					Sec. D. and F.4.
CIVIC & INSTITUTIONAL											Section G.
Civic & Cultural Assembly	X	X	X	X	X	X	X	X	X	X	Sec. D. and G.1.
Community Services											Sec. D.
Colleges & Unversities											Sec. D.
Day Care	X	X		X	X	X	X	X	X	X	Sec. D. and G.2.
Educational	X	X		X	X	X	X	X	X	X	Sec. D.
Government & Public Safety	X	X		X	X	X					Sec. D.
Health Care	X	X		X	X	X					Sec. D.
INDUSTRIAL, WHOLESALE, & STORAGE	X										Sec. D. and H.

Key: X= Permitted, Additional Regulations Apply Blank Cell = Not Permitted

B. General Development and Performance Standards

The following standards apply to all Character District frontages and use categories.

1. All permitted uses shall meet the *Section 26-193. Building Form Standard General Provisions* and those standards specified in the applicable individual BUILDING FORM STANDARD (BFS) pages.
2. No civic, commercial, or institutional use is permitted above a residential use.
3. Businesses providing drive-through services shall not have a drive-through lane or service window that abuts or faces a STREET-SPACE.
4. Drive-through services are prohibited in Storefront frontage sites.
5. For duplexes, multi-unit dwellings, and dwellings in mixed-use buildings, no more than three bedrooms are permitted per unit.
6. Notwithstanding the provisions of any other section of this article, no existing single-unit residential structure located in the Character District shall be converted or otherwise structurally altered or expanded for the purpose of accommodating the creation or establishment of a second separate dwelling unit within, around or adjacent to the original single-unit residential structure, except for ADUs, as defined and permitted herein.
7. All use-specific state or local certifications, permits, and licenses apply.
8. No smoke, radiation, vibration or concussion, excessive noise, heat or glare shall be produced that is perceptible outside a building, and no dust, fly ash or gas that is toxic, caustic or obviously injurious to humans or property shall be produced.

A. Residential Uses – Development and Performance Standards

1. See the General Urban and General Urban 2 BUILDING FORM STANDARD frontages for configuration requirements for GROUND STORY Residential uses.
2. A lobby serving an upper STORY Residential use is permitted on the GROUND STORY within the SHOPFRONT space of a Storefront frontage site.
3. Residential dwelling units are not permitted within the required minimum depth for the SHOPFRONT space in a Storefront frontage site.
4. Mobile home parks are prohibited.
5. Fraternity and Sorority uses are prohibited.
6. Group Homes and Assisted Group Living uses are subject to all Iowa law requirements and certifications.

A. Commercial Uses – Development and Performance Standards

1. Amusement and Recreation, Commercial Assembly
 - a. Only Indoor Amusement and Recreation uses are permitted.
 - b. Adult Entertainment is prohibited.
 - c. Theater, Auditorium, and Arena uses shall meet the GROUND STORY FENESTRATION requirements of the applicable BUILDING FORM STANDARD, but are exempt from the upper STORY FENESTRATION requirements.
 - d. The lobby serving a Commercial Assembly or Indoor Amusement and Recreation use is permitted in the SHOPFRONT area of a Storefront frontage.
2. Animal Sales and Service
No outdoor kennels, play, or exercise areas are permitted.
3. Eating and Drinking Establishments

- a. A restaurant use is permitted in the second STORY of a Storefront or General Urban frontage site provided it is an extension of the same restaurant and the second STORY floor area is equal to or less than the GROUND STORY floor area of the same use.
 - b. Outdoor areas for eating and drinking shall be allowed on the public sidewalk and in private outdoor service areas in General Urban and Storefront frontages, subject to the issuance of all applicable permits and licensing.
 - c. An Eating/Drinking Establishment is permitted on the top floor level or the rooftop of a Storefront frontage site or where otherwise designated on the REGULATING PLAN, where:
 - (i) the use is set back from any COMMON LOT LINE by at least 20 feet;
 - (ii) it is not above a residential use;
 - (iii) no amplified sound in outdoor seating area, except by special use permit;
 - (iv) the hours of operation of any rooftop seating area are limited to 8 a.m. to 10 p.m.; and
 - (v) subject to all applicable permits and licenses.
 - d. The sale and consumption of beer, wine, and liquor shall be subject to all existing permitting and licensing provisions, as applicable.
 - e. Live entertainment and drinking establishments are prohibited if the walls of the facility are within 100 feet of a Neighborhood frontage site within the Character District or a residentially zoned property which is outside of the Character District.
4. Financial Services
Only the retail banking services are permitted within the required minimum depth for the SHOPFRONT space in a Storefront frontage site.
5. Consumer Gas Stations, Vehicle Sales and Services
- a. Gas Stations are limited to two paired pumps within a single island with a single drive aisle allowed on either side of the island, all of which must be separated from the STREET-SPACE by a building.
 - b. Surface parking lots for vehicle sales or rental shall only be located and configured in compliance with the PARKING SETBACK LINE or other regulations for the site on which it is located, as indicated on the applicable Character District REGULATING PLAN and/or BUILDING FORM STANDARD. (See Section 26-193.)
 - c. Auto repair services are not allowed except as accessory to a gas station or vehicle sales, subject to the following:
 - (i) The property shall be at least 100 feet from any solely residential lot;
 - (ii) Overnight vehicular storage is not permitted, unless within an enclosed building;
 - (iii) The use shall not include the display and rental of cargo trailers, trucks, or similar vehicles;
 - (iv) Auto body repair is prohibited;
 - (v) The storage or junking of wrecked motor vehicles (whether capable of movement or not) is prohibited; and
 - (vi) Discarded and replacement vehicle parts and accessories shall be stored inside the main structure.
 - (vii) Upon the abandonment of the gas station or vehicle sales, the auto repair service shall terminate and all structures exclusively used in the business (including underground storage tanks), except buildings, shall be removed by the owner of the property. For the purpose of this subsection, the term “abandonment” shall mean non-operation as an auto repair for a period of 6 months after the retail services cease.
6. Heavy Commercial
- a. Self-storage uses are only permitted in the upper stories of the General Urban frontages.
 - b. Outdoor nursery and lumberyards are prohibited.
 - c. Freight-Oriented and Outdoor Display or Storage uses are prohibited.

7. Lodging

- a. GROUND STORY guest rooms are not permitted within the required minimum SHOPFRONT depth in a Storefront frontage site.
- b. GROUND STORY guest rooms abutting any REQUIRED BUILDING LINE (or street frontage) shall meet the configuration standards for GROUND STORY residential uses as specified in the General BFS.
- c. A lobby serving an upper STORY overnight lodging use is permitted on the GROUND STORY of any Storefront frontage site.
- d. Bed & Breakfast establishments are permitted as accessory uses to owner-occupied houses in Neighborhood frontages. No other overnight lodging is permitted in these frontages.

8. Office

- a. Office uses are not permitted within the required minimum depth for the SHOPFRONT space in a Storefront frontage site.
- b. Office uses that exist in Neighborhood frontages as of January 1, 2021 are permitted and considered conforming uses. Changes to existing uses shall be in compliance with the standards and requirements of this chapter. The establishment of new Office uses or structures not in association with an existing conforming use or structure is prohibited.

9. Parking, Commercial

Commercial parking lots and structures are required to meet all BUILDING FORM STANDARDS for the frontage sites on which they are located.

10. Retail Sales and Services

- a. A retail sales use is permitted in the second STORY of a Storefront or General Urban frontage site provided it is an extension equal to or less than the area of the same GROUND STORY use.
- b. No merchandise (including motorcycles, scooters, and automobiles) may be left within the DOORYARD when the business is not open.
- c. Only retail sales or gallery/showroom functions for Cottage Industries are permitted in the required minimum SHOPFRONT space of a Storefront frontage.

11. Vehicle Sales and Service (see Gas Stations, above)

A. Civic and Institutional Uses – Development and Performance Standards

1. CIVIC BUILDINGS designed for civic uses (as defined in *Section 26-191. Definitions*) that are located on sites specifically designated on the REGULATING PLAN are not subject to *Section 26-194. Architectural Standards* or *Section 26-193. Building Form Standards* except for *Section 26-193.1.E. Neighborhood Manners*.
2. Day Care
 - a. All day care facilities are subject to all permitting and licensing requirements under Iowa Law.
 - b. Only Day Care Homes are permitted as accessory uses in Neighborhood frontages.

A. Industrial, Wholesale, and Storage Uses – Development and Performance Standards

Industrial Manufacturing, Assembly, or Processing facilities that exist as of January 1, 2021 are permitted and considered conforming uses. Changes to existing uses shall be in compliance with the standards and requirements of this chapter. The establishment of new Industrial, Wholesale, and Storage uses or structures not in association with an existing conforming use or structure is prohibited.



DEPARTMENT OF COMMUNITY DEVELOPMENT

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

MEMORANDUM

Planning & Community Services Division

TO: Mayor Robert M. Green and City Council
FROM: Karen Howard, AICP, Planning & Community Services Manager
DATE: August 30, 2021
SUBJECT: Rezoning of Downtown Character District (Case #RZ21-004)

REQUEST: Rezone property from M-1, C-3, C-2, C-1, R4, R3, R-2, and A-1 to Downtown Character District (CD-DT)

PETITIONER: City of Cedar Falls

LOCATION: *Imagine Downtown! Vision Plan* study area

PROPOSAL

The proposal is to rezone all property located within the study area delineated in the adopted *Imagine Downtown! Vision Plan* to the new zoning designation, CD-DT Downtown Character District. The Downtown Character District Regulating Plan will then become the new zoning map for this area.

BACKGROUND

The *Imagine Downtown! Vision Plan* was adopted in November, 2019 as an integral part of the City of Cedar Falls Comprehensive Plan. Following adoption of the plan, consultants from Ferrell Madden and Community ReCode worked with City staff to draft a zoning ordinance as a primary tool for implementing the goals of the plan.

A public review draft of a new zoning code and zoning map for the Downtown Character District were presented during a special virtual Cedar Falls Planning and Zoning Commission meeting on February 17, 2021. Since that time, the proposed code and regulating plan map have been available for public review and comment on the project webpage. Over the last six months, consultants and staff have met virtually with the Planning and Zoning Commission at four special work sessions to discuss the various elements of the proposed code and regulating plan and answer questions from the Commission. Staff also provided opportunities for work session discussions with development professionals and with Community Main Street, and encouraged the public to view and submit questions or comments to the Planning Division. All property owners in the area were notified by mail of the public hearing date at Planning and Zoning and provided with instructions on how to participate. Notice was published in the Courier for both the

proposed new zoning code for Downtown and for the rezoning of property to the new designation of Downtown Character District (CD-DT), noting that the Downtown Character District Regulating Plan (attached) will be the new zoning map for the area.

ANALYSIS

CURRENT ZONING

The downtown study area is comprised of a mix of zoning districts, a portion of which is subject to the Central Business District Overlay.

- The downtown core is zoned C3, the highest density commercial zoning district. Development standards of this zone allow buildings up to 15 stories tall, with limited or no setbacks, and almost any type of commercial use with few restrictions. While the CBD Overlay has helped to temper the nearly unregulated nature of the C-3 District, each proposed development is subject to debate regarding the height and design of the building and how it relates to the existing downtown context, which has resulted in additional time and expense for developers and uncertainty for surrounding property owners and members of the community.
- There are several areas along the river and along edges of the study area zoned Industrial (M-1 and M-2), some of which still have manufacturing uses (Viking Pump), but many that are now devoted to other uses, or are ripe for redevelopment.
- The 1st Street corridor within the study area is largely zone C-2. The C-2 Zone allows a wide variety of commercial uses, but being an older zoning district has few development standards and no design standards that would ensure that new buildings fit into the context of the neighborhood.
- The C-1 Zoning District is located between the C-3 District and the residential districts to the west and south. However, the area is still largely residential in character with many existing owner-occupied single family homes and houses that have been converted to duplexes, multi-family, or offices. There has been a small amount of commercial infill in these areas. Other than limiting the height and establishing perimeter setback requirements, this zone also does not include any design standards to help the mix of uses allowed develop in a cohesive manner or address the potential adjacency between commercial buildings and the homes that remain the predominant use in this area.
- The other areas of the Downtown Character District are zoned R-3 and R-4 with just one block of R-2 zoning north of Lincoln Elementary School. These zones are also older zoning districts that allow a variety of residential uses and in the case of the R-4 District also allows some office and lower intensity commercial uses. Similar to the older commercial districts, these zones do not include design standards and have only a few basic dimensional standards, such a building height, lot area standards, and setbacks, so some infill has occurred that is not in keeping with the original residential character of these areas.
- The Central Business District Overlay covers the main downtown area from 1st to 7th Streets between Franklin Street and the Cedar River. While the Overlay establishes some design standards and a process for review of new development through the Planning and Zoning Commission and City Council, it leaves some issues open to interpretation, such as the height of new buildings. The rest of the study area outside the CBD Overlay has few standards to prevent out-of-character redevelopment with no review oversight by P&Z and Council.

PROPOSED ZONING

The Downtown Character District is established to implement the adopted *Imagine Downtown! Vision Plan*. It focuses on community character, through an emphasis on development character, intensity, and the physical form of the buildings. The emphasis is on the relationship between private development and public spaces (streets, parks, and open space) to promote an overall sense of place within the downtown area, while allowing a wide variety of land uses. The goal is to create walkable urban neighborhoods in close proximity to the downtown mixed-use center. The regulations establish requirements related to form, character and design that complement the established pattern of compact, well-connected blocks in the downtown core neighborhoods and work to preserve the historic character and sense of place that is the focus of the community's vision for the future of the downtown area.

COMPLIANCE WITH THE COMPREHENSIVE PLAN

The *Imagine Downtown! Vision Plan* was adopted in November 2019 as an integral part of the Cedar Falls Comprehensive Plan. The primary goal of that planning effort was to update the Comprehensive Plan for the downtown study area to ensure that future development is consistent with the community's vision. After adoption of the Vision Plan, new zoning regulations were drafted to implement the vision.

The Downtown Character Regulating Plan, which with this rezoning will be the new zoning map for the area, is consistent with the "character areas" identified in the *Imagine Downtown! Vision Plan* and help to establish a gradual transition between the higher intensity "Storefront" and "Urban General" frontages to the lower intensity mixed-use Urban General 2, and finally to the "Neighborhood Medium" and "Neighborhood Small" designations in the surrounding residential neighborhoods. These "Neighborhood" designations will allow for a variety of housing types for people of different ages and incomes that desire to live close to downtown, but at a scale that blends into the neighborhood context. The mixed-use Urban General 2 also extends west along 1st Street and also covers a mixed-use node near the intersection of 18th and Main Streets on the far southern boundary of the study area. The Regulating Plan also acknowledges and provides for future redevelopment for areas currently zoned Industrial at the far northwest corner of the character district and the areas on the east side of downtown. Maps illustrating the current zoning superimposed over the proposed zoning designations are attached to this report.

Since the proposed zoning has been specifically drafted to implement the adopted *Imagine Downtown! Vision Plan* as described above, staff finds that rezoning the properties within the downtown study area to CD-DT Downtown Character District is consistent with the Comprehensive Plan. Staff also notes that the Future Land Use Map should be updated to reflect the adopted Vision Plan.

ACCESS TO PUBLIC SERVICES

The study area is located within in a developed area of the city with access to all utilities and public services.

ACCESS TO ADEQUATE STREET NETWORK

The Downtown Character District is located in an area with short, well-connected blocks. The gridded street pattern with centrally spaced alleys lends itself well to the new zoning, which encourages buildings that frame the streets to create walkable urban neighborhoods with a mixed-use urban center.

PUBLIC NOTICE

Notice of the rezoning proposal was mailed to all property owners and the proposed zoning has been publicized widely in both print and social media and on television and radio. Public notice for the September 7 City Council hearing was published in the Waterloo-Cedar Falls Courier on August 27, 2021.

RECOMMENDATION

At their May 12 meeting, the Planning and Zoning Commission unanimously recommended approval of RZ21-004, a City-initiated request to rezone all property located within the *Imagine Downtown! Vision Plan* study area boundary, as shown on the attached Regulating Plan, from current zoning designations to CD-DT - Downtown Character District and to update the Future Land Use Map to reflect the adopted Imagine Downtown! Vision Plan.

PLANNING & ZONING COMMISSION

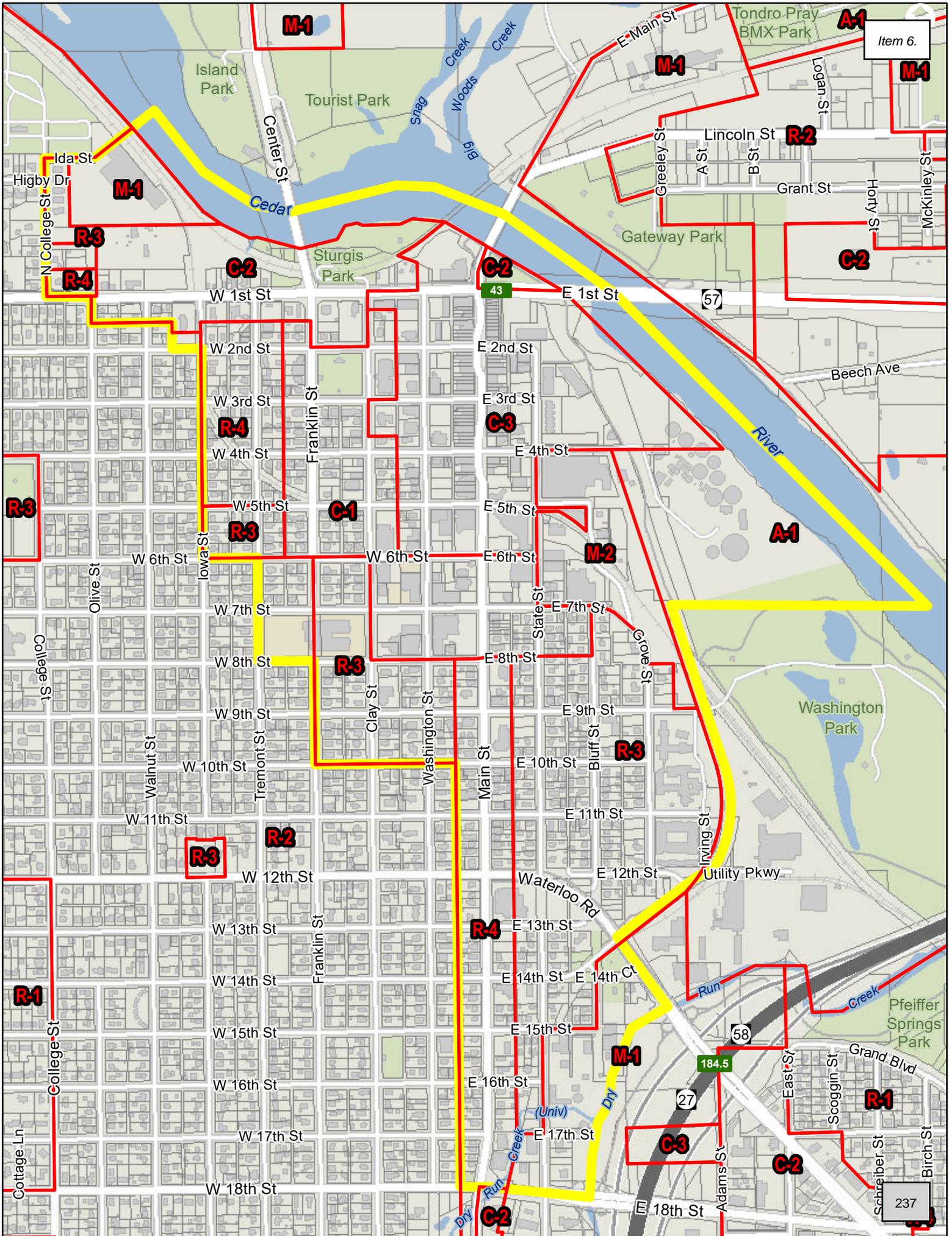
4/28/2021 Public hearing The next item for consideration by the Commission was rezoning of property in the proposed Downtown Character District. Chair Leeper introduced the matter and Ms. Howard provided background information. She explained that mailed notice of the rezoning was sent out to all property owners in the rezoning area and notice of the public hearing was also published in the Courier. The item is for initial discussion at this time and will be continued to the next meeting.

Public hearing Continued 5/12/2021 Discussion & Vote 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 and also to update the Future Land Use Map to reflect the adopted *Imagine Downtown! Vision Plan*.

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 items as recommended by staff. Ms. Prideaux seconded the motion. The motion was approved unanimously with 6 ayes (Larson, Leeper, Lynch, Prideaux, Saul and Sears), and 0 nays.

- Attachments: Downtown Regulating Plan
- Location map with study area boundary and existing zoning
- Map overlaying proposed zoning over current zoning
- Ordinance rezoning property to CD-DT Downtown Character District



Item 6.

237

M-1

M-1

A-1

M-1

M-1

R-2

C-2

C-2

C-2

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R-4

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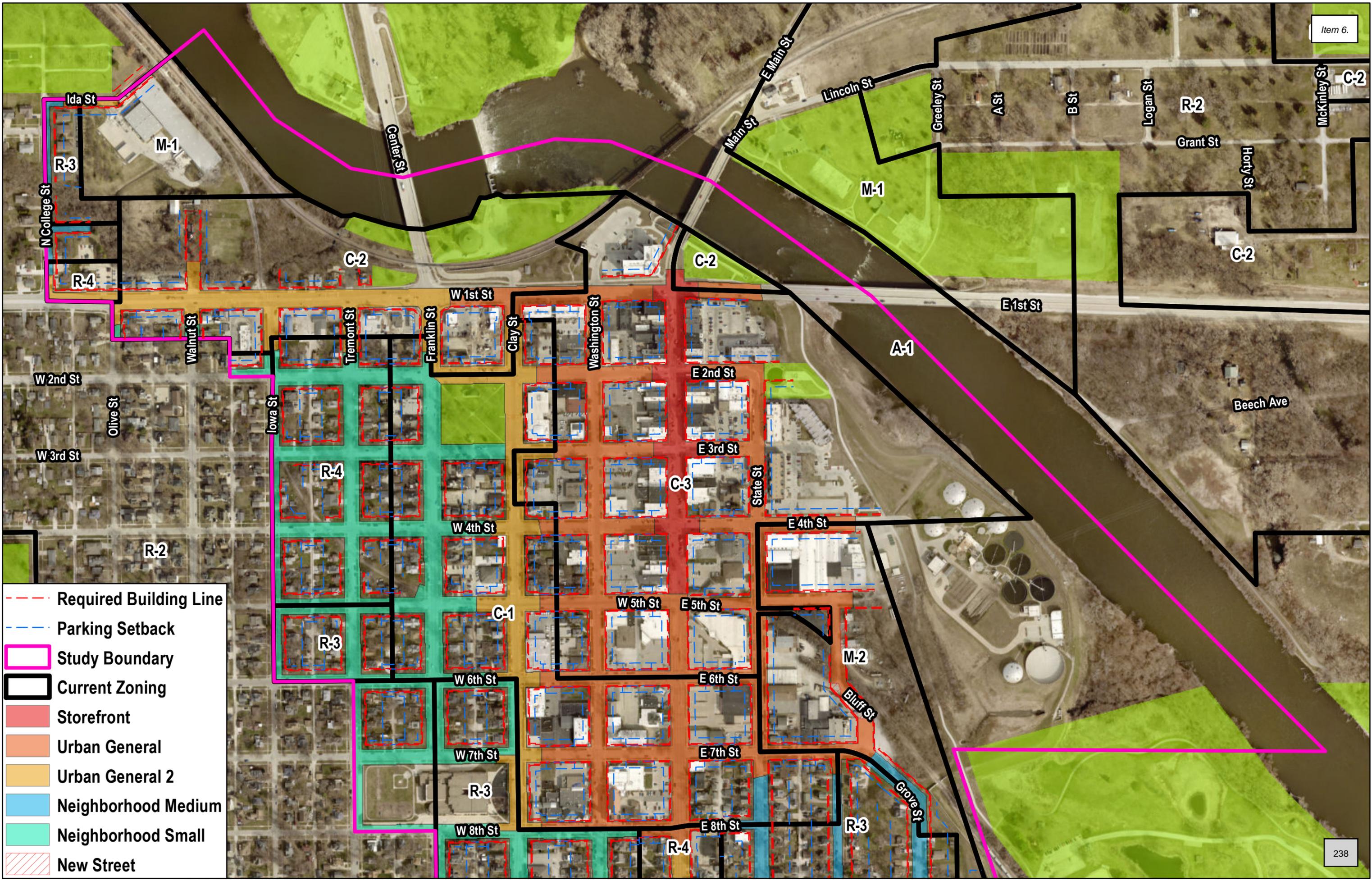
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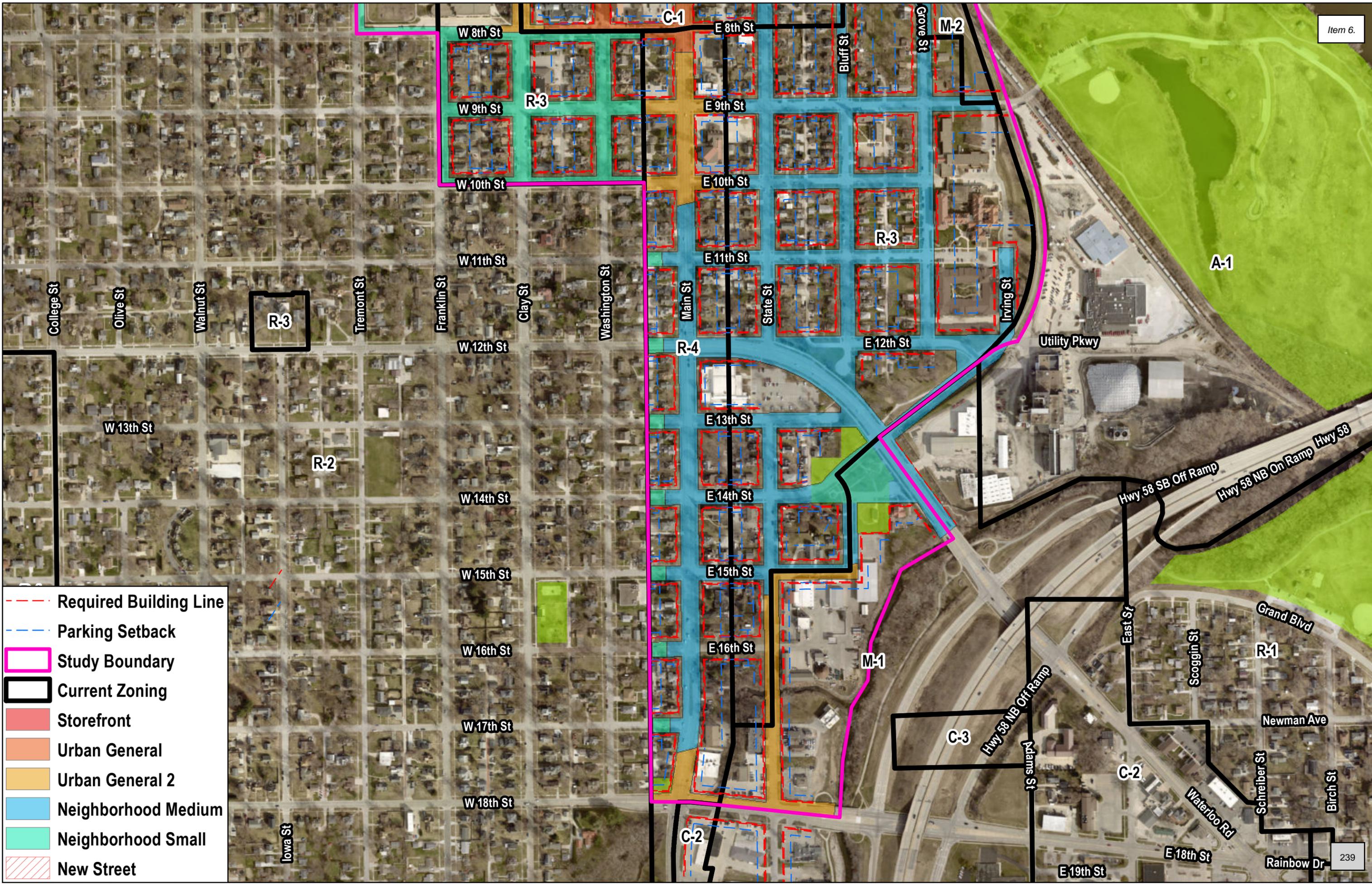
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- Required Building Line
- Parking Setback
- Study Boundary
- Current Zoning
- Storefront
- Urban General
- Urban General 2
- Neighborhood Medium
- Neighborhood Small
- New Street



- - - Required Building Line
- - - Parking Setback
- Study Boundary
- Current Zoning
- Storefront
- Urban General
- Urban General 2
- Neighborhood Medium
- Neighborhood Small
- New Street

Prepared by: Karen Howard, P&CS Manager, 220 Clay Street, Cedar Falls, IA 50613 (319) 273-8600

ORDINANCE NO. 2995

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CEDAR FALLS FOR A CERTAIN DESCRIBED AREA, ALSO ILLUSTRATED ON THE DOWNTOWN CHARACTER DISTRICT REGULATING PLAN ATTACHED HERETO, REMOVING SAID AREA FROM ALL CURRENT ZONING DISTRICTS AND ADDING IT TO THE CD-DT DOWNTOWN CHARACTER DISTRICT AND ADOPTING THE DOWNTOWN CHARACTER DISTRICT REGULATING PLAN AS AN INTEGRAL PART OF THE ZONING MAP OF THE CITY OF CEDAR FALLS, IOWA.

WHEREAS, in November of 2019, the City Council of the City of Cedar Falls adopted the *Imagine Downtown! Vision Plan*, as an integral part of the Cedar Falls Comprehensive Plan; and

WHEREAS, in order to ensure future development and redevelopment is consistent with the adopted *Imagine Downtown! Vision Plan*, the City of Cedar Falls drafted new zoning regulations and an associated regulating plan for the downtown area covered by the *Imagine Downtown! Vision Plan*; and

WHEREAS, the new zoning regulations establish a new zoning district entitled, "Downtown Character District" abbreviated as "CD-DT," and an associated zoning map, referred to as the "Downtown Character District Regulating Plan;" and

WHEREAS, the City of Cedar Falls petitioned the Cedar Falls Planning and Zoning Commission to change the zoning of all properties within the area legally described below to CD-DT: Downtown Character District; and

WHEREAS, the Planning and Zoning Commission found that the rezoning (Case #RZ21-004) is consistent with the adopted Comprehensive Plan of the City of Cedar Falls and therefore has recommended to the City Council of the City of Cedar Falls, Iowa, that all that area within the boundary described in the body of the ordinance below, and including all street and alley rights-of-way within and abutting said area, shall be removed from the current zoning district designations and placed in the CD-DT Downtown Character District; and

WHEREAS, the City Council of the City of Cedar Falls, Iowa, deems it to the best interests of the City of Cedar Falls, Iowa, that said proposal be made and approved; and

WHEREAS, Section 26-118, District Boundaries of Division I, Generally, of Article III, Districts and District Regulations, of Chapter Twenty-six (26), Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, provides that the zoning map of the City of Cedar Falls, Iowa, is incorporated into and made a part of said Ordinance by reference; and

WHEREAS, the said amended Section 26-118, District Boundaries of Division I, Generally, of Article III, Districts and District Regulations, of Chapter Twenty-six (26), Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, provides that the boundaries of each Character District shall be indicated on the zoning map of the City and shall be governed by the associated Regulating Plan, which shall be the zoning map for each said Character District and shall be made a part of this article by reference; and said Downtown Character District Regulating Plan is attached hereto as Exhibit A; and

WHEREAS, notice of public hearing has been published, as provided by law, and such hearing held on the proposed amendment.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. That the following described area, which is also illustrated on the attached Exhibit A: Downtown Character District Regulating Plan, be and the same is hereby removed from all current zoning districts and added to the CD-DT Downtown Character District:

Beginning at the midpoint of a line between the Southwest corner of Lot No. 4, Block No. 21, and Southeast corner of Lot No. 5, Block No. 21, "J. R. and S. Cameron's Second Addition" to the City of Cedar Falls, Black Hawk County, Iowa; thence North along the centerline of the alley in said Block No. 21 to the midpoint of a line between the Northwest corner of Lot No. 1, Block No. 21, and Northeast corner of Lot No. 8, Block No. 21; thence North to the midpoint of a line between the Southwest corner of Lot No. 4, Block No. 20, and Southeast corner of Lot No. 5, Block No. 20, "J. R. and S. Cameron's Second Addition" to the City of Cedar Falls, Black Hawk County, Iowa; thence North along the centerline of the alley in said Block No. 20 to the midpoint of a line between the Northwest corner of Lot No. 1, Block No. 20, and Northeast corner of Lot No. 8, Block No. 20; thence North to the midpoint of a line between the Southwest corner of Lot No. 4, Block No. 13, and Southeast corner of Lot No. 5, Block No. 13, "J. R. and S. Cameron's Second Addition" to the City of Cedar Falls, Black Hawk County, Iowa; thence North along the centerline of the alley in said Block No. 13 to the midpoint of a line between the Northwest corner of Lot No. 1, Block No. 13, and Northeast corner of Lot No. 8, Block No. 13; thence North to the midpoint of a line between the Southwest corner of Lot No. 4, Block No. 12, and Southeast corner of Lot No. 5, Block No. 12, "J. R. and S. Cameron's Second Addition" to the City of Cedar Falls, Black Hawk County, Iowa; thence North along the centerline of the alley in said Block No. 12 to the midpoint of a line between the Northwest corner of Lot No. 1, Block No. 12, and Northeast corner of Lot No. 8, Block No. 12; thence North to the midpoint of a line between the Southwest corner of Lot No. 4, Block No. 2, and the Southeast corner of Lot No. 5, Block No. 2, "J. R. and S. Cameron's Addition" to the City of Cedar Falls, Black Hawk County, Iowa; thence North along the centerline of the alley in Block No. 2 to the midpoint of a line between the Northwest corner of Lot No. 1 said Block No. 2 and the Northeast corner of Lot No. 8 said Block No. 2; thence North to the midpoint of a line between the Southwest corner of Lot No. 2, Block No. 1, and the Southeast corner of Lot No. 3, Block No. 1, "J. R. and S. Cameron's Addition" to the City of Cedar Falls, Black Hawk County, Iowa; thence North along the centerline of the alley in Block No. 1 to the midpoint of a line between the Northwest corner of

Lot No. 1 said Block No. 1 and the Northeast corner of Lot No. 4 said Block No. 1; thence North along the centerline of the alley in “Auditors Plat #8”, City of Cedar Falls, Black Hawk County, Iowa to the midpoint of a line between the Northwest corner of Lot No. 1 and the Northeast corner of Lot No. 5 in “Auditors Plat #8”; thence North to the midpoint of a line between the Southwest corner of Lot No. 5 and the Southeast corner of Lot No. 6, in Block No. 4, “R. P. Speers Addition”, City of Cedar Falls, Black Hawk County, Iowa; thence along the centerline of the alley in said Block No. 4 to the midpoint of a line between the Northwest corner of Lot No. 1, Block No. 4 and the Northeast corner of Lot No. 10, Block No. 4; thence North to the midpoint of a line between the Southwest corner of Lot No. 4, Block No. 3 and the Southeast corner of Lot No. 5, Block No. 3 in “R. P. Speers Addition”, City of Cedar Falls, Black Hawk County, Iowa; thence along the centerline of the alley in said Block No. 3 to the midpoint of a line between the Northwest corner of Lot No. 1, Block No. 3 and the Northeast corner of Lot No. 8, Block No. 3; thence North along the Northerly extension of said alley centerline to the centerline of West 10th Street; thence West along said centerline of West 10th Street to the centerline of Franklin Street; thence North along said centerline of Franklin Street to the centerline of West 8th Street; thence West along said centerline of West 8th Street to the centerline of Tremont Street; thence North along said centerline of Tremont Street to the centerline of West 6th Street; thence West along said centerline of West 6th Street to the centerline of Iowa Street; thence North along said centerline of Iowa Street to the centerline of West 2nd Street; thence West along said centerline of West 2nd Street to the Southerly extension of Lots Nos. 5 and 6, Block No. 29, “Original Town of Cedar Falls”, City of Cedar Falls, Black Hawk County, Iowa; thence North along said Southerly extension and along the West line of said Lots Nos. 5 and 6, Block No. 29 to the Northeast corner of said Lot No. 6, Block No. 29; thence West along the North line of said Lot No. 6, Block No. 29 to the Northwest corner of said Lot No. 6, Block No. 29; thence West to the Northeast corner of Lot No. 3, Block No. 38, “Original Town of Cedar Falls”, City of Cedar Falls, Black Hawk County, Iowa; thence West along the North line of said Lot No. 3, Block No. 38 to the Northeast corner of said Lot No. 3; thence West to the Northeast corner of Lot No. 6, said Block No. 38; thence West along the North line of said Lot No. 6 and its Westerly extension to the centerline of Olive Street; thence North along said centerline of Olive Street to the centerline of West 1st Street; thence West along said centerline of West 1st Street to the centerline of North College Street; thence North along said centerline of North College Street to the North line of Ida Street; thence East along the North line of said Ida Street to the Northeast corner of said Ida Street; thence Northeasterly along the Southeasterly line of Auditor’s Parcel #8914-12-101-003 and its Northeasterly extension to the thread of the Cedar River; thence Southeasterly along said thread of the Cedar River to the Easterly extension of the centerline of East 7th Street North of Block 1, “Garrison’s Addition” to the City of Cedar Falls, Black Hawk County, Iowa; thence West along said Easterly extension of the centerline of East 7th Street to the Northwesterly extension of the centerline of Iowa Northern Railroad tracks lying West of the main office of the Cedar Falls Utilities; thence Southeasterly along said Northwesterly extension and Southerly and Southwesterly along the centerline of Iowa Northern Railroad tracks lying West of the main office of the Cedar Falls Utilities to the centerline of Utility Parkway; thence Southwesterly along said centerline of Utility Parkway and its Southwesterly extension to the centerline of Waterloo Road; thence Southeasterly along said centerline of Waterloo Road to the thread of Dry Run Creek; thence Southwesterly along said thread of Dry Run Creek to the centerline of East 18th Street; thence Northwesterly along said centerline of East 18th Street to the East extension of the centerline of West 18th Street; thence

West along said Easterly extension and said centerline of West 18th Street to the Southerly extension of the centerline of the alley in Block No. 21, “J. R. and S. Cameron’s Second Addition” to the City of Cedar Falls, Black Hawk County, Iowa; thence North along said Southerly extension to the point of beginning; and including all street and alley rights-of-way within and abutting said area.

Section 2. That the zoning map of the City of Cedar Falls, Iowa, be and the same is hereby amended to show the property described in Section 1, above, as now being in the CD-DT Downtown Character District, and the amended map as well as the Downtown Character District Regulating Plan attached hereto and incorporated herein as Exhibit A, is hereby ordained to be the zoning map of the City of Cedar Falls, Iowa, as amended.

INTRODUCED: _____ September 7, 2021

PASSED 1ST CONSIDERATION: _____ September 7, 2021

PASSED 2ND CONSIDERATION: _____ October 18, 2021

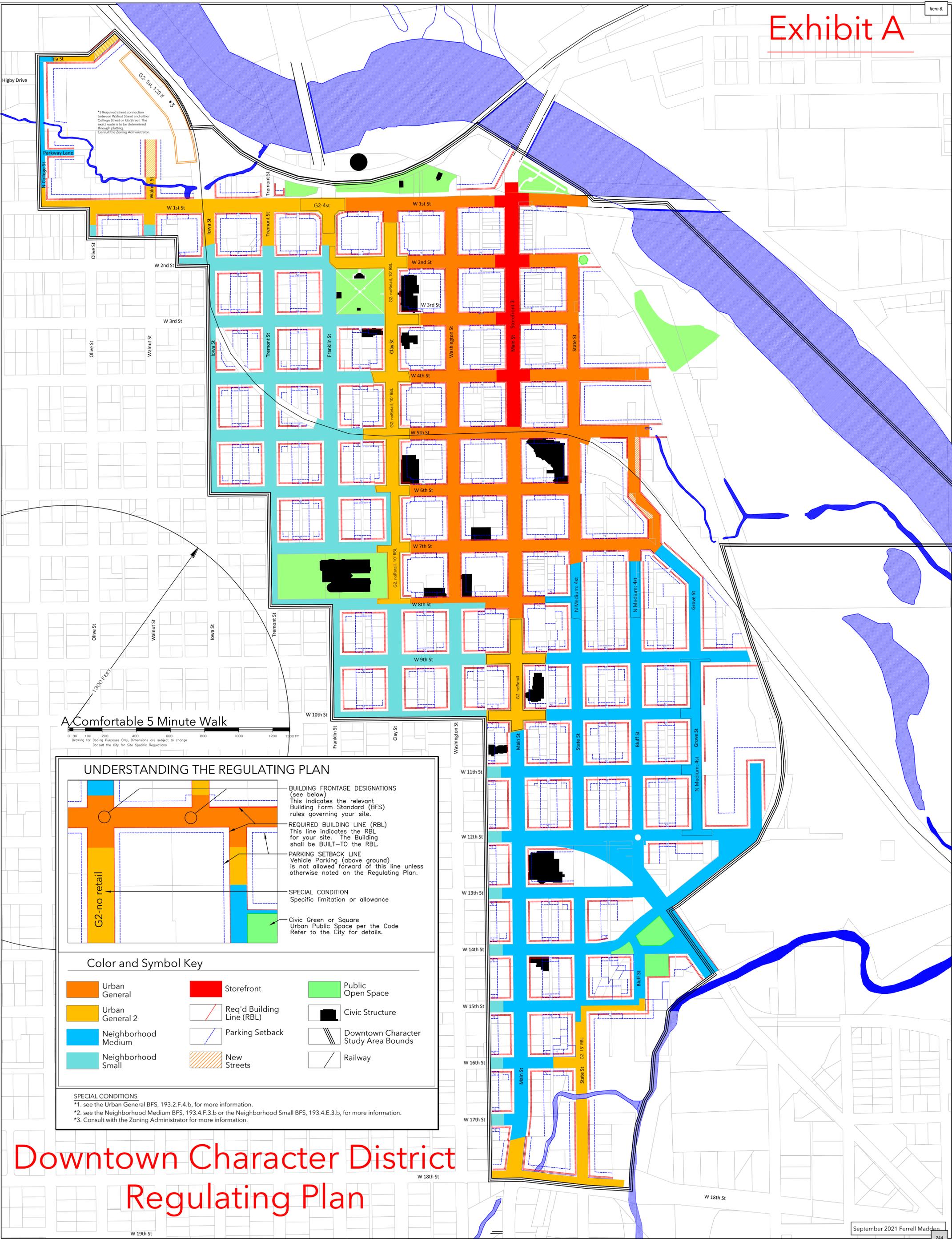
PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

Robert M. Green, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk



*3 Required street connection between Walnut Street and either College Street or 1st Street. The exact route is to be determined through platting. Consult the Zoning Administrator.

A Comfortable 5 Minute Walk

0 300 600 900 1200 1500 FT
Drawing for Coding Purposes Only. Dimensions are subject to change. Consult the City for Site Specific Regulations.

UNDERSTANDING THE REGULATING PLAN

BUILDING FRONTAGE DESIGNATIONS
(see below)
This indicates the relevant Building Form Standard (BFS) rules governing your site.

REQUIRED BUILDING LINE (RBL)
This line indicates the RBL for your site. The Building shall be BUILT-TO the RBL.

PARKING SETBACK LINE
Vehicle Parking (above ground) is not allowed forward of this line unless otherwise noted on the Regulating Plan.

SPECIAL CONDITION
Specific limitation or allowance

Civic Green or Square
Urban Public Space per the Code Refer to the City for details.

Color and Symbol Key

Urban General	Storefront	Public Open Space
Urban General 2	Req'd Building Line (RBL)	Civic Structure
Neighborhood Medium	Parking Setback	Downtown Character Study Area Bounds
Neighborhood Small	New Streets	Railway

SPECIAL CONDITIONS

*1. see the Urban General BFS, 193.2.F.4.b, for more information.
*2. see the Neighborhood Medium BFS, 193.4.F.3.b or the Neighborhood Small BFS, 193.4.E.3.b, for more information.
*3. Consult with the Zoning Administrator for more information.

Downtown Character District Regulating Plan



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: Mayor Robert M. Green and City Council
FROM: Chris Sevy, Planner I
DATE: September 27, 2021
SUBJECT: Rezoning Request – Creekside Condos

REQUEST: Amend Future Land Use Map from Office & Business Park to Medium Density Residential (Case #LU21-001) and to rezone property from C-1 Commercial District to R-P Planned Residence District. (Case #RZ21-005)

PETITIONER: Dan Levi; Levi Architecture

LOCATION: Hanna Park Commercial Addition Lots 1, 2 & 3 and P A Hanna Addition Lot 4; Northwest corner of Cedar Heights Drive and Valley High Drive

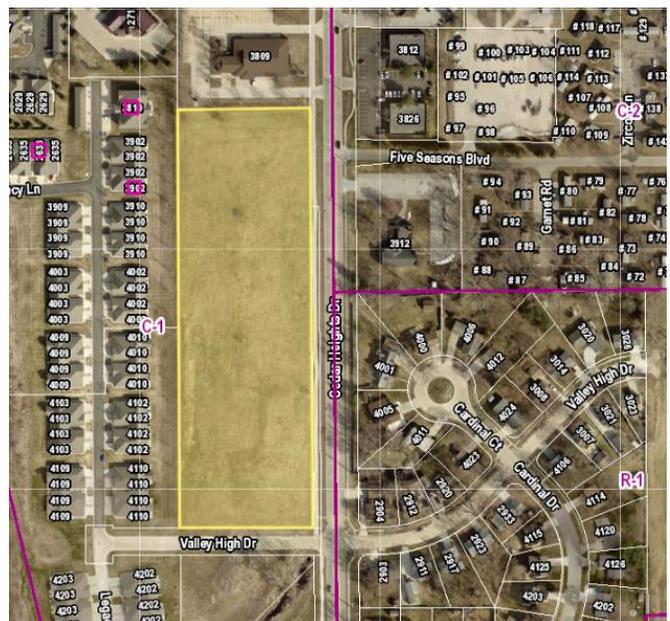
PROPOSAL

The applicant is seeking to build a medium density residential condominium development along Cedar Heights Drive north of Valley High Drive. Residential is only allowed conditionally in the C-1 district which also has a two-story 35-foot height limitation. That limitation precludes the proposed three-story 42-foot buildings from being built. Therefore, the applicant is requesting to rezone this property to an R-P Planned Residence District where a planned condominium development can be built.

Since one of the primary considerations of a rezoning is whether the rezoning request is consistent with the Comprehensive Plan, staff notes that an amendment to the Comprehensive Plan will be required in order to consider approval of the rezoning.

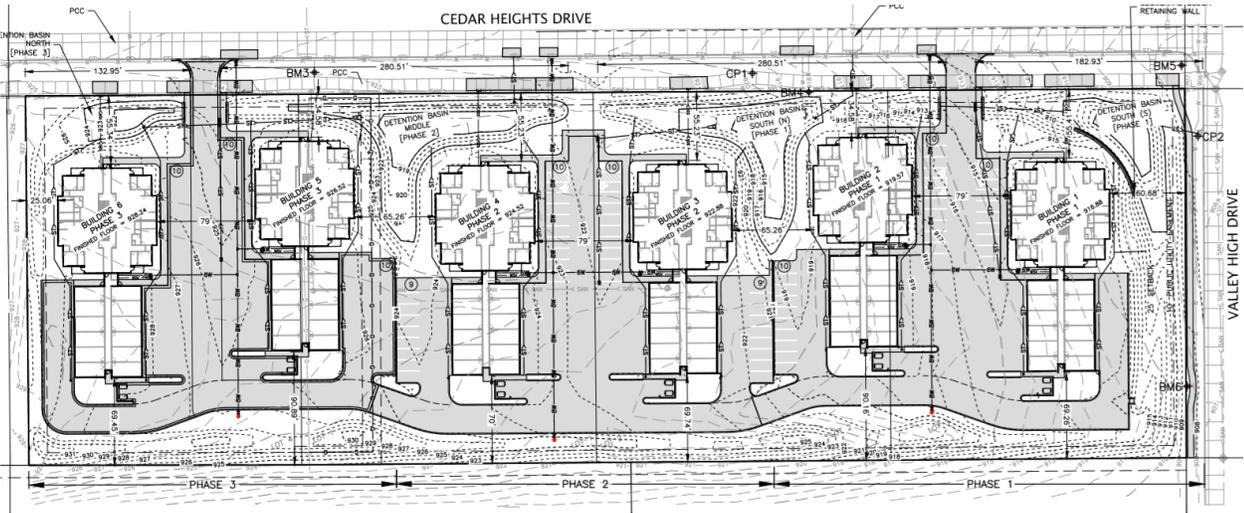
BACKGROUND

The four parcels in question and the surrounding area on three sides were zoned



C-1 Commercial in 2005. The northernmost parcel was platted in 1990 and the other three were platted in 2007 with the intent to allow commercial development. Staff notes that demand and interest for commercial development in this location has been limited as residential development has filled in around these parcels and they have remained vacant. There is considerable commercial development along University Avenue, which carries more traffic than Cedar Heights Drive, and is therefore more attractive to commercial development.

The applicant has provided a development plan for the site where six 12-plex buildings would go. This proposal is also going through a subdivision process to combine lots and reconfigure the utility easements that were previously platted. If rezoned from C-1 Commercial to an R-P Planned Residence District, it will be the lone R-P district in that immediate neighborhood. However, residential uses would border three sides of the development area.

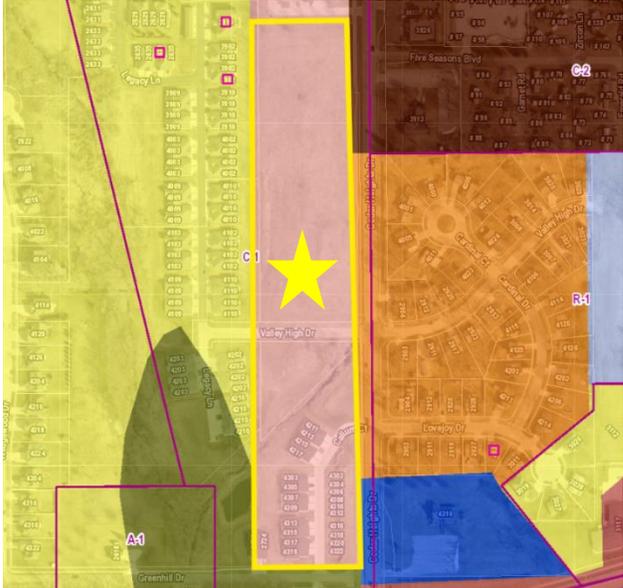


MINIMUM CRITERIA AND LAND USE MAP AMENDMENT

The following criteria are the minimum consideration for a rezone:

- 1) *Is the rezoning request consistent with the Future Land Use Map and the Comprehensive Plan?*

Not at this time. A land use map amendment is required and must be considered prior to consideration of the rezoning request. The Future Land Use Map shades this property in pink which is for Office and Business Park uses. The area outlined in yellow to the right (marked by a star) will need to be amended to "Medium Density Residential" to allow the proposed project. The area on the east side of Cedar Heights Drive is also designated as Medium Density Residential, shown shaded in orange, so a change on the west side of the street would create consistency in the type of development in the area.



Office and Business Park uses here on the

Future Land Use Map may not be a practical expectation at this point. In recent history there has not been interest or demand for further office spaces or commercial development along Cedar Heights Drive as there are more prominent commercial corridors nearby along University Avenue and Viking Road. Office and business park development has also agglomerated in the industrial land further to the west. Principles of land-use planning would concentrate commercial uses in nodes that are appropriately sized. Staff finds that the amount of commercial and office indicated on the Future Land Use Map along this corridor may be excessive given the lower traffic volume and more attractive locations for such development in other areas of the city. Also, additional residential development will provide needed housing in the community and help create more demand for nearby retail and commercial services. Staff recommends amending the Future Land Use Map changing the area outlined in yellow above to Medium Density Residential. Staff also suggests including the parcels south of Valley High Drive, which have largely been developed as residential. If the Land Use Map is amended as recommended, the rezoning request would then meet the test for a rezoning.

2) *Is the property readily accessible to sanitary sewer service?*

Yes, all utilities are readily available to the site.

3) *Does the property have adequate roadway access?*

Yes, the property borders Cedar Heights Drive and Valley High Drive.

ANALYSIS OF THE PROPOSED RP PLAN

The intent of the C-1 Commercial District is to border residential neighborhoods and provide for the “daily local business needs” of those neighborhoods. In the immediate area, most of the C-1 District has been developed as residential while the commercial amenities in the neighborhood include a dental office, a credit union, and a school district office for programs that help students transition to college and the work force. Residential uses are only allowed in C-1 with approval by the City Council. The applicant is requesting to rezone the property to R-P in order to cluster the residential development in 3-story buildings, which would not be allowed in the C-1 Zone.

This 6.38 acre property is bordered by a variety of uses: 4-plex condominium buildings to the west and south, a single family neighborhood and a church on the east, and the School District Educational Support Center on the north.

Staff finds that, for the surrounding residents, this rezone provides a more reliable expectation regarding what will be developed, how the buildings will be placed on the lot and how they will be designed to create a quality neighborhood. If demand changes and if left as C-1, many commercial uses such as retail, restaurants, and gas stations would be allowed with few restrictions or standards and would not be subject to review by the Planning and Zoning Commission and City Council.

The purpose of the R-P Planned Residence District is to provide for the orderly planned growth of residential developments in larger tracts of land. These larger tracts are more typically defined as being 10 acres or more, though this is not a hard number. For the sake of limiting the use and having assurance of how the parcels in question will be developed, City Staff finds that the R-P District is appropriate. An RP rezoning request must be accompanied by a master development plan and a developmental procedures agreement must be approved by City Council to ensure that the area is developed according to the plan.

The following is an analysis of the proposed development plan and an outline of specific requirements to inform conditions of the rezoning:

- Below is a table of the spatial requirements that would apply to this project along with the proposed figures (including C-1 requirements for comparison):

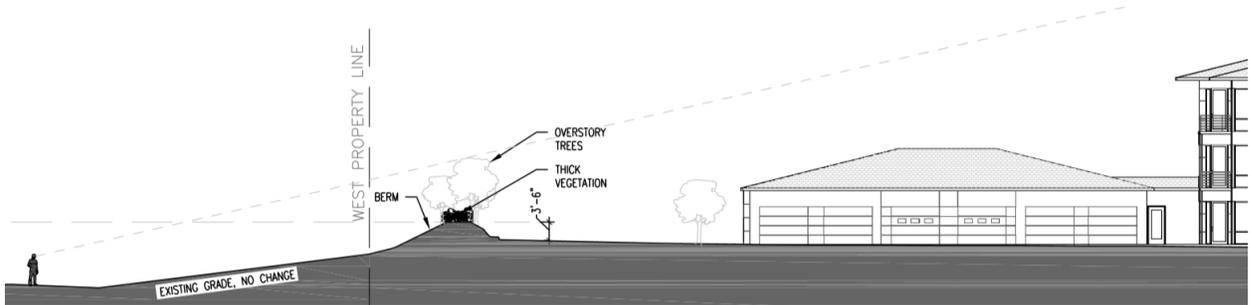
	<u>Required in C-1</u>	<u>Required in R-P</u>	<u>Proposed</u>
Front Yard Setback:	25 Feet	20 feet	34 feet (closest building); 55 feet (furthest building)
Rear Yard Setback:	10 feet	35 feet	69 feet (closest building); 90 feet (furthest building)
Side Yard Setback:	None	10 feet (25 feet total of both sides)	25 feet on north and 60 feet on south
Lot area minimum:	None	14,800 square feet per 12-plex	46,391 square feet per 12-plex
Height:	2 stories; 35 feet	N/A	3 stories; 42 feet

While the above figures are minimum requirements, the placement, design and height of the buildings will have to be substantially consistent with what is shown on the submitted master plan and outlined in the development procedures agreement. The setbacks, density and building height of the proposed development are listed in the column on the right. When a site plan application is submitted, it will need to be substantially consistent with these dimensional standards.

Concern about the height and number of units has been expressed by some of the neighboring residents to the west. The applicant seems to adequately address these concerns by having the buildings set back a minimum of 69 feet. The garages proposed at that setback are only 1 story and the 3-story 42-foot residential buildings are approximately 150 feet from the west property line. In contrast, the C-1 District would allow a 35-foot tall two-story building at a 10-foot setback with no mandatory review by the Commission or Council. Also, screening or fencing may not be required on property lines between two developments that are zoned C-1.

- Since Cedar Heights Drive is an arterial street and previous plats limit the number of driveways, only two access points will be allowed to ensure a smooth traffic flow. The applicant's proposal shows two access points, both on Cedar Heights Drive. A third access point may be allowed on Valley High Drive, however the applicant has opted not to provide that access point due to slope and elevation issues.
- Required landscaping and screening will be largely determined by the parking code as there are no landscape standards outlined in the R-P District (nor the C-1 District). The proposed plan features a 3.5 to 6-foot berm along the west edge of the property with trees, shrubs, and other plants on top of it. Below is an exhibit that was created to demonstrate to the neighbors how this will soften the view from their rear yards and

effectively screen the taller buildings from view. Staff finds that this is a good solution to help screen and separate the lower intensity residential development to the west and the taller buildings proposed with this development. During site plan review, the applicant will need to provide more details on how this berm and landscaping will provide an effective screen that is at minimum 6 feet tall to meet zoning code requirements.



4. Below is the provided landscape plan. The placement and number of trees and landscaping will be reviewed in detail when an application for site plan review is being considered. Note that the stormwater is being directed to the east to a series of landscaped basins. It should be noted that with development the stormwater from the proposed development will be managed in contrast to the uncontrolled run-off from what is currently a vacant lot.



A notice was mailed to property owners within 300 feet of the parcels under consideration on August 17, 2021 regarding this rezoning request. Notice was also published in the Courier on September 1, 2021.

Public comments have been received and are included as attachments:

- The Legacy HOA’s attorney filed a statement
- The neighboring Legacy HOA has submitted a petition signed in May of 2020 outlining concerns.
 - Since May of 2020, the applicant has held meetings and negotiations to improve the design and address concerns of neighbors.
- In an email the applicant has outlined the measures for addressing neighbor concerns. Many who signed the petition have expressed that they are now in support of the project.

- A neighbor to the west who originally signed the petition filed an official comment supporting the rezone while expressing concerns about flooding on their properties.
- Attendees of the last P&Z meeting requested that we include pictures of flooding on the properties to the west.

As is standard, proper stormwater management will be required of the applicant as part of the site plan approval process. This will include directing stormwater landing on impervious surfaces to basins bordering closer to Cedar Heights which will release water off the property at a slower rate than it would today in its undeveloped state. As such, the highlighted flooding issues may improve depending on where the flooding is coming from.

STAFF RECOMMENDATION

The Community Development Department recommends approval of the proposed amendment to the Future Land Use Map LU21-001 changing the designation north of Greenhill Road and west of Cedar Heights Drive from “Office and Business Park” to “Medium Density Residential” as outlined in this staff report; and

The Community Development Department recommends approval of RZ21-005, a request to rezone property from C-1, Commercial District to R-P, Planned Residence District, subject to a developmental procedures agreement that addresses the specific issues outlined in the staff report with regard to the proposed R-P plan, staff recommendations, access points, and landscaping.

The Community Development Department recommends approval of the Developmental Procedures Agreement which is included as an attachment.

At their meeting on September 8, 2021, on a vote of 7-0 (1 abstain), the Planning and Zoning Commission recommended approval of both the proposed amendment to the Future Land Use Map (LU21-001) as described above and the proposed rezoning (RZ21-005).

PLANNING & ZONING COMMISSION

Introduction 8/25/2021 The next item of business was a land use map amendment and rezoning request for the northwest corner of the intersection of Cedar Heights Drive and Valley High Drive. Chair Leeper introduced the item and Mr. Larson recused himself. Mr. Sevy provided background information, explaining that the applicant would like to rezone 6.38 acres from C-1, Commercial to RP, Planned Residence. It is proposed to build six 12-plex units, and the request involves an amendment to approximately 12.5 acres of the Future Land Use Map. The item is currently for discussion and setting a public hearing.

Mr. Sevy provided a rendering of the current Future Land Use Map and noted that interest and demand for Office/Business Park uses have been limited in the location and that the rezoning would help with housing needs. Staff recommends gathering comments from the Commission and public relating to the request, and scheduling a public hearing for September 8, 2021.

John Lane, 3909 Legacy Lane #1, shared personal concerns, including a letter

from Trent Law Firm. He noted concerns with who the developer is going to be. Kyle Larson met with Mr. Lane as the builder and Mr. Lane asks that specific details regarding a drain issue that is alleged to be fixed. He also noted concerns with the potential phasing, as well as the height of the building being three stories instead of two.

Steve Umthum, 4102 Legacy Lane #4, thanked the Commission for their work and mentioned concerns from the letter that was submitted before the meeting from Trent Law Firm. As the Commission has not had time to read the letter, he spoke to his questions and comments but noted that he is aware that this may be better for discussion at a future meeting. He mentioned proper stormwater detention and flooding mitigation and provided his concerns and suggestions. Development design and traffic, as well as buffering and privacy, were also discussed in the letter and Mr. Umthum outlined his concerns.

Dan Levi, Levi Architecture, 1009 Technology Parkway, spoke to the project and explained who the developers and owners are and answered questions that had been asked.

Ms. Howard clarified that the discussion is still just referring to the land use map amendment and noted that Mr. Sevy has more information about the rezoning.

Mr. Sevy spoke about the primary criteria for rezoning and explained that they are met, and discussed the conditions for the rezoning. Staff recommends gathering comments from the Commission and the public relating to the request, and scheduling a public hearing for September 8, 2021.

Mr. Holst asked how comfortable staff is with changing from commercial to residential and if there has been negative response from neighbors. Mr. Sevy explained that it appears to be a positive reaction as the rezoning is from a less restrictive zone to a more restrictive zone.

Ms. Lynch made a motion to set a public hearing for the next meeting. Ms. Sears seconded the motion. The motion was approved unanimously with 5 ayes (Holst, Leeper, Lynch, Prideaux and Sears), 1 abstention (Larson) and 0 nays.

Discussion
and Vote
9/8/2021

Chair Leeper introduced the item and Mr. Larson recused himself from the discussion and vote. Mr. Sevy explained that the request is to rezone the property from C-1, Commercial to RP, Planned Residential to allow for six, 12-plex units and to amend the future land use map. The item is being brought before the Commission for a public hearing. Staff finds that the amount of commercial and office use indicated on the land use map may be excessive given the lower traffic volume and more attractive locations for such development in other areas of the City. Additional residential development will also create more demand for nearby retail and commercial services. Staff feels that it would be appropriate to change the area to Medium Density Residential.

Mr. Sevy discussed the rezoning criteria, which includes consistency with the Future Land Use Map, utilities that are readily available to the site and access to Cedar Heights and Valley High Drives. All criteria are met. He discussed

neighborhood concerns and how each will be addressed. He also noted that concessions have been made since the signing of petitions in May of 2020, and that the petition may not accurately represent the current sentiment of all who signed it over a year ago. Mr. Sevy provided reasons why staff feels this zoning change would be a better fit in this area and the conditions of the rezoning. He provided a rendering of the developer's plans to address line of site issues as well as plans to manage stormwater. Staff recommends approval of the amendment of the Future Land Use Map and the rezoning of the property.

Dan Levi, Levi Architecture, 1009 Technology Parkway, stated that issues that were brought forward fourteen months ago have been addressed. He provided information about the developer and their standards for the developments. He also explained that these will not be apartments or rentals, but will be condos that are owner occupied, and addressed site line and stormwater concerns.

Richard Pint, 2629 Orchard Drive, Apt. 2, spoke regarding the need for higher quality housing.

Brian Page, 3325 Waterbury Drive, spoke as a real estate broker to the need for affordable high quality housing in Cedar Falls. He feels the project could only improve the community.

Steve Umthun, 4102 Legacy Lane, Unit 4, thanked the Commission for their work. He asked if there would be a chance for input with regard to the site plan at a later date. Mr. Leeper clarified that there would.

John Lane, 3909 Legacy Lane, stated that Mr. Sevy did a phenomenal job and that he answered most of the questions he's had. He asked if he would be dealing with LGC or Heartland Development if there are problems. Mr. Sevy clarified that Heartland Development is the seller of the property and LGC is the applicant for the project and will be the builder. Mr. Lane also stated that he believes that the majority of people who signed the petition have changed their minds and are in support of the project, but he wants assurances that if the project is not done as promised he knows who is legally responsible.

Juble Sloan, HOA president of the Valley High Condo association, stated that he is happy with the work the developer has done to accommodate neighbors and he is in support of the project.

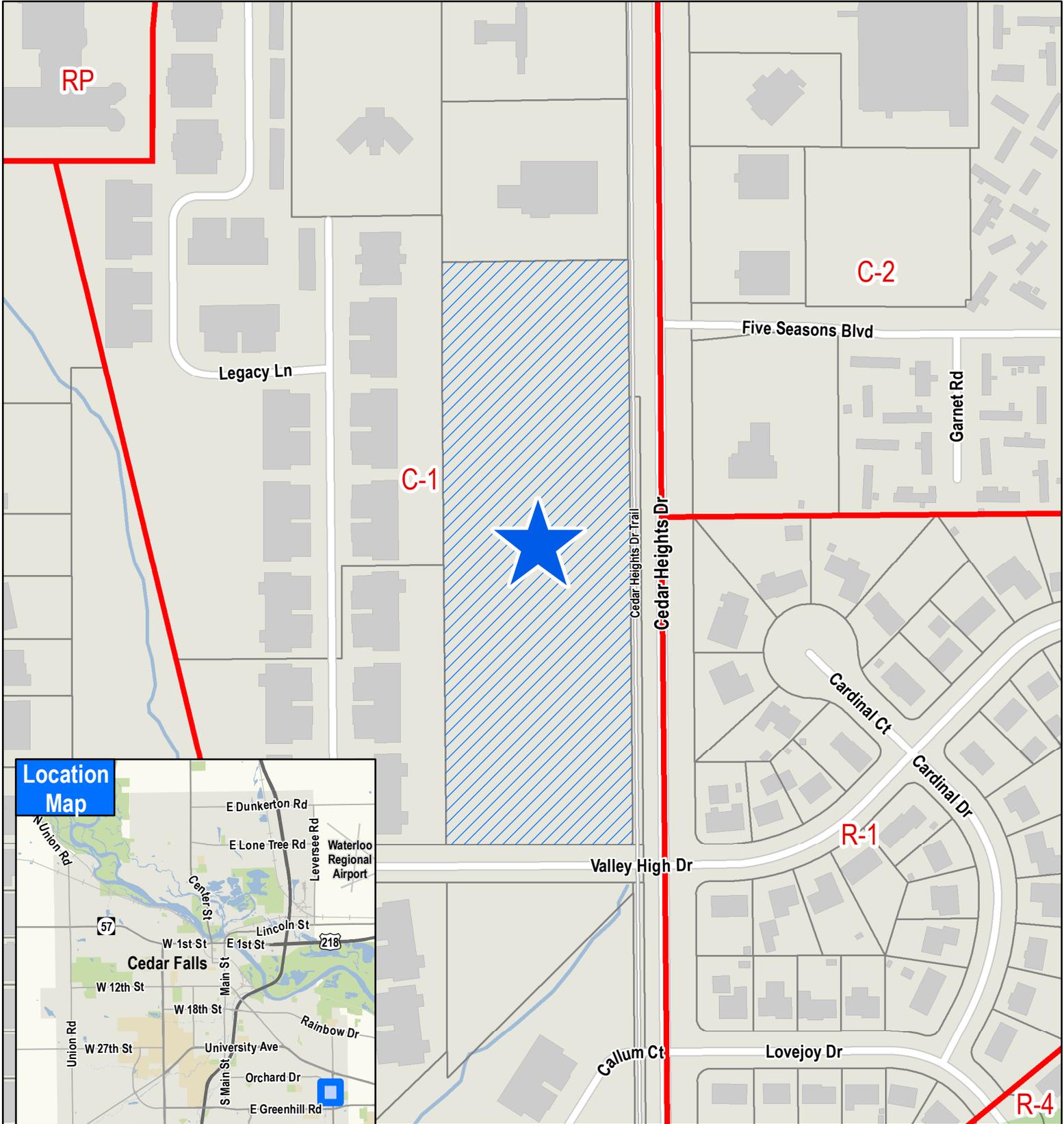
Ms. Saul made a motion to approve the item. Ms. Lynch seconded the motion. The motion was approved with 7 ayes (Hartley, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays and 1 abstention (Larson).

Attachments: Location Map
LUMA Resolution
LUMA Exhibit
Rezone Ordinance
Rezone Exhibit
Resolution accepting the Developmental Procedures Agreement
Developmental Procedures Agreement and Exhibits

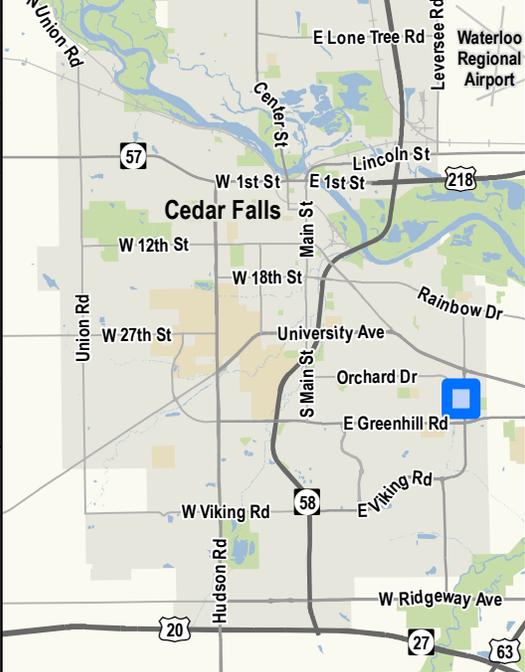
Renderings Provided by Applicant
Site Section with Building
Letter to Adjacent Property Owners
Public Comments Filed

Cedar Falls Planning & Zoning Commission August 25, 2021

Item 7.



Location Map



**Rezoning from C-1 to R-P
Northwest Corner of Cedar Heights
Drive and Valley High Drive**

Prepared by: Chris Sevy, Planner I, City of Cedar Falls, 220 Clay Street, Cedar Falls, IA 50613 (319) 273-8600

ORDINANCE NO. 2996

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CEDAR FALLS, IOWA FOR APPROXIMATELY 6.38 ACRES OF LAND DESCRIBED HEREIN, REMOVING SAID AREA FROM THE C-1, COMMERCIAL DISTRICT AND ADDING IT TO THE RP, PLANNED RESIDENCE DISTRICT

WHEREAS, a proposal was submitted to the Cedar Falls Planning and Zoning Commission to rezone approximately 6.38 acres of property from C-1 Commercial District to R-P, Planned Residence District, more specifically described below; and

WHEREAS, the Future Land Use Map of the Cedar Falls Comprehensive Plan has been amended (LU21-001) to be consistent with the residential uses and densities allowed in said R-P, Planned Residence District; and

WHEREAS, the Planning and Zoning Commission considered the rezoning request and proposed R-P Development Plan and associated developmental procedures agreement and find that said rezoning and Development Plan are consistent with the City of Cedar Falls Comprehensive Plan, as amended, and the intent of the R-P Planned Residence District; and

WHEREAS, the City Planning and Zoning Commission of the City of Cedar Falls, Iowa, finds that the rezoning (Case #RZ21-005) is consistent with the adopted Comprehensive Plan of the City of Cedar Falls and therefore has recommended to the City Council of the City of Cedar Falls, Iowa, that the property described below shall be removed from the C-1 Commercial District and placed in the R-P, Planned Residence District; and

WHEREAS, the City Council of the City of Cedar Falls, Iowa, deems it to be in the best interests of the City of Cedar Falls, Iowa, that said proposal be made and approved; and

WHEREAS, the said Section 26-118, District Boundaries of Division I, Generally, of Article III, Districts and District Regulations, of Chapter Twenty-Six (26), Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, provides that the zoning map of the City of Cedar Falls, Iowa, attached thereto, is incorporated into and made a part of said Ordinance;

WHEREAS, notice of public hearing has been published, as provided by law, and such hearing held on the proposed amendment; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. That the following described real estate, be and the same is hereby removed from the C-1 Commercial District and added to the R-P, Planned Residence District:

Legal Description

LOTS 1, 2, & 3, OF HANNA PARK COMMERCIAL ADDITION, & LOT 4 (EXCEPT THE NORTH 15 FEET THEREOF), OF P.A. HANNA ADDITION TO THE CITY OF CEDAR FALLS, ALL IN THE CITY OF CEDAR FALLS, BLACK HAWK COUNTY, IOWA

Section 2. That the zoning map of the City of Cedar Falls, Iowa, be and the same is hereby amended to show the property described in Section 1, above, as now being in the R-P, Planned Residence District, and the amended map is hereby ordained to be the zoning map of the City of Cedar Falls, Iowa, as amended.

INTRODUCED: _____ October 4, 2021

PASSED 1ST CONSIDERATION: _____ October 4, 2021

PASSED 2ND CONSIDERATION: _____ October 18, 2021

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

ATTEST:

Robert M. Green, Mayor

Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
 www.cedarfalls.com

MEMORANDUM

Inspection Services Division

TO: Honorable Mayor Robert Green & City Council

FROM: Jamie Castle, AIA
 Building Official

DATE: October 11, 2021

SUBJECT: Public Hearing for Model Code adoption and ordinance amendments

Every 6 years the City of Cedar Falls adopts the most recent versions of the model building codes. This year we are proposing to continue this standard by adopting the following codes:

- 2021 International Building Code (IBC)
- 2021 International Residential Code (IRC)
- 2021 International Mechanical Code (IMC)
- 2021 Uniform Plumbing Code (UPC)
- 2021 National Fuel Gas Code (NFGC)
- 2020 National Electrical Code (NEC)

By adopting these codes we ensure that our city is being developed to be as safe as possible in regards to life safety. Life safety includes elements of the built environment such as egress, fire separation, and structural stability. These codes are created by architects, engineers, builders, code officials, fire officials, attorneys, and more, which means many entities review them in the context of safety, ease of use, and cost implications. Therefore when we adopt them we are taking advantage of the knowledge of experts in the fields of design and construction. We also ensure that we are referencing the same codes as other local jurisdictions (Waterloo) and the state.

As part of this code adoption we also reviewed Chapter 7 of the City Code of Ordinances. We discovered there were some inconsistencies between the administration provisions between each code type. (Building, Residential, Mechanical, Electrical, and Plumbing) In order to align these codes to match our current processes we have made a significant number of amendments. These amendments do not

change the processes we have in place they simply clarify them and make them easier to follow. For example the Commercial amendments and Residential amendments were previously intermingled. We have pulled them apart and now have a section devoted to each of code. In addition, there are changes in all the codes to provide consistency between each code type. For example the sections regarding fees, working without a permit, refunds, and other administrative items are identical between the codes.

Prepared by: Kevin Rogers, City Attorney, 220 Clay Street, Cedar Falls, IA 50613, (319)273-8600

ORDINANCE NO. 2997

AN ORDINANCE AMENDING THE INCORPORATION OF OUTSIDE CODES INTO CHAPTER 7, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS. BY: **(1)**. AMENDING SECTION 7-19, ADOPTION, OF ARTICLE II, BUILDING CODE, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-19, ADOPTION ; **(2)**. AMENDING SECTION 7-20, AMENDMENTS, OF ARTICLE II, BUILDING CODE, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-20, AMENDMENTS; **(3)**. AMENDING SECTION 7-21, MISCELLANEOUS PROVISIONS, OF ARTICLE II, BUILDING CODE, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-21, MISCELLANEOUS PROVISIONS; **(4)**. AMENDING SECTION 7-47, PURPOSE, OF ARTICLE III, ELECTRICAL REGULATIONS, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-47, PURPOSE; **(5)**. DELETING IN ITS ENTIRETY SECTION 7-48, RULES OF CONSTRUCTION, OF ARTICLE III, ELECTRICAL REGULATIONS; **(6)**. AMENDING SECTION 7-49, NATIONAL ELECTRICAL CODE ADOPTION, OF ARTICLE III, ELECTRICAL REGULATIONS, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-49, NATIONAL ELECTRICAL CODE ADOPTION; **(7)**. AMENDING SECTION 7-50, NATIONAL ELECTRICAL CODE AMENDMENTS, OF ARTICLE III, ELECTRICAL REGULATIONS, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-50, NATIONAL ELECTRICAL CODE AMENDMENTS; **(8)**. DELETING IN ITS ENTIRETY SECTION 7-55, ALTERATION OF IDENTIFICATION OR RATING MARKINGS, OF ARTICLE III, ELECTRICAL REGULATIONS; **(9)**. DELETING IN ITS ENTIRETY SECTION 7-56, SUPERVISION BY BUILDING OFFICIAL, OF ARTICLE III, ELECTRICAL REGULATIONS; **(10)**. AMENDING SECTION 7-169, TITLE; UNIFORM PLUMBING CODE; ADOPTION; PURPOSE AND SCOPE; CONFLICTING PROVISIONS, OF DIVISION 1, GENERALLY, OF ARTICLE V. PLUMBING REGULATIONS, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-169, TITLE; UNIFORM PLUMBING CODE; ADOPTION; PURPOSE AND SCOPE; CONFLICTING PROVISIONS ; **(11)**. AMENDING SECTION 7-170, UNIFORM PLUMBING CODE; AMENDMENTS, OF DIVISION 1, GENERALLY, OF ARTICLE V, PLUMBING REGULATIONS, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-170, UNIFORM PLUMBING CODE; AMENDMENTS; **(12)**. AMENDING SECTION 7-413, INTERNATIONAL MECHANICAL CODE ADOPTION, OF ARTICLE VIII, MECHANICAL CODE, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 7-413, INTERNATIONAL MECHANICAL CODE ADOPTION; **(13)**. AMENDING SECTION 7-414, AMENDMENTS TO INTERNATIONAL MECHANICAL CODE, OF ARTICLE VIII, MECHANICAL CODE, BY REPEALING SAID SECTION AND ENACTING IN LIEU

THEREOF A NEW SECTION 7-414, AMENDMENTS TO INTERNATIONAL MECHANICAL CODE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. Section 7-19, Adoption, of Article II, Building Code, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-19, Adoption, is enacted in lieu thereof, as follows:

Sec. 7-19. Adoption.

- (a) Except as provided in this article by specific changes, the 2021 Edition of the International Residential Code for One- and Two-Family Dwellings published by the International Code Council, Inc., which hereinafter may be referred to as the “IRC”, and the 2021 Edition of the International Building Code, published by the International Code Council, Inc., which hereinafter may be referred to as the “IBC”, are hereby adopted by reference and are effective as if fully set forth in this article. The IRC and IBC collectively may be referred to as the “building code” in this article.
- (b) The 2009 American National Standard of Accessible and Usable Buildings and Facilities published by the International Code Council, Inc., which hereinafter may be referred to as “ICC A117.1-2009,” is hereby adopted by reference and is effective as if fully set forth in this article.
- (c) An official copy of the code adopted by this article, including a certificate by the clerk as to its adoption and effective date, is on file in the office of the clerk, available for public inspection.

Section 2. Section 7-20, Amendments, of Article II, Building Code, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-20, Amendments, is enacted in lieu thereof, as follows:

Sec. 7-20. Amendments.

The 2021 Edition of the International Residential Code for One- and Two-Family Dwellings (“IRC”) and the 2021 Edition of the International Building Code (“IBC”), as adopted in section 7-19, are hereby amended in the following respects:

(A) International Residential Code for One- and Two-Family Dwellings (“IRC”) amendments.

- (1) *Subsection R101.1, Title*, is amended by deleting “[NAME OF JURISDICTION]” and substituting in lieu thereof “City of Cedar Falls.”
- (2) *Subsection R103.1, Creation of Enforcement Agency*, is amended by deleting “department of building safety” and substituting in lieu thereof “Inspection Services Division”

(3) *Subsection R104.2, Applications and Permits*, is amended by adding the following subparagraphs thereto:

- (a) To obtain a permit an applicant shall show proof of registration with the state and shall execute and file with the city *building official* (or a specified inter-governmental agency if so designated by the *building official*) a certificate of insurance written by a company authorized to transact business in the state, in limits of not less than \$300,000.00 combined single limit to any person and \$100,000.00 property damage; said certificate to be written on a standard form and conditioned upon the faithful performance of all duties required of such contractor by any ordinances, rules and regulations of the city. It shall be a further condition of said certificate of insurance that the obligator will hold the city (through the specified inter-governmental agency if so designated) harmless from any and all damages sustained by reason of neglect or incompetence on the part of such contractor, his agents or employees in the performance of the work done under a license or *permit* issued upon the filing of said certificate.

Said certificate of insurance shall be issued by December 31 of each year, and shall be re-filed on or before said date for each subsequent year and shall be in continuous full force and effect. That is the intent and purpose of said certificate of insurance to also bind the individual, company, firm, association or partnership, whether it be trade name, corporation or other business association or arrangement with which the principal is associated.

Homeowners working on their principal property shall be exempt from filing said certificate.

- (b) Where a person desires to remodel or repair a building or structure of which they are the owner or owners of record, such work may be done by a member of their household without requiring the certificate of insurance otherwise required by this section.
- (1) Required permits shall be necessary for all remodel or *repair* work.
- (2) No owner or owner of record shall replace, remodel or *repair* any electrical, plumbing or mechanical on any property that they are not the owner/occupant with a homestead exemption and valid *permit*.
- (4) *Subsection R104.8, Liability*, is deleted in its entirety and a new Subsection R104.8, *Liability*, is substituted in lieu thereof as follows:

R104.8 Liability. The *building official*, or authorized representative of the *building official* charged with the enforcement of this Code, acting in good faith and without malice in the discharge of duties for the city, shall not thereby render himself or herself personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of duties. Any suit brought against the city or the *building official* or employee because of such act or omission performed by him or her in the enforcement of any provisions of such Codes or other pertinent laws or ordinances implemented through the enforcement of this Code or enforced by the inspection services division shall be defended by the city until the final termination of such proceedings, any judgment resulting therefrom shall be assumed by the city. This Code shall not be construed to relieve from or lessen the responsibility of any *person* owning, operating or controlling any building or

structure for any damages to persons or property caused by defects, nor shall the inspection services division of the city be held as assuming any such liability by reason of the inspections authorized by this Code or any certificates of inspection issued under this Code.

(5) A new subsection R104.8.2, *Conflict of Interest*, is added as follows:

R104.8.2 Conflict of Interest. No official or representative of the inspection services division shall be engaged directly or indirectly with the furnishing of labor, materials or *appliances* for the construction, *alteration* or maintenance of a building or the preparation of plans or specifications therefor, unless the official or representative is the *owner* of such building; nor shall such official or representative engage in any work which conflicts with the official duties or with the interests of the inspection services division.

(6) Subsection R104.10.1, *Flood hazard areas*, is deleted in its entirety.

(7) Subsection R105.2, *Work Exempt From Permit*, is deleted in its entirety and a new subsection R105.2, *Work exempt from permit*, is substituted in lieu thereof as follows:

R105.2 Work exempt from permit. Permits shall not be required for the following. Exemption from the *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Building:

1. One-story detached accessory structures provided the floor area does not exceed 120 square feet.
2. Fences.
3. Retaining walls that are not over four feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18927 L) and the ratio of height to diameter or width does not exceed two to one.
5. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below.

Exception: Wooden decks are not, for the purpose of this article, to be considered as a sidewalk or driveway, and section R105.1 shall apply to such.

6. Painting, papering, tiling not adjacent to or part of a shower, and carpeting.
7. Swimming pools that are accessory to one- or two-family dwellings.
8. Swings or other playground equipment accessory to a one- or two-family dwelling.
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.

A land use and/or right-of-way permit may still be required.

- (8) *Subsection R105.3.1.1, Determination of Substantially Improved or Substantially Damaged Existing Buildings In Flood Hazard Areas*, is deleted in its entirety.
- (9) *Subsection R105.5, Expiration*, is deleted in its entirety and a new subsection 105.5, Expiration, is substituted in lieu thereof, as follows:

R105.5 Expiration. Every *permit* issued under the provisions of this Code shall expire 180 days from date of issue if the work has not been commenced, and 365 days from the date of issue if the work has not been completed, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the *permit* may be issued for the time period of the construction schedule, with the approval of the *building official*. If the work has not been commenced or completed, as the case may be, including all required inspections, by the expiration date of the *permit*, no further work shall be done until the *permit* has been renewed by the *owner*, or the *owner's* agent, and payment of the renewal fee has been received. The *building official* is authorized to grant one or more extensions of time, for periods of not more than six months each, without payment of the renewal fee. Extensions shall be requested by the *owner*, or the *owner's* agent, and justifiable cause demonstrated by the *owner*.

- (10) *Subsection R108.5, Refunds*, is deleted the in its entirety and a new subsection R108.5, Refunds, is substituted in lieu thereof, as follows:

R108.5, Refunds. Refunds may be available only when work under the *permit* has not been commenced. Refunds may be available only for *permit* fees that exceed \$100.00. If granted, the refund shall be eighty percent of the *permit* fee.

- (11) *A new subsection, R108.7, Reinspections, is added as follows:*

R108.7, Reinspections. A reinspection fee shall be permitted to be assessed for each inspection or reinspection where such portion of work for which inspection is called is not complete or where required corrections have not been made.

This provision shall not be interpreted as requiring reinspection fees the first time a job is rejected for failure to be in accordance with the requirements of this code, but as controlling the practice of calling for inspection before the job is ready for inspection or reinspection.

Reinspection fees shall be permitted to be assessed where the *approved* plans are not readily available to the inspector, for failure to provide safe access on the date for which the inspection is requested, or deviating from plans requiring approval of the City.

- (12) *Section R112, Board of Appeals*, is amended by deleting that section in its entirety and a new Section, R112 Board of Appeals, is substituted in lieu thereof, as follows:

R112. Board of Appeals.

R112.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the *building official* or *fire official* relative to the application and interpretation of this Code, there shall be and is hereby created a board of appeals.

In so far as reasonably practicable, appointees for membership on the board shall be residents of the city, or, if that is not reasonably practicable, shall have a place of employment in the city. Appointees who are neither residents of the city nor who have a place of employment in the city may be eligible for appointment to the board upon a finding of the unavailability of qualified applicants, as determined by the mayor. Any person who is a member of the board on the date of adoption of this ordinance who does not meet the qualifications for membership set forth herein shall continue to be eligible to serve as a member of the board until both the expiration of the member's current term and the member's nonreappointment by the mayor to an additional term.

R112.2 Limitation of authority. The board of appeals shall have no authority relative to interpretation of the administration provisions of this Code; nor shall the board be empowered to waive requirements of this Code.

R112.3 Qualifications. The board shall consist of members who are qualified by experience and training to pass upon matters pertaining to building construction or experience and training to pass upon matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems, and who are not employed by the city. At no time shall there be more than two members of the board selected from the same company.

R112.4 Appointment of members; Terms. The board of appeals shall consist of five members who are appointed by the mayor with city council approval. The terms of current members of the board of appeals shall expire on December 31, 2021. Three members shall then be appointed for five year terms expiring on December 31, 2026, and two members shall be appointed for four year terms expiring on December 31, 2025. Thereafter, all appointments shall be for a term of five years (except for vacancies), so as to stagger the terms of the members. The members of the board of appeals shall serve without compensation.

R112.5 Chairman selection; Secretary. The board of appeals shall select one of its members to serve as chair. The *building official* and *fire official* shall be ex-officio members, one of whom shall act as the secretary to the board, keeping records of all proceedings.

R112.6 Conflict of interest. No member of the board of appeals shall pass on any action or appeal in which the member is engaged as a contractor or material dealer, or in preparation of specifications or plans, or in which he or she has any personal interest.

R112.7 Meetings. The board of appeals shall meet upon notice of the chair, within ten days of the filing of an appeal, or at stated periodic meetings if warranted by the volume of work. The meetings or hearings of the board shall be public. When four qualified members of the board are not present to consider any specific appeal, either the appellant or the authorized representatives of the *building official* or *fire official* may request a postponement of the hearing.

R112.8 Appeals. Any person, firm or corporation may exercise the right to file an appeal for the purpose of new construction methods or materials, or for the true intent of the building code or fire code as interpreted by the *building official* or *fire official*.

R112.9 Procedure. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant, with a duplicate copy to the *building official* and *fire official*.

R112.10 Votes required. Failure to secure three concurring votes of the members of the board of appeals shall be deemed a confirmation of the decision of the *building official* or *fire official*.

R112.11 Enforcement. The *building official* or *fire official* shall take immediate action in accordance with the decisions of the board of appeals.

- (13) *Section R113, Violations*, is deleted in its entirety and a new Section, R113, *Violations*, is substituted in lieu thereof, as follows:

R113. *Violations*.

R113.1 *Unlawful acts*. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, extend, *repair*, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of the code.

R113.2 *Notice of violations*. The *building official* is authorized to serve a notice of violation or order on the *owner* and *person* responsible for the erection, construction, enlargement, *alteration*, extension, *repair*, movement, removal, demolition, or occupation of any building or structure in violation of the provisions of this Code, or in violation of a detail statement or a plan *approved* thereunder, or in violation of a *permit* or certificate issued under the provisions of this Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

R113.3 *Prosecution of violation*. If the notice of violation is not complied with in the time prescribed by such notice, the *building official* is authorized to request the city attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this Code or of the order or direction made pursuant thereto.

R113.4 *Violation penalties*. Any *person* who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, *alters* or *repairs* a building or structure in violation of the *approved construction documents* or directive of the *building official*, or of a *permit* or certificate issued under the provisions of this code shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

- (14) *Subsection R114.4, Failure to Comply*, is amended by striking that subsection in its entirety, and a new subsection R114.5, *Failure to comply*, is substituted in lieu thereof, as follows:

R114.4 *Failure to comply*. Any *person* who shall continue any work after having been served with a stop work order, except such work as that *person* is directed to perform to remove a violation or unsafe condition, shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

- (15) *A new Section R115, Unsafe Structures and Equipment*, is added as follows:

R115. Unsafe Structures and Equipment.

R115.1 Unsafe conditions. Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate *means of egress* facilities, inadequate light and *ventilation*, or that constitute a fire hazard, or are otherwise *dangerous* to human life or the public welfare or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the *building official* deems necessary and as provided for in this section. A vacant structure that is not secured against unauthorized entry shall be deemed unsafe.

R115.2 Declaration of unsafe structures. All such unsafe structures or equipment are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with procedures set forth in chapter 15, article I of the Code of Ordinances of the city, entitled, "Nuisances". As an alternative, the *building official* may institute the appropriate action within the procedures specified in section R115.3 to abate the violation.

R115.3 Procedure for condemnation and removal. It shall be the duty of the *building official* to report to the city council any structures or equipment within the corporate limits of the city which may be deemed unsafe. Whenever it is reported to or comes to the attention of the city council that a building is unsafe as set forth in the preceding subsection, the mayor shall appoint a committee of three councilmembers who, together with the building official, fire chief and county health officer, shall inspect such premises and report their findings to the city council. If that committee reports that such building or structure is unsafe and shall recommend its destruction as a nuisance, the matter shall be set down for hearing at the next regular meeting of the city council, and at least ten days' written notice of the hearing shall be served on the holder of the legal title of the premises and on the person in possession thereof; provided, however, that, if the owner of such building is a nonresident to the state or is not found within the state and has no agent within the state upon whom service can be made, service shall be made by mailing the written notice to the last known address of the owner of record and by two publications in a newspaper in general circulation in the city, the last publication thereof to be at least ten days before the date set for the hearing.

At the hearing, the owner and person in possession of the premises shall be given opportunity to show cause why such building or structure should not be declared to be a nuisance and destroyed. If the city council shall decide that the building is unsafe as provided in this section, then it may declare the building to be a nuisance and order it to be abated within the time fixed by it. Written notice of such finding shall be given the owner and person in possession, and they shall be given time to destroy the building as the council may fix; provided, however, that, if the owner of such building or structure is a nonresident of the state or is not found within the state and has no agent within the state upon whom service can be made, service of the written notice shall be made by mailing the notice to the last known address and by two publications in a newspaper of general circulation in the city, the last publication thereof to be at least ten days before the date set for the destruction of the building or structure.

- (16) *Subsection R301.1.4, Intermodal shipping containers*, is deleted in its entirety.
- (17) *Subsection R302.13, Fire Protection of Floors*, is deleted in its entirety.
- (18) *Subsection R308.4.6, Glazing Adjacent to Stairs and Ramps*, is deleted in its entirety and a new subsection R308.4.6, Glazing adjacent to stairways and ramps, is substituted in lieu thereof, as follows:

R308.4.6 Glazing adjacent to stairways and ramps. Glazing where the bottom exposed edge of the glazing is less than 60 inches (1524 mm) above the plane of the adjacent walking surface of *stairways*, landings between flights of *stairs* and *ramps* shall be considered to be a hazardous location.

Exceptions:

1. The side of a *stairway*, landing or *ramp* that has a *guard* complying with the provisions of Sections 1015 and 1607.9 of the IBC, and the plane of the glass is greater than 18 inches (457 mm) from the railing.
 2. Glazing 36 inches (914 mm) or more measured horizontally from the walking surface.
- (19) *Subsection R308.4.7, Glazing Adjacent to the Bottom Stair Landing*, is deleted in its entirety and a new subsection R308.4.7, Glazing adjacent to the bottom stairway landing, is substituted in lieu thereof, as follows:

R308.4.7 Glazing adjacent to the bottom stairway landing. Glazing adjacent to the landing at the bottom of a *stairway* where the glazing is less than 60 inches (1524 mm) above the landing and within a 60-inch (1524 mm) horizontal arc that is less than 180 degrees (3.14 rad) from the bottom tread *nosing* shall be considered to be a hazardous location.

- (20) *Subsection R310.6, Dwelling additions*, is amended by deleting subparagraph 3 under "Exceptions" in its entirety.
- (21) *Section R313, Automatic Fire Sprinkler Systems*, is deleted in its entirety.
- (22) *Subsection R314.4, Interconnection*, is amended by adding the following:

Exception: Interconnection of smoke alarms in existing areas shall not be required where *alteration* or *repair* does not result in removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without removal of interior finishes.

- (23) *Subsection R403.1, General*, is deleted in its entirety and a new subsection R403.1, General, is substituted in lieu thereof, as follows:

R403.1. General. All exterior walls shall be supported on continuous solid or fully grouted masonry or concrete footings, or other *approved* structural systems that shall be of sufficient design to accommodate all loads according to Section R301 and to transmit the resulting loads to the soil within the limitations as determined from the character of the soil. Footings shall be supported on undisturbed natural soils or engineered fill. Concrete footings shall be designed and constructed in accordance with the provisions of Section R403 or in accordance with ACI 332.

Exceptions:

1. A one-story wood or metal-framed building (unattached from other principal structures) not used for human occupancy nor exceeding 850 square feet in floor area, supporting roof loads only, may be supported by a slab-on-grade with turned-down footing which provides a minimum perimeter bearing edge of eight inches in width and 12 inches in depth. The slab shall be reinforced with 6 x 6-10 gauge weld wire mesh or No. 4 reinforcement rebar spaced 2'-0" o.c. each way and one No. 4 bar placed within the perimeter of the slab at the top and bottom.
2. Alternate foundation methods may be used for structures when, in the opinion of the building official, site and location will not warrant standard means of construction. In no case shall such foundations be less than extending to the prescribed frost line.
3. Unenclosed carports and patio covers not more than one story in height may be supported by isolated post footings, provided there are no wall sections or enclosures between supporting posts. The diameter of such footings shall be no less than 12 inches and extend to the established frost line.
4. Wood decks not more than one story in height may be supported by isolated post footings, provided there are no wall sections or roof enclosures. The diameter of such post footings shall be no less than eight inches in width and eight inches in depth and extend to the established frost line.
5. Additions or attachments by any means between existing principal structures and accessory structures, as described in exception 1 of this section, shall not be allowed without first providing a continuous foundation around the entire perimeter of all structures involved and extending to the established frost line.

- (24) Figures R403.1(2) and R403.1(3) are deleted in their entirety.
- (25) *Subsection R403.1.4.1, Frost Protection*, is amended by deleting Items #2 and #3, and by deleting Exceptions #1 and #2.
- (26) *Subsection R403.2, Footings For Wood Foundations*, is deleted in its entirety.
- (27) *Subsection R403.3, Frost-protected shallow foundations, including subparagraphs R403.3.1, Foundations adjoining frost-protected shallow foundations, R403.3.1.1, Attachment to unheated slab-on-ground structure, R403.3.1.2, Attachment to heated structure, R403.3.2, Protection of horizontal insulation below ground, R403.3.3, Drainage, R403.3.4, Termite protection, and R403.4.1, Crushed stone footings* is deleted in its entirety
- (28) *Figure R403.3(1), Figure R403.3(4), and Table R403.4* are all deleted in their entirety.
- (29) *Subsection R404.2, Wood foundation walls, including subparagraphs R404.2.1, Identification, R404.2.2, Stud size, R404.2.3, Height of backfill, R404.2.4, Backfilling, R404.2.5, Drainage and dampproofing, and R404.2.6, Fastening*, is deleted in its entirety.
- (30) *Table R404.2.3* is deleted in its entirety.

- (31) *Subsection R405.2.3, Drainage System*, is deleted in its entirety.
- (32) *Subsection R406.3, Damp proofing for wood foundations, including subparagraphs R406.3.1, Panel joint sealed, R403.2, Below-grade moisture barrier, R406.3.3, Porous fill, and R406.3.4, Backfill*, is deleted in its entirety.
- (B) International Building Code (“IBC”) amendments.
- (1) *Subsection 101.1, Title*, is amended by deleting “[NAME OF JURISDICTION]” and substituting in lieu thereof “City of Cedar Falls.”
- (2) *Subsection 101.4.1, Gas*, is amended by deleting “International Fuel Gas Code” and substituting in lieu thereof “National Fuel Gas Code NFPA 54.”
- (3) *Subsection 101.4.3, Plumbing*, is amended by deleting “International Plumbing Code” and substituting in lieu thereof “Uniform Plumbing Code.”
- (4) *Subsection 101.4.4, Property Maintenance*, is deleted in its entirety.
- (5) *Subsection 101.4.7, Existing Buildings*, is deleted in its entirety.
- (6) *Subsection 103.1, Creation of Enforcement Agency*, is amended by deleting “department of building safety” and substituting in lieu thereof “Inspection Services Division.”
- (7) *Subsection 104.2, Applications and Permits*, is amended by adding the following subparagraphs thereto:
- (a) To obtain a permit an applicant shall show proof of registration with the state and shall execute and file with the city *building official* (or a specified inter-governmental agency if so designated by the *building official*) a certificate of insurance written by a company authorized to transact business in the state, in limits of not less than \$300,000.00 combined single limit to any person and \$100,000.00 property damage; said certificate to be written on a standard form and conditioned upon the faithful performance of all duties required of such contractor by any ordinances, rules and regulations of the city. It shall be a further condition of said certificate of insurance that the obligator will hold the city (through the specified inter-governmental agency if so designated) harmless from any and all damages sustained by reason of neglect or incompetence on the part of such contractor, his agents or employees in the performance of the work done under a license or *permit* issued upon the filing of said certificate.
- Said certificate of insurance shall be issued by December 31 of each year, and shall be re-filed on or before said date for each subsequent year and shall be in continuous full force and effect. That is the intent and purpose of said certificate of insurance to also bind the individual, company, firm, association or partnership, whether it be trade name, corporation or other business association or arrangement with which the principal is associated.
- (8) *Subsection 104.8, Liability*, is amended by deleting the subsection in its entirety and substituting a new subsection 104.8, Liability, in lieu thereof as follows:

104.8. Liability. The *building official*, or his or her authorized representative charged with the enforcement of this code, acting in good faith and without malice in the discharge of his or her duties for the city, shall not thereby render himself or herself personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his or her duties. Any suit brought against the city or the *building official* or employee because of such act or omission performed by him or her in the enforcement of any provisions of such codes or other pertinent laws or ordinances implemented through the enforcement of this code or enforced by the inspection services division shall be defended by the city until the final termination of such proceedings, and any judgment resulting therefrom shall be assumed by the city. This code shall not be construed to relieve from or lessen the responsibility of any *person* owning, operating or controlling any building or structure for any damages to persons or property caused by defects, nor shall the inspection services division of the city be held as assuming any such liability by reason of the inspections authorized by this code or any certificates of inspection issued under this code.

- (9) *Subsection 104.8, Liability, is amended by adding a new subparagraph, 104.8.2, Conflict of Interest, thereto, as follows:*

104.8.2. Conflict of Interest. No official or representative of the inspection services division shall be engaged directly or indirectly with the furnishing of labor, materials or *appliances* for the construction, *alteration* or maintenance of a building or the preparation of plans or specifications therefor, unless the official or representative is the *owner* of such building; nor shall such official or representative engage in any work which conflicts with the official duties or with the interests of the inspection services division.

- (10) *Subsection 104.10.1, Flood hazard areas, is deleted in its entirety.*
- (11) *Subsection 105.2, Work Exempt From Permit, is amended by deleting that subsection in its entirety and substituting a new Subsection 105.2, Work exempt from permit, in lieu thereof, as follows:*

105.2 Work exempt from permit. Exemptions from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. *Permits* shall not be required for the following:

Building:

1. Fences.
2. Oil derricks.
3. Retaining walls that are not over four feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, IIIA liquids.
4. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of the height to diameter or width is not greater than 2:1.
5. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.

6. Painting, papering, tiling not adjacent to or part of a shower, carpeting, cabinets, counter tops and similar finish work.
7. Temporary motion picture, television and theater stage sets and scenery.
8. Prefabricated swimming pools accessory to a Group R-3 occupancy.
9. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
10. Swings and other playground equipment accessory to detached one- and two-family dwellings.
11. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
12. Non-fixed and movable fixtures, cases, racks, counters and partitions not over five feet nine inches (1753 mm) in height.

A land use and/or right-of-way permit may still be required.

- (12) *Subsection 105.5, Expiration*, is amended by deleting the subsection in its entirety and substituting a new subsection 105.5, Expiration, in lieu thereof, as follows:

105.5. Expiration. Every *permit* issued under the provisions of this Code shall expire 180 days from the date of issue if the work has not been commenced, and 365 days from the date of issue if the work has not been completed, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the *permit* may be issued for the time period of the construction schedule, with the approval of the *building official*. If the work has not been commenced or completed, as the case may be, including all required inspections, by the expiration date of the *permit*, no further work shall be done until the *permit* has been renewed by the *owner*, or the *owner's* agent, and payment of the renewal fee has been received. The *building official* is authorized to grant one or more extensions of time, for periods of not more than six months each, without payment of the renewal fee. Extensions shall be requested by the *owner*, or the *owner's* agent, and justifiable cause demonstrated by the *owner*.

- (13) *Subsection 109.6, Refunds*, is amended by deleting the subsection in its entirety and substituting a new subsection 109.6, Refunds, in lieu thereof, as follows:

109.6. Refunds. Refunds may be available only when work under the *permit* has not been commenced. Refunds may be available only for *permit* fees that exceed \$100.00. If granted, the refund shall be eighty percent of the *permit* fee.

- (14) *Section 109, Fees*, is amended by adding a new subsection, 109.7, *Reinspections*, thereto as follows:

109.7, Reinspections. A reinspection fee shall be permitted to be assessed for each inspection or reinspection where such portion of work for which inspection is called is not complete or where required corrections have not been made.

This provision shall not be interpreted as requiring reinspection fees the first time a job is rejected for failure to be in accordance with the requirements of this code, but as controlling the practice of calling for inspection before the job is ready for inspection or reinspection.

Reinspection fees shall be permitted to be assessed where the *approved* plans are not readily available to the inspector, for failure to provide access on the date for which the inspection is requested, or deviating from plans requiring approval of the City.

- (15) *Subsection 110.3.6, Lath, gypsum board and gypsum panel product inspection* is amended by deleting the Exception, and substituting in lieu thereof the following:

Exception: *Gypsum board and gypsum panel products* in remodels less than 200 square feet of gypsum board replacement and not part of a fire-resistance-rated assembly or shear assembly.

- (16) *Section 113, Means of Appeals*, is amended by striking that section in its entirety and substituting a new Section 113, Means of Appeals, in lieu thereof, as follows:

113. Means of Appeals.

113.1 General. The board of appeals created in section 7-20(A)(12) shall be authorized to hear and decide appeals of orders, decisions or determinations made by the building official or fire official relative to the application and interpretation of this Code, and all procedures and other provisions contained in said section shall apply.

- (17) *Section 114, Violations*, is amended by deleting the section in its entirety and substituting a new Section 114, Violations, in lieu thereof, as follows:

114. Violations.

114.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, extend, *repair*, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of the code.

114.2 Notice of violations. The *building official* is authorized to serve a notice of violation or order on the *owner* and *person* responsible for the erection, construction, enlargement, *alteration*, extension, *repair*, movement, removal, demolition, or occupation of any building or structure in violation of the provisions of this Code, or in violation of a detail statement or a plan *approved* thereunder, or in violation of a *permit* or certificate issued under the provisions of this Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

114.3 Prosecution of violation. If the notice of violation is not complied with in the time prescribed by such notice, the *building official* is authorized to request the city attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this Code or of the order or direction made pursuant thereto.

114.4 Violation penalties. Any *person* who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the *approved construction documents* or directive of the *building official*, or of a *permit* or certificate issued under the provisions of this code shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

- (18) Subsection 115.4, *Failure to Comply*, is amended by striking that subsection in its entirety, and substituting a new subsection 115.4, *Failure to comply*, in lieu thereof as follows:

115.4 Failure to comply. Any *person* who shall continue any work after having been served with a stop work order, except such work as that *person* is directed to perform to remove a violation or unsafe condition, shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

- (19) Section 116, *Unsafe Structures and Equipment*, is deleted in its entirety and a new Section 116, *Unsafe Structures and Equipment* is substituted in lieu thereof, as follows :

116. Unsafe Structures and Equipment.

116.1 Unsafe conditions. Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate *means of egress* facilities, inadequate light and *ventilation*, or that constitute a fire hazard, or are otherwise *dangerous* to human life or the public welfare or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the *building official* deems necessary and as provided for in this section. A vacant structure that is not secured against unauthorized entry shall be deemed unsafe.

116.2 Declaration of unsafe structures. All such unsafe structures or equipment are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with procedures set forth in chapter 15, article I of the Code of Ordinances of the city, entitled, "Nuisances". As an alternative, the *building official* may institute the appropriate action within the procedures specified in section R115.3 to abate the violation.

116.3 Procedure for condemnation and removal. It shall be the duty of the *building official* to report to the city council any structures or equipment within the corporate limits of the city which may be deemed unsafe. Whenever it is reported to or comes to the attention of the city council that a building is unsafe as set forth in the preceding subsection, the mayor shall appoint a committee of three councilmembers who, together with the building official, fire chief and county health officer, shall inspect such premises and report their findings to the city council. If that committee reports that such building or structure is unsafe and shall recommend its destruction as a nuisance, the matter shall be set down for hearing at the next regular meeting of the city council, and at least ten days' written notice of the hearing shall be served on the holder of the legal title of the premises and on the person in possession thereof; provided, however, that, if the owner of such building is a nonresident to the state or is not found within the state and has no agent within the state upon whom service can be made, service shall be made by mailing the written notice to the last known address of the owner of record and by two publications in a newspaper in general circulation in the city, the last publication thereof to be at least ten days before the date set for the hearing.

At the hearing, the owner and person in possession of the premises shall be given opportunity to show cause why such building or structure should not be

declared to be a nuisance and destroyed. If the city council shall decide that the building is unsafe as provided in this section, then it may declare the building to be a nuisance and order it to be abated within the time fixed by it. Written notice of such finding shall be given the owner and person in possession, and they shall be given time to destroy the building as the council may fix; provided, however, that, if the owner of such building or structure is a nonresident of the state or is not found within the state and has no agent within the state upon whom service can be made, service of the written notice shall be made by mailing the notice to the last known address and by two publications in a newspaper of general circulation in the city, the last publication thereof to be at least ten days before the date set for the destruction of the building or structure.

- (20) *Subsection 2902.2, Separate facilities*, is amended by deleting subparagraph (6) in its entirety and substituting a new subparagraph (6) in lieu thereof, as follows:
6. Separate facilities shall not be required where rooms having both water closets and lavatory fixtures are designed for use by both sexes and privacy for water closets are installed which meet the following requirements:
 - a. Typical toilet partitions are not allowed.
 - b. Framed walls are required at each side and at the door jamb.
 - c. Door heights are at least six feet, eight inches.
 - d. Doors must be a standard slab and frame construction with lever handle and privacy set hardware.
 - e. Doors may have a maximum six inch undercut.
- (21) *Section 3115, Intermodal Shipping Containers*, is deleted in its entirety.

Section 3. Section 7-21, Miscellaneous Provisions, of Article II, Building Code, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-21, Miscellaneous Provisions, is enacted in lieu thereof, as follows:

Sec. 7-21. Miscellaneous provisions.

- (a) Chapters 11 through 44 and all appendix chapters of the International Residential Code for One- and Two-Family Dwellings are hereby deleted in their entirety.
- (b) The following are hereby deleted in their entirety from the International Building Code:
 - (1) Chapters 27 and 28.
 - (2) Section 2901, General, and Section 2903, Installation of Fixtures.
 - (3) All appendix chapters.
- (c) Any references to the International Plumbing Code and the International Electrical Code are hereby deleted, and in their place are substituted references to the Uniform Plumbing Code and the National Electrical Code, respectively.

Section 4. Section 7-47, Purpose, of Article III, Electrical Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-47, Purpose, is enacted in lieu thereof, as follows:

Sec. 7-47. Purpose.

It is the purpose of this article to adopt an electrical code by reference. Also included are provisions for the inspection and regulation of electrical installations, issuance of permits, the collection of fees, and to provide penalties for violations of this article in order to protect the public health, safety and welfare.

Section 5. Section 7-48, Rules of Construction, of Article III, Electrical Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety.

Section 6. Section 7-49, National Electrical Code Adoption, of Article III, Electrical Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-49, National Electrical Code Adoption, is enacted in lieu thereof, as follows:

Sec. 7-49. National Electrical Code adoption.

- (a) The 2020 Edition of the National Electrical Code, including article 90, chapters 1 through 9, and annex A, B, C, D and H, inclusive, as published by the National Electrical Code committee, which hereinafter may be referred to as the “NEC”, as well as any amendments to same that are adopted by the State of Iowa from time to time, is hereby adopted by reference and is effective as if fully set forth in this article. Where, in any specific case, different sections of this article specify different materials, methods of construction or requirements, the most restrictive shall govern.
- (b) An official copy of the code adopted by this article, including a certificate by the city clerk as to its adoption and effective date, is on file in the office of the city clerk, available for public inspection.

Section 7. Section 7-50, National Electrical Code Amendments, of Article III, Electrical Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-50, National Electrical Code Amendments, is enacted in lieu thereof, as follows:

Sec. 7-50. National Electrical Code amendments.

The provisions of this section specify certain amendments, by deletion, addition or substitution of the 2020 edition of the National Electrical Code (“NEC”).

2020 NEC Annex H Amendments

- (a) *Section 80.13, Authority*, is amended as follows:
- (1) *Subparagraph (2)*, is amended by deleting the words “as established by the Board.”
 - (2) *Subparagraph (13)* is amended by deleting the words “and shall conduct the inspection within ___ days.”
- (b) *Section 80.15, Electrical Board*, is deleted in its entirety and new Section 80.15, Board of Electrical Appeals, is substituted in lieu thereof, as follows:

80.15 BOARD OF ELECTRICAL APPEALS.

(A) Membership; appointment of members; term of office.

- (1) The board of electrical appeals shall consist of five members: two members from the electrical contractors of the city, two journeyman electricians, and one public member, each appointed for a period of four years. The electrical inspector shall serve as secretary to the board but is non-voting. Appointments are made by the mayor with the approval of the city council. Should a vacancy in the board occur, it shall be the duty of the secretary of the board to notify the mayor of the vacancy, and the mayor and city council shall, at a regular meeting, as soon as possible thereafter, appoint a new member to the board to fill the vacancy for the unexpired term.
- (2) Expiration of appointments shall be staggered so that one member is appointed or reappointed each year. Terms of appointment shall expire on December 31. If the mayor and city council fail to appoint at the scheduled time, the expired term member will be held over until re-appointment or replacement.
- (3) The members of the board of electrical appeals shall serve without compensation.
- (4) In so far as reasonably practicable, appointees for membership on the board shall be residents of the city, or, if that is not reasonably practicable, shall have a place of employment in the city. Appointees who are neither residents of the city nor who have a place of employment in the city may be eligible for appointment to the board upon a finding of the unavailability of qualified applicants, as determined by the mayor. Any person who is a member of the board on the date of adoption of the ordinance from which this section is derived who does not meet the qualifications for membership set forth herein shall continue to be eligible to serve as a member of the board until both the expiration of his or her current term and the member's nonreappointment by the mayor to an additional term.

(B) Meetings; records.

- (1) All meetings of the board of electrical appeals are open to the public and shall be held in the council chambers or other location indicated in a public notice posted at least 24 hours prior to any meeting.
- (2) Three members of the board shall constitute a quorum for the transacting of all business, but any action taken by the board shall require a majority vote of all members of the board.
- (3) The board shall annually elect one of its members as chairperson of the board.

- (4) The secretary of the board shall keep a record of the board meetings.

(C) Appeals.

- (1) Any person shall have the right to file an appeal with the board of electrical appeals for a review of any decision of the electrical inspector, provided that such appeal is made in writing within ten days after having been notified of such decision by the electrical inspector. Upon receipt of such appeal, the board of appeals shall proceed to determine whether the action of the electrical inspector complies with this article, and shall issue a decision in accordance with its findings within ten days of receiving the appeal. No appeal shall be considered unless the appeal is filed within the period of ten days. The board of appeals shall have no authority to waive requirements of this code.
- (2) An appeal to the city council of any ruling of the board shall be made by filing a written notice of such appeal with the city clerk within ten days from the date of the ruling being appealed. The council shall give the appellant and the board a minimum of five days written notice by certified mail of the date, time and location of hearing of said appeal. All interested persons shall be given the opportunity to be heard at such hearing and the city council may affirm, modify or overrule the action of the board based upon the evidence submitted before the city council.

(c) *Subsection 80.19(D) Annual Permits*, is deleted in its entirety.

(d) *Subsection 80.19(F) Inspection and Approvals*, is amended as follows:

- (1) *Subparagraph (1)* is amended by deleting the words “other than an annual permit.”
- (2) *Subparagraph (3)* is amended by deleting the words “or until ____ days have elapsed from the time of such notification.”
- (3) *Subparagraph (4)* is deleted in its entirety.

(e) *Subsection 80.19(H), Applications and Extensions*, is deleted in its entirety and a new Subsection 80.19(H), Application for Permit; Validity; Expiration, is substituted in lieu thereof, as follows:

(H) Application for Permit; Validity; Expiration.

- (1) Application for permit. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the inspection services division for that purpose. Such application shall:
- (i) Identify and describe the work to be covered by the permit for which the application is made.
- (ii) Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building and work.
- (iii) Indicate the use and occupancy for which the proposed work is intended.
- (iv) Be accompanied by construction documents.
- (v) State the valuation of the proposed work.

- (vi) Be signed by the applicant, or the applicant's authorized agent.
 - (vii) Give such other data and information as required by the building official.
- (2) Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefore. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefore as soon as practicable.
 - (3) Time limit of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.
 - (4) Validity of permit. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the city. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the city shall not be valid. The issuance of a *permit* based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents or other data. The building official is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinance of the city.
 - (5) Expiration of permit. Every permit issued under the provisions of this Code shall expire 12 months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the time period of the construction schedule, with the approval of the building official. If the work has not been completed, including all required inspections, by the expiration date of the permit, no further work shall be done until the permit has been renewed by the owner, or the owner's agent, and payment of the renewal fee has been received. The building official is authorized to grant one or more extensions of time, for periods of not more than six months each, without payment of the renewal fee. Extensions shall be requested by the owner, or the owner's agent, and justifiable cause demonstrated by the owner.
- (f) *Section 80.23 Notice of Violations, Penalties*, is deleted in its entirety, and a new Section 80.23, Violations, is substituted in lieu thereof, as follows:
- 80.23 Violations.
- (A) Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of the code.
 - (B) Notice of Violations. The building official is authorized to serve a notice of violation or order on the owner and person responsible for the erection, construction,

enlargement, alteration, extension, repair, movement, removal, demolition, or occupation of any building or structure in violation of the provisions of this Code, or in violation of a detail statement or a plan approved thereunder, or in violation of a permit or certificate issued under the provisions of this Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

- (C) Prosecution of Violation. If the notice of violation is not complied with in the time prescribed by such notice, the building official is authorized to request the city attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this Code or of the order or direction made pursuant thereto.
 - (D) Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.
- (g) A new Section, 80.24, Stop Work Order, is added as follows:
- 80.24 Stop work order.
- (A) Authority. Where the building official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the building official is authorized to issue a stop work order.
 - (B) Issuance. The stop work order shall be in writing and shall be given to the owner of the property, the owner's authorized agent or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.
 - (C) Emergencies. Where an emergency exists, the building official shall not be required to give a written notice prior to stopping the work.
 - (D) Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.
- (h) Subsection 80.25 (C), Notification, is deleted in its entirety.
- (i) Section 80.27 Inspector's Qualifications, is deleted in its entirety.
- (j) A new Section 80.28, Licensing, is added as follows:
- 80.28 Licensing.
- (A) Licenses required.
 - (1) Unless otherwise specified, any reference to licenses in this article shall mean a license issued by the State of Iowa board of electrical examiners and appeals.
 - (2) No person or business entity shall engage in any business involving installation, maintenance, alteration or repair of electrical systems or equipment

within the scope of this article unless such person has obtained a master electrical contractor's business license issued by the state.

(B) Master electrical business registration.

- (1) Any person who desires to apply for an electrical permit shall make written application therefor to the electrical inspector on forms obtained from the electrical inspector.
- (2) New master electrical contractors will be required to pay a one-time registration fee to be entered into the permit system. Fees shall be set by the city council.

(C) State license; insurance. An electrical contracting business shall show proof of a state issued master contractor license with the State of Iowa and shall execute and file with the city building official a certificate of insurance written by a company authorized to transact business in the state, in limits established by state law.

Said certificate of insurance shall be issued by December 31 of each year and shall be refiled on or before said date for each subsequent year, and shall be in continuous full force and effect. It is the intent and purpose of said certificate of insurance to also bind the individual, company, firm, association or partnership, whether it be trade name, corporation, or other business association or arrangement with which the principal is associated.

- (k) *Section 80.29, Liability for Damages*, is amended by adding the word "city," in the blank.
- (l) *Section 80.35, Effective date*, is deleted in its entirety.
- (m) *A new Section, 80.36, Alternative materials, design, and methods of construction and equipment*, is added, as follows:

80.36 Alternative materials, design, and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material, design or method of construction shall be approved where the building official finds that the proposed alternative meets all of the following:

- (A) The alternative material, design or method of construction is satisfactory and complies with the intent of the provisions of this code.
- (B) The material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code as it pertains to the following:
 - (1) Quality.
 - (2) Strength.
 - (3) Effectiveness.
 - (4) Fire resistance.
 - (5) Durability.
 - (6) Safety.

Where the alternative material, design or method of construction is not approved, the building official shall respond in writing, stating the reasons why the alternative was not approved.

- (C) Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.
- (D) Tests. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the building official shall have the authority to require tests as evidence of compliance to be made without expense to the city. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the building official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the building official for the period required for retention of public records.
- (n) *A new Section, 80.37, Liability, is added as follows:*
- 80.37 Liability. The building official, or his or her authorized representative charged with the enforcement of this code, acting in good faith and without malice in the discharge of his or her duties for the city, shall not thereby render himself or herself personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his or her duties. Any suit brought against the city or the building official or employee because of such act or omission performed by him or her in the enforcement of any provisions of such codes or other pertinent laws or ordinances implemented through the enforcement of this code or enforced by the inspection services division shall be defended by the city until the final termination of such proceedings, and any judgment resulting therefrom shall be assumed by the city. This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating or controlling any building or structure for any damages to persons or property caused by defects, nor shall the inspection services division of the city be held as assuming any such liability by reason of the inspections authorized by this code or any certificates of inspection issued under this code.
- (o) *A new Section, 80.38, Fees, is added as follows:*
- 80.38 Fees.
- (A) Payment of fees. A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.
- (B) Schedule of permit fees. Where a permit is required, a fee for each permit shall be paid as required, in accordance with the schedule as established by the city.
- (C) Permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall reflect the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final permit valuation shall be set by the building official.

- (D) Work commencing before permit issuance. Any person who commences any work before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.
- (E) Related fees. The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.
- (F) Refunds. Refunds may be available only when work under the permit has not been commenced. Refunds may be available only for permit fees that exceed \$100.00. If granted, the refund shall be eighty percent of the permit fee.
- (G) Reinspections. A reinspection fee shall be permitted to be assessed for each inspection or reinspection where such portion of work for which inspection is called is not complete or where required corrections have not been made.

This provision shall not be interpreted as requiring reinspection fees the first time a job is rejected for failure to be in accordance with the requirements of this code, but as controlling the practice of calling for inspection before the job is ready for inspection or reinspection.

Reinspection fees shall be permitted to be assessed where the approved plans are not readily available to the inspector, for failure to provide safe access on the date for which the inspection is requested, or deviating from plans requiring approval of the City.

Section 8. Section 7-55, Alteration of Identification or Rating Markings, of Article III, Electrical Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety.

Section 9. Section 7-56, Supervision by Building Official, of Article III, Electrical Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety.

Section 10. Section 7-169, Title; Uniform Plumbing Code; Adoption; Purpose and Scope; Conflicting Provisions, of Division 1, Generally, of Article V, Plumbing Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-169 is enacted in lieu thereof, as follows:

Sec. 7-169. Title; Uniform Plumbing Code; adoption; purpose and scope; conflicting provisions.

- (a) This article shall be known as the Cedar Falls Plumbing Code, and may be so cited and may be referred to hereinafter as the "code".
- (b) The 2021 Edition of the Uniform Plumbing Code, including chapters 1 through 17, all inclusive, as published by the International Association of Plumbing and Mechanical Officials, which hereinafter may be referred to as the "UPC", as well as any amendments to

same that are adopted by the State of Iowa from time to time is hereby adopted by reference and is effective as if fully set forth in this article.

- (c) The purpose of this section and section 7-170 is to establish local installation standards modifying and superseding certain articles, paragraphs and subsections of the 2021 Edition of the Uniform Plumbing Code. Any and all plumbing systems shall be installed in conformity with the rules and regulations set forth in this article and the code adopted in this article. Where, in any specific case, different sections of this article specify different materials, methods of installation or other requirements, the most restrictive shall govern.
- (d) An official copy of the code adopted by this article, including a certificate by the city clerk as to its adoption and effective date, is on file in the office of the city clerk, available for public inspection.

Section 11. Section 7-170, Title; Uniform Plumbing Code; Amendments, of Division 1, Generally, of Article V, Plumbing Regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-170, Uniform Plumbing Code; Amendments, is enacted in lieu thereof, as follows:

Sec. 7-170. Uniform Plumbing Code; amendments.

- (a) The provisions of this section specify certain amendments, by deletion, addition or substitution, of the 2021 Edition of the Uniform Plumbing Code (“UPC”). Where this section states that a section, subsection, enumeration or exception is deleted, only the specific section, subsection, enumeration or exception is deleted. Where this section states that a part, section or subsection is deleted in its entirety, all references listed thereafter associated with this specific part of section (with subsections, enumerations and exceptions) or subsection (with enumerations and exceptions) are deleted.

2021 UPC Chapter 1 Amendments

- (1) *Subsection 102.2, Existing Construction*, is amended by adding the following at the end of the subsection:

If an existing building is damaged by fire or otherwise or altered in such a manner as to require the replacement of 50 percent or more of the plumbing equipment, the entire building shall be made to conform to the requirements of this article for new buildings. If the type of occupancy of an existing building is partially or entirely changed, the plumbing system shall be made to conform to the requirements of this article for the new type of occupancy.

- (2) *Section 103.1* is amended by adding the following new subsections:

103.1.1 Conflict of Interest. It shall be unlawful for the plumbing inspector to engage in the business of the sales, installation or maintenance of plumbing equipment, either directly or indirectly, and the inspector shall have no financial interest in any concern engaged in such business in the city, at any time, while holding the office provided for in this division.

103.1.2 Records. The plumbing inspector shall keep records of sewer connections from city mains to the property line and from the property line to each building connected to city services.

103.1.3 Interpretation of Regulations. The plumbing inspector shall have full power to exercise judgment in a reasonable and proper manner and rule accordingly on all special cases in regard to any matters in this article or not specifically covered thereby, subject to section 107.0 pertaining to appeals.

- (3) *Subsection 103.2, Liability*, is deleted in its entirety and a new subsection 103.2, Liability, is substituted in lieu thereof, as follows:

103.2 Liability The building official, or his or her authorized representative charged with the enforcement of this code, acting in good faith and without malice in the discharge of his or her duties for the city, shall not thereby render himself or herself personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his or her duties. Any suit brought against the city or the building official or employee because of such act or omission performed by him or her in the enforcement of any provisions of such codes or other pertinent laws or ordinances implemented through the enforcement of this code or enforced by the inspection services division shall be defended by the city until the final termination of such proceedings, and any judgment resulting therefrom shall be assumed by the city. This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating or controlling any building or structure for any damages to persons or property caused by defects, nor shall the inspection services division of the city be held as assuming any such liability by reason of the inspections authorized by this code or any certificates of inspection issued under this code.

- (4) *Subsection 103.3.1, Licensing*, is deleted in its entirety and a new subsection 103.3.1, Licenses Required, is substituted in lieu thereof, as follows:

103.3.1 Licenses Required.

- (a) No person shall engage in the business of installing, maintaining, altering or repairing any plumbing system within the scope of this article unless such person has obtained from the State of Iowa board of plumbing examiners and appeals, a master plumber's business license, nor shall any such business or dealer employ any but licensed master plumbers, journeyman plumbers or apprentice plumbers employed by and working under the direction of a holder of the license for one of the classes of licenses prescribed by this article.
- (b) All plumbing contractors not currently registered by the city shall pay a one-time registration fee as set by the city council.
- (c) A plumbing business, other than pipe layers, shall show proof of a state issued master plumbing contractor license and shall execute and file with the city building official (or a specified inter-governmental agency if so designated by the building official) a certificate of insurance written by a company authorized to transact business in the state, in limits established by Iowa law..
- (d) Upon payment of the annual license fee set by city council, a pipe layer's license may be issued to a company that meets the insurance requirements of subsection (b) of this section set by the city and may be required to take an exam approved by the plumbing inspector.
- (e) Said certificate of insurance shall be issued by December 31 of each year, and shall be refiled on or before said date for each subsequent year and shall be in

continuous full force and effect. That it is the intent and purpose of said certificate of insurance to also bind the individual, company, firm, association or partnership, whether it be trade name, corporation, or other business association or arrangement with which the principal is associated.

- (5) *Subsection 104.3.2, Plan review fees, is deleted in its entirety.*
- (6) *Subsection 104.4.1, Approved plans or construction documents, is deleted in its entirety, and a new subsection 104.4.1, Approval of construction documents, is substituted in lieu thereof, as follows:*

104.4.1 Approval of Construction documents. When the building official issues a permit, the construction documents shall be approved, in writing or by stamp, as "Reviewed for Code Compliance." One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of the work and shall be open to inspection by the building official or a duly authorized representative.

- (7) *Subsection 104.4.3 Expiration, is deleted in its entirety and a new subsection 104.4.3, Expiration, is substituted in lieu thereof, as follows:*

104.4.3 Expiration. Every permit issued under the provisions of this code shall expire 12 months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the time period of the construction schedule, with the approval of the building official. If the work has not been completed, including all required inspections, by the expiration date of the permit, no further work shall be done until the permit has been renewed by the owner, or the owner's agent, and payment of the renewal fee has been received. The building official is authorized to grant one or more extensions of time, for periods of not more than six months each, without payment of the renewal fee. Extensions shall be requested by the owner or the owner's agent and justifiable cause demonstrated by the *owner*.

- (8) *Subsection 104.4.4, Extensions, is deleted in its entirety.*
- (9) *Subsection 104.5, Fees, is deleted in its entirety and a new subsection 104.5, Fees, is substituted in lieu thereof, as follows:*

104.5 Fees.

104.5.1 Payment of fees. A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

104.5.2 Schedule of permit fees. Where a permit is required, a fee for each permit shall be paid as required, in accordance with the schedule as established by the city .

104.5.3 Permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall reflect the total value of work, including materials and labor, for which the *permit* is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to

meet the approval of the building official. Final permit valuation shall be set by the building official.

104.5.4 Work commencing before permit issuance. Any person who commences any work before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.

104.5.5 Related fees. The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

104.5.6 Refunds. Refunds may be available only when work under the permit has not been commenced. Refunds may be available only for permit fees that exceed \$100.00. If granted, the refund shall be eighty percent of the permit fee.

104.5.7 Reinspections. A reinspection fee shall be permitted to be assessed for each inspection or reinspection where such portion of work for which inspection is called is not complete or where required corrections have not been made.

This provision shall not be interpreted as requiring reinspection fees the first time a job is rejected for failure to be in accordance with the requirements of this code, but as controlling the practice of calling for inspection before the job is ready for inspection or reinspection.

Reinspection fees shall be permitted to be assessed where the approved plans are not readily available to the inspector, for failure to provide safe access on the date for which the inspection is requested, or deviating from plans requiring approval of the City.

(10) *Subsection 105.2.6, Reinspections*, is deleted in its entirety.

(11) *Section 106.0, Violation and Penalties*, is deleted in its entirety and a new Section 106.0, Violations, is substituted in lieu thereof, as follows:

106.0 Violations.

106.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, extend, *repair*, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of the code.

106.2 Notice of Violations. The building official is authorized to serve a notice of violation or order on the owner and person responsible for the erection, construction, enlargement, alteration, extension, *repair*, movement, removal, demolition, or occupation of any building or structure in violation of the provisions of this Code, or in violation of a detail statement or a plan approved thereunder, or in violation of a permit or certificate issued under the provisions of this Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

106.3 Prosecution of Violation. If the notice of violation is not complied with in the time prescribed by such notice, the building official is authorized to request the city attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this Code or of the order or direction made pursuant thereto.

106.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

(12) A new Section, 106A.0, Stop work order, is added as follows:

106A.0 Stop work order.

106A.1 Authority. Where the building official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the building official is authorized to issue a stop work order.

106A.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property, the owner's authorized agent or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

106A.3 Emergencies. Where an emergency exists, the building official shall not be required to give a written notice prior to stopping the work.

106A.4 Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

(13) *Section 107.0, Board of Appeals*, is deleted in its entirety and a new Section 107.0, Board of Appeals, is substituted in lieu thereof, as follows:

107.0 Board of Appeals.

107.1 Membership; Appointment of Members; Term of Office.

- (a) The board of plumbing appeals shall consist of five members appointed each year, one owner, officer, director, shareholder or employee of a plumbing company, one master plumber, two journeyman plumber and one public member, each appointed for a period of four years. The plumbing inspector shall serve as secretary to the board but is nonvoting. Appointments shall be made by the mayor, with the approval of the city council. Should a vacancy on the board occur, it shall be the duty of the secretary of the board to notify the mayor of the vacancy, and the mayor and city council shall, at a regular meeting, as soon possible thereafter, appoint a new member to the board to fill the vacancy for the unexpired term.
- (b) Expiration of appointments shall be staggered, so that one member is appointed or reappointed each year. Terms of appointment shall expire on December 31. If the mayor and city council fail to appoint at the scheduled time, the expired term member will be held over until re-appointment or replacement.
- (c) In so far as reasonably practicable, appointees for membership on the board shall be residents of the city, or, if that is not reasonably practicable, shall have a

place of employment in the city. Appointees who are neither residents of the city nor who have a place of employment in the city may be eligible for appointment to the board upon a finding of the unavailability of qualified applicants, as determined by the mayor. Any person who is a member of the board on the date of adoption of this ordinance who does not meet the qualifications for membership set forth herein shall continue to be eligible to serve as a member of the board until both the expiration of his current term and the member's nonreappointment by the mayor to an additional term.

107.2 Meetings; Records.

- (a) All meetings of the plumbing appeals board shall be held in the council chambers, or other location indicated in a public notice posted at least 24 hours prior to any meeting.
- (b) Three members of the board shall constitute a quorum for the transacting of all business, but any action taken by the board shall require a majority vote of all members of the board.
- (c) The board shall annually elect one of its members as the chair of the board.
- (d) The secretary of the board shall keep a record of the board meetings.

107.3 Compensation of Members. The members of the plumbing board of appeals shall serve without compensation.

107.4 Appeals.

- (a) Any person shall have the right to file an appeal with the plumbing board of appeals for a review of any decision of the plumbing inspector, provided that such appeal is made in writing within ten days after having been notified of such decision by the plumbing inspector. Upon receipt of such appeal, the board of appeals shall proceed to determine whether the action of the plumbing inspector complies with this article and shall make a decision in accordance with its findings within ten days of receiving the appeal. No appeal shall be considered unless the appeal is filed within the period of ten days. The board of appeals shall have no authority to waive requirements of this code.
- (b) An appeal to the city council of any ruling of the board may be made by filing a written notice of such appeal with the city clerk within ten days from the date of the ruling being appealed. The city council shall give the appellant and the board a minimum of five days written notice by certified mail of the date, time and location of hearing of said appeal. All interested persons shall be given the opportunity to be heard at such hearing and the city council may affirm, modify or overrule the action of the board based upon the evidence submitted before the city council.

2021 UPC Chapter 2 Amendments

(14) *Section 218.0* is amended by adding the following definition:

Pipe layer: A person approved by the city to install the building sewer.

2021 UPC Chapter 3 Amendments

- (15) *Section 306.0, Industrial Wastes*, is amended by adding a new subsection 306.3 as follows:

306.3 Any industrial or commercial property connecting to the city sanitary sewage system shall only do so after the installation of an inspection manhole on said property. This manhole shall be readily accessible for inspection and/or testing by city or state personnel at all times. Minimum size of the manhole shall be 36 inches.

An exception to this provision may be made only in the judgment of the authority having jurisdiction.

- (16) *Subsection 312.6, Freezing Protection*, is amended by adding the following sentence at the end of the subsection:

Prior written approval from the Inspection Services Division is required prior to installation of piping above 42" frost depth.

- (17) *Subsection 314.2, Tunneling and Driving*, is amended by adding the following sentence at the end of the subsection:

Boring shall only be allowed with prior approval of the authority having jurisdiction.

2021 UPC Chapter 4 Amendments

- (18) *Subsection 402.6.1, Closet Rings (Closet Flanges)*, is deleted in its entirety and a new subsection 402.6.1, Closet Rings (Closet Flanges), is substituted in lieu thereof, as follows:

402.6.1 Closet Rings (Closet Flanges).

Closet rings (closet flanges) for water closets or similar fixtures shall be of an approved type and shall be bronze, copper, hard lead, cast-iron, galvanized malleable iron, ABS, PVC, or other approved materials. Each such closet ring (closet flange) shall be approximately seven inches (178 mm) in diameter and, where installed, shall, together with the soil pipe, present a 1½ inch (38 mm) wide flange or face to receive the fixture gasket or closet seal. Caulked-on closet rings (closet flanges) shall be not less than one-quarter of an inch (6.4 mm) thick and not less than two inches (51 mm) in overall depth. Closet rings (closet flanges) shall be burned or soldered to lead bends or stubs, shall be caulked to cast-iron soil pipe, shall be solvent cemented to ABS and PVC, and shall be screwed or fastened in an approved manner to other materials with the top surface ¼ inch above the finished floor. Closet bends or stubs shall be cut off so as to present a smooth surface even with the top of the closet ring before rough inspection is called. Closet rings (closet flanges) shall be adequately designed and secured to support fixtures connected thereto.

- (19) *Subsection 408.5, Finished Curb or Threshold*, is amended by adding the following at the end of the subsection:

Zero entry or curbless showers require submission of design and approval by the Inspection Services Division prior to a *permit* being issued. Curbless showers require a 2'0" wet zone at the perimeter of the shower and requires waterproofing.

(20) Table 422.1, Minimum Plumbing Facilities, is deleted in its entirety, and the following Table 2902.1, Minimum Number of Required Plumbing Fixtures, is substituted in lieu thereof, as follows:

(P) TABLE 2902.1 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES^a (See Sections 2902.1.1 and 2902.2)									
No.	CLASSIFICATION	DESCRIPTION	WATER CLOSETS (URINALS SEE SECTION 424.2 OF THE INTERNATIONAL PLUMBING CODE)		LAVATORIES		BATHTUBS/SHOWERS	DRINKING FOUNTAINS (SEE SECTION 410 OF THE INTERNATIONAL PLUMBING CODE)	OTHER
			Male	Female	Male	Female			
1	Assembly	Theaters and other buildings for the performing arts and motion pictures ^d	1 per 125	1 per 65	1 per 200		---	1 per 500	1 service sink
		Nightclubs, bars, taverns, dance halls and buildings for similar purposes ^d	1 per 40	1 per 40	1 per 75		---	1 per 500	1 service sink
		Restaurants, banquet halls and food courts ^d	1 per 75	1 per 75	1 per 200		---	1 per 500	1 service sink
		Casino gaming areas	1 per 100 for the first 400 and 1 per 250 for the remainder	1 per 50 for the first 400 and 1 per 150 for the remainder	1 per 250 for the first 750 and 1 per 500 for the remainder exceeding 750		---	1 per 1,000	1 service sink

		exceeding 400	exceeding 400					
	Auditoriums without permanent seating, art galleries, exhibition halls, museums, lecture halls, libraries, arcades and gymnasiums ^d	1 per 125	1 per 65	1 per 200	---	1 per 500	1 service sink	
	Passenger terminals and transportation facilities ^d	1 per 500	1 per 500	1 per 750	---	1 per 1,000	1 service sink	
	Places of worship and other religious services ^d	1 per 150	1 per 75	1 per 200	---	1 per 1,000	1 service sink	
	Coliseums, arenas, skating rinks, pools and tennis courts for indoor sporting events and activities	1 per 75 for the first 1,500 and 1 per 120 for the remainder exceeding 1,500	1 per 40 for the first 1,520 and 1 per 60 for the remainder exceeding 1,520	1 per 200	1 per 150	---	1 per 1,000	1 service sink
	Stadiums, amusement parks, bleachers and grandstands for outdoor	1 per 75 for the first 1,500 and 1 per 120 for the remain	1 per 40 for the first 1,520 and 1 per 60 for the remain	1 per 200	1 per 150	---	1 per 1,000	1 service sink

		sporting events and activities ^f	der exceeding 1,500	der exceeding 1,520				
2	Business	Buildings for the transaction of business, professional services, other services involving merchandise, office buildings, banks, light industrial, ambulatory care and similar uses	1 per 25 for the first 50 and 1 per 50 for the remainder exceeding 50	1 per 40 for the first 80 and 1 per 80 for the remainder exceeding 80	---	1 per 100	1 service sink ^e	
3	Educational	Educational facilities	1 per 50	1 per 50	---	1 per 100	1 service sink	
4	Factory and industrial	Structures in which occupants are engaged in work fabricating, assembly or processing of products or materials	1 per 100	1 per 100	---	1 per 400	1 service sink	
5	Institutional	Custodial care facilities	1 per 10	1 per 10	1 per 8	1 per 100	1 service sink	
		Medical care recipients in hospitals and nursing	1 per room ^c	1 per room ^c	1 per 15	1 per 100	1 service sink	

		homes ^b					
		Employees in hospitals and nursing homes ^b	1 per 25	1 per 35	---	1 per 100	---
		Visitors in hospitals and nursing homes	1 per 75	1 per 100	---	1 per 500	---
		Prisons ^b	1 per cell	1 per cell	1 per 15	1 per 100	1 service sink
		Reformatories, detention centers and correctional centers ^b	1 per 15	1 per 15	1 per 15	1 per 100	1 service sink
		Employees in reformatories, detention centers, and correctional centers ^b	1 per 25	1 per 35	---	1 per 100	---
		Adult day care and child day care	1 per 15	1 per 15	1	1 per 100	1 service sink
6	Mercantile	Retail stores, service stations, shops, salesrooms, markets and shopping centers	1 per 500	1 per 750	---	1 per 1,000	1 service sink ^e
7	Residential	Hotels, motels, boarding	1 per sleeping unit	1 per sleeping unit	1 per sleeping unit	---	1 service sink

		houses (transient)					
		Dormitories, fraternities, sororities and boarding houses (not transient)	1 per 10	1 per 10	1 per 8	1 per 100	1 service sink
		Apartment house	1 per dwelling unit	1 per dwelling unit	1 per dwelling unit	---	1 kitchen sink per dwelling unit; 1 automatic clothes washer connection per 20 dwelling units
		One- and two-family dwellings and lodging houses with five or fewer guestrooms	1 per dwelling unit	1 per 10	1 per dwelling unit	---	1 kitchen sink per dwelling unit; 1 automatic clothes washer connection per dwelling unit
		Congregate living facilities with 16 or fewer persons	1 per 10	1 per 10	1 per 8	1 per 100	1 service sink
8	Storage	Structures for the storage of goods,	1 per 100	1 per 100	---	1 per 1,000	1 service sink

		warehouse s, storehouse s and freight depots, low and moderate hazard					
<p>a. The fixtures shown are based on one fixture being the minimum required for the number of persons indicated or any fraction of the number of persons indicated. The number of occupants shall be determined by this code.</p> <p>b. Toilet facilities for employees shall be separate from facilities for inmates or care recipients.</p> <p>c. A single-occupant toilet room with one water closet and one lavatory serving not more than two adjacent patient sleeping units shall be permitted, provided that each patient sleeping unit has direct access to the toilet room and provisions for privacy for the toilet room user are provided.</p> <p>d. The occupant load for seasonal outdoor seating and entertainment areas shall be included when determining the minimum number of facilities required.</p> <p>e. For business and mercantile classifications with an occupant load of 15 or fewer, a service sink shall not be required.</p> <p>f. The required number and type of plumbing fixtures for outdoor swimming pools shall be in accordance with section 609 of the <i>International Swimming Pool and Spa Code</i>.</p>							

2021 UPC Chapter 7 Amendments

(21) *Subsection 713.4, Public Sewer Availability*, is deleted in its entirety and a new *Subsection 713.4, Public Sewer Availability*, is substituted in lieu thereof, as follows:

713.4 Public Sewer Availability. The public sewer may be considered as not being available when such public sewer is more than 200 feet away. Said distance shall be construed as being measured from the public sewer to the nearest property line. The 200 feet distance shall also apply to residences and buildings erected prior to the passage of this chapter. This distance will be considered reasonable for the connection of sewer and water when so ordered by the plumbing inspector or authorized by the building official.

(22) *Section 714.0, Damage to Public Sewer or Private Sewage Disposal System*, is amended by adding a new subsection 714.6, Contamination, as follows:

714.6 Contamination. Any sewer taps, tie-ins and/or sanitary sewer service which is damaged in any way that would allow any subsurface contamination, pollution damage, hazardous or nuisance condition to the public sewer system, shall be the sole responsibility of the property owner to repair and/or maintain and keep in good operating condition. Written notification will be sent to said property owner stating the condition and/or repairs necessary to correct the damage or nuisance condition. If the property owner does not repair the damage or nuisance, the city may contact a plumbing contractor to repair said damage and will assess the property owner for all repairs, or legal action may be taken to correct the condition.

2021 UPC Chapter 11 Amendments

- (23) Subsection 1101.6.1, *Discharge*, is deleted in its entirety and a new subsection 1101.6.1, *Discharge*, is substituted in lieu thereof, as follows:

1101.6.1 Discharge. There shall be no cross-connection to the sanitary sewer and in no instance shall the discharge be to city right-of-way or city streets. Where possible the discharge of said sump shall be by gravity where the city has provided a relief tile behind the city curb or the sump may be connected to the storm sewer or discharged to a drainage ditch except as otherwise approved by the Authority Having Jurisdiction.

Section 12. Section 7-413, International Mechanical Code Adoption, of Article VIII, Mechanical Code, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-413, International Mechanical Code Adoption, is enacted in lieu thereof, as follows:

Sec. 7-413. International Mechanical Code adoption.

- (a) The International Mechanical Code, 2021 Edition, including chapters 1 through 15, published by the International Code Council, Inc., which hereinafter may be referred to as the "IMC", as well as any amendments to same that are adopted by the State of Iowa from time to time, is hereby adopted by reference and is effective as if fully set forth in this article.
- (b) An official copy of the mechanical code as adopted, including a certificate by the city clerk as to its adoption and the effective date, is on file in the office of the city clerk, available for public inspection.

Section 13. Section 7-414, Amendments to International Mechanical Code, of Article VIII, Mechanical Code, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety and a new Section 7-414, Amendments to International Mechanical Code, is enacted in lieu thereof, as follows:

Sec. 7-414. Amendments to International Mechanical Code.

The provisions of this section specify certain amendments by addition, deletion or substitution, of the 2021 Edition of the International Mechanical Code ("IMC"). Where this section states that a section, subsection, enumeration or exception is deleted, only the specific section, subsection, enumeration or exception is deleted. Where this section states that a part, section or subsection is deleted in its entirety, all references listed thereafter associated with the specific part of section (with subsections, enumerations and exceptions) or subsection (with enumerations and exceptions) are deleted.

General IMC Amendments

- (1) All references in the IMC to the International Fuel Gas Code are hereby deleted, and are replaced with a reference to National Fire Protection Association Standard 54 ("NFPA 54"), which is hereby adopted by this reference into this Code.

- (2) All references in the IMC to the International Plumbing Code are hereby deleted, and are replaced with a reference to the Uniform Plumbing Code, which is adopted by reference in section 7-169.
- (3) The administrative authority for NFPA 54 shall be Cedar Falls Utilities and the inspection services division of the department of community development of the city.

2021 IMC Chapter 1 Amendments

- (4) *Subsection 101.1, Title*, is amended by deleting “[NAME OF JURISDICTION]” and substituting “City of Cedar Falls, Iowa” in lieu thereof.
- (5) *Subsection 101.2, Scope*, is amended by deleting the Exception in its entirety.
- (6) *Subsection 102.2, Existing Installations*, is amended by adding the following at the end of the subsection:

If an existing building is damaged by fire or is otherwise altered in such a manner as to require the replacement of 50 percent or more of the mechanical equipment, the entire building shall be made to conform to the requirements of this article for new buildings. If the type of occupancy of an existing building is partially or entirely changed, the mechanical system shall be made to conform to the requirements of this article for the new type of occupancy.

- (7) *Subsection 103.1, Creation of agency*, is amended by deleting “[NAME OF DEPARTMENT]” and substituting “Inspection Services Division” in lieu thereof.
- (8) *Subsection 104.8, Liability, including Subparagraph 104.8.1, Legal defense*, is deleted in its entirety and a new Subsection 104.8, Liability, is substituted in lieu thereof, as follows:

104.8 Liability.

The building official, or his or her authorized representative charged with the enforcement of this code, acting in good faith and without malice in the discharge of his or her duties for the city, shall not thereby render himself or herself personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his or her duties. Any suit brought against the city or the building official or employee because of such act or omission performed by him or her in the enforcement of any provisions of such codes or other pertinent laws or ordinances implemented through the enforcement of this code or enforced by the inspection services division shall be defended by the city until the final termination of such proceedings, and any judgment resulting therefrom shall be assumed by the city. This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating or controlling any building or structure for any damages to persons or property caused by defects, nor shall the inspection services division of the city be held as assuming any such liability by reason of the inspections authorized by this code or any certificates of inspection issued under this code.

- (9) *Subsection 105.2, Alternative materials, design and methods of construction and equipment* is deleted in its entirety and a new Subsection 105.2, Alternative materials, design and methods of construction and equipment is substituted therefore, as follows:

105.2 Alternative materials, design and methods of construction and equipment.

105.2.1 Alternative materials, design, and methods of construction and equipment.

The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material, design or method of construction shall be approved where the building official finds that the proposed alternative meets all of the following:

- (A) The alternative material, design or method of construction is satisfactory and complies with the intent of the provisions of this code.
- (B) The material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code as it pertains to the following:
 - (1) Quality.
 - (2) Strength.
 - (3) Effectiveness.
 - (4) Fire resistance.
 - (5) Durability.
 - (6) Safety.

Where the alternative material, design or method of construction is not approved, the building official shall respond in writing, stating the reasons why the alternative was not approved.

105.2.2 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.

105.2.3 Tests. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the building official shall have the authority to require tests as evidence of compliance to be made without expense to the city. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the building official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the building official for the period required for retention of public records.

(10) *Subsections 106.1.1, Annual permit, and 106.1.2, Annual permit records*, are deleted in their entirety.

(11) *Subsection 106.4.1, Approved construction documents*, is deleted in its entirety and a new Subsection 106.4.1, Approval of construction documents is substituted in lieu thereof, as follows:

106.4.1 Approval of Construction documents. When the building official issues a permit, the construction documents shall be approved, in writing or by stamp, as "Reviewed for Code Compliance." One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or a duly authorized representative.

- (12) *Subsection 106.4.3, Expiration*, is deleted in its entirety and a new subsection 106.4.3, *Expiration*, is substituted in lieu thereof, as follows:

106.4.3 Expiration. Every permit issued under the provisions of this Code shall expire 12 months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the time period of the construction schedule, with the approval of the building official. If the work has not been completed, including all required inspections, by the expiration date of the permit, no further work shall be done until the permit has been renewed by the owner, or the owner's agent, and payment of the renewal fee has been received. The building official is authorized to grant one or more extensions of time, for periods of not more than six months each, without payment of the renewal fee. Extensions shall be requested by the owner, or owner's agent, and justifiable cause demonstrated by the owner.

- (13) *Subsection 106.4.4* is deleted in its entirety.

- (14) *Section 109, Fees*, is deleted in its entirety, and a new Section 109, *Fees*, is substituted in lieu thereof, as follows:

109 Fees.

109.1 Payment of fees. A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

109.2 Schedule of permit fees. Where a permit is required, a fee for each permit shall be paid as required, in accordance with the schedule as established by the city .

109.3 Permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall reflect the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final permit valuation shall be set by the building official.

109.4 Work commencing before permit issuance. Any person who commences any work before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.

109.5 Related fees. The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

109.6 Refunds. Refunds may be available only when work under the permit has not been commenced. Refunds may be available only for permit fees that exceed \$100.00. If granted, the refund shall be eighty percent of the permit fee.

109.7 Reinspections. A reinspection fee shall be permitted to be assessed for each inspection or reinspection where such portion of work for which inspection is called is not complete or where required corrections have not been made.

This provision shall not be interpreted as requiring reinspection fees the first time a job is rejected for failure to be in accordance with the requirements of this code, but as controlling the practice of calling for inspection before the job is ready for inspection or reinspection.

Reinspection fees shall be permitted to be assessed where the approved plans are not readily available to the inspector, for failure to provide a safe access on the date for which the inspection is requested, or deviating from plans requiring approval of the City.

- (15) *Section 113, Stop Work Order*, is deleted in its entirety, and a new Section 113, Stop Work Order, is substituted in lieu thereof, as follows:

113 Stop Work Order.

113.1 Authority. Where the building official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the building official is authorized to issue a stop work order.

113.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property, the owner's authorized agent or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

113.3 Emergencies. Where an emergency exists, the building official shall not be required to give a written notice prior to stopping the work.

113.4 Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

- (17) *Section 114, Means of Appeal*, is deleted in its entirety and a new Section 114, Means of Appeal, is substituted in lieu thereof, as follows:

114 Appeals.

114.1 Any person shall have the right to register an appeal with the board of mechanical appeals for a review of any decision of the mechanical inspector, provided that such appeal is made in writing within ten days after having been notified of such decision by the mechanical inspector. Upon receipt of such appeal, the board of mechanical appeals shall proceed to determine whether the action of the mechanical inspector complies with this article, and shall make a decision in accordance with its findings within ten days of receiving the appeal. No appeal shall be considered unless the appeal is filed within a period of ten days. The board of appeals shall have no authority to waive requirements of this code.

114.2 An appeal to the city council of any ruling of the board shall be made by filing a written notice of such appeal with the city clerk within ten days from the date of the ruling being appealed. The council shall give the appellant and the board a minimum of five days written notice by certified mail of the date, time and location of hearing of said appeal. All interested persons shall be given the opportunity to

be heard at such hearing and the city council may affirm, modify or overrule the action of the board based upon the evidence submitted before the city council.

- (18) *Section 115, Violations*, is deleted in its entirety and a new Section, *Violations*, is substituted in lieu thereof, as follows:

115 Violations.

115.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of the code.

115.2 Notice of Violations. The building official is authorized to serve a notice of violation or order on the owner and person responsible for the erection, construction, enlargement, alteration, extension, repair, movement, removal, demolition, or occupation of any building or structure in violation of the provisions of this Code, or in violation of a detail statement or a plan approved thereunder, or in violation of a permit or certificate issued under the provisions of this Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

115.3 Prosecution of Violation. If the notice of violation is not complied with in the time prescribed by such notice, the building official is authorized to request the city attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this Code or of the order or direction made pursuant thereto.

115.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code shall be deemed guilty of a municipal infraction punishable as provided in section 1-9 of the Code of Ordinances of the city.

- (19) *A new Section 116, Board of Appeals*, is added, as follows:

116 Board of Appeals.

116.1 The board of mechanical appeals shall consist of five members appointed each year, one owner, officer, director, shareholder or employee of a mechanical contracting company, one master mechanical license holder, two journeyman mechanical license holders, and one public member, each appointed for a period of four years. The mechanical inspector shall serve as secretary to the board but is nonvoting. Appointments are made by the mayor, with the approval of the city council. Should a vacancy on the board occur, it shall be the duty of the secretary of the board to notify the mayor of the vacancy, and the mayor and city council shall, at a regular meeting, as soon as possible thereafter, appoint a new member to the board to fill the vacancy for the unexpired term.

116.2 Expiration of appointments shall be staggered so that one member is appointed or reappointed each year. Terms of appointment shall expire on December 31. If the mayor and city council fail to appoint at the scheduled time, the expired term member will be held over until re-appointment or replacement.

116.3 In so far as reasonably practicable, appointees for membership on the board shall be residents of the city, or, if that is not reasonably practicable, shall have a place of employment in the city. Appointees who are neither residents of the city nor who have a place of employment in the city may be eligible for appointment to the board upon a finding of the unavailability of qualified applicants, as determined by the mayor. Any person who is a member of the board on the date of adoption of the ordinance from which this article is derived who does not meet the qualifications for membership set forth herein shall continue to be eligible to serve as a member of the board until both the expiration of his or her current term and the member's nonreappointment by the mayor to an additional term.

116.4 Meetings; Records.

- (1) All meetings of the board of mechanical examiners and appeals are open to the public and shall be held in the council chambers, or other location indicated in a public notice posted 24 hours prior to any meeting.
- (2) Three members of the board shall constitute a quorum for the transacting of all business, but any action taken by the board shall require a majority vote of all members of the board.
- (3) The board shall annually elect one of its members as chairman of the board.
- (4) The secretary of the board shall keep a record of the board meetings.

116.5 Compensation of Members.

The members of the board of mechanical examiners and appeals shall serve without compensation.

(20) A new *section 117, Mechanical Inspector*, is added to chapter 1, as follows:

117 Mechanical Inspector.

117.1 Conflict of Interest.

It shall be unlawful for the mechanical inspector or assistant mechanical inspectors to engage in the business of the sales, installation or maintenance of mechanical equipment, either directly or indirectly, and they shall have no financial interest in any concern engaged in such business in the city, at any time, while holding the office provided for in this division.

117.2 Records.

The mechanical inspector shall keep or cause to be kept records of all permits issued and inspections made and all other business of his office. The records shall be available to the public.

(21) A new *section 118, Licenses and Examinations*, is added to chapter 1, as follows:

118 Licenses and Examinations.

118.1 Licenses Required.

118.1.1 Unless otherwise specified, any reference to licenses in this article shall mean a license issued by the State of Iowa board of mechanical examiners and appeals.

118.1.2 No person or business entity shall engage in any business involving installation, maintenance, alteration or repair of mechanical systems or equipment within the scope of this article unless such person has obtained a master mechanical contractor's business license issued by the state.

118.2 Master mechanical business registration.

Any person who desires to apply for a mechanical permit shall make written application therefor to the mechanical inspector on forms obtained from the mechanical inspector.

New master mechanical contractors will be required to pay a one-time registration fee to be entered into the permit system. Fees shall be set by the city council.

118.2.1 A mechanical contracting business shall show proof of a state issued master contractor license with the State of Iowa and shall execute and file with the city building official (or a specified inter-governmental agency if so designated by the building official) a certificate of insurance written by a company authorized to transact business in the state, in limits established by Iowa law.

118.2.2 Said certificate of insurance shall be issued by December 31 of each year and shall be refiled on or before said date for each subsequent year, and shall be in continuous full force and effect. It is the intent and purpose of said certificate of insurance to also bind the individual, company, firm, association or partnership, whether it be trade name, corporation, or other business association or arrangement with which the principal is associated.

2021 IMC Chapter 4 Amendments

(22) *Subsection 403.3.2.1, Outdoor Air for Dwelling Units*, is deleted in its entirety, and a new Subsection 403.3.2.1, Outdoor air for new dwelling units, is substituted in lieu thereof, as follows:

403.3.2.1 Outdoor air for new dwelling units. Buildings regulated by the International Residential Code shall be required to provide outdoor air ventilation by means of a Heat Recovery Ventilator or Energy Recovery Ventilator.

2021 IMC Chapter 5 Amendments

(23) *Subsection 508.1, Makeup Air*, including subparagraphs 508.1.1, Makeup air temperature and 508.1.2, Air balance, is deleted in its entirety and a new Subsection 508.1, Makeup air, is substituted in lieu thereof, as follows:

508.1 Makeup air. All makeup air shall be capable of maintaining a minimum of 60 degrees in the occupied space. Cooling is not required. All makeup air shall be interlocked with the hood's exhaust system, so that if the makeup air is not operating, the exhaust will not operate.

2021 IMC Chapter 6 Amendments

(24) *Subsection 603.6.1.1, Flexible Duct Length*, is deleted in its entirety and a new subsection 603.6.1.1, Flexible duct length, is substituted in lieu thereof, as follows:

603.6.1.1, Flexible duct length. Factory made air ducts (flex pipe) at lengths greater than six feet shall require approval of the authority having jurisdiction.

NFPA 54 Amendments

(25) *Subparagraph 7.12.2.1*, is deleted in its entirety and a new subparagraph 7.12.2.1 is substituted in lieu thereof, as follows:

7.12.2.1 The bonding jumper shall connect to a metallic pipe or pipe fitting after the point of delivery but before the first joint of CSST. Bonding clamps shall be accessible.

(26) *Subsection 7.12.3, Arc-Resistant Jacketed CSST*, is deleted in its entirety and a new Subsection 7.12.3 , Arc-Resistant Jacketed CSST is substituted in lieu thereof, as follows:

7.12.3 Arc-Resistant Jacketed CSST. Only CSST with an arc resistant jacket or covering shall be installed, in accordance with the terms of its approval, the conditions of its license, the manufacturer’s instructions and this code, including the bonding requirements of this section.

(27) *Section 7.12, Electrical Bonding and Grounding*. Is amended by adding subsection 7.12.6, Bonding Required When Appliances Installed, as follows:

7.12.6 Bonding Required When Appliances Installed. Whenever a permit is issued to open, alter or add an appliance to a gas piping system, any CSST in the structure not previously bonded shall be bonded in accordance with this section as a condition of approval.

(28) *Chapter 10 of NFPA 54*, incorporated by reference by section 1 of General IMC Amendments, is amended as follows:

1. Section 10.21, Room Heaters, is deleted in its entirety.
2. Subsection 12.3.2, Appliances Not Required to Be Vented, is amended by deleting subparagraphs 8 and 10.

INTRODUCED: _____ October 18, 2021 _____

PASSED 1ST CONSIDERATION: _____ October 18, 2021 _____

PASSED 2ND CONSIDERATION: _____

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

Robert M. Green, Mayor

ATTEST:

Jacqueline Daniels, MMC, City Clerk



CITY OF CEDAR FALLS, IOWA
 PUBLIC SAFETY – FIRE RESCUE DIVISION
 4600 South Main Street
 Cedar Falls, Iowa 50613
 Phone: 319-273-8690
 Fax: 319-268-5196



 MEMORANDUM

To: Honorable Mayor Robert Green & City Council
 From: John Bostwick, Fire Chief
 Date: October 7, 2021
 Subject: Public Hearing for model code adoption and ordinance amendments

Every 6 years the City of Cedar Falls adopts the most recent versions of the model building codes. This year we are proposing to continue this standard by adopting the 2021 International Fire Code.

By adopting these codes we ensure that our city is being developed to be as safe as possible in regards to life safety. Life safety includes elements of the built environment such as egress, fire separation, and structural stability. The Fire Code is created by architects, engineers, builders, code officials, fire officials, attorneys, and more, which means many entities review them in the context of safety, ease of use, and cost implications. Therefore when we adopt them we are taking advantage of the knowledge of experts in the fields of design and construction. We also ensure that we are referencing the same codes as other local jurisdictions (Waterloo) and the state.

As part of this code adoption we also reviewed Chapter 9 of the City Code of Ordinances. We discovered there were some inconsistencies and some overlap in the City Code of Ordinances and the International Fire Code. In order to align these codes to match our current processes we have updated and clarified some minor points in Chapter 9. One change is to clarify that the design of the fire access roadway will follow Cedar Falls Engineering road standards. A majority of the changes simply clarify or correct the inconsistencies between International Fire Code and City Code of Ordinances. These amendments do not change the processes we have in place; they simply clarify them and make them easier to follow. In addition, there are changes in all the codes to provide consistency between each code type.

Should you have any questions please contact me regarding this update and the public hearing for these ordinance amendments and outside code adoption set for October 18, 2021.

Attachments: Red line version of ordinance and Power point slides

Prepared by: Kevin Rogers, City Attorney, 220 Clay Street, Cedar Falls, IA 50613, (319)273-8600

ORDINANCE NO. 2998

AN ORDINANCE AMENDING INCORPORATION OF THE INTERNATIONAL FIRE CODE INTO ARTICLE II, FIRE CODE, OF CHAPTER 9, FIRE PREVENTION AND PROTECTION, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS BY **(1)**. AMENDING SECTION 9-19, INTERNATIONAL FIRE CODE ADOPTION, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 9-19; AND **(2)**. AMENDING SECTION 9-20, INTERNATIONAL FIRE CODE AMENDMENTS, BY REPEALING SAID SECTION AND ENACTING IN LIEU THEREOF A NEW SECTION 9-20.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. Section 9-19, International Fire Code Adoption, of Article II, Fire Code, of Chapter 9, Fire Prevention and Protection, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended by repealing said section in its entirety and enacting a new Section 9-19, International Fire Code Adoption, as follows:

Sec. 9-19. International Fire Code adoption.

- (a) The International Fire Code, 2021 Edition, including appendix chapters B, C, D, E, F, G, H, I, J, and K published by the International Code Council, Inc., and all standards referenced therein, except as such codes and standards are amended in this article, are hereby adopted by reference, and are hereby adopted and incorporated as if fully set out in this section.
- (b) An official copy of the code adopted by this article, including a certificate by the clerk as to its adoption and effective date, is on file in the office of the clerk, available for public inspection.

Section 2. Section 9-20, International Fire Code Amendments, of Article II, Fire Code, of Chapter 9, Fire Prevention and Protection, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby amended by repealing said section in its entirety and enacting a new Section 9-20, International Fire Code Amendments, as follows:

Sec. 9-20. International Fire Code amendments.

The International Fire Code, 2021 Edition, adopted by section 9-19, is amended as provided in this section.

- (1) *Section 103.2, Appointment*, and *section 103.3, Deputies*, are deleted, and the following substituted therefor:

103.2 Appointment. The chief of the fire operations division may designate a member of the fire operations division to exercise the powers and perform the duties set forth in this code.

- (2) *Subsection 105.2 Application*, is amended by adding the following sentence to the end of the subsection:

Application for an operational permit shall be submitted with all required information not less than 30 days prior to the event requiring a permit.

- (3) *Subsection 105.6.30, Open Burning*, is deleted in its entirety.

- (4) *Subsection 105.5.42, Pyrotechnic Special Effects Material*, is deleted and the following is substituted therefor:

Subsection 105.5.42 Pyrotechnic Special Effects Material. The council, upon written request for an application, may grant a permit for the display of fireworks to amusement parks, organizations or groups of individuals as approved by the council when satisfied that such fireworks display will be handled by a competent operator and that adequate protection for public safety has been provided and that adequate fire extinguishing equipment is available. Accident liability protection in an amount of not less than \$2,000,000.00 may be required. Additional reference will be found in Code of Iowa § 727.2.

- (5) *Subsection 108.2 Inspections*, is amended by adding the following to the end of the subsection:

The *fire code official* at the official's sole discretion may send plans to a qualified agency for review. The *fire code official* shall designate the review agency for the plans. The applicant shall pay all fees associated with the plan review directly to the outside agency.

- (6) *Subsection 108.2 Inspections*, is further amended by adding the following subsection 108.2(a):

108.2(a) All fire protection systems (sprinkler/fire alarm systems) with a square footage over 10,000 feet shall require a third party review. The third party shall be approved by the *fire code official*.

Any building which contains fire pumps, or stand pipes, regardless of square footage, shall require a third party review. The third party shall be approved by the *fire code official*.

- (7) *Section 108 Inspections*, is amended by adding *subsection 108.5, Commercial Operations*, as follows:

108.5 Commercial Operations. All new commercial business and all new commercial business in existing buildings shall have initial pre-inspection conducted by the *fire code official* before business is open to the general public, and records updated to reflect new business owners.

- (8) *Section 111, Means of Appeals*, including *subsections 111.1 through 111.4*, is deleted in its entirety, and the following substituted therefor:

Section 111 Board of Appeals. In order to determine the suitability of alternate materials and type of construction and to provide for reasonable interpretations of the provisions of this code, the board of appeals shall render decisions upon pertinent matters. The fire chief shall be an ex-officio member of the board. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render all decisions and findings in writing to the fire chief with a duplicate copy to the appellant, and may recommend to the city council such new legislation as is consistent therewith. The board of appeals referred to in this section is the board of appeals created by the building code, as adopted by the city.

- (9) *Section 202, General Definitions*, is amended by adding the following definitions:

Code official.

The chief officer of the fire operations division, the fire marshal, or the fire chief's authorized representative.

Cross aisles.

Required aisles which permit egress from one main aisle to gather through an allowable use area.

Emergency communications center.

Black Hawk County Consolidated Communications Dispatch Center.

Exhibits.

A space or portable structure used for the display of products or services.

Flame effect.

The combustion of flammable solids, liquids, or gases to produce thermal, physical, visual, or audible phenomena before an audience.

Main aisle.

That area designated to accommodate the required means of egress width located between the farthest projections of the area designated for use by a tenant and the allowable use area.

Maze.

A labyrinth of paths throughout a confined area accessible by walking or mobile

Mobile catering.

Business of selling prepared food from some sort of vehicle.

Mobile food truck.

A vehicle equipped to cook and sell food.

Outdoor assembly event.

Private and public events conducted outdoors including, but not limited to, beer gardens and mazes, having a projected attendance of 500 or more persons

throughout the event, or confining 50 or more attendees by the permanent or temporary installation of barricades or fencing.

Special event.

An assembly of persons with a common purpose to watch or participate in an activity that is different than the normal course of business for the location. The event is for a specific time and location. Events may involve entertainment, food/beverage or alcohol services, use of temporary fencing, stands, structures, or power. Events may include, but not be limited to, concerts, circuses, fairs, festivals, parades, tradeshow, exhibits, mazes, or similar celebrations. Special events may also increase, impact, or disrupt normal traffic flow or involved road closures.

- (10) *Section 307, Open Burning and Recreational Fires*, is deleted in its entirety.
- (11) *Subsection 405.3, Frequency*, is amended by adding the following at the end of the subsection:
- Fire and evacuation drills in Group E occupancies shall be conducted in accordance with section 100.31 of the Code of Iowa. Fire Drills in Group R, Division 2, Fraternities and Sororities, shall be conducted once per academic semester.
- (12) *Section 503, Fire Apparatus Access Roads*, is amended by adding *subsection 503.2.9, Load Support*, as follows:
- 503.2.9 Load Support.* Fire apparatus access roads shall support a minimum wheel load of 18,000 pounds and/or GVW of 80,000 pounds and meet city engineering road standards.
- (13) *Section 506, Key Boxes*, is amended by adding the following *subsections 506.3, 506.3.1, 506.3.2, 506.4, 506.4.1, and 506.4.2* thereto:

506.3 Key box.

A fire operations division key box shall be installed in each commercial or industrial building in the city which is equipped with a fire detection, fire alarm, or fire suppression system that is monitored by an alarm company with direct connection to the dispatch center of the city, and in each building equipped with an unsupervised local alarm system, and where immediate access to the interior of the building by fire operations division personnel is necessary for life-saving or firefighting purposes. A fire operations division key box shall also be installed in each residential property consisting of three or more residential dwelling units. Each fire operations division key box shall be of a type and shall be installed in a location that is approved by the fire chief or his designee, and shall be installed in accordance with manufacturer's recommendations. Each application for a fire operations division key box shall be submitted to the fire chief or his designee.

The cost of purchase and installation of each fire operations division key box shall be paid by the building owner.

Each fire operations division key box shall contain the following keys:

- a. Keys to each locked point of egress, whether on the exterior or interior of the building.
- b. Keys to each locked mechanical room in the building.

- c. Keys to each locked electrical room in the building.
- d. Keys to other areas as determined by the fire chief or his designee.

A "fire operations division key box" means a secure box installed on the exterior of a building, containing keys to various locks on the premises of the building, to which only the fire chief or his designee has access.

If the building owner changes or causes to be changed any locks such that the keys located in the fire operations division key box will not unlock any of the locks described in this section, it shall be the responsibility of the building owner to furnish to the fire chief or his designee replacement keys to be placed in the fire operations division key box, at the owner's expense.

506.3.1 Elevator Knox Box

A fire operations division elevator key box shall be installed in each commercial, industrial and residential building in the city which is equipped with an elevator system. Each fire operations division elevator key box shall be of a type and shall be installed in a location that is approved by the fire chief or his designee, and shall be installed in accordance with manufacturer's recommendations.

506.3.2 Fire Department Connection Caps (FDC)

A fire operations division connection (FDC) for water supply to a building from a fire truck shall have locking Knox cap plug installed on all new piping and existing piping, in all sprinkled buildings within the city. Each fire operations division connection locking cap shall be of a type and shall be installed in accordance with manufacturer's recommendations.

506.4 Locking Wall File Cabinets.

Generic locking wall file cabinets shall be mounted by the fire alarm control panel. The cabinets shall contain information for fire operations division use. Locking file cabinets shall be approved by the *fire code official*. The key to file cabinet shall be placed into the key box.

506.4.1 Contents.

The cabinets shall contain the following files:

- 1. Fire alarm as built plans.
- 2. Sprinkler plans.
- 3. Emergency contacts.
- 4. Any other info required by the *fire code official*.

506.4.2 Mounting Height.

Cabinets shall be mounted no higher than 5½ feet measured from the floor.

- (14) Section 507, *Fire Protection Water Supplies*, is amended by adding subsection 507.5.1.2, FDC Connections, as follows:

507.5.1.2 FDC Connections. Where a facility or building hereafter constructed or moved into or within the jurisdiction requiring a fire suppression system shall

have a fire hydrant located within 100 feet of the buildings FDC connection as measured by an approved route by the fire code official.

- (15) *Subsection 507.5.1, Where required*, is amended by deleting exceptions 1 and 2.
- (16) *Subsection 507.5.1.1, Hydrant for standpipe systems*, is amended by deleting exception.
- (17) *Subsection 507.5.4, Obstruction*, is amended by adding *subsection 507.5.5.1* as follows:
- 507.5.5.1* Fire protection equipment and fire hydrants shall not be hidden by vegetation or other means as determined by *fire code official*.
- (18) *Subsection 507.5, Fire hydrant systems*, is amended by adding the following subsections 507.5.7 and 507.5.8:
- 507.5.7.* Fire hydrants shall be marked by approved method for quick response as determined and approved by fire code official. (Marker flags)
- 507.5.8.* Fire hydrant outlet direction: Fire hydrants shall be positioned so that the 4½-inch port connection is facing in a direction as determined by fire code official.
- (19) *Subsection 510.1, Emergency responder communication coverage in new buildings*, is amended by deleting exception 1.
- (20) *Section 903, Automatic Sprinkler Systems*, is amended by adding a new subsection 903.1.2, Water supply safety margin, as follows:
- 903.1.2. Water Supply Safety Margin.* Automatic sprinkler systems shall be designed with a minimum of 10 percent or five psi safety margin (whichever is greater) above static pressure in the fire protection systems hydraulic calculations.
- (21) *Subsection 903.4.2, Alarms*, is deleted in its entirety and the following new subsection 903.4.2, Alarms, is substituted therefor:
- 903.4.2. Alarms.* An approved weatherproof horn/strobe device shall be mounted directly above a fire operations division connection (FDC) between seven and ten feet in height above grade. Exception: horn/strobe device height and location may be altered by the *fire code official* as circumstances require in the discretion of the *fire code official*.
- (22) *Section 903, Automatic Sprinkler Systems*, is amended by adding a new subsection 903.7, Zones, as follows:
- 903.7 Zones.* Automatic sprinkler systems zones shall not exceed the area permitted by NFPA 13 or NFPA 13R and shall provide a sprinkler control valve and a water flow device for each normally occupied floor. The location of sprinkler control valves must be approved by the fire code official.
- (23) *Subsection 906.1, Where Required*, is amended by deleting the exceptions.
- (24) *Subsection 906.3, Size and Distribution*, is amended by adding the following sentence to the end of the subsection:
- The minimum rating of any required portable fire extinguisher for Class A, B, C, D hazard shall be 2A-10BC.
- (25) *Section 907.1, General*, is amended by adding the following subsections:

907.1.4 Fire Alarm Control Panels and Fire Alarm Annunciator Panels.

Installation of fire alarm control panels and fire alarm annunciator panels shall be installed in accordance with subsections 907.1.4.1 through 907.1.4.6

907.1.4.1 Fire Alarm Panel Height: Installation of a fire alarm panels shall not exceed six feet in height measured from the floor to the top of panel. Exception: Panel height may be altered by the code official.

907.1.4.2 Number of Fire Alarm Panels in Buildings. Only one listed fire alarm control panel shall be allowed per building and shall lock in the alarm until the system is reset and shall not be canceled by the operation of an audible-alarm silencing switch. This control panel shall only receive alarms signals from the fire protection equipment.

907.1.4.3 Combination Fire/Security Alarm Systems Panels. A listed combination fire/security alarm system panel that meets all the requirements of this code and amendments may be permitted by approval of the *fire code official*. The fire/security panel shall be capable of providing a signal that can differentiate between the fire and security alarm.

907.1.4.4 Password/PIN Protection Prohibited: Fire alarm control panels and/or fire alarm annunciator panels that require a password/PIN to silence an alarm/supervisory/trouble signal and/or to reset an alarm/supervisory/trouble signal shall prohibited

907.1.4.5 Fire Alarm Annunciator Panels: The *fire code official* can require the addition of fire alarm annunciator panels based on the size of building and access to the building. These panels shall meet the requirements of section 907.1.4 and 907.2.

907.1.4.6 Fire Alarm Panels: All Fire alarm panels shall be the addressable type system.

(26) *Subsection 907.2.1, Group A,* is amended by deleting the exception contained therein.

(27) *Subsection 907.2.3, Group E,* is amended by adding the following sentence to the end of the first paragraph:

New and existing educational occupancies shall have a monitored fire alarm system.

(28) *Subsection 907.2.9.1, Manual fire alarm system,* is amended by deleting exception 2.

(29) *Subsection 907.2.11.2, Groups R-2, R-3, R-4 and I-1,* is amended by adding a fourth subparagraph, as follows:

4. Supervised smoke alarms shall be installed in all common corridors and at the top and bottom of all stairway enclosures in groups R-2, R-4, and I-1 occupancies. In corridors, detectors shall be located within 15 feet of the end of the corridor and in such a way that one detector is located for each 30 feet of corridor length or spaced as allowed by the code.

(30) *Subsection 907.2.13.2, Fire department communication system,* is deleted in its entirety.

(31) *Subsection 907.3, Fire safety functions,* is amended by adding subsection 907.3.5, High velocity low speed fans, as follows:

- 907.3.5 High Velocity Low Speed Fans (HVLSF). HVLSF shall shut down upon activation of fire alarm system
- (32) *Subsection 907.4.2, Manual fire alarm boxes*, is amended by adding the following sentence to the end of the subsection:
- Where in the opinion of the *fire code official* manual fire alarm boxes may be used to cause false fire alarms, the *fire code official* is authorized to modify the requirements for manual fire alarm boxes.
- (33) *Subsection 907.6.4, Zones*, is amended by deleting the exception in its entirety and substituting the following exception in lieu thereof:
- Exception:* Automatic sprinkler system zones shall not exceed the area permitted by NFPA13 and shall provide a sprinkler control valve and water flow device for each normally occupied floor.
- (34) *Subsection 907.6.4, Zones*, is further amended by adding *subsection 907.6.4.3, Zone and address location labeling*, as follows:
- 907.6.4.3 Zone and address location labeling.* Fire alarm and/or annunciator panels shall have all zones and address points plainly and permanently labeled as to their location on the outside of the panel or on an easily readable map of the building.
- (35) *Subsection 907.6.6, Monitoring*, is amended by adding the following paragraph at the end of the subsection:
- Each address point identification shall have an alpha/numeric descriptor location. Alpha/numeric descriptor locations area required to be reported to the emergency communications center upon activation of alarm conditions as specified by the *fire code official*. Supervisory alarm conditions are required to be reported to the *fire code official* by an approved manner.
- (36) *Subsection 912.1, Installation*, is amended by adding subsection 9.12.1.1, as follows:
- 912.1.1* The fire operations division connection(s) shall be a five inch Storz type connector(s) compatible with hose couplings currently used by Cedar Falls Fire Rescue.
- (37) *Subsection 912.4.1, Locking fire department connection caps*, is amended by adding subsection 912.4.1.1, as follows:
- 912.4.1.1* FDC size minimum fire operations division connection size shall be 5 inch locking Storz type with a locking Knox cap on commercial buildings and 2 ½ inch Cedar Falls thread on residential buildings with a locking Knox cap.
- (38) *Section 912, Fire Department Connections*, is amended by adding subsection 912.8, Remote connection, as follows:
- 912.8.* Remote connection. Any building three stories or higher shall have a remote fire operations division connection.

Chapter 50 Hazardous Materials General Provisions

- (39) *Subsection 5003.5, Hazardous identification signs*, is amended by adding the following sentence to the end of the subsection:
- Signs shall also comply with the requirements of the Iowa Right to Know Law.

Chapter 57 Flammable and Combustible Liquids

(40) *Subsection 5704.2.132., Above-ground tanks*, is amended by adding subsection 5704.2.13.2.4, Existing above-ground tanks hazards, as follows:

5704.2.13.2.4. Existing above-ground tanks hazards. Existing above-ground tanks installations, even if previously approved, that are determined to constitute a hazard by the *fire code official*, shall not be continued in service. Unsafe tanks shall be removed as required by the *fire code official* and in accordance with this code.

INTRODUCED: _____ October 18, 2021 _____

PASSED 1ST CONSIDERATION: _____ October 18, 2021 _____

PASSED 2ND CONSIDERATION: _____

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

Robert M. Green, Mayor

ATTEST:

Jacqueline Daniels, MMC, City Clerk

Lot 1 of Fogdall University Avenue Minor Plat No.1 which was platted in 2006. And the property has split zoning with the eastern 3/4th area of the lot in the C-2 Commercial District and the western 1/4th area of the lot in the R-1 Residence District. The applicant wishes to expand the business into the R-1 portion of the property, so is requesting to rezone the property so that the entire lot is within the C-2 Commercial District to comply with the zoning.

The property west of the subject property is in the R-1 Zoning district and the property east of the subject property is in the C-2 zoning district. It is unclear why this particular property has split zoning, although there have been a number of property divisions and subdivisions that may not have coincided with the zoning boundaries.

If the petitioner's request to rezone the property to C-2 zone is approved, the intent is to expand the existing use of the property by making building additions as per the attached site plan and expanding the paved area to the west to allow maneuvering of semi-trucks for loading and unloading. A site plan is attached with the packet that shows the proposal for the site.

ANALYSIS

Existing and Proposed Zoning

The request is to rezone 1.38 acres of land located at 5424 University Avenue from R-1, Residential Zoning District and C-2, Commercial Zoning District to C-2, Commercial Zoning District.

The R-1 Residential District allows residential use in the form of one- and two-unit dwellings, churches, and private noncommercial recreational areas. This zone does not allow commercial activity. The C-2 Commercial District allows a variety of commercial uses including but not limited to retail stores of all types, financial institutions, automobiles sales, veterinary clinics, bowling alleys, drive-in restaurants, laundries, offices, printing shops, restaurants, mini-storage warehouses, and similar.

Currently, the property is being used for household appliance sales and repair, which is an allowed use in the C-2 Commercial Zoning District. The owner of the property intends to continue expanding the similar use on the property. City staff notes that once the property is rezoned, it can have any commercial use allowed as per the C-2 zoning district in the future. A property with split zoning creates uncertainty for the property owner and for surrounding properties as to its use and development, so is good practice to change the zoning so the entire lot is within the same zone. The current request aligns with the intent to continue the development of the land for similar use as per the site plan proposal.

Adjacency between R-1 and C-2 Zoning

While it is not preferable to have a property with split zoning, in this case it has in effect created a more significant buffer between the commercial use and the single family home on the abutting property. Rezoning the western portion to C-2 will allow the commercial use to expand into an area where there is a drainageway, significant vegetation, and large overstory trees that create a significant visual and physical buffer between the uses. Staff recommends that if rezoned and the paved area expanded in this direction that stormwater management be carefully considered and that any loss of trees or vegetation be replaced to create an effective screen between the commercial activity and the abutting residential property. With any rezoning

the Commission has the discretion to impose reasonable conditions to mitigate for any potential negative effects caused by the rezoning. Staff is supportive of the rezoning, but notes the following:

- As per code, the minimum setback requirement for the C-2 zoning district is 10 feet from any abutting residential zoning district. However, if the truck turn around area encroaches this close to the property boundary it may result in loss of a significant portion of the existing vegetation and large overstory trees.
- As per code minimum six feet high screen consisting of a fence, wall, or plant material of mature height must be installed to screen the property. Staff notes that the commercial property is at a higher elevation than the residential property, so a taller landscaping screen would be warranted between the paved area and the west property line, particularly if there is significant loss of the existing vegetation and trees.
- All parking lots and vehicular use areas of the commercial property must have peripheral landscape screening from the adjacent properties and the public right-of-way. The applicant has indicated that they will provide the necessary peripheral screening, including along University Avenue.
- The drainageway along the western edge of the subject property for stormwater will need to be maintained as per city standards. City staff notes that the applicant must comply with all stormwater requirements so there is no increase in stormwater flows on adjacent properties due to expansion of the impervious surfaces on the lot (new paving and buildings). Engineering staff have made some recommendations, which are noted in the technical comments below.

Zoning considerations normally involves evaluation of three main criteria:

- *Compliance with the Comprehensive Plan and Future Land Use Map*
The Future Land Use Map in the City's Comprehensive Plan indicates that this property is designated for Community Commercial use. With the proposed area to be rezoned to expand the commercial use, the Future Land Use Map will not need to be amended for the property, as the property is currently under the right designation. See excerpt from the Future Land Use Map below with properties labeled.



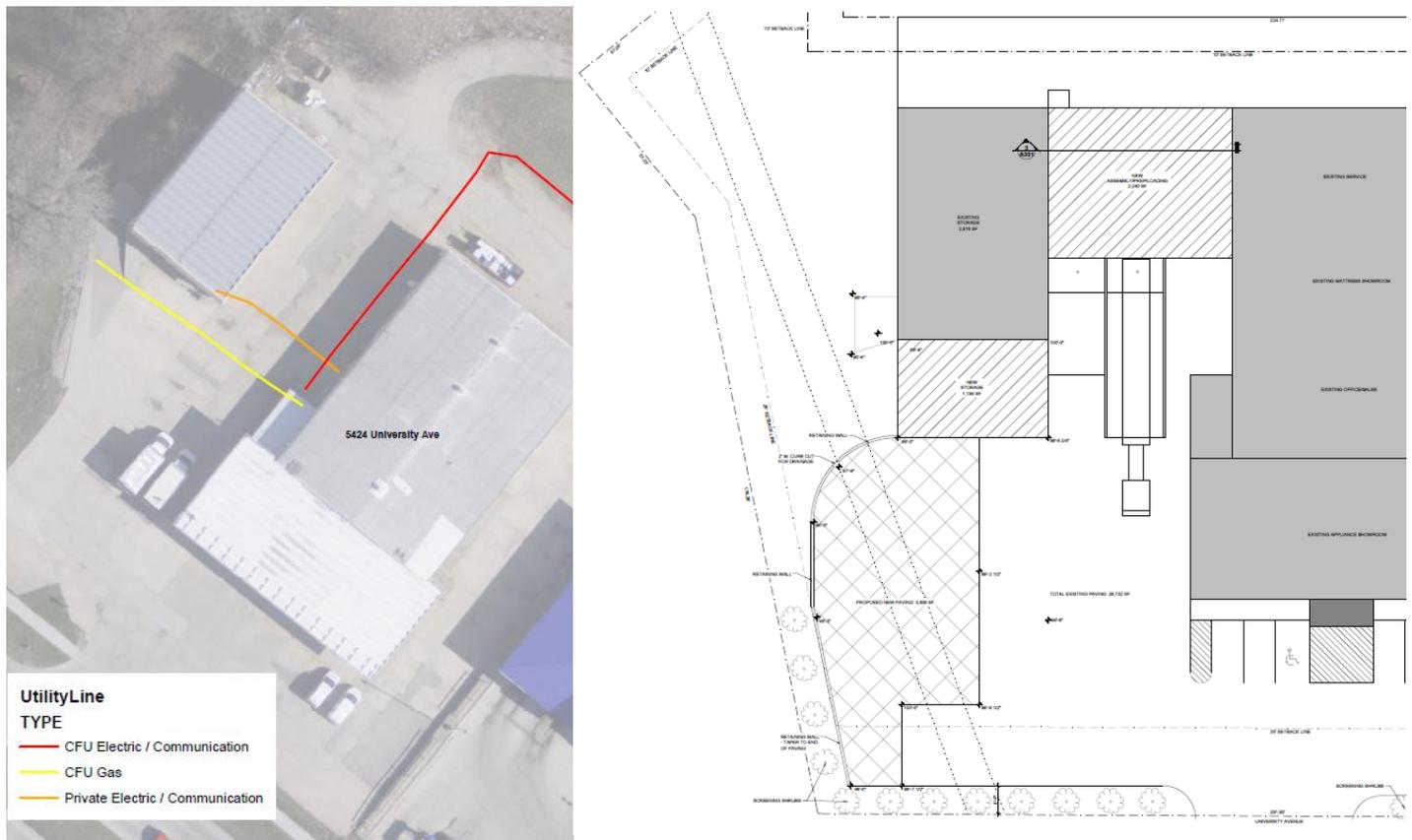
- Available access to Public Services (Sewer, water, and electricity)
The property is located in a developed area of the city and has access to all the utilities on site.
- Available adequate roadway access
The property does have roadway access from University Avenue.

Public Notice:

Notice of the rezoning proposal was mailed to the adjoining property owners on 1st September 2021. A public hearing notice was also published in Waterloo Cedar Falls Courier on September 16, 2021. Also, a notice was published in Waterloo Cedar Falls Courier on October 8th, 2021 notifying people about the scheduled public hearing on 18th October 2021 City Council Meeting.

Technical Comments:

City staff including the City Engineering Division and Cedar Falls Utilities (CFU) has reviewed the rezoning request. CFU notes that there is a gas service, three-phase electrical and communication fiber lines in the new construction area as per the applicant's site plan proposal and those will have to be relocated by CFU at the owner's expense. See image below for reference.



Stormwater Improvements: The Engineering Division notes, while not triggering the post-construction stormwater control ordinance, the additional retaining wall and truck turn around pavement is shown to slope to the north-west and allow all newly placed impervious area to dump through a curb-cut at the top of the retaining wall. While the plan view of this new impervious area is ok, the City has requested that the new concrete is to be placed with a slope

draining towards an area intake (SW-511 per SUDAS) and then piped into the closest storm water intake along University Avenue. The grading of the new impervious area should collect all new storm water into the intake, allowing only storm events greater than the 100 year overflow to flow north-west toward the adjacent properties. This would prevent any stormwater issues related to the City’s nuisance code. See image above for reference.

In addition to the technical comments from CFU and Engineering above, City staff notes that the following should be addressed by the applicant:

- Need the correct legal description of the entire lot as the lot has been previously platted. *Received and updated.*
- Since there is no established legal description of the zoning boundary line, the entirety of the lot as legally established should be rezoned to C-2. Update the zoning exhibit accordingly with the established legal description of the entire lot. *Received and updated.*
- The applicant will be submitting a revised site plan with correct setbacks and is working to determine what trees and vegetation will need to be removed to establish the truck turn-around. If significant loss of the trees and landscaping is anticipated, Staff recommends establishing a new landscaping buffer that will create an effective screen between the commercial activity on the lot and the abutting residential property, such as columnar arborvitae. *Received and updated. However, staff recommends planting arborvitaes along the western property line as it grows faster and taller. Staff believes that inclusion of such plantings would provide substantive screening to adjacent residential property.*

STAFF RECOMMENDATION

Planning and Zoning Commission recommends approval of the submitted rezoning application at their regular meeting on 22nd September 2021 with a vote of 7 ayes and 0 nays. Staff also recommends approval of the case RZ21-007, a request to rezone a 1.38 acre parcel located at 5424 University Avenue from R-1, Residential District and C-2, Commercial District to C-2, Commercial District.

PLANNING & ZONING COMMISSION

Introduction & Discussion 9/8/2021	Chair Leeper introduced the item and Mr. Atodaria provided background information. He explained that the property is on University Avenue next to Happy Hippo Car Wash. The applicant would like to rezone the property from R-1, Residential and C-2, Commercial to C-2, Commercial to remove split zoning and expand the commercial use of the property. While criteria for the project are met, there are concerns with the adjacent drainage way and loss of a visual buffer. Staff would like the existing vegetation to be maintained and add screening to be added to create a visual buffer. Parking lot screening requirements will also need to be added. Mr. Atodaria explained that there were technical comments from staff that needs to be addressed by the applicant. CFU notes that gas service, three-phase electrical and communication fiber lines in the new construction area will have to be relocated at the owner’s expense. Stormwater improvements should also be done as per the city standard to avoid any city nuisance issues. The legal description of the entire lot needs to be corrected and the zoning exhibit should be updated accordingly. The applicant is working to submit the revised site plan with setbacks, landscaping information and incorporate staff’s
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comments.

Mr. Atodaria noted that staff has received an updated plan from the applicant that addresses the stormwater issues staff had. Staff recommends setting a date of public hearing for September 22 to consider the request. He stated that a call was received with complaints regarding the noise that is made at the property as well as the drainage way.

Chris Cummings, Turnkey Associates, 3015 Greyhound Drive, Waterloo, explained the issues that were addressed and how they are to be handled.

Tom Morris, 2015 Terrace Drive neighbor, stated that he would request that the trees between his property and the location not be removed. Mr. Cummings stated that the trees actually belong to the Happy Hippo Car Wash and are not part of this property.

Ms. Lynch made a motion to set the public hearing date. Ms. Sears seconded the motion. The motion was approved unanimously with 8 ayes (Hartley, Larson, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

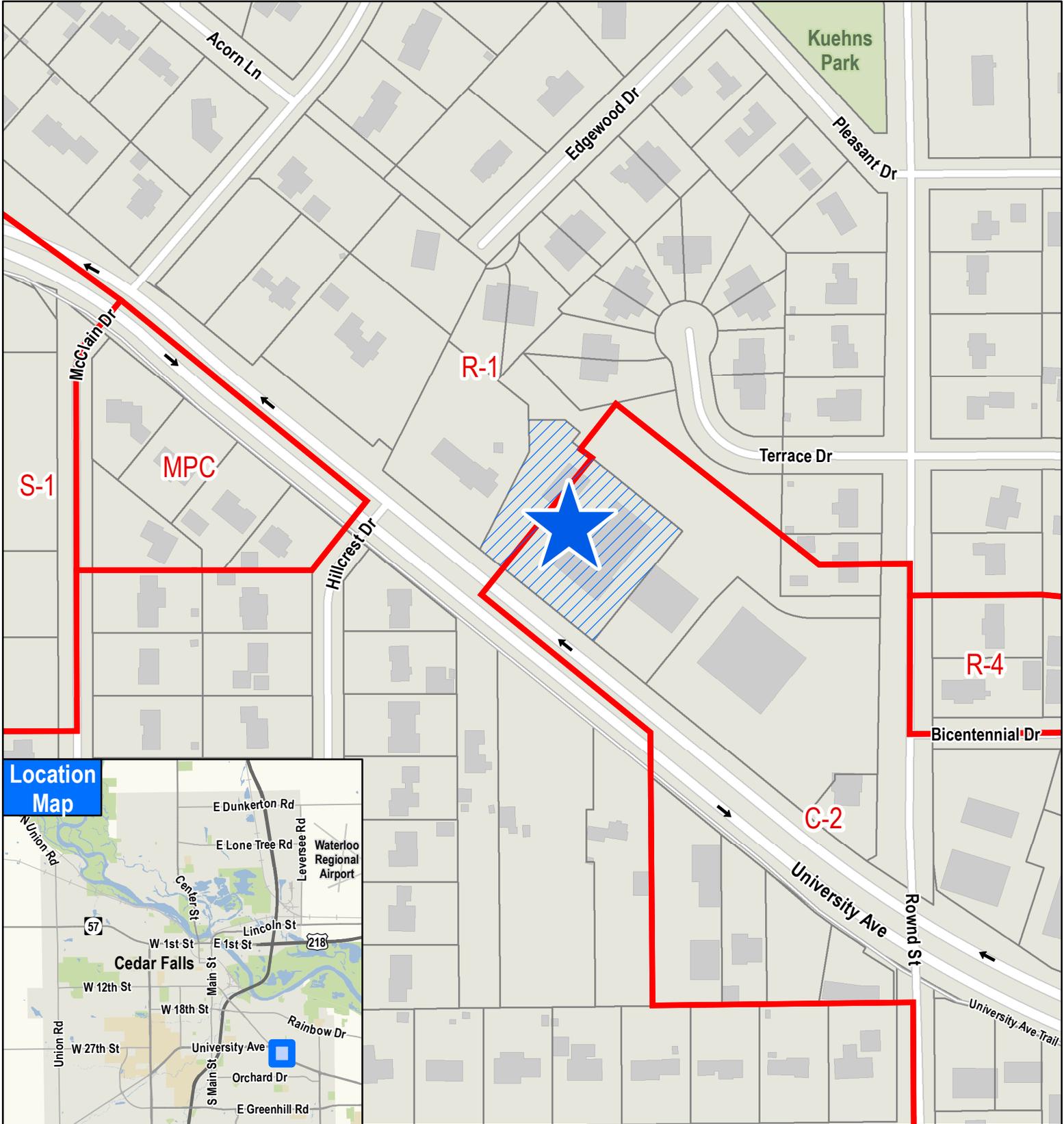
Discussion
& Vote
9/22/2021

The first item of business was a rezoning request for 5424 University Avenue. Acting Chair Larson introduced the item and Mr. Atodaria provided background information. He explained that it is proposed to rezone the property from R-1, Residential and C-2, Commercial to C-2, Commercial. The case has been brought before the Commission previously so Mr. Atodaria just reiterated the basic details of the item. It is also proposed to include building and paving additions. He discussed the technical comments provided by staff and stated that all issues have been resolved. Staff recommends that the property owner submits a detailed landscaping plan at the site plan approval stage. Staff also recommends approval of the item.

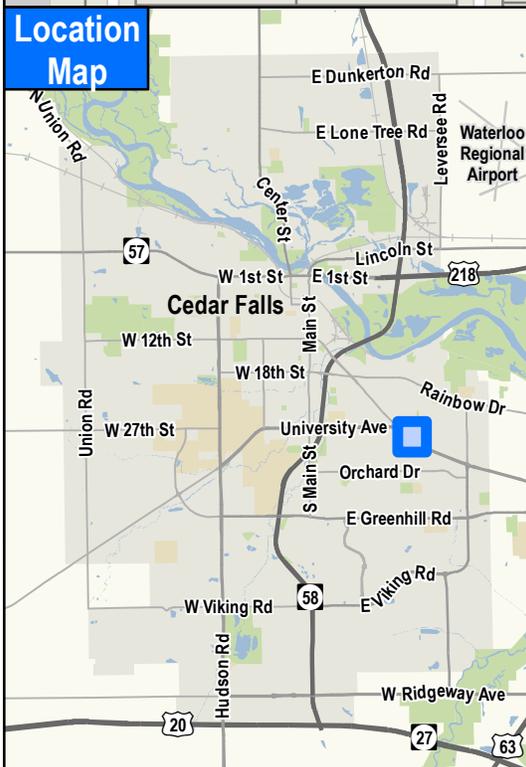
Chris Cummings, TurnKey Associates, (3015 Greyhound Drive, Waterloo) noted that the stormwater concerns have been addressed, as well as concerns regarding trees and plantings.

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

Attachments: Location Map
Rezoning Plat
Site Plan



Location Map



**Direct Appliance Rezoning
from R-1 and C-2 to C-2
5424 University Ave (RZ21-007)**

**WAREHOUSE EXPANSION
FOR
DIRECT APPLIANCE
CEDAR FALLS, IA**

REVISED: 09-03-2021
REVISED: 08-17-2021

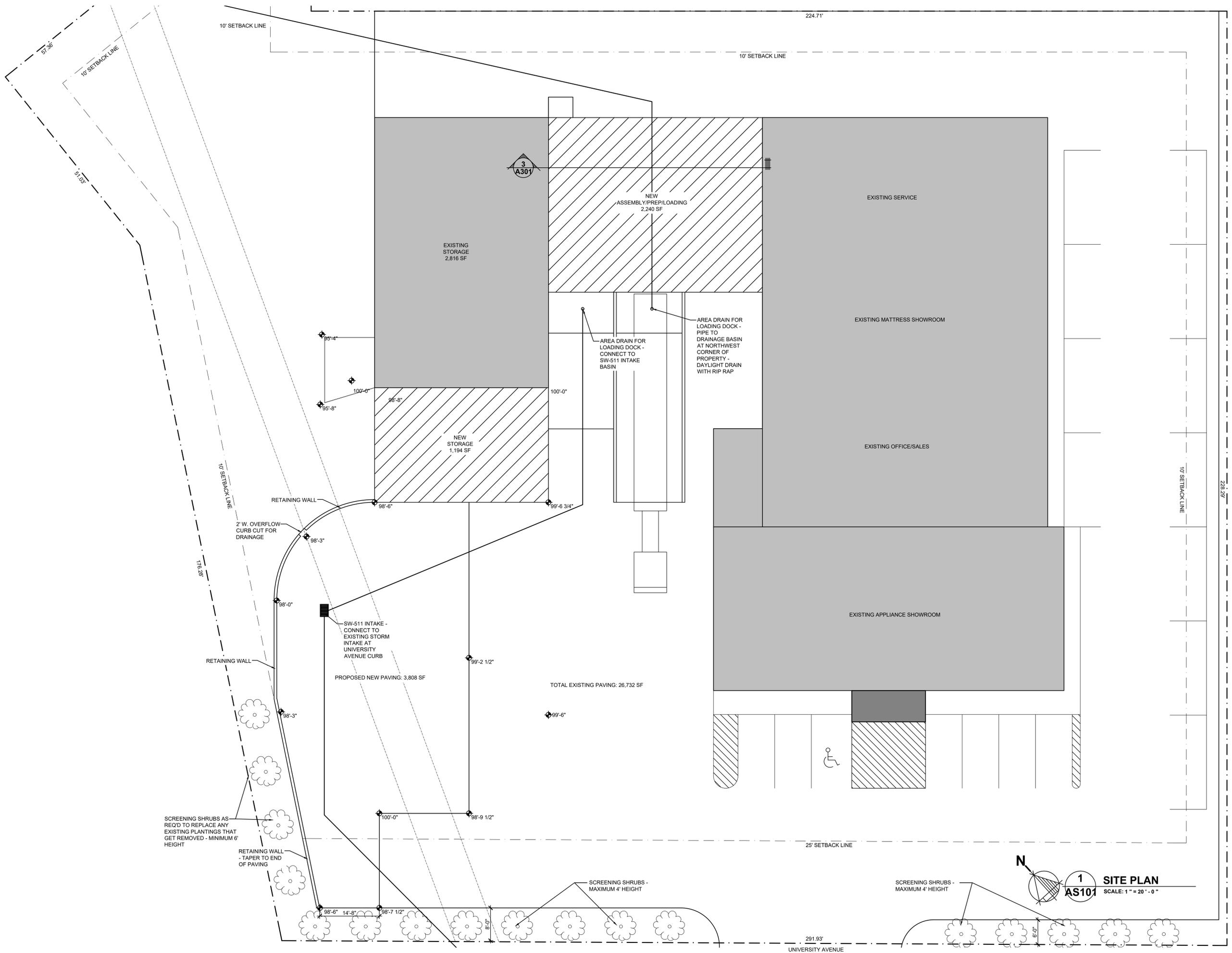
DATE ISSUED:
05-03-2021
DRAWN BY:
IPCH
CHECKED BY:
CMC

PROJECT NUMBER:
21001

SITE PLAN

SHEET NUMBER:

AS101



Prepared by: Jaydevsinh Atodaria (JD), City Planner I, 220 Clay Street, Cedar Falls, IA 50613 (319) 273-8600

ORDINANCE NO. _____

AN ORDINANCE REPEALING SECTION 26-118,
DISTRICT BOUNDARIES OF DIVISION I GENERALLY
OF ARTICLE III DISTRICT AND DISTRICT
REGULATIONS OF CHAPTER TWENTY-SIX (26), ZONING,
OF THE CODE OF ORDINANCES, OF THE CITY OF CEDAR FALLS, IOWA,
AND RE-ENACTING SAID SECTION 26-118 OF SAID ORDINANCE, AS
AMENDED, SO AS TO APPLY AND INCLUDE TO THE
CHANGE IN THE ZONING MAP OF THE CITY OF
CEDAR FALLS, IOWA, AS PROVIDED BY THIS ORDINANCE.

WHEREAS, the City Planning and Zoning Commission of the City of Cedar Falls, Iowa, finds that the rezoning is consistent and would eliminate the split zoning on the property to continue expanding existing commercial use on the property for the City of Cedar Falls and therefore has recommended to the City Council of the City of Cedar Falls, Iowa, that all that area described as follows shall be removed from the R-1 Residential Zoning District and C-2 Commercial Zoning District and be placed entirely in C-2 Commercial Zoning District, as follows:

Legal description for land to be rezoned from R-1 and C-2 to C-2:

FOGDALL UNIVERSITY AVENUE MINOR PLAT 1
Lot 1

That part of the Northeast Quarter (NE1/4) of Section Nineteen (19), Township Eighty-nine North (T89N), Range Thirteen West (R13W) of the Fifth Principal Meridian, City of Cedar Falls, Black Hawk County, Iowa, described as follows:

Beginning at the most Easterly corner of parcel described in Land Deed 555, Page 795 of the Black Hawk County Recorder’s Office; thence S27°32’04”W One Hundred Seventy-six and Twenty-eight Hundredths (176.28) feet along the Southeasterly line of said parcel to the present Northeasterly right-of-way line of University Avenue, which is Fifty-five (55) feet Northeasterly of and parallel to the Centerline of said University Avenue; thence S50°46’00”E Two Hundred Thirty-one and ninety-three Hundredths (231.93) feet along said Northeasterly right-of-way line; thence N39°12’21”E Two Hundred Twenty-eight and Twenty-nine Hundredths (228.29) feet; thence N50°42’51”W Two Hundred Twenty-four and Seventy-one Hundredths (224.71) feet; thence N39°17’09”E Nineteen and Eighty-three Hundredths (19.83) feet; thence N50°42’51”W Thirty and Thirty Hundredths (30.30) feet; thence N89°41’08”W Fifty-seven and Thirty-six Hundredths (57.36) feet to a point on the East line of parallel of aforesaid parcel; thence S00°18’52”W Fifty-one and Three hundredths (51.03) feet along said East line to the point of beginning, containing 1.375 acres.

And

WHEREAS, the City Council of the City of Cedar Falls, Iowa, deems it to be in the best interests of the City of Cedar Falls, Iowa, that said proposal be made and approved; and

WHEREAS, the said Section 26-118, District Boundaries of Division I, Generally, of Article III, Districts and District Regulations, of Chapter Twenty-Six (26), Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, provides that the zoning map of the City of Cedar Falls, Iowa, attached thereto, is incorporated into and made a part of said Ordinance;

WHEREAS, notice of public hearing has been published, as provided by law, and such hearing held on the proposed amendment; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. That the following described real estate:

Legal description for land to be rezoned from R-1 and C-2 to C-2:

FOGDALL UNIVERSITY AVENUE MINOR PLAT 1
Lot 1

That part of the Northeast Quarter (NE1/4) of Section Nineteen (19), Township Eighty-nine North (T89N), Range Thirteen West (R13W) of the Fifth Principal Meridian, City of Cedar Falls, Black Hawk County, Iowa, described as follows:

Beginning at the most Easterly corner of parcel described in Land Deed 555, Page 795 of the Black Hawk County Recorder's Office; thence S27°32'04"W One Hundred Seventy-six and Twenty-eight Hundredths (176.28) feet along the Southeasterly line of said parcel to the present Northeasterly right-of-way line of University Avenue, which is Fifty-five (55) feet Northeasterly of and parallel to the Centerline of said University Avenue; thence S50°46'00"E Two Hundred Thirty-one and ninety-three Hundredths (231.93) feet along said Northeasterly right-of-way line; thence N39°12'21"E Two Hundred Twenty-eight and Twenty-nine Hundredths (228.29) feet; thence N50°42'51"W Two Hundred Twenty-four and Seventy-one Hundredths (224.71) feet; thence N39°17'09"E Nineteen and Eighty-three Hundredths (19.83) feet; thence N50°42'51"W Thirty and Thirty Hundredths (30.30) feet; thence N89°41'08"W Fifty-seven and Thirty-six Hundredths (57.36) feet to a point on the East line of parallel of aforesaid parcel; thence S00°18'52"W Fifty-one and Three hundredths (51.03) feet along said East line to the point of beginning, containing 1.375 acres.

Be and the same is hereby removed from the R-1 Residential District and C-2 Commercial District and added to the C-2 Commercial District.

Section 2. That the zoning map of the City of Cedar Falls, Iowa, be and the same is hereby amended to show the property described in Section 1, above, as now being in the C-2 Commercial Zoning District, and the amended map is hereby ordained to be the zoning map of the City of Cedar Falls, Iowa, as amended.

Section 3. That said Section 26-118, District Boundaries of Division I, Generally, of Article III, Districts and District Regulations, of Chapter Twenty-Six (26), Zoning, of the Code of Ordinances of the City of Cedar Falls, Iowa, be and the same is hereby repealed and hereby re-

enacted in the identical language as the same now is, in order that the same shall apply to and include the change hereby made in the zoning map of the City of Cedar Falls, Iowa.

INTRODUCED: _____ October 18, 2021 _____

PASSED 1ST CONSIDERATION: _____

PASSED 2ND CONSIDERATION: _____

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

ATTEST:

Robert M. Green, Mayor

Jacqueline Danielsen, MMC, City Clerk



MAYOR ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA

220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126
www.cedarfalls.com

Item 11.

FROM: Mayor Robert M. Green
TO: City Council
DATE: October 25, 2021
SUBJECT: Reappointment of Planning and Zoning Commissioner
REF: Code of Ordinances, City of Cedar Falls §18-19: Planning and Zoning Commission

1. In accordance with the candidacy and qualification requirements of reference (a), I hereby nominate the following individual for reappointment to the Planning and Zoning Commission for a term of five years:
 - a. Ms. LeaAnn Saul (Reappointment) – term ends 11/01/2026
2. This commissioner has been recommended for reappointment by the P&Z board chair and vice chair. She has met attendance requirements and has been an active participant in the dialogue while in Planning and Zoning commission meetings.
3. In accordance with recent council consensus, no Council interview has been scheduled for this individual given she is a re-appointment. Please contact me with any questions or concerns about this.

Xc: City Administrator
Director of Community Development
Planning and Community Services Manager
Planning and Zoning Commission Chair

###



MAYOR ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA

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Item 11.

FROM: Mayor Robert M. Green

TO: City Council

DATE: October 12, 2021

SUBJECT: **Appointment of Planning and Zoning Commissioners**

REF: (a) Code of Ordinances, City of Cedar Falls §18-19: Planning and Zoning Commission
(b) Iowa Code §69.16A: Gender Balance

1. In accordance with the candidacy and qualification requirements of reference (a), I hereby nominate the following individuals for appointment to the Planning and Zoning Commission:
 - a. Dr. Kristin Moser – term ending 11/01/2026
 - b. Ms. Hannah Peterson -- term ending 11/01/2026
 - c. Dr. Oksana Grybovych Hafermann – term ending 11/01/2022 (fills vacancy)
2. Per council directive, council interviews have been scheduled with these three candidates for Monday, October 18th in Committee of the Whole. These appointments will then be included on the regular City Council meeting agenda for Monday, November 1st.
3. I also intend to provide the City Council with a re-appointment letter for an additional Planning and Zoning Commission member for your approval at the November 1st city council meeting, at the same time as the above three new members. Per past council consent, no interview will be scheduled for this re-appointment.
4. These appointments would maintain gender balance on the Planning and Zoning Commission, as required by reference (b).

Encl: Applications and Candidate Questionnaires for Moser, Peterson, and Grybovych Hafermann

Xc: City Administrator
Director of Community Development
Planning and Community Services Manager
Planning and Zoning Commission Chair

###



GENERAL APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

Item 11.

Thank you for your interest in volunteer civic service. Complete all sections of this application; please contact City Hall at (319) 273-8600 with questions. The City of Cedar Falls is committed to providing equal opportunity for citizen involvement.

Name: Oksana Grybovych Hafermann Gender: F Date: 8/5/2021

Home Address: 1720 Cottage Lane Home Phone: 319-830-0212

Work Address: SEC 150G, University of Northern Iowa Work Phone: 319-273-6819

E-mail Address: oksana.grybovych@uni.edu Cell Phone: 319-830-0212

Employer: University of Northern Iowa Position/Occupation: Associate dean

If Cedar Falls resident, length of residency: 17 City Ward: 1 I have a LinkedIn Profile

DESIRED NOMINATIONS: Check or fill in boxes for all that apply; view detailed descriptions at https://bit.ly/cf-boards

- Art and Culture Board, Board of Adjustment, Board of Appeals, Board of Electric Examiners & Appeals, Board of Mechanical Examiners & Appeals, Board of Plumbing Examiners & Appeals, Board of Rental Housing Appeals, Civil Service Commission, Community Center & Senior Services Board, Health Trust Fund Board, Historic Preservation Commission, Housing Commission, Human Rights Commission, Library Board of Trustees, Parks & Recreation Commission, Planning & Zoning Commission, Utilities Board of Trustees, Visitors & Tourism Board

COMMUNITY INVOLVEMENT: Please describe past and present involvement in the community, including voluntary, social, city, religious, school, business and professional (include dates and offices held, if applicable).

Active professional engagement w/ Visitors and Tourism Bureau, Main Street, Historical Society, and other nonprofits. Currently serving on a board of Experience Waterloo. Previously served on a board of the People's Community Health Clinic.

QUALIFICATIONS: Please list any special qualifications for board service, including skills, training and certifications.

Professional experience in community development, planning, citizen engagement in planning and decision making, and economic impacts.

MOTIVATION: Why do you desire to serve on city boards and commissions, and what contributions do you believe you can make?

I am passionate about our community and am always seeking the ways to make an impact. My kids volunteer with several nonprofits including the Hearst Center for the Arts, Main Street etc.

POTENTIAL CONFLICTS OF INTEREST: Please list organizations and relationships which could pose a potential conflict of interest during your service on a city board or commission. Civic leaders are expected to have many ties to community organizations and people; this listing does not preclude appointment but is intended to provide transparency and accountability for board service.

NA



PLANNING & ZONING COMMISSION CANDIDATE QUESTIONNAIRE

Item 11.

Name: **Oksana Grybovych Hafermann**

Date: **9/9/2021**

Can you regularly attend commission meetings on the 2nd and 4th Wednesdays of the month at 5:30pm? Yes No

1. Why are you interested in serving on the Planning and Zoning Commission?

I love the Cedar Valley community. It has become my home and is a home to my family. The wellbeing and quality of life of this community are very important to me. With background in tourism planning and community development, I can bring valuable perspective to the board.

2. What do you believe is the purpose and value of the Planning and Zoning Commission?

To support community development efforts by balancing and enhancing land use and development in the area. To bring community together to make decisions that would improve livability of community. To examine, review, propose and implement innovative practices.

3. What is the city's appropriate role in community growth, as it relates to planning and zoning?

To innovate and support efforts to improve the quality of life of our community.

4. Staff is charged with using the ordinances and their professional experience to evaluate proposals on the factors set forth in City ordinances and adopted plans. Describe your experience reviewing reports, developing analytical questions, and respectfully discussing that in a meeting. How would you be part of that dialogue?

As an academic, reviewing proposals and reports is not new to me. I look for best practices, efficiencies, and impacts on the community as well as residents. I use data to inform but not to drive my opinions.

5. What resources and activities would you use to be an informed Planning and Zoning Commissioner?

I utilize data - current and historical, best practices and case studies to make informed decisions. Additionally, I follow local, national and international news, and actively engage with planning and community development professional organizations.

6. Please list your organizational and relational connections which might pose potentials conflict of interest for items under consideration by the Planning and Zoning Commission.

NA

Please send this completed Candidate Questionnaire by the published deadline to:

City of Cedar Falls, Boards & Commissions, 220 Clay Street, Cedar Falls, IA 50613, fax to (319) 268-5126, or e-mail to boards@cedarfalls.com. You will be notified shortly if selected as a Finalist for the appointment



GENERAL APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

Item 11.

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Name: **Kristin Moser** Gender: **F** Date: **8/4/2021**
First MI Last

Home Address: **1809 Oakland Ave** Home Phone:

Work Address: **UNI** Work Phone: **319-273-3103**

E-mail Address: **kristin.moser@uni.edu** Cell Phone: **319-230-6181**

Employer: **UNI** Position/Occupation: **Director, Institutional Effectiveness**

If Cedar Falls resident, length of residency: **20+** City Ward: **5** I have a LinkedIn Profile

DESIRED NOMINATIONS: Check or fill in boxes for all that apply; view detailed descriptions at <https://bit.ly/cf-boards>

- Art and Culture Board
- Board of Adjustment
- Board of Appeals
- Board of Electric Examiners & Appeals
- Board of Mechanical Examiners & Appeals
- Board of Plumbing Examiners & Appeals
- Board of Rental Housing Appeals
- Civil Service Commission
- Community Center & Senior Services Board
- Health Trust Fund Board
- Historic Preservation Commission
- Housing Commission
- Human Rights Commission
- Library Board of Trustees
- Parks & Recreation Commission
- Planning & Zoning Commission
- Utilities Board of Trustees
- Visitors & Tourism Board

COMMUNITY INVOLVEMENT: Please describe past and present involvement in the community, including voluntary, social, city, religious, school, business and professional (include dates and offices held, if applicable).

Strategic Plan Coordinating Committee chair, UNI, 2020 to present
Association for Institutional Research National Strategy Committee, 2015 thru 2016
CF Schools Allergy Action Plan contributor, writer, 2011
President and board member, Mid-American Association for Institutional Research, 2005-2008

QUALIFICATIONS: Please list any special qualifications for board service, including skills, training and certifications.

I have served on several professional boards, as member and as chair/president, in the past 15 years. I have also led a variety of campus wide initiatives at UNI, most recently the HLC reaccreditation effort where I led over 100 people at UNI to successful reaffirmation of accreditation. I chair several councils on campus, and sit on the President's Cabinet as well.

MOTIVATION: Why do you desire to serve on city boards and commissions, and what contributions do you believe you can make?

In a quest to get more involved in the community and give back to the city I have called home since I came here as an undergraduate student at UNI (minus a stint in Arizona after graduation to complete my graduate degree), I am seeking a position on the P&Z Commission. I am fair and level headed, analytical and thoughtful, and will bring an objective perspective to the board.

POTENTIAL CONFLICTS OF INTEREST: Please list organizations and relationships which could pose a potential conflict of interest during your service on a city board or commission. Civic leaders are expected to have many ties to community organizations and people; this listing does not preclude appointment but is intended to provide transparency and accountability for board service.



PLANNING & ZONING COMMISSION CANDIDATE QUESTIONNAIRE

Item 11.

Name: **Kristin Moser**

Date: **8/17/2021**

Can you regularly attend commission meetings on the 2nd and 4th Wednesdays of the month at 5:30pm? Yes No

1. **Why are you interested in serving on the Planning and Zoning Commission?**

I have always had a desire to get involved at the local level. After encouragement to apply from several community members, I decided to throw my name in for candidacy as a way to give back to this community that I love. I also have extensive planning experience through my position at UNI and believe I would be a valuable asset to the commission.

2. **What do you believe is the purpose and value of the Planning and Zoning Commission?**

The P&Z Commission should serve in an advisory capacity to city leadership. The commission should listen to community members to understand the needs of the community. The commission's role should be to uphold ethical standards at the highest level.

3. **What is the city's appropriate role in community growth, as it relates to planning and zoning?**

Growth in Cedar Falls needs to be balanced with the need to maintain vibrancy in all areas of Cedar Falls. The expansion to the south of the city is exciting and needed, however this can be complimented with intentional planning relative to empty structures and storefronts in "older" parts of town.

4. **Staff is charged with using the ordinances and their professional experience to evaluate proposals on the factors set forth in City ordinances and adopted plans. Describe your experience reviewing reports, developing analytical questions, and respectfully discussing that in a meeting. How would you be part of that dialogue?**

I am the Director of Institutional Effectiveness and Planning at UNI. I have 20 years of experience asking questions, analyzing information and data, providing recommendations to leadership and presenting that information at a local/university, regional and national level.

5. **What resources and activities would you use to be an informed Planning and Zoning Commissioner?**

I would look to existing plans within the community, especially those with a vision toward innovative growth in the community, such as Imagine Downtown and Imagine College Hill. I would also use my experience at UNI to inform my work on the commission.

6. **Please list your organizational and relational connections which might pose potentials conflict of interest for items under consideration by the Planning and Zoning Commission.**

None that I can think of at this time.

Please send this completed Candidate Questionnaire by the published deadline to:

City of Cedar Falls, Boards & Commissions, 220 Clay Street, Cedar Falls, IA 50613, fax to (319) 268-5126, or e-mail to boards@cedarfalls.com. You will be notified shortly if selected as a Finalist for the appointment



GENERAL APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

Item 11.

Thank you for your interest in volunteer civic service. Complete all sections of this application; please contact City Hall at (319) 273-8600 with questions. The City of Cedar Falls is committed to providing equal opportunity for citizen involvement.

Name: Hannah E Peterson Gender: F Date: 9/22/2021

Home Address: 624 W 20th Street Home Phone:

Work Address: Work Phone:

E-mail Address: hannahdotpeterson@gmail.com Cell Phone: 319-231-4283

Employer: AgencyBloc Position/Occupation: Sr. QA Analyst

If Cedar Falls resident, length of residency: 27 years City Ward: 4 I have a LinkedIn Profile

DESIRED NOMINATIONS: Check or fill in boxes for all that apply; view detailed descriptions at https://bit.ly/cf-boards

- Art and Culture Board, Board of Adjustment, Board of Appeals, Board of Electric Examiners & Appeals, Board of Mechanical Examiners & Appeals, Board of Plumbing Examiners & Appeals, Board of Rental Housing Appeals, Civil Service Commission, Community Center & Senior Services Board, Health Trust Fund Board, Historic Preservation Commission, Housing Commission, Human Rights Commission, Library Board of Trustees, Parks & Recreation Commission, Planning & Zoning Commission, Utilities Board of Trustees, Visitors & Tourism Board

COMMUNITY INVOLVEMENT: Please describe past and present involvement in the community, including voluntary, social, city, religious, school, business and professional (include dates and offices held, if applicable).

College Hill Partnership Vice President - May 2021 to present, Cedar Falls Historical Society volunteer - October 2019 to present, Stone Soul Picnic board member - May 2020 to present, served as project lead on a team assembled by Mayor Rob Green that researched and wrote award citations for the Representative Citizen Award, Saint Patrick's Church Garage Sale volunteer

QUALIFICATIONS: Please list any special qualifications for board service, including skills, training and certifications.

Highly experienced in team centered and collaborative work, administrative work, and taking technical or lengthy information and making it understandable to a more broad audience.

MOTIVATION: Why do you desire to serve on city boards and commissions, and what contributions do you believe you can make?

Having lived outside of the Cedar Valley, including Los Angeles and Salt Lake City, I have a new perspective of the town I was born and raised in. I would like to serve on a city board or commission to connect with people in our community, and be of service to them in any way that I can. I believe I can contribute a unique perspective as someone who has lived outside of Cedar Falls, has a passion for our community's history, and is excited to do the work to move our community forward.

POTENTIAL CONFLICTS OF INTEREST: Please list organizations and relationships which could pose a potential conflict of interest during your service on a city board or commission. Civic leaders are expected to have many ties to community organizations and people; this listing does not preclude appointment but is intended to provide transparency and accountability for board service.

Vice President of the College Hill Partnership

Please e-mail completed this application to boards@cedarfalls.com or mail to Mayor, City of Cedar Falls, 220 Clay Street, Cedar Falls, IA 50613 You will be contacted to submit a Candidate Questionnaire when a board vacancy occurs.



PLANNING & ZONING COMMISSION CANDIDATE QUESTIONNAIRE

Item 11.

Name: **Hannah Peterson**

Date: **9/22/2021**

Can you regularly attend commission meetings on the 2nd and 4th Wednesdays of the month at 5:30pm? Yes No

1. **Why are you interested in serving on the Planning and Zoning Commission?**

My interest in serving on the commission is twofold. I would love to be an active participant in seeing our community grow, and gain a greater understanding of the process in which that happens. In the future, I would like to become more involved in city government, such as city council, and I believe this commission is an excellent stepping stone.

2. **What do you believe is the purpose and value of the Planning and Zoning Commission?**

I believe the purpose of P&Z is to help make informed decisions about the growth of our community. I believe P&Z can add value by both preserving and creating character within our community. P&Z adds value by being able to look at goals set by both the greater community and individual groups/citizens, and find ways to help achieve those goals.

3. **What is the city's appropriate role in community growth, as it relates to planning and zoning?**

I believe the city's role in P&Z is to ensure the commission is a representation of the community as a whole, and then utilize the commission to make help facilitate progress.

4. **Staff is charged with using the ordinances and their professional experience to evaluate proposals on the factors set forth in City ordinances and adopted plans. Describe your experience reviewing reports, developing analytical questions, and respectfully discussing that in a meeting. How would you be part of that dialogue?**

As a Quality Assurance Analyst it is my job to review business requirements, and ensure the work (websites or software) delivered matches those requirements while also meeting industry standards. I am an integral part of a cross-functional team that reviews client needs, and then collaborates to develop a product that meets those needs. This experience has taught me to be an active listener, to think as a user, to never be afraid to ask questions, and always be respectful of those who are at the table and those who are not.

5. **What resources and activities would you use to be an informed Planning and Zoning Commissioner?**

Any that are available to me! P&Z represents the community so being informed is critical. I would participate in community events and explore all of the city to see how it is currently being used. I would utilize historical documents, public records from other communities with similar or different goals, and our invaluable city staff.

6. **Please list your organizational and relational connections which might pose potentials conflict of interest for items under consideration by the Planning and Zoning Commission.**

Vice President of the College Hill Partnership

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Committee of the Whole
Cedar Falls Council Chambers
October 18, 2021

The Committee of the Whole met at City Hall at 5:00 p.m. on October 18, 2021, with the following Committee persons in attendance: Mayor Robert Green and Councilmembers Frank Darrah, Susan deBuhr, Kelly Dunn, Simon Harding, Daryl Kruse, Mark Miller and Dave Sires. Staff members from all City Departments and members of the community attended in person and teleconferenced in.

Mayor Green called the meeting to order and introduced the first item on the agenda, Racial Equity Task Force Presentation. Mayor Green introduced City Council member Frank Darrah, Chair of the Task Force. Councilmember Darrah provided brief introductions for Task Force members and thanked them, City staff, and Iowa State University facilitators for their participation; he then introduced presenter Lisa Sesterhenn. Ms. Sesterhenn presented an overview of the Task Force's Charge from the Mayor after the release of the 24/7 Wall Street article, timeline and processes, initial discussions and identifications, Cedar Falls demographics, and initial recommendations to Council for goal-setting consideration. Ms. Sesterhenn introduced Task Force member Paul Lee. Mr. Lee expanded upon the Task Force's main recommendations: establish a Cedar Falls equity committee; develop a Cedar Falls equity vision and plan; invest in organizational capacity and infrastructure; be a partner for transformative change; create public engagement opportunities that are welcoming and inclusive; host and collaborate in public education about equity. He provided a brief explanation of the three subcommittees: Education, Housing, and Policing. Ms. Sesterhenn presented the Education subcommittee's focus and initial recommendations for both the school district and the City. She presented the Housing subcommittee's focus and initial recommendations for the City. Mr. Lee presented the Policing subcommittee's focus and initial recommendations for the police department and the City. Mr. Lee outlined the Task Force's requests of the Mayor and City Council for the meeting on November 1, 2021: receive and file the Task Force's report and recommendations; review and include these recommendations for FY2023 goal-setting; and meet with the Task Force after completion of goal-setting to review recommendations included in the FY2023 budget and work plan. Mr. Lee Mayor Green opened for questions from the Council. Councilmember Harding asked if the Task Force had specific recommendations on starting an Equity Committee, of whom it would be comprised, how many members, and if it would be overseen by a new City staff member; and if the Task Force would continue or if the Equity Committee would be the continuation. Mr. Lee responded the Task Force briefly spoke about structure, including citizens of Cedar Falls and possibly other cities, and it should be staff-supported but not by a member of the Human Resources staff; he stated the Equity Committee would be the evolution of the Task Force. Mayor Green noted that several Human Rights Commission (HRC) members were part of the Task Force and asked if there had been discussion about how to avoid duplication of work and roles; Mr. Lee stated the Equity Committee would have clearly defined and separate work/roles from the HRC. Councilmember Sires asked what the Task Force would change regarding City staff involvement. Task Force Member Lee stated the committee should represent all citizens of Cedar Falls; it would need to be determined if a councilmember is required on it. Councilmember Miller recommended the work of the Task Force continue. Mayor Green stated the report and recommendations will be part of the November 1, 2021 City Council meeting to be received and filed for consideration at goal-setting.

Mayor Green introduced the second item on the agenda, Downtown Public Parking. Mayor Green introduced City Clerk Jacque Danielsen. Ms. Danielsen presented a slideshow timeline

summary and update of the 2018/2019 downtown parking study and recommendations implemented by the City including: recommended parking management plan – hiring a parking supervisor dedicated to daily operations, creation of Parking Technical Committee, partnership with existing private lots for additional public spaces, addition of new on-street parking, addition of College Hill parking study and coordination of implementation of new technology, new payment technology for metered time and permits, change to lot specific permits instead of universal, and revision of enforcement hours; implementation plan – immediate action items, mid-term action items including steps taken during the pandemic and continuation of Parking Technical Committee meetings, and long-term ongoing plan, with some items currently being discussed as part of the Downtown Zoning Code. Ms. Danielsen stated there are no recommendations at this time. Mayor Green opened for questions from the Council. Councilmember Miller asked how the City can build a ramp without funding from paid parking; he stated the City should look into the ramp options and that the ramp will still require walking to downtown locations. Councilmember Harding stated the Cedar River Project and other project are creating a more dense area and similar cities have ramps; he asked what the options are, what funding is available. City Administrator Ron Gaines stated the City could create a parking facility committee; he stated the ramp will not be successful without a paid parking system. Councilmember Harding asked if this needs to be discussed at Goal-Setting or if it is a referral for the future. Mr. Gaines recommended a meeting between the City and stakeholders to put a plan together to present to Council and look at items for CIP. Mayor Green stated funding options need to be considered. Councilmember Dunn asked if the paid parking equipment was still functional; Ms. Danielsen stated yes, the City has it and it does work, but by re-implementation time it may need to be upgraded. Councilmember Harding stated he doesn't believe the city needs a ramp right now, but it may in the future; the City needs to plan responsibly. Councilmember Kruse stated the City should use the study data to identify a location for the ramp; he expressed concern over the walking distance to downtown locations and stated another ramp might be needed later; he asked if a formal study was needed and stated the parking ramp has an effect on downtown zoning code. Councilmember Miller stated a consultant already provided recommendations, and from Ms. Danielsen's presentation the City has done a lot of work regarding parking; he stated Council should direct staff to create a timeline for building, get it in the CIP, and find a way to fund it. Councilmember Miller motioned staff to provide materials for Goal-Setting for a parking ramp and paid parking with a timeline and potential funding; Councilmember Harding seconded. Mayor Green opened for public discussion. Eashaan Vajpeyi, 3831 Convair Lane, representing Brian Sires (College Hill) and Ben Stroh (Downtown), has concerns with the parking app and asked how many businesses were approached to partner for shared parking, what incentives were offered, and what concerns did they share. Darin Beck, 339 Golden Lane, stated stakeholders in downtown are the ones who see the problems with parking; he stated parking needs to be expanded if we want people to come; he supported the parking ramp; he disagreed with the proposed minimum parking requirement per bedroom for the Vision Downtown Development. Jim Benda, 1816 Valley High Drive, stated he supports the parking ramp and new infrastructure; he does not support shared parking. Mayor closed public discussion and opened for Council discussion with a motion on the floor. Councilmember Kruse requested a Committee of the Whole meeting or Work Session(s) prior to Goal-Setting. Councilmember Harding recommended these occur after the upcoming election and after Goal-Setting. Mr. Gaines stated Goal-Setting produces a planning document for items to be brought forward and implemented over the next couple of years; Mayor Green stated it will provide consensus on devoting staff and time to a topic. Councilmember Miller asked if it is reasonable for staff to have a rough estimate and timeline by Goal-Setting; Mr. Gaines responded yes. Mayor called for a vote on the motion; motion carried unanimously.

Mayor Green introduced the third item on the agenda, Planning and Zoning Commission Interviews. He introduced the first applicant, Oksana Grybovych Haftermann. Dr. Grybovych Haftermann gave a brief introduction: she is a long-time citizen of Cedar Falls, originally from Ukraine; she is the current Associate Dean at the College of Education at UNI and is a tenured faculty member in the department of Health Recreation and Community Services with a research and teaching background. Mayor Green opened for questions from Council. Councilmember Darrah asked what motivated her to apply for this commission; Dr. Grybovych Haftermann stated she loves this community, and she wants to see it a better place and put her skills to use. Mayor Green asked if she experience with planning and zoning issues specifically; Dr. Grybovych Haftermann responded yes, she has worked with several communities both riverfront and land-locked. Mayor Green introduced the second applicant, Kristin Moser. Dr. Moser gave a brief introduction: she is a long-time Cedar Falls resident and was a UNI undergrad; she works at UNI as the Assistant to the President for Institutional Effectiveness and Planning; she applied to give back to the community and contribute in meaningful ways to this committee. Mayor opened for questions from Council; no questions. Mayor Green introduced the third applicant, Hannah Peterson. Ms. Peterson gave a brief introduction: she is a Cedar Falls resident; she is currently Vice President of College Hill Partnership and lives in the College Hill district; she works for AgencyBloc, a local software company in downtown; she wants to be on the board to learn more about and serve the community, and to be a part of growing the community. Mayor Green opened for Council questions; no questions. Mayor Green stated at the November 1st, 2021, these three nominations and one re-appointment will come before Council for approval.

There being no further discussion, Mayor Green adjourned the meeting at 6:45 p.m.

Minutes by Katie Terhune, Administrative Assistant



MAYOR ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA

220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126
www.cedarfalls.com

October 12, 2021

Dear Council Members and Neighbors,

After nearly six months of research and deliberation, the Cedar Falls Racial Equity Task Force has achieved its purpose – developing an initial roadmap to achieve racial equity in Cedar Falls. The task force chose, in this first round of recommendations, to concentrate on three major policy areas. Education, policing, and housing policies warrant close scrutiny by our community to address endemic disparities and to ensure equitable treatment for all Cedar Falls residents, workers, and visitors going forward.

One of the primary challenges to this effort is our community’s general lack of awareness that racial inequity even exists in Cedar Falls. Over the past year and a half, I’ve heard from more than a few residents that “Cedar Falls doesn’t have a race problem”. The truth is, Cedar Falls must greatly improve its affordable housing availability, social services provisions, and multicultural opportunities. We must actively overcome conscious and subconscious biases which have been passed from generation to generation. We must understand, acknowledge and repudiate Cedar Falls’ own past ‘sundown town’ practices. Only then can we realize our potential as an inclusive community for people of all skin colors.

We are very fortunate to have so many smart and passionate civic leaders and doers who’ve volunteered their time and talents to provide Cedar Falls with this proposal for addressing racial disparity. The Racial Equity Task Force has passed the baton to the City Council for action, and I look forward to working with the Council to enact these recommendations in the 2023 Fiscal Year.

Robert M. Green
Mayor, City of Cedar Falls



City of Cedar Falls Racial Equity Task Force Report and Recommendations



Submitted
October 11, 2021

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RACIAL EQUITY IN CEDAR FALLS

- Racial Equity
- Diversity and Racial Disparity in Cedar Falls

RECOMMENDATIONS

1. Establish a Cedar Falls Equity Committee
2. Develop a Cedar Falls Equity Vision and Plan
3. Invest in Organizational Capacity and Infrastructure
4. Be a Partner for Transformative Change
5. Create Public Engagement Opportunities that are Welcoming and Inclusive
6. Host and Collaborate in Public Education About Equity

RACIAL EQUITY OPPORTUNITY AREAS

- Education Subcommittee
- Housing Subcommittee
- Policing Subcommittee

REQUEST TO THE MAYOR AND CITY COUNCIL

In Appreciation

ATTACHMENTS

ATTACHMENT A: Education Subcommittee Worksheet
ATTACHMENT B: Housing Subcommittee Worksheet
ATTACHMENT C: Policing Subcommittee Worksheet

INTRODUCTION

Background

In 2018, an online article from the organization 24/7 Wall Street named Waterloo-Cedar Falls the worst city in the country for Black Americans, based on wide gaps in income, unemployment and homeownership along racial divides. The article based its rankings of the worst cities for Black Americans on eight measures, which included median household income, educational attainment, incarceration rates and other metrics.

While Waterloo-Cedar Falls moved off the top-ranking list in subsequent years, that article and ranking provided an opening and opportunity for community leaders across the Cedar Valley to engage in difficult and important conversations about equity and the impact of racism in our region.

Cedar Falls Racial Equity Task Force

In February 2021, Mayor Rob Green issued a memorandum creating a Racial Equity Task Force charged with providing guidance and recommendations to address long-term challenges of racial equity in the city.

The Mayor asked Task Force members to:

- Use the 24/7 Wall Street article and similar resources as a foundation to build a common understanding of the challenges of diversity and racial equity in Cedar Falls
- Identify problems, concerns, and reasons the community currently ranks as one of the worst places for Black Americans to live, to provide remedial guidance and change recommendations for laws and policies under the City's jurisdiction
- Provide a final report to the Mayor and City Council that identifies specific problems and shortfalls
- Make formal recommendations for follow-on action, including policy and procedure change recommendations, and identification of ongoing efforts and resourcing needed to promote an inclusive and diverse community and to eliminate both real and perceived racial inequity in Cedar Falls

Task Force Members

Mayor Green appointed the following members of the Cedar Valley community to serve on the Racial Equity Task Force. The Task Force members included Cedar Falls residents and Cedar Valley leaders actively engaged in racial equity work in their organizations and communities.

Frank Darrah, Ward 5 City Council Member

Kelly Dunn, At Large City Council Member

Will Frost, workforce and talent development specialist

LaTanya Graves, president, Black Hawk County NAACP

Melissa Heston, member, Cedar Falls Human Rights Commission and Cedar Falls Housing Commission; retired University of Northern Iowa teacher educator

Dr. Wilfred M. Johnson, retired educator

Paul Lee, director, St. Stephen the Witness Catholic Student Center; immediate Past CEO, Iowa Knights of Columbus; chair, Cedar Falls Civil Service Commission

Dr. Andy Pattee, superintendent, Cedar Falls School District

Lisa Sesterhenn, health planner, Black Hawk County Public Health Department

Felicia D. Smith, community engagement coordinator, City of Waterloo

Eashaan Vajpeyi, attorney and managing partner, Ball, Kirk and Holm; vice-chair, Cedar Falls Human Rights Commission

Timeline and Process

The Task Force met 13 times between April 28 and October 6, 2021. After the first few meetings of the Task Force, the City of Cedar Falls contracted with Iowa State University (ISU) Extension to facilitate the Task Force process and meetings. ISU community development specialists Aimee Viniard-Weideman and Omar Padilla led the Task Force in focusing the scope of their work, reviewing available data and making initial recommendations for the Mayor and City Council by the October deadline.

In discussing the Task Force charge and timeline, members identified the following conditions:

- This is just the first step of many that need to be taken to bring intentional and focused discussions about racial equity to Cedar Falls.
- Developing meaningful and sustainable action plans for a topic as complex as racial equity requires an investment in time and staff to conduct the appropriate research, assessments and community engagement opportunities.
- The Task Force will begin the discussions about racial equity, review preliminary data and make initial recommendations to the City to support an ongoing investment in equity in Cedar Falls and the Cedar Valley.
- Actively engaging community members in discussions about racial equity is vital to creating and sustaining a welcoming and inclusive community.

Engaging the Community

The Task Force encourages the City to invite public engagement about racial equity and the report and recommendations of this small group of Cedar Valley residents. For recommendations to work for the entire community, there needs to be welcoming and inclusive processes for inviting the broader community into the discussion.

RACIAL EQUITY IN CEDAR FALLS

Racial Equity

Before a discussion about racial equity, we need to define the terms:

Equity is fair treatment, access, opportunity and advancement for all people, in which one's social identity cannot predict the outcome.

Individual racism is pre-judgement, bias or discrimination based on race by an individual. Institutional racism includes the policies, practices and procedures that work better for white people than for people of color, often unintentionally.

Racial equity is realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved.

Across the country, cities are making commitments to assess and achieve racial equity. Building a more equitable future where every resident can thrive regardless of race, ethnicity or color is an important indicator of community success.

By acknowledging our history, recognizing where we are now and making changes to enhance our future, we can ensure that Cedar Falls is a supportive and united community, strengthened by the diversity of our residents and visitors.

Diversity and Racial Disparity in Cedar Falls

Cedar Falls is a community of 40,713 people (as of the 2020 census) located in Black Hawk County. Cedar Falls is the second largest city in the county after Waterloo, which has a population of 67,314. Between 2010 and 2020, Cedar Falls saw a population increase of 3.7%, compared to the 0% growth in the population of Black Hawk County as a whole.

Total Population			
	2000 ¹	2010 ¹	2020 ²
Cedar Falls	36,145	39,260	40,713
Male	16,969	18,903	NA
Female	19,176	20,357	NA
Black Hawk County	128,012	131,090	131,144
State of Iowa	2,926,324	3,046,355	3,190,369

Source: Iowa State University, Data for Decision Makers, Cedar Falls Report

The following chart shows the percentage of population by race in Cedar Falls, using 2020 Census data and definitions. The population is predominantly White (racially), with the “White Alone, Not Hispanic” racial classification accounting for 86.6% of Cedar Falls’ total population. Every non-White racial group category had an increase at the city and county levels over the last decade.

Percentage of Population by Race/Hispanic Origin²				
Race Groups	City		County	
	2010	2020	2010	2020
One Race Only	98.3%	95.3%	97.7%	94.6%
White	93.4%	87.5%	85.6%	78.4%
White Alone, Not Hispanic	92.2%	86.6%	83.9%	77.1%
Black or African American	2.1%	3.1%	8.9%	10.4%
Asian	2.3%	3.2%	1.3%	2.6%
American Indian or Alaska Native	0.2%	0.2%	0.2%	0.3%
Hawaiian or Pacific Islander	0%	0.3%	0.2%	0.7%
Other	0.5%	1.0%	1.6%	2.1%
Two or more races	1.7%	4.7%	2.3%	5.4%
Hispanic origin*	2%	2.9%	3.7%	4.9%

* Hispanics can be of any race.

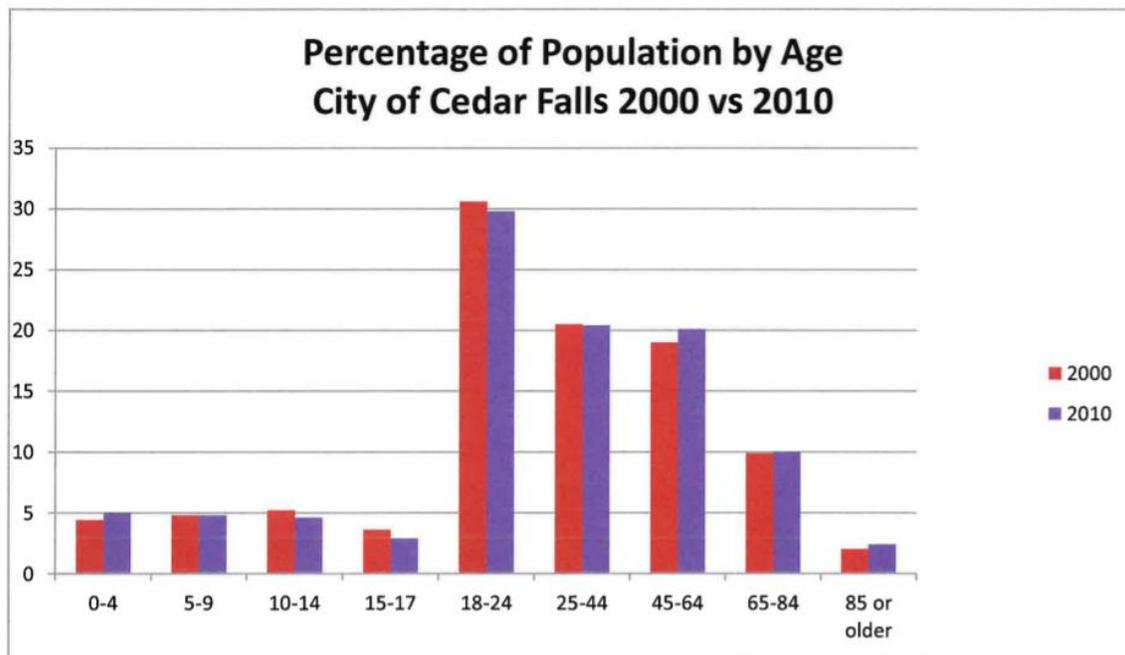
Source: Iowa State University, Data for Decision Makers, Cedar Falls Report

Cedar Falls’ population, based on the 2010 Census data, (which is the most recent information available as of the date of this report) is shown in the table and chart below. The segment of the City’s population 17 or younger is 17.3%; the portion of Cedar Falls’ population 65 or older is 12.4%; and the remainder Cedar Falls residents (a little over 70%) fall between the ages of 18 – 65.

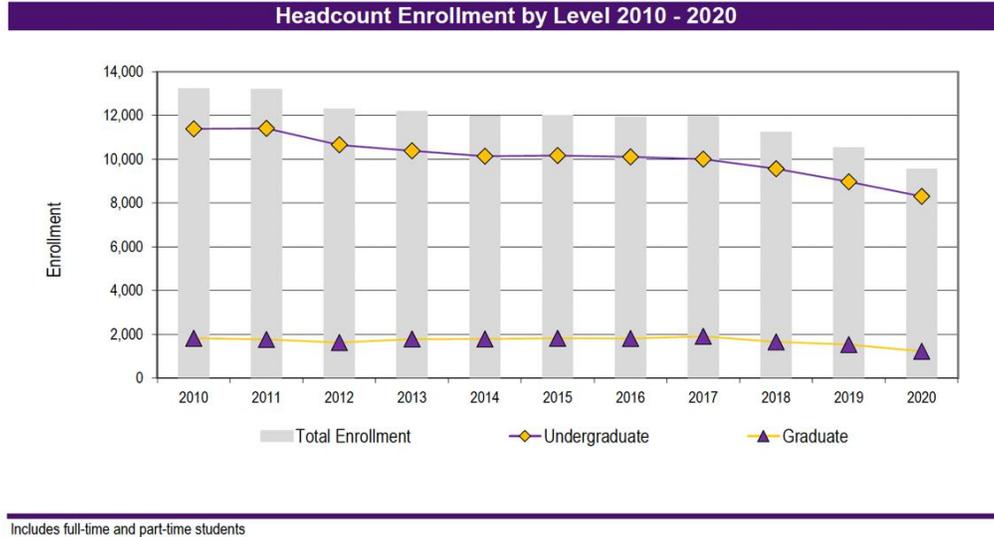
Age Groups	Percentage of Population by Age ¹			
	City		County	
	2000	2010	2000	2010
17 or younger	18.0%	17.3%	23.1%	21.7%
0 - 4	4.4%	5.0%	12.4%	12.5%
5 - 9	4.8%	4.8%	6.3%	6.0%
10 - 14	5.2%	4.6%	6.5%	5.8%
15 - 17	3.6%	2.9%	4.4%	3.2%
18 - 24	30.6%	29.8%	15.7%	15.6%
25 - 44	20.5%	20.4%	25.2%	24.0%
45 - 64	19.0%	20.1%	22.0%	24.8%
65 or older	11.9%	12.4%	14.0%	13.8%
65 - 84	9.9%	10%	12%	11.5%
85 or older	2.0%	2.4%	2.0%	2.3%
Median Age (years) ⁴	26.0	26.8	34.4	34.4
Age Dependency ⁵	42.7	42.2	59.0	55.1
Old-Age	17.0	17.6	22.3	21.4
Child	25.7	24.6	36.7	33.7

⁵Age Dependency Ratio

Source: Iowa State University, Data for Decision Makers, Cedar Falls Report



Cedar Falls is the home of the University of Northern Iowa (UNI). The population of UNI is a significant part of the overall population of Cedar Falls. The two tables below show that over the last decade, UNI’s student population has gradually and steadily decreased from close to 13,000 at the beginning of the decade to about 9,500 in 2020. Even though the total student body population has decreased, the non-white portion of the undergraduate student body has mostly increased.



Source: University of Northern Iowa Factbook, 2020 – 2021 Report

Enrollment by Student Race/Ethnicity 2010-2020

	UNDERGRADUATE							GRADUATE						
	American Indian/Alaskan Native	Asian/Pacific Islander	Black/African American	Hispanic/Latino	Native Hawaiian/Pacific Islander	Two or More	Total	American Indian/Alaskan Native	Asian/Pacific Islander	Black/African American	Hispanic/Latino	Native Hawaiian/Pacific Islander	Two or More	Total
2010	21	105	303	232	4	103	768	4	19	80	44	0	7	154
2011	17	118	300	257	2	121	815	7	26	66	41	1	11	152
2012	21	107	300	280	4	143	855	3	21	67	33	0	10	134
2013	19	87	279	289	5	168	847	5	20	62	33	2	11	133
2014	20	90	285	339	7	195	936	5	18	54	38	0	15	130
2015	16	115	287	350	7	213	988	6	18	65	29	0	17	135
2016	28	128	273	388	9	192	1,018	5	13	57	39	0	23	137
2017	34	136	271	391	7	203	1,042	2	10	46	40	0	18	116
2018	35	136	265	371	7	207	1,021	1	10	45	40	0	13	109
2019	11	126	214	396	9	239	995	2	12	40	41	1	18	114
2020	10	123	212	403	6	228	982	1	13	39	39	0	24	116

Includes all international students and excludes white domestic students; other categories include American citizens, immigrants, asylees, and refugees only.

Source: University of Northern Iowa Factbook, 2020 – 2021 Report

RECOMMENDATIONS

Inclusion is the act of creating environments in which any individual or group can feel welcomed, respected, supported and valued to fully participate. An inclusive and welcoming community embraces human differences, sees differences as strengths and offers respect to all in both words and actions.

To foster an inclusive and welcoming community, value all residents and their diversity, and ensure a sense of place in our community where all residents feel welcome, safe and connected, we recommend that the City of Cedar Falls:

1. Establish a Cedar Falls Equity Committee

Establish a Cedar Falls Equity Committee to continue the work of the Racial Equity Task Force. The committee would work with City officials, staff and other boards and commissions to help ensure:

- An infrastructure that supports and advances diversity, equity and inclusion for all
- Practices that promote economic prosperity for all
- The elimination of barriers and a commitment to unbiased programs and services
- Effective and inclusive community engagement
- Collaboration with other local and regional partners

2. Develop a Cedar Falls Equity Vision and Plan

Develop and operationalize a shared vision and actionable goals to advance equity and inclusion both internal to City operations and externally in the community, including equity-focused tools for decision-making, measurement and accountability. An effective Equity Plan will help Cedar Falls normalize, organize and operationalize a commitment to an equitable future where every resident can thrive.

3. Invest in Organizational Capacity and Infrastructure

Invest in an internal staff position and external expertise to lead the development and implementation of the City's Equity Plan. Provide the resources needed to support research, organizational assessments and audits, action plans, collaborations, education, evaluation and reporting, as well as the support that staff, elected officials and community members need to talk together about equitable programs, practices and policies in Cedar Falls.

4. Be a Partner for Transformative Change

Transformative change towards a more equitable Cedar Valley requires a broader effort where organizations and communities come together to understand the resources already present in our community, the gaps leading to inequities and how opportunities can be leveraged for systemic change across the Cedar Valley. We encourage elected officials and City staff to actively partner with other entities, such as Black Hawk County Health Department, Cedar Falls School District, University of Northern Iowa and Grow Cedar Valley to develop coordinated and supporting equity plans and initiatives.

5. Create Public Engagement Opportunities that are Welcoming and Inclusive

Create opportunities for public engagement and conversations that inform equity planning in Cedar Falls. Promoting and encouraging equity conversations is an important investment in our residents and the future of our community. Holding equity conversations in an open and respectful atmosphere requires creating safe spaces in which everyone is encouraged to participate and no one or two individuals dominate, where the focus is on actions and all options are considered fairly, and where listening is as important as speaking.

6. Host and Collaborate in Public Education about Equity

Collaborate with other Cedar Valley stakeholders to host facilitated conversations among staff, elected leaders and the community. Create opportunities to come together through book clubs, film and discussion events, and other structured activities. These educational efforts can assist in developing shared terminology and an understanding about concepts of race and race equity in our community and help to reduce fear and create a sense of belonging for all. We believe that these investments will help to ensure a vital, vibrant and inclusive Cedar Falls.

RACIAL EQUITY OPPORTUNITY AREAS

In addition to the recommendations outlined above, the Task Force identified several racial equity opportunity areas for initial research and review: healthcare, public safety, transportation, business/employment, housing and education. Given the timeframe of the Task Force charge, the Task Force members chose to narrow its scope of focus for the purposes of this initial report to the following areas:

- Education
- Housing
- Policing

After identifying the three areas of focus, the Task Force members volunteered to serve on one of the three subcommittees. Over the course of 3-4 meetings, each subcommittee:

1. Defined the focus of their subcommittee work
2. Reviewed initial data they were able to access within the timeframe
3. Identified what was known from the data they reviewed
4. Identified additional questions for further review
5. Made initial recommendations based on their preliminary review

Each subcommittee used a common worksheet to document their work, findings and initial recommendations. Their worksheets are included as Attachments A, B and C. Below is a summary from each of the subcommittees.

Education Subcommittee

Members

Frank Darrah, LaTanya Graves, Dr. Wilfred M. Johnson, Dr. Andy Pattee, Felicia D. Smith

Focus

The education subcommittee focused on the Cedar Falls School District which has an active Equity Task Force and Equity Action Plan. The subcommittee reviewed Cedar Falls School District data and identified recommendations for both the district's Equity Task Force and the City. (See Attachment A.)

School District Recommendations

- To increase access to opportunities for all youth, we recommend assessing, evaluating and creating action steps using the SMARTIE format (Specific, Measurable, Achievable, Realistic, Timebound, Inclusive and Equitable) for the following areas:
 - Development of a pathway to increase access to upper-level courses for students involved in the free and/or reduced lunch program and minority students
 - Variance in student discipline by race and ethnicity
 - Variance in attendance by race and ethnicity
- Continue to build opportunities to increase diversity in hiring for all positions within the District

City Recommendations

- Build collaboration between Cedar Falls School District and the City to highlight and celebrate different cultures in the community and how they add value to our city
- Create pathways and collaborative equity discussions between businesses and UNI
- Participate in a community-wide equity committee

Housing Subcommittee

Members

Melissa Heston, Lisa Sesterhenn, Eashaan Vajpeyi, Stephanie Sheetz, Cedar Falls community development director and staff liaison to subcommittee

Focus

The housing subcommittee looked at housing data including the types and affordability of housing in Cedar Falls, the age of the housing stock in Cedar Falls, and historical neighborhood covenants in Cedar Falls that restricted neighborhoods by race. They identified affordable access for both rental and owner-occupied properties as priorities for recommendations. (See Attachment B.)

Recommendations

- Complete a Housing Needs Assessment, focusing on how to provide housing variety to promote affordable housing options for all
- Create educational messaging and outreach for landlords and citizens to emphasize the importance of healthy housing for all, along with destigmatizing affordable housing options such as Section 8 and Habitat for Humanity builds
- Increase the availability of affordable housing
 - Maximize Section 8 funds available to provide as many vouchers as possible, given HUD guidance
 - Incentivize improvements in Section 8 housing (with tools such as Community Development Block Grant rental rehabilitation program)
 - Revise zoning codes to encourage a variety of housing types in every neighborhood, e.g., allow for Habitat for Humanity builds
 - Work on initiatives to balance investments in market rate and low-income housing (e.g., tax abatements, forgivable loans, gap payments on rent or mortgage, housing trust fund)
- Create a resource database of all federal, state and local programs that can be used to foster more homeownership among low- and moderate- income families and individuals
- Create an ongoing educational program for low- and moderate-income families to access available homeownership assistance programs
- Implement diversity, inclusion and affordability considerations and scoring in all new housing development plans

Policing Subcommittee

Members

Kelly Dunn, Will Frost, Paul Lee, Craig Berte, Cedar Falls police chief, liaison to subcommittee

Focus

The policing subcommittee focused on learning about police department operations. Their recommendations reflect their initial review of operations and include recommendations for both the police department and the City. (See Attachment C.)

Police Department Recommendations

- Continue to focus on training and practices for peacekeeping, de-escalation and humanizing of people suspected of committing crimes
- Create both an in-person and electronic process to submit complaints
- Increase community policing, begin immersion policing
- Consider allowing officers to park squad cars at personal residences
- Actively recruit and promote a diverse police workforce
- Invest in satisfaction and retention of officers who live and work in the Cedar Valley
- Conduct data reviews for traffic stops and arrests disaggregated by race and ethnicity

City Recommendations

- Continue the work of the Racial Equity Task Force and continue equity conversations
- Expand the reach of the City's marketing and promotional campaigns beyond traditional media sources
- Implement employee satisfaction surveys for all City employees

REQUEST TO THE MAYOR AND CITY COUNCIL

The Racial Equity Task Force respectfully submits this report and recommendations to the City of Cedar Falls Mayor and City Council. In completing the work of this Racial Equity Task Force, we ask that the City Council:

1. **Receive and File** the Racial Equity Task Force Report and Recommendations
2. **Review and include these recommendations** during the City's FY2023 Goal Setting
3. **Meet with the Task Force** after completion of the City's FY2023 Goal Setting to review the recommendations that will be included in the City's FY2023 budget and work plan

In Appreciation

The Task Force would like to thank the Cedar Falls staff for supporting the work of this Task Force through their attendance at meetings, timely responses to requests for information and willingness to engage in important discussions about race and equity in Cedar Falls.

In addition, the Task Force wishes to convey our profound thanks and appreciation to Aimee Viniard-Weideman and Omar Padilla for their diligence, dedication and commitment to facilitating a process that resulted in this report and our conversations.

ATTACHMENTS

ATTACHMENT A

**Cedar Falls Racial Equity Task Force
Education Subcommittee Worksheet**

FOCUS: Cedar Falls School District

TASK FORCE SUBCOMMITTEE MEMBERS:

Frank Darrah, LaTanya Graves, Dr. Wilfred M. Johnson, Dr. Andy Pattee, Felicia D. Smith

Facts	Areas for Additional Research
<p><i>Data Source: Cedar Falls School District</i></p> <ul style="list-style-type: none"> ▪ 5,808 District Enrollment <ul style="list-style-type: none"> ○ 23% Free and Reduced Lunch (FRL) ○ 17 % minority <ul style="list-style-type: none"> • 2.9% Hispanic • 4.7% Black • 3.85% Asian • .40% Pacific Islander • .16% American Indian • 5.05% 2 + Races ○ 39 Native Languages Spoken <ul style="list-style-type: none"> • 247 English Language Learners ▪ In upper-level courses 80.8% of the White students are enrolled while only 2.6% of the Black students are enrolled ▪ In most of the upper-level math and science courses there are no Black students enrolled, including: <ul style="list-style-type: none"> ○ Math courses - Adv. Calculus I, II, III; AP Calculus AB, Euclidean Geometry, ○ Science courses – General Chemistry, AP – Biology, AP Chemistry, General Chemistry I, Anatomy ▪ Only 8.2% of FRL program participants are enrolled in upper-level courses compared to 91.8% of the student body not enrolled in the FRL program ▪ Black students have the lowest attendance percentages ▪ Black students represent 23.32% of students receiving infractions and only 4.7% of the total student body 	<ul style="list-style-type: none"> ▪ Why isn't there greater racial and ethnic diversity in students taking upper-level classes? ▪ What tools prepare diverse students to excel? ▪ Tracking of post-secondary success for students broken down by race/ethnicity ▪ How impactful will the Black Student Union be as students move into Junior High? ▪ Why aren't more students who qualify for free and reduced lunch enrolling in upper-level courses? ▪ Why do Black students have the lowest attendance percentage? ▪ How is the district addressing specific discipline that targets Black students? Is there training about this?

The district has:

- an active Equity Committee
- an Equity plan of action to address real and perceived racial inequality in educating diverse student populations
- a Black Student Union
- a 3–5-year plan to hire more diverse staff

Initial Subcommittee Recommendations

School District Recommendations

- To increase access to opportunities for all youth, we recommend assessing, evaluating and creating action steps using the SMARTIE format (Specific, Measurable, Achievable, Realistic, Timebound, Inclusive and Equitable) for the following areas:
 - Development of a pathway to increase access to upper-level courses for students involved in the free and reduced lunch program and minority students
 - Variance in student discipline by race and ethnicity
 - Variance in attendance by race and ethnicity
- Continue to build opportunities to increase diversity in hiring for all positions within the District

City Recommendations

- Build collaboration between Cedar Falls School District and the City to highlight and celebrate different cultures in the community and how they add value to our city
- Create pathways and collaborative equity discussions between businesses and UNI
- Participate in a community-wide equity committee

ATTACHMENT B

Cedar Falls Racial Equity Task Force Housing Subcommittee Worksheet

FOCUS: Section 8 and Low-Income Housing

TASK FORCE SUBCOMMITTEE MEMBERS:

Melissa Heston, Lisa Sesterhenn, Eashaan Vajpeyi,
Stephanie Sheetz, Cedar Falls community development and staff liaison to sub-committee

Facts	Areas for Additional Research
<p>Households & Median Incomes by Race/Ethnicity¹</p> <ul style="list-style-type: none"> ▪ 92% White \$61,546 ▪ 2.8% Asian \$135,063 ▪ 2.1% Black \$36,200 ▪ 1% Multiethnic \$72,250 ▪ 1.5% Hispanic or Latino \$42,941 <p>Housing Units¹</p> <ul style="list-style-type: none"> ▪ 16,375 total units ▪ 15,255 occupied units ▪ 9,611 owner occupied units (63%) ▪ 5,644 renter occupied units (37%) ▪ 1.2% homeowner vacancy rate ▪ 4.8% rental vacancy rate <p>Cedar Falls (CF) & Waterloo (W) Home Sales Data²</p> <ul style="list-style-type: none"> ▪ CF Average Sale Price = \$245,349 ▪ W Average Sale Price = \$129,005 ▪ CF Home Sales at/above 150K = 81% ▪ W Home Sales at/above 150K = 31% ▪ CF Home Sales below 100K = 4% ▪ W Home Sales below 100K = 38% <p>Residential Property Tax²</p> <ul style="list-style-type: none"> ▪ CF = \$33.14 per \$1000 of taxable value ▪ W = \$40.46 per \$1000 of taxable value <p>Age of Housing¹</p> <ul style="list-style-type: none"> ▪ 13% built before 1939 ▪ 4% built in the '40s ▪ 16% built in the '50s ▪ 13% built in the '60s ▪ 14% built in the '70s ▪ 7% built in the '80s ▪ 12% built in the '90s 	<ul style="list-style-type: none"> ▪ Are there existing lending practices that lead to inequities? ▪ Are there any zoning and planning policies that encourage or require the creation of homes affordable for low- and moderate-income individuals and families? ▪ Are there any zoning and planning policies that encourage or require the creation of rental units affordable for low- and moderate-income individuals and families (i.e., that would consume 30% or less of income) ▪ How many complaints of housing or lending discrimination have been made over the past 5 years? ▪ How much use is made of the Iowa Finance Authority by either the City or by CF residents? ▪ Aside from HUD payments, what funds does the City of Cedar Falls commit to affordable housing initiatives, Section 8 program support? ▪ How do we create understanding and buy-in on the importance of these initiatives? ▪ Is there outside funding to support the initiatives? ▪ Impact of students in terms of statistics, (rent as a portion of income, total housing units for rent, etc.) ▪ What explains the difference in Section 8 Resident demographics vs. Section 8 Applicant demographics?

- 13% built in the '00s
- 9% built in the '10s

Demographic Changes, Evidence of Restrictive Covenants in Cedar Falls, and Other Historical Influences on Housing⁵

- There were 29 Black Americans in Black Hawk County in 1910
- The first case of racial restriction in county documents seems to have been Pfeiffer Place (1 lot), in Cedar Falls, in 1914.
- Between 1910 and 1920 the black population of Black Hawk County grew dramatically, to nearly 1,000 people
- By 1950 Black Americans were 2.6% (2,623) of the county's population
- By 1950, there were over 3,000 documented cases of racial restrictions in housing, most in subdivisions
- Housing restrictions in Cedar Falls include:
 - ✓ Lincoln Park, 1 lot
 - ✓ Bungalowland, 14 lots
 - ✓ Cedar Heights, 26 lots
 - ✓ Kuehn's Addition, 22 lots
 - ✓ Bel Air Addition, 14 lots
 - ✓ Longwood Park Addition, 29 lots
 - ✓ Westview Addition, 8 lots
 - ✓ White Oaks Addition, 11 lots
 - ✓ Auditor's Plot 25, 11 lots
 - ✓ Faris Acres, 38 lots
 - ✓ Oakland Park Addition, 44 lots
 - ✓ Sunset Knolls Addition, 39 lots
 - ✓ Pleasant Oaks, 68 lots
- Number of explicit race-based housing restrictions occurring after 1950 is not known
- It was not until 1968 that race-based housing discrimination in the sale, rental and financing of housing became illegal by federal law
- White middle class generational wealth was built in the 1950s and 60s through homeownership (including access to VHA and FHA low interest loans), and greater access to higher education (including the GI Bill). Black Americans were systematically excluded from

- How do environmental factors like lead, radon and shade impact health and investments in affordable housing?
- What are the systemic factors/root causes (other than affordable housing) that may be preventing individuals/families from living in CF?

these lending programs, from other bank lending programs, and educational opportunities

Section 8 Housing^{3,6}

- 4% of CF rental units
- 83% White
- 9% Black
- 6% “Other/Multiracial”
- 2% Asian

Applicant Demographics

- 55% White
- 43.5% Black
- 2 year wait
- CF has 212 vouchers; CF is “allowed” up to 326; budget doesn’t cover more than 216
- HUD Admin payment supports 1.5 FTE for Section 8 staff, which supports 200-250 vouchers

Habitat for Humanity Housing⁷

- Cedar Falls has a cooperation agreement with Waterloo for the HOME Investment Partnership Program, a federal block grant exclusively dedicated to the creation of affordable housing for low-income people
- 15% of CF HOME funding goes directly to Habitat for Humanity, 10% for administrative costs and 75% for direct project funding
- In October, HOME funding for CF rose from an average of \$45,000 per year to \$95,000 per year
- HOME Funds have historically been used to buy lots which are then donated to Habitat for Humanity
- 21 Lots have been purchased, and 22 homes have been built
- 10 rehabilitation projects have been completed
- Currently, funding is being used to purchase and renovate one home on Bluff Street, and additional funding will support rehabilitation projects
- Habitat for Humanity is currently working on a Lone Tree Road project

Rent as a portion of Income¹

- 27% of renters pay less than 20% of income
- 22% of renters pay 20-29% of income
- 51.5% of renters pay more than 30% of income (43% pay more than 35%)

College Student Housing²

- 31% of UNI students live in residence halls
- 69% live elsewhere

The City offers a forgivable loan of up to \$10,000 for renovation of rental units into single family-owned homes (\$250,000 spent since 2017)⁴

Initial Subcommittee Recommendations

Recommendations

- Complete a Housing Needs Assessment, focusing on how to provide housing variety to promote affordable housing options for all
- Create educational messaging and outreach for landlords and citizens to emphasize the importance of healthy housing for all, along with destigmatizing affordable housing options such as Section 8 and Habitat for Humanity builds
- Increase the availability of affordable housing
 - Maximize Section 8 funds available to provide as many vouchers as possible, given HUD guidance
 - Incentivize improvements in Section 8 housing (with tools such as Community Development Block Grants rental rehabilitation program)
 - Revise zoning codes to encourage a variety of housing types in every neighborhood, e.g., allow for Habitat for Humanity builds
 - Work on initiatives to balance investments in market rate and low-income housing (e.g. tax abatements, forgivable loans, gap payments on rent or mortgage, housing trust fund)
- Create a resource database of all federal, state and local programs that can be used to foster more homeownership among low- and moderate- income families and individuals
- Create an ongoing educational program for low- and moderate-income families to access available homeownership assistance programs
- Implement diversity, inclusion, and affordability considerations and scoring in all new housing development plans

¹American Community Survey 2019. "Selected Housing Characteristics." Table D: DP04, Product: 2019: ACS 5-Year Estimates Data Profiles, data.census.gov/cedsci/table?q=Cedar%20Falls%20city%20Housing&tid=ACSDP5Y2019.DP04

²Robert, D. "2020 Real Estate Sales Summary for Cedar Falls-Waterloo, Iowa."

³"Section 8 Status Report: Review of the FFY19 CAPER." Received by the Cedar Falls Housing Commission. December 2020.

⁴ Rodenbeck, J. "Conversion Program." Received by E. Vajpeyi, M. Heston, L. Sesterhenn, & S. Sheetz. 28 July 2021.

⁵ Gordon, C. *Researching Local History, Housing and Racial Inequality*. University of Iowa. August 2020. "Mapping Segregation in Iowa: Race Restrictive Covenants in Iowa Counties (2021)." dsps.lib.uiowa.edu/mappingsegregationia/johnson-county-restrictions/

⁶Houk Sheetz, S. Housing Information for the Racial Equity Task Force. June 14, 2021.

⁷Houk Sheetz, S. Habitat Description for the Racial Equity Task Force. August 23, 2021.

**This draft preliminary report is not inclusive of all work, considerations or recommendations for housing equity in Cedar Falls. The information is presented for the purposes of discussion by the Cedar Falls Racial Equity Task Force.*

ATTACHMENT C

Cedar Falls Racial Equity Task Force Public Safety Subcommittee Worksheet

FOCUS: Policing

TASK FORCE SUBCOMMITTEE MEMBERS:

Kelly Dunn, Will Frost, Paul Lee, Craig Berte, police chief and staff liaison to subcommittee

Facts	Areas for Additional Research
<ul style="list-style-type: none"> ▪ 74 public safety officers (15 female, 2 African American, 2 Hispanic, 1 Croatian/Bosnian) ▪ Officers are cross-trained ▪ Most stops occur where there are more people present e.g., Commercial Districts ▪ Because race is not identified on Driver’s license, officers must note racial identification ▪ New hires must have an associate degree (60 hours college credit minimum), a bachelor’s degree is preferred <p>The Police department has invested in:</p> <ul style="list-style-type: none"> ▪ Diversity training ▪ De-escalation training incorporated into all use of force training ▪ Shock training for times when officers use shock techniques to “stun” the individual ▪ “Ride-along” allowing citizens to shadow officers during shifts 	<ul style="list-style-type: none"> ▪ Data for citations, arrests ▪ Data for police call logs (details on a call) both to dispatch and non-emergency ▪ Data for officers drawing weapons ▪ How do public safety staff (specifically BIPOC/women) feel about current practices? ▪ Proximity of where most officers live vs. where most officers patrol ▪ Number of traffic stops that occur with Cedar Falls and Cedar Valley residents vs. transient traffic ▪ Traffic stops and arrest data from UNI Police Dept, Iowa State Patrol and Black Hawk County as it relates to Cedar Falls

Initial Subcommittee Recommendations

Cedar Falls Police Department Recommendations

- Continue to focus on training and practices for peacekeeping, de-escalation and humanizing of people suspected of committing crimes
- Create both an in-person and electronic process to submit complaints
- Increase community policing, begin immersion policing
- Consider allowing officers to park squad cars at personal residences
- Actively recruit and promote a diverse police workforce
- Invest in satisfaction and retention of officers who live and work in the Cedar Valley
- Conduct regular data reviews for traffic stops and arrests, disaggregated by race and ethnicity

City Recommendations

- Continue the work of the Racial Equity Task Force and continue equity conversations
- Expand the reach of the City’s marketing and promotional campaigns beyond traditional media sources
- Implement employee satisfaction surveys for all City employees



OFFICE OF CITY ADMINISTRATOR

CITY OF CEDAR FALLS, IOWA

220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126
www.cedarfalls.com

TO: Mayor Robert M. Green and City Council Members
FROM: Ron Gaines, City Administrator
DATE: October 25, 2021
SUBJECT: Departmental Monthly Reports Submission – September, 2021

Please contact Administrator Gaines with any questions about the accomplishments of city staff contained in this monthly report.

Encl: (1) City of Cedar Falls Departmental Monthly Reports.

###

CITY OF CEDAR FALLS

DEPARTMENTAL MONTHLY REPORTS



September 2021

SEPTEMBER 2021 MONTHLY REPORTS
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**FINANCE & BUSINESS OPERATIONS
FINANCIAL SERVICES
SEPTEMBER 2021**

Treasury

The Finance Division is responsible for maintaining accounting and cashflow as it relates to the city treasury, monitoring securities held by the City and investing idle cash to provide safe investments while maximizing interest earnings. Currently, the City has \$47,382,000 invested in CD's and \$31,300,000 in a liquid money market.

<u>Investments</u>	<u>Transactions</u>	<u>Amount</u>
CD's Matured	2	\$8,000,000.00
CD's Purchased	0	\$0.00
PFMM Deposit	0	\$0.00
PFMM Withdrawal	0	\$0.00
CD/Investment Interest		\$13,149.02

FY21 Audit

The auditors were here the week of September 27th to complete most of the audit field work. The process for financial statement reporting was started in June and was completed in September prior to the auditors arriving. As part of the financial statements, the City's share of net pension liabilities for IPERS and MFPRSI were included as part of the new GASB 68 requirements. In addition, the OPEB liability was also recorded as part of the new GASB 75 requirements.

The Comprehensive Annual Financial Report will be completed in October and will be submitted to the Government Finance Officer Association (GFOA) under the Excellence in Financial Reporting program. The state required Annual Financial Report will also be filed in October with the State Auditor's Office.

Capital Improvements Plan

All departments were asked to submit their FY2022-2027 Capital Improvement Plan (CIP) requests. The preliminary CIP schedule will be compiled in October.

Miscellaneous Financial Activities

For September, 51 payroll checks and 705 direct deposits were processed. Accounts receivable were processed and 282 invoices were mailed out to customers. 1,579 transactions for accounts payable were processed and approved by the City Council for payment and 545 checks were mailed out to vendors.

Benefits & Compensation Activities

1. The annually required 509A renewal, certificate of compliance, and financial report was completed and filed with the Iowa Division of Insurance for FY21 health fund information.

2. Drafts of the Summary Plan Description (SPDs) for the City's health insurance coverage through Wellmark were received for review and comment. Following this review and any subsequent changes, SPDs will be sent to Council for approval and distributed to employees.
3. City instructed its benefits consultants to begin research and request bids for the City's Pharmacy Benefits Plan for the plan year beginning 7/1/22.

FINANCE & BUSINESS OPERATIONS

**HUMAN RESOURCES
SEPTEMBER 2021**

SUMMARY OF PROJECTS, TRAINING & STAFF ACTIVITIES

- Risk Management Committee meetings (September 15)
- Regular review of COVID guidelines
- Active Shooter Training for City employees provided
- Reviewed three contracts/agreements for required insurance
- Review and follow-up of seven public events permits
- An Account Service Agreement with One Source The Background Company was adopted by City Council and follow up began related to training and implementation and potential implementation by Section 8 staff.
- A Park/Public Works union listing was updated and forwarded to the Teamsters Business Representative and PERB
- Recruitment/Employment tasks related to:
 - FT positions: Code Enforcement Officer, Human Resources Manager, Maintenance Worker (Streets), and Public Safety Officer
 - PT positions: Community Service Officer, Laborer (Cemetery/Parks), Library Assistant, Office Assistants (Rec. Center & Tourism), and contracted Custodians.
 - Seasonal/Special Purpose/Misc. positions for City Administration, Community Development, Public Safety and Public Works departments (Public Admin. Intern, Rec. Program & Childcare staff, Rec. Front Desk Receptionist, Police Reserve, Paid On-Call Reserve, and Seasonal Laborers)

CIVIL SERVICE COMMISSION

- Preparations and follow up related to the September 8th and October 6th meetings were completed
- Cathy Showalter's appointment notice was posted for October 4th Council appointment
- Candidate testing and certified list preparations were completed for Code Enforcement Officer and testing preparations were updated for Public Safety Officer and reviewed and approved by Carlson Dettmann for Commission approval October 6th.

HUMAN RIGHTS COMMISSION

- Preparations for and follow up to the September 13th meeting took place
- The Commission-approved Iowa Civil Rights Commission (ICRC) COOP Agreement was adopted by Council and forwarded to the ICRC.

RACIAL EQUITY TASK FORCE

- Meetings held on September 8th, 22nd, and 29th.
- Committees finalizing data in the areas of Education, Public Safety and Housing.
- A draft report by the Task Force is being finalized and will be presented to Council in October.

Finance and Business Operations Information Systems Division Monthly Report September 2021

Summary of projects, training and staff activities

- Work on the new dispatch software continues
 - Staff attended three days of training
 - Worked with Black Hawk County so that we had access to the county servers for the implementation
- Work continues on refreshing technology for about 20 – 25 users. Our current refresh plan is to maintain the following: desktops (5 yr cycle), laptops (4 yr cycle), tablets (2 yr cycle).
- We continue work on the new document management software, the migration out of the old system is complete and we are currently moving documents into the new system.
- We continue work to implement new Recreation Management Software that will replace our current software which is being sunset in October.
- We continue to work with the Davenport group to migrate Firehouse data into the LAMA database for rental and commercial inspections. This will allow workflow and easier communication between the inspectors and other departments.
- The staff presented cybersecurity status report to council.
- The wireless network was upgraded in all locations.

Software Purchase/Installation/Upgrade Activities

- 33 software installations for 7 different departments
- Installed 3 new software for 2 departments

Equipment Purchase/Installation/Upgrade Activities/Repairs

- 8 new pieces of equipment purchased for 4 different department and inventory.
- 23 new equipment installations for 11 different departments.

Problem Resolution Activities & Assistance Activities

- 66 problem resolution or assistance activities took place for 13 different departments.

Graphic Design Activities

- **Hearst Center:** event and exhibition postcards/vinyl, class postcards, annual campaign letter
- **Rec:** Wellness memo graphics, building signs, permit cards
- **Other:** website and social media maintenance/graphics, business cards, promotional/communications graphics, laminating, miscellaneous, name plate, Currents, Bike to the Future graphics and materials, phone message slips for FBO and PSS, mayor's booklet coordination, HPC tour sheet, public permit cards, fire prevention week handout

Channel 15 Programming Activities

- Cable TV Summary of projects
 - Produced 8 public meetings and 2 studio shows and 12 high school sports productions, and 1 UNI Panther Sports Network production.
 - Produced 1 new Veterans of the Cedar Valley and 1 Currents TV Show
 - Aired 4 new Panther Sports Talk show and 4 University of Iowa "The Heartland" show.
 - Produced and aired 2 new City News Shows.
 - Recorded and Edited two Active Shooter Training video for council and elected officials.
 - Updated & added Community Calendar events to the Channel 15 Announcement
 - Produced one promo for Pink Ribbon Run.

- Continued weekly encoding and programming of church services for Public Access.
- Televised live programs from City Hall:
 - Two Cedar Falls City Council meetings using Zoom
 - Two Committee of the Whole meeting using Zoom
 - Two Planning & Zoning meeting
 - Two Cedar Falls School Board meeting
- Programmed CFU and Mediacom cable providers for Channel 15 and Public Access.
- Drone flights included:
 - 1st Street Construction
 - Cedar Falls High School Construction of new high school
 - Cross Country Rich Engel Classic
 - Greenhill Road & Cedar Heights Road Construction
 - Union Road Trail Construction
 - Starbecks new location
 - L&N Transportation
 - New Retirement building near Place to Play Playground
- Facility Upgrades
 - Installed new audio mixers and speakers for sound in the Cedar Falls Community Center

Geographical Information Systems (GIS) Activities

- GIS Summary of projects
 - Met with EMA, county and vendor staff to begin building new dispatch system
 - Met with LAMA staff to discuss rental data import test from Firehouse
 - Met with ISU Extension to provide data and maps for RETF
 - Met with PD staff to provide data on thefts
 - Met with Rec staff to discuss facility reservation system maps
 - Met with Admin staff to discuss upcoming redistricting process
 - Met with ED staff to discuss changes to industrial park expansion
 - Met with Planning staff to provide data for CDBG projects
- 3 web and database projects were completed for 4 different departments
- Completed 8 different data requests for 5 different entities.
- Provided 8 new maps for 6 different departments.
- Created 10 new addresses.

**FINANCE & BUSINESS OPERATIONS
LEGAL SERVICES
September 2021**

REPORT FROM SWISHER & COHRT – SAM ANDERSON, LUKE JENSON:

Traffic Court:

City Cases Filed: 82 (this number includes both City and State tickets)

Cases Set: 7 (Traffic) 2 (Code Enforcement)

Trials Held: 1 (Traffic) 0 (Code Enforcement)

REPORT FROM KEVIN ROGERS, CITY ATTORNEY

- Review, Revise and Advise on 7 agreements
- Human Resources complaint investigation
- Attention to several Code Enforcement issues
- Prepare new laws of interest to cities update
- Revise COVID-19 Guidelines

**FINANCE & BUSINESS OPERATIONS
PUBLIC RECORDS
SEPTEMBER 2021**

Public Records Activity

Staff prepared agendas, minutes and electronic packets for two Regular City Council meetings and two Council Committee of the Whole meetings, two Planning & Zoning Commission meetings and one Technical Review meeting. Meeting follow-up communications, minutes and legal documents were drafted, processed and filed.

Licenses / Permits Processed & Issued

- 1 Advertising license
- 37 Pet licenses
- 8 Public Event permits
- 13 Liquor licenses and beer/wine permits

Responded to eight (8) requests for public records.

Staff attended in-house Active Shooter training.

Assisted election officials in coordinating polling locations for the upcoming municipal and school elections.

Assisted Community Main Street with preparing materials for reestablishing the Downtown Self-Supported Municipal Improvement District (SSMID).

The official population for Cedar Falls from the 2020 census is 40,713, representing an increase of 1,453 from 2010.

The unemployment rates for the month of August 2021 were 4.0% for the Waterloo-Cedar Falls Metropolitan Area, 4.1% in Iowa, and 5.3% in the U.S.

Parking Activity

Enforcement

- 1,379 Parking citations issued.
- \$ 1,410.00 Citations paid.

Collections

- \$ 0.00 Collections from delinquent parking accounts.

Permits

- \$ 1,826.00 Parking permits issued (55).

**FINANCE & BUSINESS OPERATIONS
LIBRARY & COMMUNITY CENTER
SEPTEMBER 2021**

Library Activity

Usage Statistics	July 2021	August 2021	August 2020
Customer Count	12,348	11,344	3,102*
Circulation	39,900	35,576	25,844
Event Attendance	3,339**	77**	35**

*Curbside customers plus browsing hours in the building

**Programs offered virtually via Facebook Live and Zoom and in-person outdoors.

Special events in September included the following:

- "Little Fashionista on the Prairie", presented by Laura Keyes for the Hoover Library's 3rd Thursday lecture series, via Zoom.
- Nature Walk at the CFPL Storywalk at Big Woods Lake
- Art Step by Step for children via Facebook Live.

Community Center Activity

Programs at the Community Center included cards, billiards, senior fitness classes, line dancing, and Walking Wednesdays walking club. There were three rentals in September for a stamp club and a band.

Cedar Falls
 Community Development
 Inspection Services Division
 Monthly Report for:

Sep-21

Total for Month \$3,088,482.00
 Total for Fiscal Year \$14,852,763.00
 Total Same Month - LAST YEAR \$8,548,808.00
 Total for Fiscal Year - LAST YEAR \$41,635,970.00

Construction Type	Monthly Summary				Yearly Summary			
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees
Single Family New Construction	4	0	\$1,159,692.00	\$8,930.75	20	0	\$6,657,957.00	\$48,029.60
Multi-Family New Construction								
Res Additions and Alterations	74	0	\$986,115.00	\$16,827.00	213	0	\$2,945,902.00	\$46,735.75
Res Garages	11	0	\$326,655.00	\$3,777.00	21	0	\$422,929.00	\$5,718.00
Commercial/Industrial New Construction	1	0	\$300,000.00	\$2,295.75	3	0	\$3,400,000.00	\$19,031.50
Commercial/Industrial Additions and Alterations	10	0	\$316,020.00	\$4,240.00	22	0	\$1,425,975.00	\$14,306.20
Commercial/Industrial Garages								
Churches								
Institutional, Schools, Public, and Utility								
Agricultural/Vacant								
Plan Review	4	0	\$0.00	\$2,573.00	15	0	\$0.00	\$14,023.00
Total	104	0	\$3,088,482.00	\$38,643.50	294	0	\$14,852,763.00	\$147,844.05

City of Cedar Falls
 Community Development
 Inspection Services Division
 Monthly Report for:

Sep-21

Construction Type	Monthly Summary					Yearly Summary				
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees		
Electrical	43	0	\$0.00	\$4,238.00	153	0	\$0.00	\$13,732.80		
Mechanical	66	0	\$0.00	\$5,865.00	248	0	\$0.00	\$21,527.00		
Plumbing	67	0	\$0.00	\$4,162.00	182	0	\$0.00	\$14,780.50		
Refrigeration					3	0	\$0.00	\$240.00		
Total	176			\$14,265.00	586			\$50,280.30		

Constructor Registrations	Monthly Summary					Yearly Summary				
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees		
Electrical					3	0	\$0.00	\$450.00		
Mechanical					2	0	\$0.00	\$300.00		
Plumbing										
Refrigeration										
Total	0			\$0.00	5			\$750.00		

Building Totals	104	0	\$3,088,482.00	\$38,643.50	294	0	\$14,852,763.00	\$147,844.05
Grand Total	280	0	\$3,088,482.00	\$52,908.50	885	0	\$14,852,763.00	\$198,874.35

**PLANNING & COMMUNITY SERVICES DIVISION
MONTHLY REPORT
September 2021**

MONTHLY MEETINGS:

Planning & Zoning Commission – Meetings were held on September 8, and September 22, 2021

September 8, 2021 Meeting			
Applicant	Project	Recommendation	Action Taken
ME Associates, LLC	Land Use Map Amendment from Medium Density Residential to Community Commercial (LU20-004); Rezoning from A-1, C-2 and S-1 to PC-2 (RZ20-009) for property south of 1 st Street and west of Magnolia Drive (Thunder Ridge)	Approval of Land Use Map amendment Approval of the rezoning request subject to a Development Agreement that includes a solution that ensures the extension of Lake Ridge Drive.	Approval of Land Use Map amendment. Approval of the Rezoning request subject to a Development Agreement that includes a solution that ensures the extension of Lake Ridge Drive.
LGC Properties, LLC	Land Use Map Amendment (LU21-001) and Rezoning (RZ21-005) from C-1 to Planned Residential (RP) for property at NW corner of intersection of Cedar Heights Drive and Valley High Drive – Creekside Luxury Condos	Public hearing. Staff recommended approval of both LUMA and Rezoning, subject to RP Development Plan and Agreement	Approval, subject to RP Development Plan and Agreement
Thomas and Joedy Boe	Minor Plat for property at 4224, 4232, and 4302 James Drive	Approval	Approved
Parco Ltd. and Jim Benda	Rezoning from R-4 Multiple Residence District to C-2 Commercial District for property at 515 & 523 W. 2 nd Street. (RZ21-006)	Deny	Denied
Jen Barkhurst of an Elegant Affair	CBD Overlay Design Review (DR21-008) for new awning at 215 Main Street	Approval	Approved
KMTR Properties LLC (Direct Appliance)	Rezoning (RZ21-007) from R-1 Residence District to C-2 Commercial District to resolve lot with split zoning at 5424 University Avenue	Introduce item for discussion and set public hearing	Public hearing set for September 22 meeting.

September 22, 2021 Meeting			
Applicant	Project	Recommendation	Action Taken
KMTR Properties LLC (Direct Appliance)	Rezoning (RZ21-007) from R-1 Residence District to C-2 Commercial District to resolve lot with split zoning at 5424 University Avenue	Approval	Approved

Group Rental Committee – A meeting was held on September 21, 2021.

Address	Unit	Owner	Requested Occupancy	Approved for	GRC	BRHA
908 W 1 st St.	1	Joshua Borwick	4/unit	Pending information for review	09/21/2021	
819 ½ W 23 rd St	1	Omer Ashraf Noorwala	4/unit	3/unit	09/21/2021	
2104 College St.	3	CV Properties III, LLC	3/unit 1, 4/unit 2, 2/ unit 3	2/unit 1, 3/unit 2, 1/unit 3	09/21/2021	

Board of Rental Housing Appeals – No regular meeting was held in September, 2021.

Board of Adjustment – No regular meeting held for September

Other Commissions, Board Meetings & Staff Liaison Responsibilities:

	Date	Notes/Actions
Bicycle and Pedestrian Advisory Committee	9/7/2021	Discussed video footage of the conflict point at Utility Parkway and Waterloo Road. The committee did not offer any immediate solutions but would continue discussion into future meetings. Staff outlined plans for the Bike Plan public outreach events in September and provided materials to get the word out. Two volunteers helped at the outreach events. As an administrative matter we discussed how, in our monthly meetings, some members have been consistently absent without any official resignation. Many of those present also expressed some burn-out and were hoping to resign by the end of the year. We discussed replacements and ways to ensure a more active and attentive committee.
College Hill Partnership	09/13/2021	Presentation regarding Historic Preservation Commission Scavenger Hunt planned for October to highlight UNI campus historical

		features. Discussed UNI Homecoming events: approval of budget for storefront window painting; discussion of homecoming parade relocation and disappointment about lack of communication/coordination from UNI
Historic Preservation Commission	09/09/21	The commission hosted the “History of Cedar Heights with Architectural Tour” event at Pfeiffer’s spring park and the event was well attended and appreciated.
	09/14/21	The commission provided updates on the “Scavenger Hunt Event” at Hill and discussed focusing on the campus but later they may consider looking at other areas in the Hill. Idea is to get the event out prior end of September provided staff receives all the information. Commission said that they would be getting updates on Sessions gravestone grant project and will update staff with required materials.
Housing Commission	9/10/21	Members discussed the FFY 2020 CAPER; reviewed and recommended approval of staff’s recommendation for CDBG Service Awards and the Rental Rehabilitation Program. Members also discussed HOME projects.
Community Main Street Design Committee	N/A	No regular meeting held in September 2021.
Parking Committee – Downtown and College Hill	N/A	Due to the decision to suspend parking fees, this meeting is cancelled until further notice.

LAND USE INQUIRIES AND PERMITTING

- 326 general inquiries, including walk-ins, and staff responses with information/assistance.
- 87 land use permits were issued.

OTHER PROJECTS FOR SEPTEMBER INCLUDED:

- Bike Plan update project is ongoing. Staff completed the public outreach phase of the project and is currently determining what the final map should look like based on public input.
- The Bicycle and Pedestrian Advisory Committee is in consideration to become an official board or commission. Staff is preparing information to present to Council on the matter.
- Downtown zoning code update under review at City Council. Public hearing on September 7. On September 20, second reading was deferred in order to provide time for more discussion at COW regarding parking.
- Resilience Plan draft under staff review.
- The Cedar River Recreation Project Bid.
- Ongoing effort to address enforcement of rental paving ordinance.
- Various enforcement actions related to zoning and rental code violations.

ECONOMIC DEVELOPMENT:

- Continue ongoing discussions with several companies on potential business expansion projects in the West Viking Road Industrial Park and Northern Cedar Falls Industrial Park.
- Continued coordination with consultant on design work for the expansion of the West Viking Road Industrial Park.
- Met with a business that is potentially looking to relocate and expand in the Cedar Falls Industrial Park.
- Participated in monthly call with IEDA and Quest Site Solutions in regards to Cedar Falls' application for the Certified Site Program.
- Met with representatives from the Cedar Falls Economic Development Corporation to discuss potential partnership and projects.
- Met with the City's engineering consultant and development team regarding a project in the City's industrial park.
- Did site visits and reviewed site plans for several projects nearing completion in the industrial park.
- Attended Good Morning Cedar Valley at the Waterloo Convention Center, hosted by Grow Cedar Valley.
- Met with an official from a local construction company about current/future projects in Cedar Falls.

CDBG

- Drafted program for improvement to rental properties serving low/moderate income persons and the Housing Commission recommended approval to City Council on the program.
- Work with INRCOG on administering the funds for projects and services agencies based on the recently updated Annual Action Plan.
- Continue to monitor sub-recipients of CARES ACT funds through the CDBG program.
- Work with INRCOG on creating the FYY 2020 CAPER Draft.

HOUSING CHOICE VOUCHER PROGRAM

Waiting List	388	Rent Subsidies (HAP payments)	\$99,617
New Applications Taken	16	Utility Payments	\$ 1,650
Units under Contract	206	Admin Fees	\$ 13,856
Initial Vouchers Issued	2		
Mover Vouchers Issued	0	Lease Up Goal	235
New Admissions	2		

Ongoing

- Completed update to the Administrative Plan, preparing to go to Commission.
- Scanning all files into system
- Added new landlords
- Issuing new vouchers/pulling from waitlist

ADD A DOLLAR REPORT

There were 9 applications received for utility assistance in September. We paid out \$2,386.79 in utilities payments for an average of \$265.20 per household. There was a balance of \$29,328.77 as of September 30, 2021.

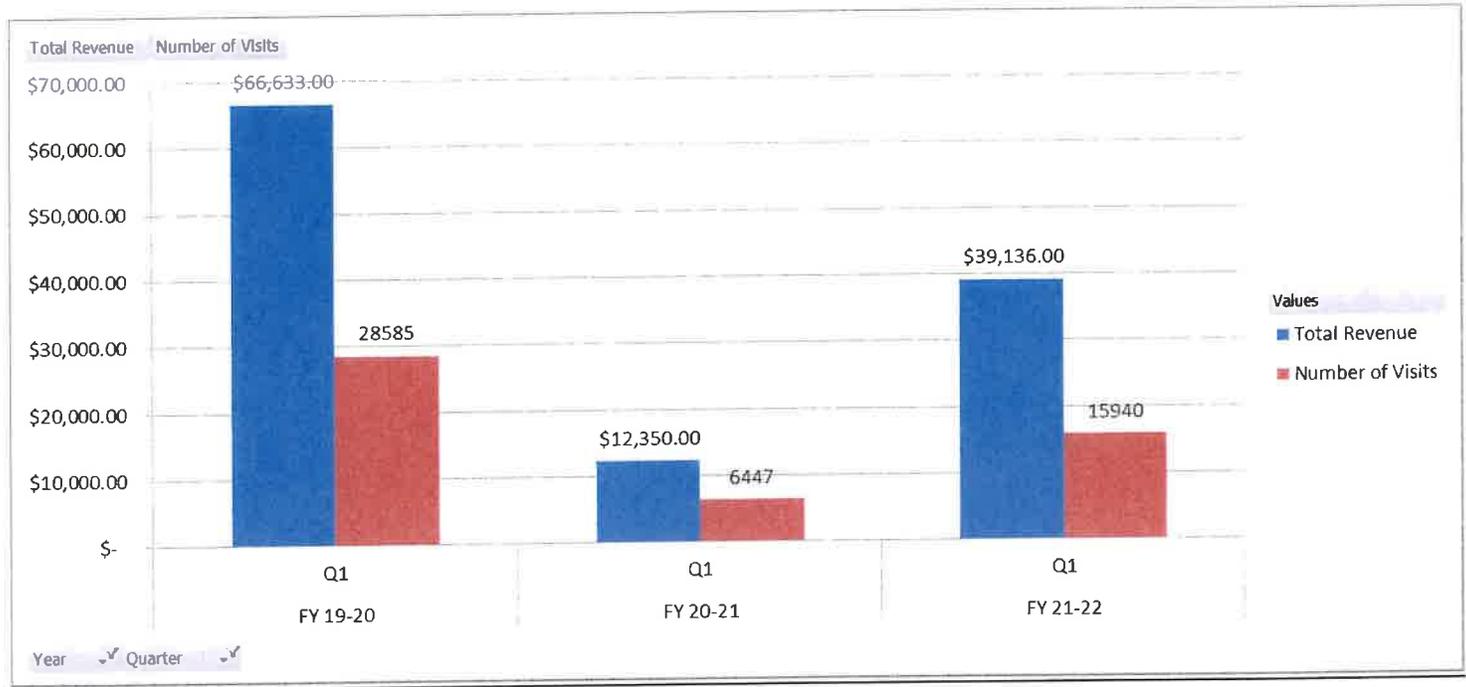
Recreation & Community Programs September Report 2021



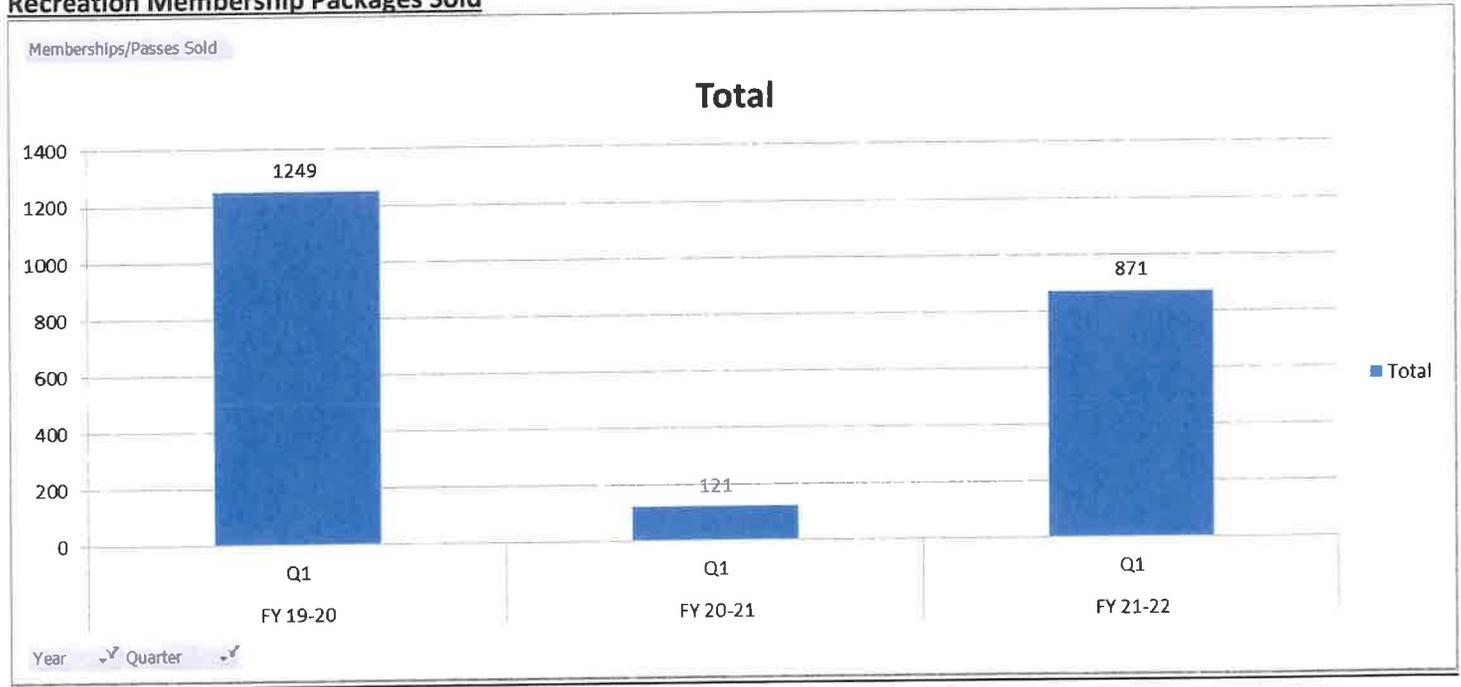
Sincerely,

J.J. Lillibridge
Recreation and Community Programs Manager

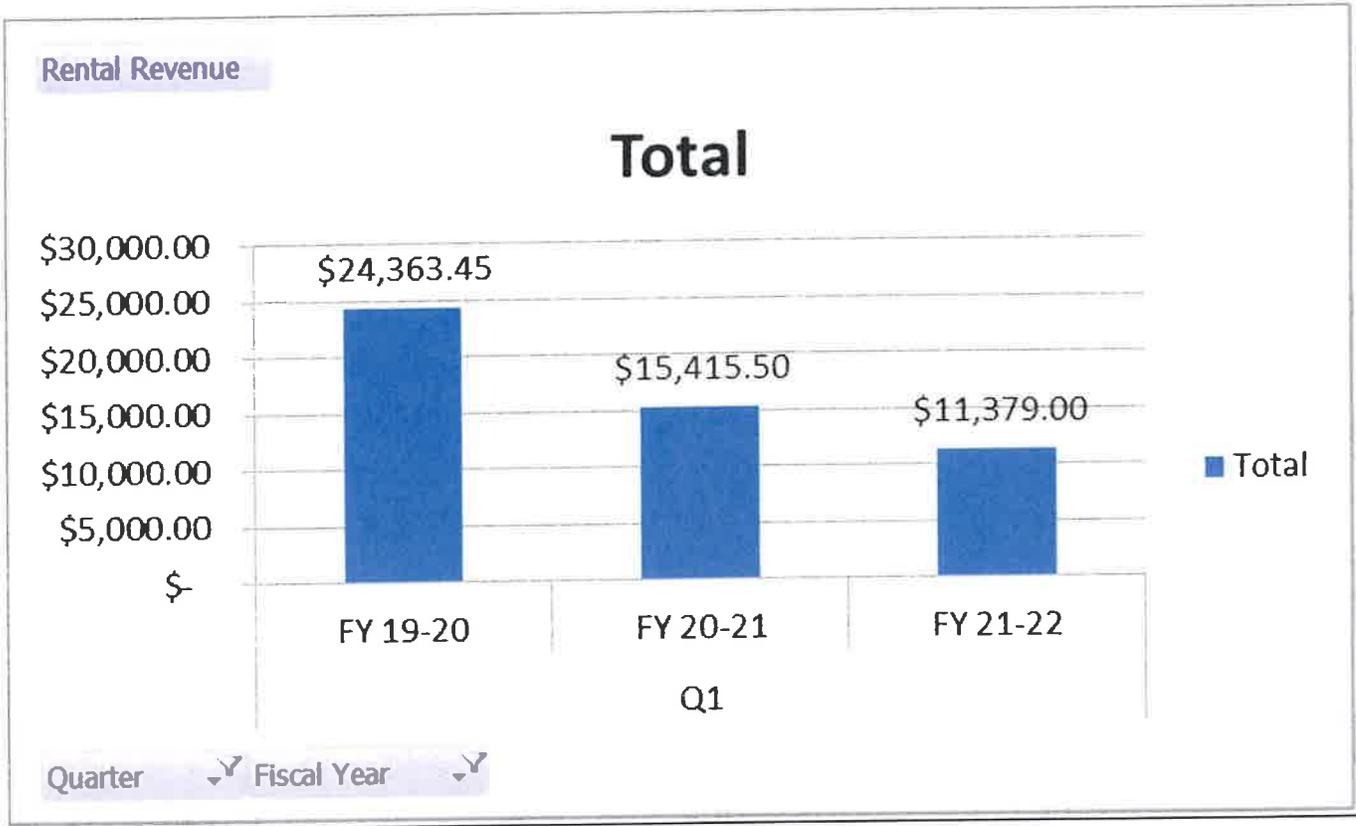
Recreation Center Revenue & Visits



Recreation Membership Packages Sold



Rental Revenue

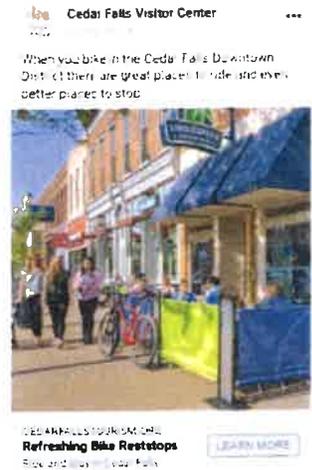


	Prev. Month	This Month	Last Year
	August	September	2020
Recreation Programs/Services			
Fitness Classes Offered	153	170	68
Fitness Class Attendance	1382	1529	326
Personal Training Sessions	78	98	31
Massages	57	48	28.5
Youth Volleyball 3rd & 4th Grade	0	96	48
Youth Volleyball 5th & 6th Grade	0	96	48
Flag Football 1st & 2nd Grade	0	1925	1056
Flag Football 3rd & 4th grade	0	2825	1320
Flag Football 5th & 6th Grade	0	1562.5	924
Adult Kickball	96	480	312
Fall Softball Men	0	240	384
Fall Softball Mix	0	48	128
Bags @ RPP	80	32	0
TNT Tumbling	0	98	0
Swim Passes Sold (Winter)	26	22	13
Open Rec Swim/Lap Swim Numbers	239	536	305
Aquatic Program Usage	0	829	551
Ballfield Rental Revenue Hours	221	163.5	200.5
Rentals	22	24	67
Park Tickets Lost Island	35	0	0

CEDAR FALLS TOURISM & VISITORS BUREAU Monthly Report - September 2021



- Hosted 2 conferences in September and sales staff secured 2 future meetings/conferences. *Meetings*
- Sales staff sent 4 proposals and generated 7 new leads for meetings/conferences. *Meetings*
- A fall themed digital advertising campaign is underway through Oct. *Leisure*
- We promoted Cedar Falls fall events on Iowa News Now (CBS) morning news. *Leisure*
- Work is underway on the 2022 Cedar Falls / Waterloo Visitor Guide. *Leisure/Collaboration*
- Hosted Rock the Lot tailgate Kickoff to UNI Football season in partnership with UNI/Panther Sports Network. *Leisure/Collaboration*
- Served as a judge for Artapalooza. *Leisure/Collaboration*
- Volunteered at Cedar Valley Sports Commission Golf Outing. *Sports/Collaboration*
- We published Hospitality Highlights newsletter x4 and Notify Me posts x5. *Collaboration*
- Spoke to Rotary Club of Cedar Falls. *Collaboration*
- Staff attended Upper Midwest Convention & Visitors Bureau Conference. *Asset Development*
- Attended 2 volunteer fairs and have one regular UNI student volunteer each week. *Asset Development*
- Staff continues training on CivicRec, the new program we will use for visitor center sales. *Asset Development*



**Items in italics refer to the relevant section of the Tourism & Visitors Bureau Strategic Plan.*

	September 2021	August 2021 (last month)	September 2020 (last year)
Visitor Center Traffic	573	608	404
Cedarfallstourism.org Users	8,928	7,481	5,879
CedarValley365.com Users	1,294	1,250	1,539
Facebook - Visitor Center	9,099	9,065	8,852
Instagram	2,082	2,065	1,785
LinkedIn – B2B audience	324	322	n/a
Facebook – B2B audience	559	551	n/a
Digital Ad Campaign Impressions	576,912	428,601	n/a
Visitor Guide Distribution	1,281	1,135	3,606
Volunteer Hours	47	63.5	18

Respectfully Submitted,

Jennifer Pickar

Jennifer Pickar, Tourism and Cultural Programs Manager

CEDAR FALLS CULTURAL PROGRAMS

Monthly Report | September 2021



- A contract with artist Sujin Lim was approved by the Art and Culture Board for the River Place Plaza. The contract for the project will be included in council packets for the Oct. 18 meeting. The project is set for installation in late summer 2022.
- The Hearst applied for \$20,000 of grant funding for marketing support through the Iowa Arts Council's Arts Marketing Grant. The grant was released on Sept. 24; awards will be announced on October 22.
- The Hearst applied for \$100,000 in federal funding through the National Endowment of the Arts – American Rescue Plan Grants to Organizations. Award notifications should be made before the end of December.
- Staff continued to work on Civic Rec implementation and attend training meetings.
- Staff continued to develop the Hearst's annual fundraising campaign, which was approved by Friends of the Hearst at their September meeting. The campaign will launch in late October.
- A successful indoor/outdoor exhibition reception and book signing was held with artist Gary Kelly. The event also featured live music with local musician and artist Scott Hudson.
- The Hearst hosted two "Author's Festival" events, a book talk & musical performance, an evening with the Songbook trio, Final Thursday Readers Series/open mic, a lunchtime concert with the UNI School of Music, and a Red Herring Readers Theater production, all in September. Offering were a mix of indoor and outdoor programs.
- Curator Emily Drennan worked closely with four artists and the Meskwaki Cultural Center to obtain artworks for two new exhibitions, both featuring artwork by Meskwaki artists: Duane Slick, Mary Young Bear, Dazegon Kapayou, and Elleh Driscoll.
- Our collaboration with the UNI Art Education program kicked off in September. This partnerships places UNI Art Ed students in our classrooms as assistants as part of their coursework.
- The Hearst installed a new donations kiosk in the lobby for program-specific fundraising.
- A new raku kiln was purchased to allow for new classes and outdoor firings this spring.
- Saturday morning classes kicked off in September: we host 9 separate youth offerings. This is in addition to 4 monthly "messy morning" offerings, and our general youth and adult classes.
- Staff met with reporters from the *Courier* and Channel 15 to provide interviews on upcoming exhibitions, programs, and to share about a recent publication project.



Return shipment of artwork to Syracuse | Ch15 filming at the Hearst | Ruth Suckow Memorial Assoc. Annual Meeting
Former (Mary Huber) and current (Stephanie Sheetz) staff enjoying a public reception | Book signing with local artist

Hearst Center Usage Statistics	Last Month	This Month	Last Year
	August FY22	Sept FY22	Sept FY21
In-Person and Virtual Attendance*	1474	1712	1376
Off-site Ed/Outreach Encounters	1/134	0/0	0/0
Public Programs Offered**	6	7	6
Exhibition walk-in Viewers	232	278	215
Classes/Workshops Offered***	2	19	5
Rentals/Birthday Parties	0/0	0/0	0/0
Volunteers/# of Hours	2/6	7/21	2/8.75
Facebook Views	35628	38103	31401
Facebook Followers	2237	2561	2254
Instagram Followers	940	942	564
Ads, videos, press releases, articles	2	3	2
Friends Members/new or renewed	271/28	2/285	272/6

*includes door counter, estimated garden attendance, and virtual program attendance. Does NOT include views of recorded material; **includes on-site and virtual programs; ***includes themed take-home kits and virtual classes/workshops

Respectfully submitted,

Heather Skeens, Cultural Programs Supervisor

**ENGINEERING DIVISION
PROJECT MONTHLY REPORT - SEPTEMBER 2021**

Item 14.

Type	Project No.	Project	Description	Status	Budget	Contractor/ Developer
Streets	RC-000-3185	2020 Street Construction	Street Repair	Final Out Remains	\$3,385,340.30	Engineering Division PCI
Streets	RC-000-3272	2021 Street Construction	Street Repair	Construction Underway	\$4,030,000.00	Engineering Division PCI
Streets	RC-000-3171	Cedar Heights Drive Reconstruction	Street Repair	Construction Underway	\$6,000,000	Snyder
Flood	FL-033-3088	Cedar River Safety & Recreation	Recreation	Design	\$50,000	Engineering Division
Streets	SY-000-3009	Highway 58 Corridor Study	Study and Design Greenhill Road to HWY 20	Report Complete	\$2,500,000	IDOT/AECOM Engineering Division
Streets	RC-000-1963	W. 1st Street Reconstruction	Reconstruction	Construction Underway	\$6,500,000	Engineering Division Snyder & Associates
Bridge	BR-106-3215	Olive Street Box Culvert	Box Culvert	Design	\$1,160,000	AECOM
Streets	MC-000-3206	Center Street Street Scope	Recon	Design	TBD	Engineering Division Foth
Storm Water	ST-077-3146	Clay Street Park	Storm Water	Final Out Remains	\$273,000	Snyder/Foth/ Benton's S&G
Storm Water	ST-115-3147	University Ave Biocell	Storm Water	Design	\$108,647	Engineering Division
Streets	RC-000-3242	Downtown Street-Scape & Reconstruction Phase II	Reconstruction	Construction Underway	\$2,450,000	Snyder K. Cunningham
Storm Water	ST-000-3225	2020 Permeable Alley	Storm Water	Final Out Remains	\$2,291,000	Engineering Division Benton's
Streets	RC-059-3196	12th Street and Walnut	Reconstruction	Final Out Remians	\$1,019,448	Engineering Division PCI
Streets	SY-000-3229	27th Street Improvements	Reconstruction	Design	TBD	Engineering Division
Sidewalk	SW-000-3223	2021 Sidewalk Infill and Trails	Sidewalks & Trails	Construction Underway	TBD	Engineering Division
Sidewalk	RT-000-3217	2021 CDBG INFILLS	Trails	Construction Underway	TBD	Snyder
Streets	RC-362-3212	W. Viking Industrial Park & Viking Road	Reconstruction	Design	TBD	Snyder
Stabilization	MC-091-3218	Mandalay Slope Stabilization	Slope Stabilization	Punch List Remains	TBD	Snyder
Sanitary	SA-002-3182	Oak Park Sanitary Sewer	Sanitary Sewer	Design	TBD	Water Reclamation/ Snyder
Streets	SC-000-3234	2020 Seal Coat	Street Repair	Final Out Remains	\$250,000	Engineering Division
Streets	SC-000-3272	2021 Seal Coat	Street Repair	Design	\$150,000	Engineering Division
Streets	RC-293-3172	Ridgeway Avenue	Street Repair	Complete	\$1,862,134	Engineering Division PCI
Parking	TBD	College Hill Parking	Resurfacing	Preliminary Design	TBD	Engineering Division
Streets	RC-173-3228	Greenhill Road & South Main Intersection Improvements	Reconstruction	Design	TBD	Shive Hattery
Streets	RS-000-3243	2020 CFU Street Patching Project	Street and Sidewalk Repair	Completed	\$367,039	Engineering Division/CFU

**ENGINEERING DIVISION
SUBDIVISION MONTHLY REPORT - SEPTEMBER 2021**

Project No.	Project Title	Description	Status	Budget	Contractor/ Developer
SU-442-3165	Autumn Ridge 10th Addition	New Subdivision	Construction Underway	-----	BNKD Inc./CGA
SU-413-3199	Terraces at West Glen, New Aldea West Campus	New Subdivision	Construction Underway	-----	New Aldea/Fehr Graham
SU-454-3257	Wild Horse 5th Addition	New Subdivision	Construction Underway	-----	CGA
SU-445-3021	Greenhill Village Estates	New Subdivision	Final Out Remains	-----	Nelson Construction & Development
MC-000-3011	River Place Addition	New Subdivision	Final Out Remains	-----	Kittrell/AECOM
SU-330-3151	Arbors Fourth Addition	New Subdivision	Maintenance Bond	-----	Skogman/CGA
SU-442-3121	Autumn Ridge 8th Addition	New Subdivision	Maintenance Bond	-----	BNKD Inc. Shoff Engineering
SU-282-1904	Gateway Business Park	New Subdivision	Maintenance Bond	-----	Shive Hattery Baker Construction
SU-345-3186	Park Ridge Estates	New Subdivision	Maintenance Bond	-----	Brian Wingert CGA
SU-379-3207	Pheasant Hollow 7th Addition	New Subdivision	Maintenance Bond	-----	CGA
SU-197-3134	Prairie Winds 4th Addition	New Subdivision	Maintenance Bond	-----	Brian Wingert CGA
SU-168-3187	Prairie Winds 5th Addition	New Subdivision	Maintenance Bond	-----	Brian Wingert CGA
SU-173-3138	Sands Addition	New Subdivision	Maintenance Bond	-----	Jim Sands/VJ
SU-217-3193	Western Homes 9th Addition	New Subdivision	Maintenance Bond	-----	Claassen/Western Homes
SU-445-3020	Wild Horse 4th Addition	New Subdivision	Maintenance Bond	-----	Skogman/CGA
SU-440-3239	Autumn Ridge 9th Addition	New Subdivision	Preliminary Plat	-----	CGA
SU-184-3160	Greenhill Village Townhomes II	New Subdivision	Preliminary Plat	-----	Panther Farms/CGA
SU-182-5722	Panther West - 1st Addition	New Subdivision	Preliminary Plat	-----	Panther Farms/CGA
TBD	West Fork Crossings	New Subdivision	Preliminary Plat	-----	ISG
TBD	West Village Townhomes	New Subdivision	Preliminary Plat	-----	Panther Farms/CGA

**ENGINEERING DIVISION
COMMERCIAL CONSTRUCTION MONTHLY REPORT - SEPTEMBER 2021**

<i>Project</i>	<i>Description</i>	<i>SWPPP Status</i>	<i>Detention Calcs Status</i>	<i>Developer/ Engineer</i>	<i>Project Status</i>
918 Viking Road	918 Viking Road	Under Review	Approved	Final Out Remains	Active
Creekside Condos	-----	Under Review	Under Review	Fehr Graham Engineering	Under Review
Ridge Development Dupaco CCU	126 Brandilynn Blvd	Approved	Approved	CGA	Active
River Rec Area and Bank Improvements	-----	Under Review	Under Review	City of Cedar Falls	Under Review
Strickler Properties Development Drive Warehouse	Development Drive	Approved	Approved	CGA	Active
Trinity Bible Church Addition	125 Orchard Drive	Approved	Approved	VJ Engineering	Active
Willow Falls Addition	Bluegrass Circle	Under Construction	Approved	VJ Engineering Brent Dahlstrom	Active
Tidal Wave	416 Brandilynn	Approved	Approved	MMS	Completed
Prairie Life Storage Center	1600 Development Drive	Approved	Approved	Fehr Graham Engineering	Completed
Greenhill Village Estates	4705 Algonquin Drive	Approved	Approved	Axiom	Active
Aldi's Grocery Store	Brandilynn Boulevard	Approved	Approved	Fehr Graham Engineering	Active

Department of Public Works

Operations and Maintenance Division

Monthly Report for September 2021

Streets Section:

- Performed concrete panel replacement at the Falls Aquatic Center parking lot
- Prepped roadways for contractor seal coat operations
- Performed several utility cut repairs
- Inspected and cleaned storm water intakes as part of the NPDES requirements.
- Corrected drainage issues on Magnolia Drive and in the area of Eagle Ridge & 1st St.

Traffic Operations:

- 105 traffic control signs were repaired or replaced
- 21 upgrades were made to signalized intersections
- Performed 18 One Call locates at signalized intersections
- Created new timing plan for Hudson Rd & Viking signalized intersection due to heavy traffic during Target Distribution shift change
- Maintained outdoor emergency sirens

Fleet Maintenance:

- 1,094 transactions were recorded through the City's fuel dispensing sites
- Used 14,574 gallons of fuel (6,421 ethanol, 8,153 diesel)
- 131 work orders were processed through the fleet section for the month
- Preparing snow removal equipment for winter use

Public Buildings:

- Upgraded HVAC controller for Public Works facility
- Repaired several exterior concrete trip hazards around public buildings
- Annual inspections were completed on public building fire alarm systems

Parks:

- Installed memorial benches - 2 at Sturgis Park and 1 at Pfeiffer Park
- Regraded and added sand at Big Woods Lake kayak launch
- Installed sidewalk from Vets Park shelter to the south parking lot
- Planted memorial tree at Lookout Park
- Fertilized areas of parks impacted by the army worm infestation

Cemetery:

- Performed seventeen (17) interments – Three (3) Saturday services
- Three (3) spaces sold in Greenwood Cemetery, one (1) in Fairview, seven (7) in Hillside Cemetery

Refuse:

- 689 tons of residential solid waste was collected. Total of 720 three yard container dumps were recorded. Crews responded to 111 residential bulk item collections
- Crews collected 109 tons of yard waste from curbside cart collection
- The Transfer Station hauled 78 loads of solid waste to the Black Hawk County Landfill totaling 1,129 tons.
- A total of 120 tons of household recyclable material was collected during the month
- 46 tons of scrap, tires, appliances and electronic recyclables was collected.

DEPARTMENT OF PUBLIC WORKS
WATER RECLAMATION / SEWER DIVISION
MONTHLY REPORT - SEPTEMBER 2021

PLANT OPERATIONS

Plant performance was very good for the month of September. All permit requirements were met.

PROJECTS

The USEPA and IDNR require cities to explore what options are available to reduce the mass of nitrogen and phosphorus discharged to waterways. Staff has worked with our consulting firm, Black and Veatch, to finalize a strategy to submit to the IDNR for the strategy the City will use to achieve nutrient reductions. The plan was presented to council in September and the final version will be submitted to IDNR in October.

BIOSOLIDS

We were able to process 412,000 gallons of material, 256,000 of which was hauled out in liquid form and the remainder treated through our belt filter presses.

A total of 63.7 tons of sand and grit were hauled out of the plant to the landfill in September.

SEWER CALLS AND SERVICE

We received 671 sewer locate requests from the Iowa One Call system, 137 of which were pertinent and required markings by our field staff.

There were no sanitary sewer calls received in September and three after-hours lift station calls in September. The calls at lift stations were all minor issues and resolved quickly.

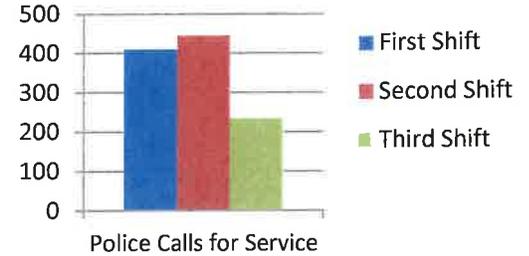
We were able to hydro-clean a total of 27,870 feet (5.3 miles) of sanitary sewer lines this month. Our annual total is at 24 miles of the goal of at least 40 miles cleaned.

Closed circuit television inspections of sanitary and storm sewer lines were conducted totaling 300 feet.

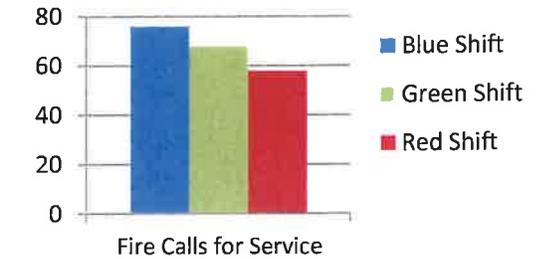
**DEPARTMENT OF PUBLIC SAFETY
MONTHLY REPORT
SEPTEMBER 2021**

CEDAR FALLS POLICE

<u>Police Statistics</u>	First Shift	Second Shift	Third Shift
Calls for Service	411	446	236
Traffic Stops	101	183	99
Arrests	7	18	16
Accidents	31	55	5

**CEDAR FALLS FIRE**

<u>Fire Statistics</u>	Blue Shift	Green Shift	Red Shift
Calls for Service	76	68	58
Fire	4	2	1
Rescue/Medical	50	47	42
Service Call	2	9	4
Good Intent	7	5	8
False Alarm/Call	10	3	3
Hazardous Condition	3	2	0

**POLICE CALLS FOR SERVICE**

Type of Incident (Monthly)	Jan '21	Feb '21	Mar '21	Apr '21	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21
Group A Serious Crimes	82	116	147	103	110	79	127	113	94			
Group B Other Crimes	44	53	89	80	52	48	55	40	22			
Traffic Accidents	91	169	59	61	69	92	68	70	91			
Other Calls	1645	1262	1393	1448	1362	1432	1432	1461	1236			
CFS Totals	1862	1600	1688	1692	1593	1651	1682	1684	1443			

Type of Incident (per year)	2013	2014	2015	2016	2017	2018	2019	2020	2021
Group A Serious Crimes	1366	1570	1468	1469	1702	1467	1437	1407	
Group B Other Crimes	763	620	674	579	613	683	661	565	
Traffic Accidents	782	708	734	790	720	774	613	228	
Other Calls	18,958	15,421	13,828	12,573	13,244	13,936	14,819	14,590	
CFS Totals	21,869	18,319	16,704	15,411	16,279	16,860	17,530	16,790	

FIRE RESCUE CALLS FOR SERVICE

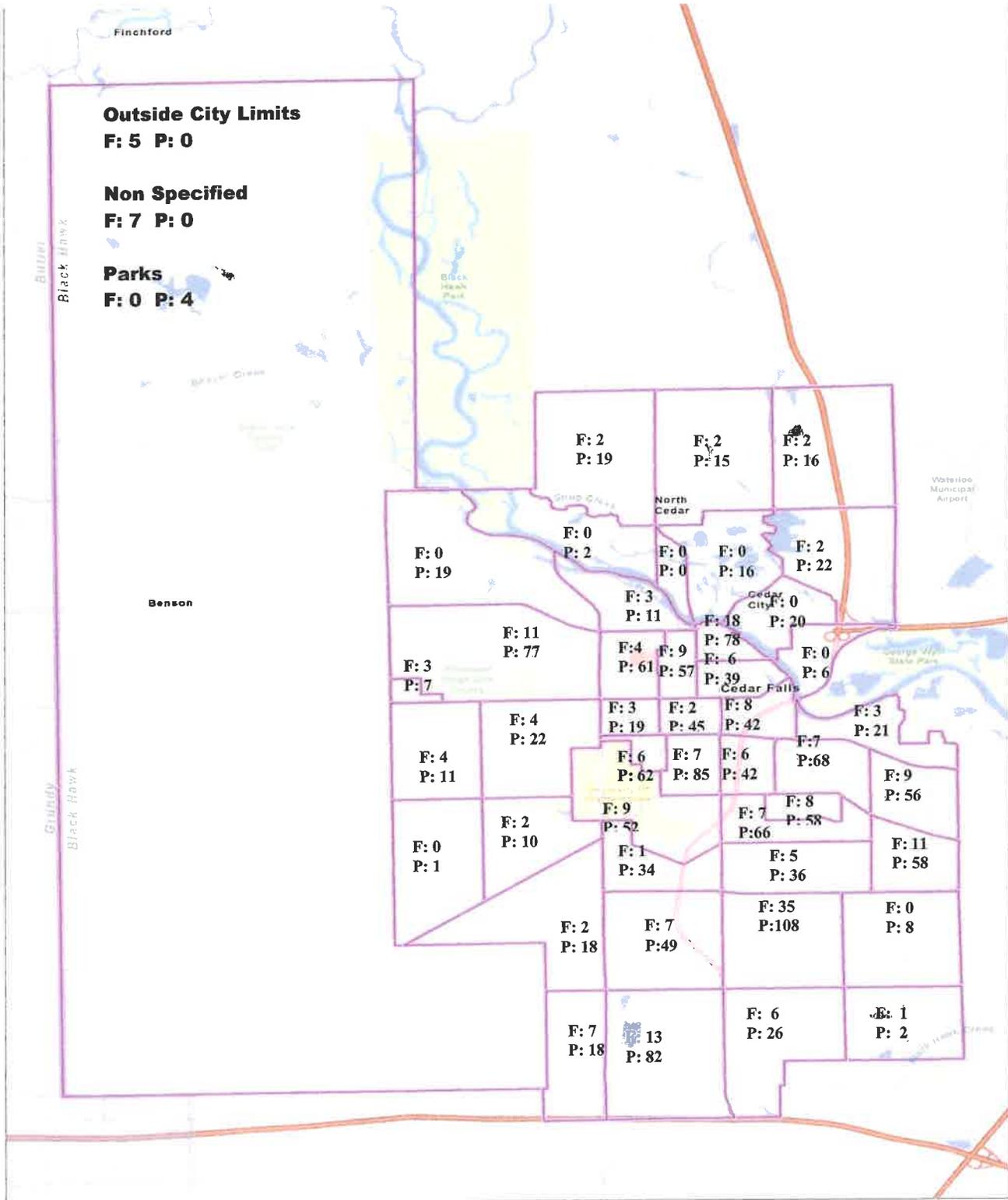
Type of Incident (Monthly)	Jan '21	Feb '21	Mar '21	Apr '21	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21
Medical & Rescue	124	105	113	104	122	133	137	151	139			
Cancelled, False Alarms, Good Intent	41	29	35	25	41	44	42	44	36			
Fire, Heat, Hazard, Weather Related & Other	20	22	22	32	35	27	27	28	27			
Totals	185	156	170	161	198	204	206	223	202			

Type of Incident (per year)	2013	2014	2015	2016	2017	2018	2019	2020	2021
Non-Medical CFS	1052	948	840	911	900	772	841	783	
Rescue / EMS Related	1049	1051	1367	1570	1437	1022	1272	1328	
Totals	2101	1999	2207	2481	2337	1794	2113	2111	

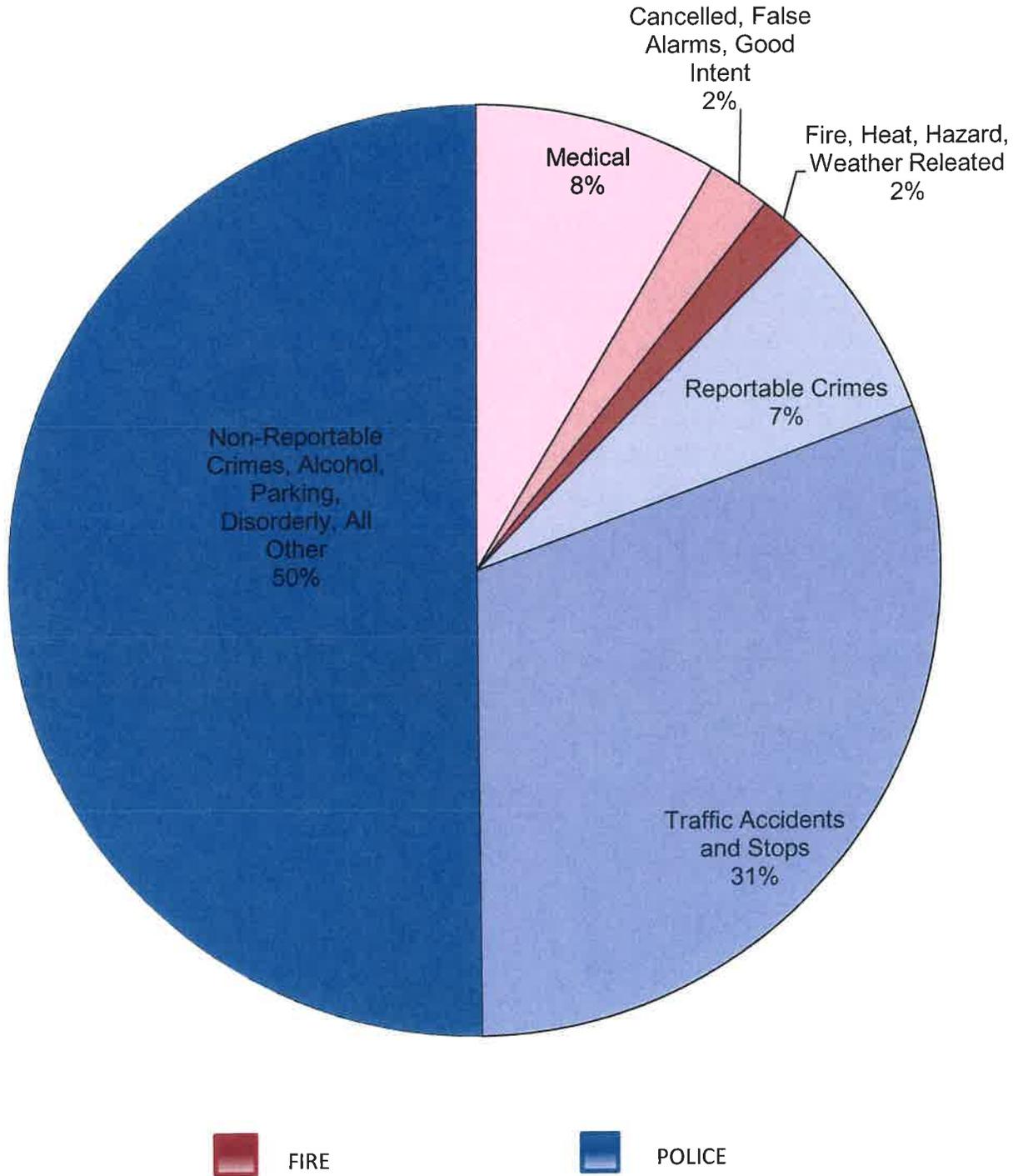
POLICE STATISTICS:

	<u>September 2021</u>	<u>Total 2021</u>
Group A Crimes		
Kidnapping/Abduction	0	1
Forcible Rape/Sodomy/Fondling	1	26
Robbery	4	5
Assault	10	99
Arson	0	1
Extortion/Blackmail	0	4
Burglary/B&E	5	83
Theft	43	405
Motor Vehicle Theft	2	26
Counterfeit/Forgery	4	34
Fraud	3	69
Embezzlement	0	1
Stolen Property	0	8
Vandalism	11	98
Drug Offenses	5	97
Porno/Obscene Material	2	3
Op/Pro/Asst. Gambling	0	1
Weapon Law Violation	4	12
Group B Crimes		
Bad Checks	0	0
Disorderly Conduct	3	28
Driving Under Influence	3	85
Drunkenness	7	114
Non-Violent Family Offense	0	3
Liquor Law Violation	1	28
Runaway	0	12
Trespassing	4	20
All Other Offenses	4	193
Group A Total:	94	971
Group B Total:	22	483
Total Reported Crimes:	116	1,454
Traffic Accidents		
Fatality	0	0
Personal Injury	0	9
Hit and Run	0	22
Property Damage	91	297
Parked Vehicle	0	1
Total reported Accidents	0	329
Driving Offenses		
Driving While License Barred	1	4
Driving While Denied/Cancelled/Suspended/Revoked	0	6
Eluding	0	10
Total Driving Offenses	1	20
Alcohol/Tobacco Violations	0	103
Calls for Service	1,443	14,895
Total Arrests	47	632

Cedar Falls Public Safety Grid Map



Cedar Falls Public Safety Experience Survey (September)





DEPARTMENT OF FINANCE & BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

MEMORANDUM
Financial Services Division

TO: Honorable Mayor Robert M. Green and City Council Members
FROM: Lisa Roeding, Controller/City Treasurer
DATE: [October 25, 2021](#)
SUBJECT: [FY2021](#) City Street Financial Report

Attached for your review is the State required [FY2021](#) City Street Financial Report for the City of Cedar Falls. The report is based on actual [FY2021](#) revenues and expenditures relative to various aspects of street operations, maintenance, construction, and debt service. Iowa Code Section 312.14 requires all cities to submit the Street Financial Report (SFR) to the Iowa Department of Transportation (DOT) by December 1 of each year. Failure to submit the report may cause delay or suspension of future State payments of Road Use Tax Funds to the City of Cedar Falls.

If you should have any questions, please contact me. Thank you.

Attachment

CC: Jennifer Rodenbeck, Director Finance & Business Operations



City Street Finance Report

Fiscal Year Item 15.

Bureau of Local Systems
Ames, IA 50010

Cedar Falls
10/25/2021 4:14:00 PM

Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		\$1,045,263					\$1,045,263
Benefits - Roads/Streets		\$428,872					\$428,872
Training & Dues		\$8,669					\$8,669
Building & Grounds Maint. & Repair		\$480					\$480
Road Beautification		\$1,578					\$1,578
Vehicle & Office Equip Operation and Repair		\$66					\$66
Operational Equipment Repair		\$85					\$85
Other Utilities		\$2,136					\$2,136
Engineering			\$636,557		\$378,378	\$103,341	\$1,118,276
Insurance		\$36,890					\$36,890
Janitorial		\$6,856					\$6,856
Payments to othe agencies			\$3,863,245				\$3,863,245
Rents & Leases		\$70					\$70
Street Maintenance Expense		\$123,677					\$123,677
Technology Expense		\$84,680					\$84,680
Other Professional Services		\$415	\$600		\$3,584		\$4,599
Other Contract Services		\$1,500					\$1,500



City Street Finance Report

Fiscal Year Item 15.

Bureau of Local Systems
Ames, IA 50010

Cedar Falls
10/25/2021 4:14:00 PM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Minor Equipment Purchases		\$13,191					\$13,191
Office Supplies		\$200					\$200
Operating Supplies		\$129,100					\$129,100
Postage & Safety		\$4,316					\$4,316
Other Supplies		\$3,148					\$3,148
Heavy Equipment		\$338,600					\$338,600
Other Capital Equipment		\$59,624					\$59,624
Right-of-Way					\$230,999	\$5,405	\$236,404
Bridges & Culverts		\$211,906				\$99,984	\$311,890
Storm Drainage						\$158,297	\$158,297
Street - Preservation		\$386,565	\$3,320,386		\$337,141		\$4,044,092
Street - Safety/ Environment			\$16,393			\$221,338	\$237,731
Principal Payment				\$343,990			\$343,990
Interest Payment				\$93,265			\$93,265
Transfer Out		\$197,901	\$891,102				\$1,089,003
Traffic Control/Safety		\$533,709					\$533,709
Snow Removal		\$733,523					\$733,523
Depreciation & Building Utilities		\$40,339					\$40,339
Accounting/Recording		\$198,910					\$198,910



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year Item 15.

Cedar Falls
10/25/2021 4:14:00 PM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Street Cleaning		\$25,687				\$276,808	\$302,495
Total		\$4,617,956	\$8,728,283	\$437,255	\$950,102	\$865,173	\$15,598,769



City Street Finance Report

Fiscal Year Item 15.

Bureau of Local Systems
Ames, IA 50010

Cedar Falls
10/25/2021 4:14:00 PM

Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$0		\$0	\$437,255			\$437,255
TIF Revenues			\$1,057,742				\$1,057,742
Other Taxes (Hotel, LOST)			\$6,007,690				\$6,007,690
Interest			\$195,942				\$195,942
Federal Grants			\$48,750		\$208,982		\$257,732
State Revenues - Road Use Taxes		\$5,879,631					\$5,879,631
Charges/fees		\$12,048				\$322,555	\$334,603
Contributions		\$5,369	\$1,780,465		\$69,082	\$94,717	\$1,949,633
Sale of Property & Merchandise		\$10,607					\$10,607
Sale of Assests		\$7,400					\$7,400
Proceeds from Debt					\$1,245,000		\$1,245,000
Transfer In		\$17,443			\$623,659	\$447,901	\$1,089,003
Total	\$0	\$5,932,498	\$9,090,589	\$437,255	\$2,146,723	\$865,173	\$18,472,238



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year Item 15.

Cedar Falls
10/25/2021 4:14:00 PM

Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
GO Bond 2018	\$2,420,000	\$255,000	\$110,850	\$111,719	\$48,565	\$2,165,000
GO Bond 2016	\$1,665,000	\$265,000	\$33,300	\$185,084	\$23,258	\$1,400,000
GO Bond 2020	\$3,430,000	\$130,000	\$59,072	\$47,187	\$21,442	\$3,300,000



City Street Finance Report

Fiscal Year Item 15.

Bureau of Local Systems
Ames, IA 50010

Cedar Falls
10/25/2021 4:14:00 PM

Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
F350 Ford 1-Ton Utility / Service Body	2001	Purchased	\$18,593	No Change
International Truck 7400	2019	Purchased	\$150,299	No Change
Warnco Arrowboard	2008	Purchased	\$15,000	No Change
2-Ton Freightliner Dump Truck	2010	Purchased	\$121,439	No Change
Sign Truck Ford	2007	Purchased	\$34,740	No Change
Sullair 185 DPQ Air Compressor	2008	Purchased	\$11,595	No Change
B&B Tilt Flatbed Trailer	2005	Purchased	\$11,600	No Change
Dura Patch Hot Patch	2007	Purchased	\$57,000	No Change
Vactron VAC394	2007	Purchased	\$37,490	No Change
Vari-Tech Brine Trailer	2007	Purchased	\$4,670	No Change
Vari-Tech Brine Trailer	2007	Purchased	\$4,670	No Change
Trafcon Arrowboard	2007	Purchased	\$15,000	Sold
2-ton International Dump Truck	1998	Purchased	\$71,927	No Change
Wacker Asphalt Roller	2007	Purchased	\$32,000	No Change
Elgin Pelican Street Sweeper	2007	Purchased	\$107,000	No Change
Target Pro 66 Concrete Saw	2005	Purchased	\$16,100	No Change
Concrete Crack Saw	1996	Purchased	\$6,999	No Change
1-ton Ford Dump Truck	1999	Purchased	\$23,265	No Change
1-ton Ford Dump Truck	2000	Purchased	\$23,265	No Change
2-ton Freightliner Dump Truck	2002	Purchased	\$69,920	No Change
2-ton Sterling Dump Truck	2003	Purchased	\$66,075	No Change



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Description	Model Year	Usage Type	Cost	Purchased Status
2-ton Sterling Dump Truck	2003	Purchased	\$66,075	No Change
2-ton Sterling Dump Truck	2005	Purchased	\$45,435	No Change
Freightliner M2106 Elgin Crosswind	2014	Purchased	\$191,550	No Change
Ford Street Flusher	1983	Purchased	\$20,980	No Change
2-ton Friehtliner dump truck w/plow/box sander PW03158	2016	Purchased	\$139,759	No Change
1-ton Dump Truck	2005	Purchased	\$23,960	No Change
1-ton Dump Truck	2004	Purchased	\$23,763	No Change
Crack Sealer / Compressor (PW003196)	2019	Purchased	\$72,839	No Change
1-Ton Ford F550 Dump Truck	2020	Purchased	\$88,513	No Change
End Loader - John Deere 544L	2019	Purchased	\$152,500	No Change
2-Ton International Dump Truck	2020	Purchased	\$158,248	No Change
Bobcat T4 Skidsteer S770	2018	Purchased	\$37,595	No Change
Hook Truck - Freightliner Chassis	1997	Purchased	\$9,100	No Change
John Deere 544E Loader	1989	Purchased	\$46,500	No Change
2-ton International Dump Truck	1992	Purchased	\$42,236	No Change
2-ton International Dump Truck	1992	Purchased	\$42,236	No Change
2-ton International Dump Truck	1992	Purchased	\$42,236	No Change
John Deere 544E Loader	1992	Purchased	\$69,100	No Change
John Deere 544H Loader	2002	Purchased	\$80,401	No Change
Pro Patch Hotpatch - Freightliner PW03126	2015	Purchased	\$126,557	No Change
John Deere 570A Grader	1986	Purchased	\$91,500	No Change
John Deere 310 Backhoe	1996	Purchased	\$28,400	No Change
John Deere 2355 Tractor-Mower	1989	Purchased	\$18,000	No Change



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Description	Model Year	Usage Type	Cost	Purchased Status
John Deere 672 Grader	2002	Purchased	\$131,806	No Change
Chevrolet Express 3500	2014	Purchased	\$26,800	No Change
2-ton Freightliner Dump Truck	2004	Purchased	\$46,525	No Change
Snow Pusher 10 ft.	2011	Purchased	\$3,333	No Change
Snow Pusher 10 ft.	2011	Purchased	\$3,333	No Change
Ford LCF; road line painting machine (6002)	2006	Purchased	\$65,500	No Change
2-ton Freightliner Dumptruck	2012	Purchased	\$127,824	No Change
International Truck 7400	2019	Purchased	\$150,229	No Change
Bobcat 18" Planer/ grinder	2018	Purchased	\$14,848	No Change
Ford F250 3/4 ton pick up	2018	Purchased	\$32,694	No Change
Freightliner 2-ton dump truck	2018	Purchased	\$155,040	No Change
Vermeer BC1500 Chipper	2010	Purchased	\$22,200	No Change
Ford F250 Pickup	2018	Purchased	\$36,907	No Change
Dura Tank 1000TT	2013	Purchased	\$23,794	No Change
Ford F550 Dump Truck	2017	Purchased	\$87,677	No Change
Ford F250	2017	Purchased	\$30,687	No Change
F350 Ford 1-Ton Dump Truck	2002	Purchased	\$22,593	No Change
Bobcat E351 Mini Excavator	2017	Purchased	\$52,536	No Change
Freightliner 108 w/plow/box/sander PW03130	2014	Purchased	\$130,107	No Change
Wanco Arrowboard	2012	Purchased	\$5,495	No Change
Ford F350 Truck	2010	Purchased	\$29,575	No Change
Chevrolet 1/2 ton Pickup	1998	Purchased	\$10,000	No Change
Freightliner 108 w/plow/box/sander PW03125	2014	Purchased	\$129,357	No Change



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Description	Model Year	Usage Type	Cost	Purchased Status
Ford F150 Pickup	2013	Purchased	\$26,506	No Change
Ford F550 Aerial Lift	2008	Purchased	\$82,533	No Change
Ford F150 Pickup	2013	Purchased	\$30,294	No Change
Mitsubishi Forklift	2002	Purchased	\$19,000	No Change
1-ton Dump Truck PW03127	2014	Purchased	\$49,854	No Change
F350 Ford 1-Ton Utility / Service Body	2006	Purchased	\$16,162	No Change
2-Ton Freightliner Dump Truck	2007	Purchased	\$52,839	No Change
John Deere 310 Backhoe	1995	Purchased	\$51,500	No Change
John Deere 544K Endloader	2011	Purchased	\$146,400	No Change
Snow Pusher 8 ft.	2011	Purchased	\$3,446	No Change
Wausau Snow Blower	2001	Purchased	\$63,000	No Change
TARCO Leaf Blower	2003	Purchased	\$22,597	No Change
Husqvarna Concrete Saw	2009	Purchased	\$21,680	No Change
Trafcon Arrowboard	2007	Purchased	\$15,000	Sold
SNOGO Blower	2008	Purchased	\$76,265	No Change
Minnich Dowel Drill	2010	Purchased	\$6,850	No Change
2-Ton International Dump Truck	2009	Purchased	\$108,220	No Change
2-Ton International Dump Truck	2010	Purchased	\$94,948	No Change
Cat Skid Steer 25782	2008	Purchased	\$27,200	No Change
Arrow Dorp Hammer Pavement Breaker	1982	Purchased	\$6,000	No Change
Cat M322 Excavator	2006	Purchased	\$178,977	No Change
2 Ton International Dump Truck	2007	Purchased	\$95,498	No Change
2 Ton International Dump Truck	2007	Purchased	\$95,498	No Change



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Description	Model Year	Usage Type	Cost	Purchased Status
F450 1 Ton Truck	2008	Purchased	\$47,501	No Change
John Deere 544J Endloader	2006	Purchased	\$127,655	No Change
Ford Super Duty F350	2021	Purchased	\$47,730	New
Freightliner Dump Truck w/plow	2020	Purchased	\$142,433	New
Solar Arrow Board	2020	Purchased	\$4,500	New
BEHNKE Tilt Trailer	2020	Purchased	\$6,525	New
MR Manhole Cutter	2020	Purchased	\$32,999	New
Peterbuilt 365 Dump Truck	2011	Purchased	\$85,000	New



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Street Projects

Project Description	Contract Price	Final Price	Contractor Name
100 Block Alley Reconstruction Project	\$284,821	\$305,644	Lodge Construction
2019 Street Reconstruction Project	\$5,099,891	\$5,711,475	Peterson Contractor, Inc.
Greenhill Road Extension Project	\$5,517,711	\$5,601,187	Peterson Contractor, Inc.
2019 Ridgeway Avenue Reconstruction Project	\$1,871,534	\$1,893,639	Peterson Contractor, Inc.
Walnut Street Bridge Replacement Project	\$772,901	\$772,901	Peterson Contractor, Inc.
2018 Street Reconstruction Project	\$4,907,333	\$4,907,333	Peterson Contractor, Inc.
Campus Street Bridge Project	\$347,260	\$376,962	Peterson Contractor, Inc.
Hwy 58/Viking Road Interchange Project	\$11,245,000	\$11,245,000	Iowa DOT



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Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$0	\$8,579,383	\$1,521,141	\$0	(\$702,440)	\$0	\$9,398,084
SubTotal Expenses (-)		\$4,420,055	\$7,837,181	\$437,255	\$950,102	\$865,173	\$14,509,766
Transfers Out (-)		\$197,901	\$891,102				\$1,089,003
Subtotal Revenues (+)	\$0	\$5,915,055	\$9,090,589	\$437,255	\$1,523,064	\$417,272	\$17,383,235
Transfers In (+)		\$17,443			\$623,659	\$447,901	\$1,089,003
Ending Balance	\$0	\$9,893,925	\$1,883,447	\$0	\$494,181	\$0	\$12,271,553

Resolution Number: N/A (optional)

Execution Date: Monday, November 1, 2021

Signature: Lisa Roeding, Controller/City Treasurer



ADMINISTRATION

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

MEMORANDUM

TO: Honorable Mayor Robert M. Green and City Council
FROM: Shane Graham, Economic Development Coordinator
DATE: October 20, 2021
SUBJECT: FY22 Report by College Hill Partnership

As you may recall, starting in FY09 we signed formal agreements with those outside agencies that receive funding from the City of Cedar Falls. As part of those agreements, these agencies were required to submit reports and documentation on how those funds were used.

Attached is the bi-annual report for FY22 filed by College Hill Partnership. The first ½ payment for their SSMID funding and the first ½ payment for their economic development grant are therefore listed on the council bills to be processed.

If you have any questions, please feel free to let me know.

xc: Jennifer Rodenbeck, Director of Finance and Business Operations
Pat Freese, Finance Clerk



College Hill Partnership

2304 College Street
Po Box 974
Cedar Falls, Iowa 50613

Phone: 319-273-6228
collegehillpartnership@gmail.com
www.collegehillpartnership.org

2021-2022

Board of Directors

Ryan Kriener, President
Hannah Peterson, Vice President
Becky Hawbaker, Secretary
Angela Johnson, Treasurer
Andrea Geary
Barb Schilf
Bettina Fabos
Brent Dahlstrom
Kyle Dehmlow
Sam Blatt
Samantha Bennett

11 October 2021

Mayor Green & Members of Cedar Falls City Council

220 Clay Street
Cedar Falls, IA 50613

RE: SSMID, Economic Development, Façade Grant, Community
Betterment Grant

Attached please find the Biannual Report form College Hill Partnership detailing our organization's current status and progress in promoting and revitalizing the College Hill.

In this report you will find the following information:

- Accomplishments of the last 6 Months
- List of Current Board of Directors
- Financial Statements
- 2021-2022 Budget (included on Financial Statement)

We are thankful for the support and collaboration that the City of Cedar Falls has given our organization.

With the submission of this report, we respectfully ask for the disbursement of the SSMID Funds, Façade Grant Funds and Economic Development Funds, Funds to the College Hill Partnership. Please notify us if there is any additional information as needed as we would be happy to provide it.

Sincerely,

Kathryn Sogard, Executive Director

On behalf of the College
Hill Partnership Board Of
Directors



Economic Development Fund, SSMID & Community Development Fund EVALUATION FY22

Project Completion and Evaluation Form

To assist the Economic Development Review Board in evaluating the impact your organization/project had on contributing to or promoting economic development and the creation of quality employment opportunities in Cedar Falls; please complete the following (*use additional paper if necessary*):

Project Completion and Evaluation Form

Name of Organization: College Hill Partnership

Project Description:

SSMID

- The College Hill Partnership received approval of our business district as a Self-Supported Municipal Improvement District.
- The objective of the College Hill Partnership SSMID is to help further our organization by representing and advocating for the interests of College Hill. We have worked to do this through economic development, tourism, and quality of life in the College Hill area. We have also worked to improve the administration's performance, redevelopment, and revitalization of the

district. These funds specifically aid us in our mission of revival and promotion of the College Hill area.

Economic Development

- The College Hill Partnership received approval of an Economic Development Grant. The Economic Development grant's objective is to further our mission to remain a leader in the revitalization and promotion of the College Hill Overlay District. Funds for the specific assistance were to supply monies to support efforts of aesthetic caretaking, including cleaning and caring for the Hill.

Facade Improvement Grant

- The College Hill Partnership received approval of the Facade Improvement Grant.
- The objective of the Façade Improvement grant is to further our mission to remain a leader in the revitalization and promotion of the College Hill Overlay District. Funds are used to supply the CHP and the College Hill Businesses to improve the facades of their buildings.

Community Betterment Grant

- The College Hill Partnership received approval of the Community Betterment Grant. The Community Betterment Grant's objective is to further our mission to remain a leader in the revitalization of the Hill. Funds are used in conjunction with our College Hill Farmers Market partners to purchase street banners to facilitate placemaking and public events and encourage customers and visitors to come to the area.

What is the mission of your organization?:

- College Hill Partnership (CHP) is a non-profit organization that serves as the leader in the revitalization and promotion of the College Hill area, an urban neighborhood community. The scope of its mission includes promoting healthy neighborhood businesses and housing enhancement, strengthening collaboration and pride, developing public/private partnerships, and serving as an advocate for addressing area concerns.

Grant Amount: SSMID \$32,970+ (Approximation)

Economic Development Grant \$2250.00

Façade Improvement Grant \$6,000

Community Betterment Grant \$600

Address of Organization or person completing this application:

Street: P.O. Box 974

City: Cedar Falls

State: Iowa **Zip:** 50613

Phone: 319-273-6228

Email: collegehillpartnership@gmail.com

1. Do you consider your organization/projects a success from April 2021 through October 2021? Why?

- Our organization has made advancements over the last six months. The CHP focused its efforts on creating programming that supports our mission supporting economic

development in the previous six months. In addition, the College Hill Partnership has helped facilitated several digital opportunities for stakeholders. These surveys and online groups have allowed voice our constituents' concerns on upcoming changes to the overlay district, local events, and parking changes impacting College Hill.

- Our Executive Director has worked hard to be a voice for College Hill. Without SSMID funding, the CHP would run solely on volunteer hours.
- We have continued to fund clean-up efforts in the area. In addition, we have worked with several other organizations, including UNI, GreenAmericorps, and ThreeHouse, to facilitate volunteer clean-ups of the College Hill Business District and College Hill Neighborhood.
- We are encouraged one new business has located to the Hill and opened its doors. We are looking forward to seeing new entrepreneurs head to the Hill to open a business.
- We have been a part of several collaborative projects with other local organizations, as well. Such as:
 - College Hill Street Farmers Markets
 - UNI Homecoming Window Decorating
 - College Hill Clean-Ups
 - UNI Welcome Week Event

2. Does the outcome of this grant funding to your operation/project align with the Economic Development Fund/SSMID/Façade/Community Betterment goals of complementing Cedar Falls economic development efforts? Explain.

The College Hill Partnership use of SSMID funding aligns with the efforts of the City in several ways:

- We have seen an increase in investment in our district, which has lead to steady job growth. In addition, college Hill has seen the opening of Tales Untold Tattoos.
- The College Hill Partnership is unique with its connection to the business district and the University (through a Staff Liaison and Student Board member). By funding the CHP, a multifaceted organization with a diverse demographic, the City of Cedar Falls ensures that customers are connected to businesses and vice-versa. Through this connection, College Hill companies can supply offerings that are in demand. For example, several years ago, a study supported by the CHP helped neighbors voice their support for a coffee shop on the Hill. Because of this study, the College Hill Business District was able to gain Sidecar Coffee, now a staple of the Hill.
- We have made additional efforts to study the desires of the patrons of College Hill and the nearby residents. We have partnered with a group of university students to promote a survey determining the Partnership's desired offerings on College Hill. This group of students is using some base information the partnership has used before. They have created and revised a survey to include students at UNI. This partnership is vital to ensuring a large sample is collected from a broad spectrum of users. We hope to use the data collected to create a more comprehensive study of community members and visitors to Cedar Falls. Like our study that helped bring Sidecar Coffee to the Hill, we hope publicly promoting our findings will allow us to attract various businesses to College Hill.

- This past year, during the pandemic, we had the opportunity to strengthen our partnership with the University of Northern Iowa. We used our partnership to spread a cohesive message about the importance of safety measures. From the beginning of the pandemic, our board understood that to keep the economy going, we needed to work together to keep the community healthy. Our board worked with the College Hill Businesses, University, and the City to promote healthy practices by:
 - Installing space markers on the ground outside of Hill Businesses
 - Provided window cling signage for businesses to promote healthy habits
 - Had a company implement digital signage to encourage mask-wearing
 - Created a continually updating spreadsheet of practices, services, and times of operation to help the public know what each of the Hill Businesses was doing to continue to serve the public
 - Partnered with the University and City to promote mask-wearing in PSA campaign
- Our board understood keeping the community healthy would keep students on campus; by keeping students on campus, they would continue to support the businesses. We know it was not always easy to step into a leadership role. Still, the CHP Board felt it was their duty to support our community by doing everything we could to promote the best habits to keep our community members safe and healthy. Because of the efforts of all, we are happy to report that College Hill has almost no vacant retail space.
- These outcomes and efforts show that the College Hill and City of Cedar Falls' economic environment is a positive one that encourages businesses to locate and expand here.

3. Did receipt of an Economic Development Fund, Community Betterment grant, and SSMID enable your organization/project to provide a new service to promote economic development or the creation of quality employment opportunities in Cedar Falls? How?

- The nature of College Hill is ever-changing. It is a developing area that requires that our organization continually focus on renewal and community engagement. The SSMID, Economic Development, Façade Funds, and Community Betterment funding helps the College Hill Partnership provide numerous services that promote economic development and improve quality employment opportunities. This past year the College Hill Partnership has been able to maintain a part-time Executive Director. SSMID Economic Development, Façade Funds, and Community Betterment monies helped further our mission of promoting and revitalizing College Hill. It helped us create consistency on our board. It has also allowed our board some continuity when working with other organizations on collaborative projects. Our services fall into several key areas:
 - Encouraging cooperative business strategies
 - Developing awareness of the neighborhood and business district through digital media
 - Including several collaborative opportunities for marketing through events and partnerships
 - Improving the physical appearance of the College Hill
 - Promoting the District
 - Sponsoring and Fostering Cultural Events
 - Promoting healthy activities around Cedar Falls

- See specific examples in the following answer

4. Please provide a summary of activities complete from April 2021 through October 2021 by your organization/project.

The College Hill Partnership has many services aimed at promoting economic development. Through the receipt of funds, we were able to undertake many new projects during the year. Summarizations of our organization's activities are as follows:

Encouraging cooperative business strategies. The College Hill Partnership has an understanding of the challenges the College Hill area faces. We work together with merchants, residents, landlords, the University of Northern Iowa, and Cedar Falls to make physical improvements and promote the entire overlay district. We have also been at the forefront in facilitating growth through better communication and connecting relevant parties. We have helped business growth by establishing a College Hill TIF District, a College Hill Urban Revitalization Program (CHURP), and participation in the Façade Grant Program. The CHP staff is working on additional business surveys to be completed in the upcoming months to provide more neighborhood business statistics. In addition to this survey, we have been working on compiling information about residents within our district. Knowing each segment of our organization will help ensure we provide the necessary services to our community that we serve. This sort of data helps to inform our business decisions and support the local business environment. As mentioned before, one new business has opened on the Hill over the last six months, hoping that more will follow. Consistent efforts and meetings with the local shops and an active Executive Director have helped us improve our communication with the overall business district. We have been able to work with city staff to get the community involved in several public input opportunities, from the Pettersen Plaza Expansion to Imagine College Hill Visioning. We have also used our communication channels to promote events and projects the City is working on, such as the Bike to the Future. Many community members have helped us voice specific challenges that College Hill faces, including; safety, connectivity, accessibility, and aesthetic care.

Improving the physical appearance of College Hill. One of CHP's charges is to create an inviting environment where people want to live, work, and visit. The College Hill district is a significant gateway to Cedar Falls through UNI. It is one of the first districts to create an impression; the local area shows visitors, future students, and parents. The CHP has overseen the maintenance of flower beds in Pettersen Plaza and College and 23rd Streets and the parking lots on the Hill. The College Hill Partnership flower beds were highlighted on several Master Gardner websites highlighting public garden spaces and maintaining them successfully. Continually, the College Hill Partnership has worked with the Black Hawk County Master Gardeners to aid our organization in the area's beautification. Their volunteers have continued to donate countless hours to help put the plant beds to bed for the winter season. A collaboration between the College Hill Partnership, BHCo Master Gardeners, and Friends of Pettersen Plaza has spent countless hours providing an aesthetically pleasing, event-friendly space at the bottom of the Hill that reflects the Namesake of the Plaza, Hugh Pettersen. To date, we have raised over \$17,000 in private donations to go towards the improvements of Pettersen Plaza. This effort has

resulted in a beautiful, aesthetically pleasing area drawing the local community's attention; this has included tables and new plantings, all made possible through private donations and funding from the Community Betterment Grant through the City of Cedar Falls. Many board members and CHP volunteers can spend free time picking up trash and debris left behind in highly used areas like the College Hill neighborhood. Another proud partnership we have is with Green Iowa Americorps and TreeHouse Collaborative Campus Ministries. We have facilitated a clean-up service day through this partnership and have been planning another one post-Halloween. These days featured an opportunity for UNI Students to help us clean up the Hill. Over a dozen people were on the Hill for just over two hours, picking up trash and recyclables. The College Hill Partnership wants to also thank the City of Cedar Falls for the lengthy discussions about trash collection in the College Hill Business District and for working to solve the never-ending trash challenges of a diverse district like ours. We appreciate that the City wants to care for our community and understand funding for that care can be costly. Our organization wants to thank City Staff and City Council Members for realizing that additional expenses required for caretaking would be an additional burden. This would mean our focus would shift away from other economic development activities. It takes a lot of financial support and human resources to care for trash on the Hill. We have also been fortunate to partner with SAE on the Northern Iowa Campus to watch for one of the more extensive beds along 23rd Street. This partnership has allowed us to build a new relationship with young community members and strengthen our partnership with the University of Northern Iowa. With our unique position close to campus, we believe our job is to help encourage university students and community members to come together to make our community a better place to live, work, and play. By bringing these two groups together, we hope we can work towards common goals to improve our community.

Usage of Economic Development Fund Monies. The College Hill Partnership was awarded \$2,250 through the Economic Development Fund. All funds have been allocated to aesthetic caretaking. These funds have allowed us to fill a position to help care for the College Hill Business District. This caretaker is an excellent addition to our staff and has kept the Hill clean and safer between planned volunteer clean-ups. They have also helped us keep the beds watered due to decreased volunteer availability due to the pandemic. With the high volume of traffic on College Hill, a consistent effort is required to keep it clean.

1. Aesthetic Caretaking Project:

This past year, we have employed an aesthetic caretaking professional to help us care for the Hill. In addition to this employee, we have been able to supply this person with much-needed cleaning equipment to keep the Hill cared for and clean. In addition to their services, we have continued to care for College Hill's aesthetic quality. We were able to do this by supporting beautification efforts, supply plantings, such as flowers, trees, and the overall care for beds along College Street and West 23rd Street.

In-kind donations (Hours):	51 x \$28.54 = \$1,455.54 estimated (Since May 2021)
Salary:	\$1481.25 (Last 6 Months)
Beautification:	\$313.14 (Since July 2021)

Total Project Cost: \$3,249.93

“The Current Estimated National Value of Each Volunteer Hour is \$28.54 Updated April 2021. Volunteers in the United States hold up the foundation of civil society. They help their neighbors, serve their communities, and provide their expertise. No matter what kind of volunteer work they do, they are contributing in invaluable ways.” Information obtained from <https://independentsector.org/>.

Estimate of Facade Fund Monies. The CHP was awarded monies through the Facade Fund. Monies are utilized to make improvements in our district. By allocating funds to businesses investing in improving their facades, the overall appearance of the Hill is greatly enhanced. We appreciate that the City is willing to let this funding flow over into the next fiscal year, understanding that due to the pandemic, businesses have not always put façade improvements as a top priority. We are hopeful the funds will be used before the deadline of June 30, 2022.

Grant Awards Include:

N/A As of 7-1-2021

Usage of Community Betterment Grant Monies. The College Hill Partnership has been working closely with the College Hill Farmers Market who serves the local community by bringing local vendors to the urban area of College Hill. This organization has been working hard over the last six months to promote the farmers market and businesses and events on the Hill. The College Hill Farmers Market relocated to W 22nd Street this year, and to help with the location change, the CHP worked with the market to purchase additional street banners. The banners have been ordered, but we are waiting to be billed and hung on light poles. Our intention with this project is to foster a sense of place and encourage the community to come to the Hill and shop for local farm-fresh goods and hopefully venture into College Hill Businesses to support local business.

Promoting College Hill. The College Hill Partnership is promoting the Hill through regular face-to-face meetings, frequent email communication, a booth at the annual College Hill Arts Festival, our website (www.collegehillpartnership.org) and blog,

- Facebook Page (1846, a .21% decrease over the previous six months),
- Twitter account (2481, a .77% increase over the previous six months),
- Instagram account (1865, a 4.9% increase in the last six months),
- and newly added LinkedIn account (457, a 4.1% increase in the last 6 months),
- & Snapchat, YouTube, and Pinterest pages,

All help keep our members and interested groups connected and up-to-date with what’s happening on College Hill and how we can collaborate in its improvement. For example, one of the most popular posts on our Social Media channels was collaborating with UNI and Fortepan Iowa. As a result, we worked to capture the process of installing five wheat pasting murals on

College Hill. The social reach was massive for us and a great highlight for College Hill and Cedar Falls. This social media exposure even reached the country of Fortepan's origin, Hungary. We have also connected with members via email and google groups to ensure we are communicating the CHP's activities. We have used our blog on our website to feature upcoming events, important College Hill news, and updates from the City. We have also featured several guest bloggers from our community writing about all things College Hill. One of our most viewed blogs is an article about the history of the trees along Seerley Blvd. Because of the vast nature of the College Hill Partnership, there are many exciting dimensions we can highlight. We also have the opportunity to tell stakeholders' stories. The Partnership felt a great way to showcase our diverse community was to increase our social reach through an online publication. This blog is also an opportunity to showcase issues relevant to our community. We have also created a new space (Private Facebook Group) to help facilitate conversations between all businesses on the Hill. As one can imagine, there were many things to communicate about during these abnormal 18 months. We felt it was important to help businesses come together to talk about:

- Updates from State & City
- Pandemic Services (Grant/Loan Opportunities)
- Closures & ever-changing regulations/restrictions
- Best practices during a pandemic

This space has been super valuable for us to get out information to the College Hill Businesses and an area where they can communicate with other business owners and managers. We have also used this group to collect feedback about some of the public parking changes. In the next six months, we plan to use this group to encourage College Hill business owners to be active in the upcoming change to the city code for the College Hill area.

We look forward to continuing this digital space to foster growth and communication within our community.

Sponsoring and Fostering Cultural Events. Since 2008, the CHP has sponsored many events that have become traditions. The CHP Annual Meeting (April) and the annual neighborhood picnic (August). The CHP also helped establish the College Hill Farmers Market, 22nd and College, co-sponsored with UNI's CEEE (weekly, Thursdays, June- Oct). This year we have supported hosting the farmers market on W 22nd Street to encourage more vendors and customers to participate. These events helped to spur other activities, including Pear Fair – Mohair Pear (October, began 2011), the College Hill Music Festival (May; began 2013), and the College Hill Criterium Bicycle Race (April, started in 2013). In the past, we have hosted an annual Oktoberfest event, which helped support and increases business activity and showcases what the College Hill area has to offer. We have also been honored to work side by side with the University of Northern Iowa and Community Main Street to create an excellent Fall Kickoff for New UNI students. This event helps to introduce students to both districts and help them become more familiar with Cedar Falls. The College Hill Partnership has noted that our most successful events are partnering with other community organizations. By having more organizations involved, we can cross-promote the event, develop stronger community bonds, and shoulder the burden of the cost events can create. Activities such as these are an important way to appeal to a substantial, diverse demographic. Activities and events bring a significant amount of revenue to College Hill and the City of Cedar Falls. All activities mentioned above increase the vitality of

College Hill, drive interest in spending time on the Hill, and aid economic development within our local district and the City of Cedar Falls.

Due to the ongoing pandemic, many of our typical events had to be redeveloped, delayed, or altogether canceled. Many of the above events did not happen in the past two years. Still, we have been able to host several virtual events and forums and bring back a couple of in-person events to celebrate the UNI community and promote College Hill Businesses. We have been working on some upcoming events to promote the Hill, which include:

- Neighborhood Coffee Dates
- College Hill Clean-Ups

Fostering Partnership with City of Cedar Falls: The College Hill Partnership values the working relationship we have with the City of Cedar Falls. This includes but is not limited to:

- Regularly communicating with city staff through:
 - Hosting city staff liaison to CHP board meetings
 - Monthly meetings with Mayor Green
 - Hosting city council member to CHP board meetings
 - Serving staff to serve on Parking Tech Committee
 - Other communication about issues important to College Hill
- Working to help promote activities and important issues the City is working on
 - Parking
 - Resilience Planning
 - College Hill Visioning
 - Other issues
- Attending Council Meetings
- Participate in joint media communications including:
 - Interviews on TV and for radio
 - Social Media live streams

This partnership is very important to our organization and the people we represent. A specific project that is of the utmost importance is the Imagine College Hill Visioning. Our organization spent countless hours participating in public meetings, promoting city events, and encouraging everyone to participate in this project because of its potential to create lasting change in our district. Our staff helped promote the Imagine College Hill public events through:

- 2 radio interviews
- 2-3 TV appearances
- Over 40 Facebook posts (on our public page and in private Facebook groups we facilitate)
- 50+ Tweets
- 5+ LinkedIn posts
- 20+ Instagram posts
- Sent emails to our emailing lists
- Created blog posts
- Delivered printed material to College Hill Businesses to hand out to their customers
- Hung posters in public kiosks on Hill

- Created a YouTube playlist of all the public recorded meetings for those who were not able to attend meetings in person

We look forward to continuing this work as the vision create through the Imagine College Hill Visioning Process helps influence future zoning code changes for our district.

5. Do you have suggestions for improvement of this grant process?

We do not have any suggestions at this time.

- 6. The Economic Development Fund Evaluation Reports (Bi-Annual) for the Fiscal Year 2022 must be submitted by October 15 15, 2020, and April 15, 2021, to:**

**Cedar Falls Economic Development Review Board
c/o Director of Community Development
220 Clay Street
Cedar Falls, IA 50613**

Supporting Documents

**College Hill Partnership
2021-2022
Board of Directors**

Resident: Angela Johnson (2021-2023) – pplcenter@yahoo.com
Resident: Becky Hawbaker (2020-2022) - becky.hawbaker@uni.edu
Landlord: Bettina Fabos (2020-2022) –Bettina.fabos@gmail.com
Landlord: Ryan Kreiner (2019-2021) - rkriener@msn.com
Business: Andrea Geary (2021-2023 – milkboxbakery@gmail.com
Business: Barb Schilf (2020-2022) - barb.mohairpear@gmail.com
At Large: Kyle Dehmlow (2019-2022) - kyledelhmlow1@gmail.com
At Large: Hannah Peterson (2021-2023) – hannahdotpeterson@gmail.com
At Large: Brent Dahlstrom (2019-2022) - brentdahlstrom@gmail.com
At Large: Sam Blatt (2021-2023) – samm.blatt@gmail.com
At Large (Student): Samantha Bennett (2021-2023) - nisg-president@uni.edu

Non-Voting Board Members

Past President: Chris Martin – chris.martin@cfu.net
UNI Liaison: Cassie Mathes – cassie.mathes@uni.edu
City of Cedar Falls Liaison: Karen Howard – Karen.howard@cedarfalls.com
City Council Representative: Simon Harding- simonharding.cf4@gmail.com
Master Gardner: Vaughn Griffith – vjgriff@forbin.net
College Hill Arts Festival Liaison: Doug Johnson – doug.johnson@uni.edu
Grow Cedar Valley Liaison: Cary Darrah - carydarrah@cfu.net
Community Main Street Liaison: Kim Bear - director@communitymainstreet.org
Crystal Ford - crystal.ford@bergankdv.com
Executive Director: Kathryn Sogard - collegehillpartnership@gmail.com

Supporting Documents:
Financial Statement & Budget
See Attached Document

Total Volunteer Hours
See Attached Document

Income	Budget	July	August	September	Remaining Budget
Memberships/Donations	\$1,500.00	\$ -	\$23.97		\$ 1,476.03
SSMID	\$ 26,000.00	\$ -			\$ 26,000.00
Economic Development Grant: City of Cedar Falls	\$ 2,250.00	\$ -			\$ 2,250.00
Interest	\$ -	\$ -			\$ -
Tree Fund	\$ 1,625.90				\$ 1,625.90
Facade Fund	\$ 6,000.00	\$ -			\$ 6,000.00
Other		\$ -			\$ -
Community Betterment Grant Funds	\$ 600.00				\$ 600.00
Pettersen Plaza Fund	\$ -				\$ -
PPP Loan					\$ -
Total Income	\$37,975.90	\$ -	\$23.97	\$0.00	\$ 37,975.90
Expenses					
Advertising/Donations	\$ 1,500.00	\$ -			\$ 1,500.00
Insurance	\$ 1,500.00	\$ -			\$ 1,500.00
General Office Expenses	\$ 2,400.00	\$ 94.20	\$332.27	\$94.20	\$ 1,879.33
Salaries (ED)	\$ 18,750.00	\$ 2,118.30	\$1,039.43	\$1,342.47	\$ 14,249.80
Taxes	\$ 2,000.00	\$ 421.80	-	\$581.19	\$ 997.01
Hill Cleaning Service	\$ 2,000.00	\$ 197.40	\$221.64	\$367.09	\$ 1,213.87
Hill Cleaning Equipment	\$ 250.00	\$ -	\$95.75		\$ 154.25
		\$ -			
Business Improvement Committee	\$ -	\$ -			\$ -
Organization Development Committee	\$ -	\$ -			\$ -
Neighborhood Services Committee	\$ 1,000.00	\$ -			\$ 1,000.00
Beautification Committee	\$ 1,000.00	\$ -	\$217.39		\$ 782.61
Light Up College Hill Committee	\$ -	\$ -			\$ -
Communication Committee	\$ -	\$ -			\$ -
Seerley Park Committee	\$ -	\$ -			\$ -
Marketing/Promotions (Events) Committee	\$ -	\$ -	\$302.79	\$124.73	\$ (427.52)
Farmers Market	\$ 700.00	\$ 144.00	\$236.81		\$ 319.19
Tree Fund	\$ -	\$ -			\$ -
Pettersen Plaza	\$ -	\$ -			\$ -
Banners	\$ -	\$ -			\$ -
Total Expenses	\$ 30,400.00	\$ 2,975.70	\$2,446.08	\$2,509.68	\$ 22,468.54
Balance (Income vs. Expenses)					
Check Accounts Ending Balance		\$ 45,831.85	\$42,280.22	\$40,141.65	
Pettersen Plaza Fund balance					
Date of Balance		8/9/2021	9/13/2021	10/8/2021	

	Date	Number of People	Total Hours	Beautification Total
Beautification Team (Master Gardeners)	May-October	3	15	
Beautification Team (Non-Master Gardeners)	May-October			
Beautification Team (Master Gardeners)	March-April			
Beautification Team (Non-Master Gardeners)	March-April			
Light Up College Hill Committee	May			
Executive Committee	May 3rd	4	4	
Board Meeting	May 10th	16	16	
Executive Committee	June 7th	4	4	
Board Meeting	June 14th	10	10	
Beautification Committee	June 15th	1	1	1
Communication Committee	June 22nd	3	4.5	
Seerley Park Committee	June 17th	4	4	
Pettersen Plaza Tables	June 18th	3	4.5	4.5
Creek Clean Up (Student Clean Up)	June 23rd	17	34	34
Board Meeting	July 12th	9	11.25	
Seerley Park Committee	July 15th	4	4	
Communication Committee Coffee	July 17th	3	1	
Communication Committee	July 20th	3	3	
Board Meeting	Aug 9th	11	14.3	
Seerley Park Committee	Aug 13th	3	3	
UNI NOW Welcome Week College Hill Clean-Up	Aug 19th	9	10.5	10.5
Communication Committee	Aug 24th	3	3	
CHFM & UNI NOW - Welcome Week Event	Aug 16th	4	7	
Pettersen Plaza Tables	Sept 10th	1	1	1
Board Meeting	Sept 13th	13	16.5	
Seerley Park Committee	Sept 13th	6	6	
Communication Committee - Coffee	Sept 18th	2	2	
Seerley Park Committee	October 24th	2	2	
Executive Committee	October 7th	4	4	
			185.55	51



ADMINISTRATION

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

MEMORANDUM

TO: Honorable Mayor Robert M. Green and City Council
FROM: Shane Graham, Economic Development Coordinator
DATE: October 20, 2021
SUBJECT: FY22 Report by Community Main Street

As you may recall, starting in FY09 we signed formal agreements with those outside agencies that receive funding from the City of Cedar Falls. As part of those agreements, these agencies were required to submit reports and documentation on how those funds were used.

Attached is the bi-annual report for FY22 filed by Community Main Street. The first ½ payment for their SSMID funding and the first ½ payment for their economic development grant are therefore listed on the council bills to be processed.

If you have any questions, please feel free to let me know.

xc: Jennifer Rodenbeck, Director of Finance and Business Operations
Pat Freese, Finance Clerk



310 East 4th Street
Cedar Falls, IA 50613

Phone: 319-277-0213
www.communitymainstreet.org

Tuesday, October 12, 2021

Mayor Green and Council Members
Cedar Falls City Hall
220 Clay Street
Cedar Falls, IA 50613

RE: SSMID and Economic Betterment Funding

**2021-2022
Board of Directors:**

Lexie Heath - President
Darin Beck
Natalie Brown
Ann Eastman
Crystal Ford
Brent Johnson
Audrey Kittrell
Jenny Leeper
Helen Pearce
Clark Rickard
Mark Showalter
Brad Strouse

Ex-officio
Wynette Froehner
Stephanie Houk Sheetz

Attached please find the Bi-annual Report from Community Main Street delineating the status and recent progress of the organization's pursuit of "economic vitality in the context of historic preservation."

In this report you will find a summary of the activities outlined in the grant contract(s). These activities are in the areas of:

- Design and historic preservation
- Business development and retention
- Promotion and marketing
- Member development, training, and communication
- Summary of investments
- FY2021 program of work

The following required attachments are also included:

- Financial Statements
- Support documents

We are grateful for the support that the City of Cedar Falls has provided over the years and the collaborative effort by many groups and individuals in creating a downtown district with appreciated real estate values, a reputation as a great destination and as a source of community pride.

With submission of this report, we respectfully request the disbursement of funds to Community Main Street of collected SSMID monies and of the previously awarded Economic Betterment Grant for the continuation of this pivotal community program. We would be pleased to provide any additional information that you may require to process the release of funds.

Kind regards,

Kim Bear

Kim Bear, on behalf of the Community Main Street Board of Directors
Executive Director
Community Main Street



Community Main Street Board of Directors 2021-2022

Item 17.

Lexie Heath, Chair

Farmers State Bank
515 Main Street
Cedar Falls, IA 50613
Phone: 319-874-4345
Email: lheath@fsb1879.com

Jenny Leeper, Chair Elect

University of Northern Iowa
210 Admissions Welcome Center
Cedar Falls, IA 50614-0284
Phone: 319-273-2281
Email: jenny.leeper@uni.edu

Brent Johnson, Treasurer

Bike Tech
217 Washington Street
Cedar Falls, IA 50613
Phone: 319-266-5979
Email: brent@biketechcf.com

Mark Showalter, Secretary

The Landmark
107 Main Street
Cedar Falls, IA 50613
Phone: 319-239-2216
Email: lndmrk118@yahoo.com

Crystal Ford, Past Chair

Bergan KDV
100 E. Park Ave, Suite 300
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Email: crystal.ford@bergankdv.com

Darin Beck

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Natalie Brown

Scratch Cupcakery
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Email: nab@cfu.net

Ann Eastman

Miss Wonderful Vintage
216 Main Street
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Wynette Froehner

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1 Utility Way
Cedar Falls, IA 50613
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Email: wynette.froehner@cfun.net

Audrey Kittrell

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Helen Pearce

Cedar Falls Community Credit Union
123 W. 4th Street
Cedar Falls, IA 50613
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Email: helen@cfccu.org

Clark Rickard

Custom Image Embroidery
415 State Street
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Email: ciecfi@cfu.net

Community Main Street Board of Directors 2021-2024

Item 17.

Stephanie Sheetz

City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613
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Brad Strouse

Redfern, Mason, Larsen & Moore
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Phone: 319-277-6830
Email: strouse@cflaw.com

LIAISONS

Craig Berte

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Email: craig.berte@cedarfalls.com

Cary Darrah

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Email: cary@growcedarvalley.com

Carrie Eilderts

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Linda Laylin

Black Hawk County Supervisors
316 East 5th Street
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John Luzaich

Oster Regent Theatre
103 Main Street
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Jennifer Pickar

Cedar Falls Tourism & Visitors Bureau
6510 Hudson Road
Cedar Falls, IA 50613
Phone: 319-268-4266
Email: jennifer.pickar@cedarfalls.com

Jessica Rucker

Main Street Waterloo
212 East 4th Street
Waterloo, IA 50701
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Email: director@mainstreetwaterloo.org

Kelly Stern

Cedar Falls Public Library
524 Main Street
Cedar Falls, IA 50613
Phone: 31-268-5541
Email: director@cedarfallslibrary.org

Kathryn Sogard

College Hill Partnership
PO Box 974
Cedar Falls, IA 50613
Phone: 319-273-6228
Email: collegehillpartnership@gmail.com

Contents

1. **Month by Month Reporting & Documentation Regarding Account of Expenditure of City Funds (April 2021 – September 2021)**
 - Reports to Main Street Iowa
 - Board Meeting Minutes
 - Monthly financials
 - Staff Reports
 - OneSheets

2. **Project Results**
 - **Design and historic preservation:** Summary can be found in each Main Street Iowa Monthly Report – *Commentary Section* and Staff Reports

 - **Business Development and retention:** Information can be found in each Main Street Iowa Monthly Report – *Economic Vitality Section*

 - **Promotion and marketing:** Summaries can be found in each Main Street Iowa Monthly Report in Promotion – *Events Section, Commentary Section,* and Staff Reports

 - **Economic Development Projects Taking Place:** Information can be found in *Economic Development column* in OneSheets

A summary of new investment and job creation/retention figures for the applicable reporting period

Business/Job Changes April 2021 through September 2021						
	New Business Opening	Net Jobs Created	Businesses Closing or Moving out	FTE Jobs Lost	Businesses Relocating/Expanding Downtown	Net FTE Jobs Created with Expand/Relocate
April 2021	2	4	0	0	2	4
May 2021	0	0	0	0	0	0
June 2021	0	0	0	0	0	0
July 2021	0	0	0	0	0	0
August 2021	2	6	0	0	2	6
Sept 2021	3	6	0	0	3	6
Totals	7*	16**	0*	0**	7	16

***Business opening (7) - business closing (0) = net (7)**

****New full time equivalent (FTE) jobs created (16) - FTE jobs lost (0) = (16) full-time equivalent jobs**

Rehabilitation, Renovation & New Construction April 2021 through September 2021		
	Projects	Investment Value
April 2021	3	\$13,391,099
May 2021	0	\$0
June 2021	2	\$21,000
July 2021	1	\$107,000
August 2021	6	\$1,668,300
September 2021	1	\$8,000,000
Net	13	\$23,187,399

Buildings Sold April 2021 through September 2021		
	Quantity	Investment
April 2021	0	\$0
May 2021	0	\$0
June 2021	0	\$0
July 2021	0	\$0
August 2021	0	\$0
September 2021	0	\$0
Total	0	\$0

Volunteer Hours April 2021 through September 2021	
April 2021	122
May 2021	78
June 2021	334
July 2021	192
August 2021	230
September 2021	633
Total	1,589



Status Report

1987-MS-001-Cedar Falls

Downtown Resource Center

Award Year: 1987 **Status:** Approved
Contract Number: 1987-MS-001
Status Report Number: 88
Submitted By: Kim Bear
Submitted Date: 05/19/2021
Status Report Type: Monthly
Title: April 2021
Report Period: 04/01/2021 04/30/2021
From Date To Date

Primary Contact and Organization

Primary Contact

AnA User Id: CAROL.LILLY@IOWAID
First Name*: Community Main Street Inc
First Name Middle Name Last Name
Title: Executive Director
Email*: director@communitymainstreet.org
Address*: 310 E 4th St

City*: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone*: 319-429-0468
Phone Ext.
Program Area of Interest*: Downtown Resource Center
Fax:

Organization Information

Organization Name*: Community Main Street, Inc.
Organization Type*: Non-Profit Organization
DUNS:
Organization Website: communitymainstreet.org
Address: Community Main Street
 310 E 4th St

City: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone: 319-277-0213
Ext.
Fax:

DESIGN - Projects Completed / In-Progress

DESIGN - Projects Completed / In-Progress 1

Project Type*: Rehab Existing Building

Building/Business Name TG Taps
Address 200 W. 1st St. Ste. 101
Status In-progress
Private Amount Invested \$110,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$110,000.00
Comments Replace & expand 2 level deck

DESIGN - Projects Completed / In-Progress 2

Project Type* Rehab Existing Building
Building/Business Name Los Cabos
Address 114 Main Street
Status In-progress
Private Amount Invested \$7,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$7,000.00
Comments Repair siding

DESIGN - Projects Completed / In-Progress 3

Project Type* Rehab Existing Building
Building/Business Name Blue Room Lounge
Address 201 Main Street
Status In-progress
Private Amount Invested \$400,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$400,000.00
Comments Exterior facade, reopening windows & interior

DESIGN - Projects Completed / In-Progress 4

Project Type* New Construction
Building/Business Name Lincoln Savings Bank
Address 302 Main Street
Status Completed
Private Amount Invested \$2,000,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$2,000,000.00
Comments All new 1st & 2nd floor walls, offices & drive thru

DESIGN - Projects Completed / In-Progress 5

Project Type* New Construction
Building/Business Name Community Bank & Trust
Address 312 W. 1st Street
Status In-progress
Private Amount Invested \$1,549,500.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$1,549,500.00
Comments New construction of 2900 SF bank

DESIGN - Projects Completed / In-Progress 6

Project Type* New Construction
Building/Business Name Formerly Wells Fargo
Address 302 Main Street
Status Completed
Private Amount Invested \$5,400,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$5,400,000.00
Comments Foundation only for new office bldg

DESIGN - Projects Completed / In-Progress 7

Project Type* New Construction
Building/Business Name River Place MU2
Address 122 E 2nd Street
Status In-progress
Private Amount Invested \$8,000,000.00
Source of Funds
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$8,000,000.00
Comments

DESIGN - Projects Completed / In-Progress 8

Project Type* New Construction
Building/Business Name Dahlstrom Real Estate, Inc
Address 200 W. 1st Street
Status Completed
Private Amount Invested \$5,991,099.00
Source of Funds private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds

Invested

Total Amount Invested \$5,991,099.00
Comments Mixed use-50 apts.+ 6800 ft commercial+parking

DESIGN - Projects Completed / In-Progress 9

Project Type* Rehab Existing Building
Building/Business Name The Skin Spa
Address 200 W. 1st St. Ste. 103
Status In-progress
Private Amount Invested \$50,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$50,000.00
Comments Build out in existing building

DESIGN - Projects Completed / In-Progress 10

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 201
Status In-progress
Private Amount Invested \$430,780.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$430,780.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 11

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 202
Status In-progress
Private Amount Invested \$450,600.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$450,600.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 12

Project Type* Rehab Existing Building
Building/Business Name George's Local
Address 108 E. 4th St.
Status In-progress
Private Amount Invested \$655,887.00
Source of Funds Private
Public Amount Invested \$0.00

Public Investment Source

Grant Amount Invested \$0.00

Source of Grant Funds Invested

Total Amount Invested \$655,887.00

Comments Exterior patio, interior kitchen, roof repair

DESIGN - Projects Completed / In-Progress 13

Project Type* Rehab Existing Building

Building/Business Name River Place Plaza

Address 100 E. 2nd Street

Status In-progress

Private Amount Invested \$107,000.00

Source of Funds Private

Public Amount Invested \$0.00

Public Investment Source

Grant Amount Invested \$0.00

Source of Grant Funds Invested

Total Amount Invested \$107,000.00

Comments Restrooms for plaza

DESIGN - Building Sold

Building/Business Name	Address	Current Use	Future Use	Amount of Sale
------------------------	---------	-------------	------------	----------------

ECONOMIC VITALITY- Business

Business Name	Address	Business Status	Business Type	# of FT Jobs	# of PT Jobs
The Smoothie Bar	401 Main Street	New	Food Establishment	1	2
Hint + Hue Salon	408 Main Street	New	Service	2	

ECONOMIC VITALITY - New Housing

Address	Housing Type	# of Units	Monthly Rent or Purchase Price	Purchase/Rent?
---------	--------------	------------	--------------------------------	----------------

PROMOTION - Events**PROMOTION - Events 1**

Promotion Name* Hightail It to the Plaza

Description The public was invited to the Riverplace Plaza to take socially distanced pictures with the Easter Bunny and friends!

Date 4/3/21

Status Completed

Promotion Type Special Event

Sponsor(s)

Achievement

ORGANIZATION - Activities

OTHER - Training Sessions

Who Attended	Main Street Position	Training Date	Topic
Kim Bear	Executive Director	04/13/2021	Main Street Now Conference
Kim Bear	Executive Director	04/21/2021	Main Street & Beyond

OTHER - Volunteer Hours Invested in Main Street

Volunteer Hours	Design	Economic Vitality	Organization Promotion	Board of Directors	Program Volunteer	Total Volunteer Hours	
Yes	7.5	7.0	10.0	64.75	33.0	0	122.25

Commentary

Design Commentary/Updates Community Main Street DESIGN COMMITTEE MEETING AGENDA April 16th, 2021 Noon via Zoom Meeting

Committee Members: Dave Schachterle, Julie Shimek, Thomas Connors, Tom Nagle, Don Blau, Kara Shugar-Davis, Julie Etheredge, Sally Timmer, Jeremy Zehr, Jacob Bauer, JD Atodaria

1. Design Review
 - Vintage Iron
 - Carter House
1. Façade Grant
 - George?s Local
2. Banners
 - Cedar Falls High School
3. Flowerpot Update
4. Spring cleanup

Economic Vitality/Business Improvement Commentary/Updates Economic Development Agenda Wednesday, April 7th, 2021 Zoom Meeting @ Noon

Committee Members: Mark Kittrell (Chair), Lexie Heath, Amy Dutton, Seth Engelbrecht, Dustin Halter, Ty Kimble, Danny Laudick, Lisa Rivera Skubal CMS Staff: Kim Bear, Maribel Barry

Welcome

Main Street Iowa Small Business Lab

Main Street America visit

Other

**Promotion
Commentary/Updates**

Community Main Street
PROMOTIONS MEETING AGENDA
Friday, April 9th, 2021
12:00pm ZOOM

-Fun/creative ways to promote the Downtown District
-Ideas on how we can promote our summer events/ inviting people to the District vs. mailing out a postcard (what we have traditionally done in the past)

**Organization
Commentary/Updates**

Community Main Street
ORGANIZATION & DEVELOPMENT MEETING AGENDA
Monday, April 12, 2021

Jim Miller, Sarah Foster, Amy Mohr, Amber Munchoff, Karen Oltman, Cinde Haskins, Shay Caley, John Weaver, Tara Eisele, Stephanie Roth

Trivia Update

Volunteer of the Year Presentation

Main Street America Visit

Other/Review One-Sheet

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

**Program
Commentary/Updates**

List suggestions & questions on services, training topics, (for MSI communities and/or local needs) new resources, speakers you would recommend, etc.

**Suggestions for state
staff:**

**Do you have board
president changes?** No

Board President

If there is a board president change, please complete the following:

Salutation/First/Last Name:	Ms. <small>Salutation</small>	Crystal <small>First Name</small>	Ford <small>Last Name</small>
Title	Market Leader		
Company	BerganKDV		
Address	100 East Park Ave		
Address 2	Suite 300		
City/State/County/Zip	Waterloo <small>City</small>	Iowa <small>State</small>	50703 <small>Zip</small>
E-mail:	crystal.ford@bergankdv.com		
Phone/Extension/Fax	319-296-7882 <small>Phone</small>	 <small>Ext.</small>	 <small>Fax</small>

Item 17.

**Agenda, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, April 13th, 2021 @ 12:00 p.m.
Virtual - Zoom Meeting**

Voting Members: Crystal Ford- President; Lexie Heath- President Elect; Mark Showalter- Secretary; Dan Lynch- Treasurer; Amy Mohr- Past President; Darin Beck; Natalie Brown; Wynette Froehner; Ty Kimble; Audrey Kittrell; Jenny Leeper; Clark Rickard; Stephanie Sheetz; Julie Shimek; Brad Strouse; Liaisons: Craig Berte; Cary Darrah; Carrie Eilderts; Linda Laylin; John Luzaich; Kim Manning; Jessica Rucker/Jane Messingham; Kelly Stern; Kathryn Sogard Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Ford
2. Approval of Minutes – Showalter
3. Financial Report – Lynch
4. City Updates - Sheetz
5. President’s Report – Ford
6. Staff Report – Bear
7. Main Street America Visit
8. Committee Reports
 - a. Economic Development
 - b. Promotions
 - c. Org & Development
 - d. Design
9. Liaison Reports
10. Good of the Order –
 - a. April 16: Design Meeting
 - b. May 4: Executive Meetings
 - c. May 5: Economic Development Meeting
 - d. May 6-8: Girls’ Night Out
 - e. May 7: Promotions Meeting
 - f. May 10: Organization & Development Meeting
 - g. May 11: Merchant Meeting
11. Adjourn

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

**Minutes, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, March 9th, 2021 @ 12:00 p.m.
Virtual - Zoom Meeting**

In Attendance: Crystal Ford- President; Lexie Heath- President Elect; Mark Showalter- Secretary; Dan Lynch- Treasurer; Amy Mohr- Past President; Darin Beck; Natalie Brown; Wynette Froehner; Ty Kimble; Jenny Leeper; Stephanie Sheetz; Julie Shimek; Carrie Eilderts; Kim Manning; Kelly Stern; Kathryn Sogard; Tom Nagle, Jeremy Zehr; JD Atordaria Staff: Kim Bear, Maribel Barry Guests: Karen Howard

1. Welcome, Call to Order – Ford
2. Approval of Minutes – Showalter
 - a. Lynch moved for approval, Froehner seconded, all approved.
3. Financial Report – Lynch
 - a. Received SSMID and PPP Loan funds. We have received \$4,535 in Friends donations so far and for the holiday season had sold over \$45,000 in gift certificates.
 - b. Leeper moved for approval, Froehner seconded, all approved.
4. Staff Report- Bear
 - a. Parking Townhall postcards have been sent out for the 3/25 meeting at the theatre. We are also doing a giveaway online so please like, comment, and share to encourage more interaction with community members!
5. Downtown Zoning Code Review
 - a. It is important that the City gets CMS representatives' feedback now so it can be included in the ordinance. Existing businesses will have grandfather rights and will not be affected once the new code is implemented. The City wants to make sure that they are not too restrictive, yet still ensure that we have good quality buildings.
 - b. Accessory building units are new to Cedar Falls. These have been seen in other communities and adds a new element to adopt in Cedar Falls. It also promotes a variety of housing types with cottage housing being an example.
 - c. Developers were invited to a meeting for their feedback. They prefer to have the rules laid out for them instead of having a moving target.
 - d. There is a parking section to calibrate parking that will propose parking requirements. The code will allow for structured parking.
 - e. Process of adoption: Presentation of P&Z's recommended draft will be presented at the committee of the whole meeting on 5/3. Shooting for adoption at the end of July.
 - f. For any questions, please contact Karen Howard.
6. Good of the Order was given
7. Adjourn
 - a. Leeper moved for approval, Kimble seconded, all approved.

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

Community Main Street Inc

Item 17.

Statement of Financial Position

As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CMS Capital Improvement Fund #7034754	14,285.58
CMS Main Checking #13920	97,160.66
CMS Money Market Operating Reserve #7004070	299,197.32
Collins Community CU Savings	115.19
Facebook Donations #700476	0.00
Paypal	0.00
Petty Cash	50.00
Total Bank Accounts	\$410,808.75
Accounts Receivable	
Accounts Receivable	250.00
Total Accounts Receivable	\$250.00
Other Current Assets	
Inventory Asset	0.00
Payroll Corrections	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$411,058.75
Fixed Assets	
310 E 4th Street (CMS Office)	429,143.58
310 E 4th Street Land	47,232.00
Building Accum. Depreciation	-22,057.00
Equipment	67,967.08
Equipment Accum. Depreciation	-59,310.00
Total Fixed Assets	\$462,975.66
Other Assets	
Investment in SSMU	0.00
Investment in SSMU-Contra	0.00
Prepaid Rent	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$874,034.41

Community Main Street Inc

Item 17.

Statement of Financial Position

As of March 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Sales Expense	0.00
Deferred Income	0.00
Direct Deposit Payable	0.00
FICA/Federal W/H	0.00
Gift Certificates	94,903.19
Iowa Department of Revenue Payable	0.00
Loan - First National Bank CPLTD	0.00
Payroll Liabilities	1,793.76
Sales Tax Payable	0.00
SBA PPP Loan	24,700.00
Simple IRA payable	0.00
State W/H	0.00
Total Other Current Liabilities	\$121,396.95
Total Current Liabilities	\$121,396.95
Long-Term Liabilities	
Loan - First National Bank	190,984.26
Total Long-Term Liabilities	\$190,984.26
Total Liabilities	\$312,381.21
Equity	
Board Designated Reserve Fund	0.00
Opening Bal Equity	0.00
Retained Earnings	469,366.71
Unrestricted Fund Balance	0.00
Net Revenue	92,286.49
Total Equity	\$561,653.20
TOTAL LIABILITIES AND EQUITY	\$874,034.41

**COMMUNITY MAIN STREET
Income Statement**

	MONTHLY BUDGET - MARCH				MONTHLY BUDGET - JULY TO MARCH				ANNUAL BUDGET			
	MONTH ACTUAL	MONTH BUDGET	ACTUAL TO BUDGET VARIANCE	% OF BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET
Revenue												
Board Income	0.00	0.00	0.00	0.00%	0.00	1,800.00	-1,800.00	0.00%	0.00	1,800.00	-1,800.00	0.00%
City Funding	0.00	0.00	0.00	0.00%	15,750.00	7,500.00	8,250.00	210.00%	15,750.00	15,000.00	750.00	105.00%
Equipment Rental Income	0.00	0.00	0.00	0.00%	300.00	0.00	300.00	0.00%	300.00	0.00	300.00	0.00%
Event Income	0.00	0.00	0.00	0.00%	30,125.93	33,300.00	-3,174.07	90.47%	30,125.93	57,580.00	-27,454.07	52.32%
FriendsStreetscape	2,613.02	3,500.00	-886.98	74.66%	32,090.42	8,250.00	23,840.42	388.97%	32,090.42	9,500.00	22,590.42	337.79%
Grant & other Income	2,798.75	0.00	2,798.75	0.00%	22,417.69	21,000.00	1,417.69	106.75%	22,417.69	21,000.00	1,417.69	106.75%
SSMID	0.00	0.00	0.00	0.00%	143,946.66	100,000.00	43,946.66	143.95%	143,946.66	200,000.00	-56,053.34	71.97%
Total Revenue	\$ 5,411.77	\$ 3,500.00	\$ 1,911.77	154.62%	\$ 244,630.70	\$ 171,850.00	\$ 72,780.70	142.35%	\$ 244,630.70	\$ 304,880.00	-\$ 60,249.30	80.24%
Gross Profit	\$ 5,411.77	\$ 3,500.00	\$ 1,911.77	154.62%	\$ 244,630.70	\$ 171,850.00	\$ 72,780.70	142.35%	\$ 244,630.70	\$ 304,880.00	-\$ 60,249.30	80.24%
Expenditures												
Board Lunch Expense	0.00	150.00	-150.00	0.00%	0.00	1,200.00	-1,200.00	0.00%	0.00	1,650.00	-1,650.00	0.00%
Committee Expense	445.34	1,000.00	-554.66	44.53%	9,373.24	18,000.00	-8,626.76	52.07%	9,373.24	28,000.00	-18,626.76	33.48%
Depreciation Expense	0.00	1,435.00	-1,435.00	0.00%	0.00	12,915.00	-12,915.00	0.00%	0.00	17,220.00	-17,220.00	0.00%
Dues and Subscriptions	586.23	650.00	-63.77	90.19%	6,651.84	6,400.00	251.84	103.94%	6,651.84	8,350.00	-1,698.16	79.66%
Event Expense	249.07	500.00	-250.93	49.81%	29,128.81	33,950.00	-4,821.19	85.80%	29,128.81	37,950.00	-8,821.19	76.76%
Grant Expense	0.00	0.00	0.00	0.00%	0.00	9,000.00	-9,000.00	0.00%	0.00	18,000.00	-18,000.00	0.00%
Insurance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	5,500.00	-5,500.00	0.00%
Miscellaneous	0.00	200.00	-200.00	0.00%	328.78	1,500.00	-1,171.22	21.92%	328.78	2,000.00	-1,671.22	16.44%
Office Supplies	577.13	625.00	-47.87	92.34%	2,434.96	5,625.00	-3,190.04	43.29%	2,434.96	7,500.00	-5,065.04	32.47%
Payroll Expenses	6,717.04	9,000.00	-2,282.96	74.63%	63,656.45	77,000.00	-13,343.55	82.67%	64,900.62	104,000.00	-39,099.38	62.40%
Postage and Delivery	0.00	100.00	-100.00	0.00%	342.28	1,500.00	-1,157.72	22.82%	342.28	2,200.00	-1,857.72	15.56%
Professional Fees	0.00	1,000.00	-1,000.00	0.00%	2,800.00	6,000.00	-3,200.00	46.67%	2,800.00	7,000.00	-4,200.00	40.00%
Repairs	0.00	0.00	0.00	0.00%	0.00	1,125.00	-1,125.00	0.00%	0.00	1,500.00	-1,500.00	0.00%
Snow Removal & Lawn Care	80.00	200.00	-120.00	40.00%	549.45	2,025.00	-1,475.55	27.13%	549.45	3,000.00	-2,450.55	18.32%
Streetscape Expense	0.00	0.00	0.00	0.00%	23,616.86	1,250.00	22,366.86	1889.35%	23,616.86	2,500.00	21,116.86	944.67%
Telephone	86.38	100.00	-13.62	86.38%	1,015.15	900.00	115.15	112.79%	1,015.15	1,200.00	-184.85	84.60%
Travel & Training	0.00	0.00	0.00	0.00%	75.00	2,350.00	-2,275.00	3.19%	75.00	5,000.00	-4,925.00	1.50%
Utilities	370.00	370.00	0.00	100.00%	3,330.00	3,330.00	0.00	100.00%	3,330.00	4,440.00	-1,110.00	75.00%
Total Expenditures	\$ 9,111.19	\$ 15,330.00	-\$ 6,218.81	59.43%	\$ 143,302.82	\$ 184,070.00	-\$ 40,767.18	77.85%	\$ 144,546.99	\$ 257,010.00	-\$ 112,463.01	56.24%
Net Operating Revenue	-\$ 3,699.42	-\$ 11,830.00	\$ 8,130.58	31.27%	\$ 101,327.88	-\$ 12,220.00	\$ 113,547.88	-829.20%	\$ 100,083.71	\$ 47,870.00	\$ 52,213.71	209.07%
Other Revenue												
Other Income	0.00	0.00	0.00	0.00%	91.00	0.00	91.00	0.00%	91.00	0.00	91.00	0.00%
Total Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%
Other Expenditures												
Interest Expense	1,014.71	667.14	347.57	152.10%	9,132.39	6,054.88	3,077.51	150.83%	9,132.39	8,047.71	1,084.68	113.48%
Total Other Expenditures	\$ 1,014.71	\$ 667.14	\$ 347.57	152.10%	\$ 9,132.39	\$ 6,054.88	\$ 3,077.51	150.83%	\$ 9,132.39	\$ 8,047.71	\$ 1,084.68	113.48%
Net Other Revenue	-\$ 1,014.71	-\$ 667.14	-\$ 347.57	152.10%	-\$ 9,041.39	-\$ 6,054.88	-\$ 2,986.51	149.32%	-\$ 9,041.39	-\$ 8,047.71	-\$ 993.68	112.35%
Net Revenue	-\$ 4,714.13	-\$ 12,497.14	\$ 7,783.01	37.72%	\$ 92,286.49	-\$ 18,274.88	\$ 110,561.37	-504.99%	\$ 91,042.32	\$ 39,822.29	\$ 51,220.03	228.62%



310 East 4th Street
Cedar Falls, IA 50613

Phone: 319-277-0213
www.communitymainstreet.org

**2020-2021
Board of Directors:**

Crystal Ford - President
Darin Beck
Natalie Brown
Wynette Froehner
Lexie Heath
Ty Kimble
Audrey Kittrell
Jenny Leeper
Dan Lynch
Amy Mohr
Clark Rickard
Stephanie Sheetz
Julie Shimek
Mark Showalter
Brad Strouse

April 7, 2021

Mayor Green, Ron Gaines, and Council Members
City of Cedar Falls, IA
Cedar Falls City Hall
220 Clay Street
Cedar Falls, IA 50613

RE: Parking

Dear Mayor, Council, City Administrator Gaines and Staff-

In response to the feedback and opinions expressed at the Parking Town Hall Meeting held on March 25, 2021, the CMS executive committee has brought forward the following recommendations to the board and were approved at the April 13th board meeting.

The overwhelming response from stakeholders was that the paid lot system is hurting downtown businesses. The overwhelming request is to revert back to the paid lot system pre-parking study recommendation implementation. We are therefore requesting the city council return the city lots to being free with a four-hour limit.

The stakeholders also recognize there is an issue with employees parking in the lots that we need for customers. CMS exec proposes that CMS immediately establishes and manages an employee parking task force. This task force will focus on block-by-block, and business-by-business solutions to move employees to 24 hour spaces and partnerships with local businesses who have private lots that aren't fully utilized.

There are many elements of the parking study implementation that have been positive and well received by the business owners. This includes the expansion of spaces on State Street, addition of three-hour parking on side streets and inclusion of 24 hours spaces. The stakeholders are also very grateful for the city's support in adding 15 minute spaces in response to the increase in take-out and curbside service.

We have reached a critical juncture with downtown paid parking. If someone wants to go out to eat or go shopping, there are a lot of other options outside of the downtown district that are free and are becoming more attractive to our customers. By having paid parking, we are driving people away from the district. We hope the city will see this request as a collective voice and request from the downtown district stakeholders and review and approve this change to the paid lots. Thank you for your continued support of downtown and Community Main Street.

Regards,

Kim Bear

Kim Bear, on behalf of the Community Main Street Board of Directors



**Community Main Street
Director's Staff Report for March 2021:**

Committees:

- **Promotion/Retail/Nightlife** Eggstravaganza
- **Design** –George's Local site plan
- **Economic Development** – Open 4 Business
- **Organization & Development** –Potential winter fundraiser planning, Friends campaign
- **Board – Parking Townhall Meeting**

Staff Activities:

- Event planning, facilitation, support and oversight of the following events
 - Eggstravaganza
 - Movies Under the Moon
- Met with Mayor Green
- Met with Stephanie Sheetz
- Met with Ron Gaines
- Holiday Hoopla committee meeting
- Submitted the Currents article to the City for April, May and June
- Started coordination of our summer waterers
- Pink Ribbon Run committee meeting
- Catalyst grant meeting with Main Street Iowa and developer Brian Wingert
- CAPS advisory board meeting
- Main Street Iowa director call
- Met with Ethan Wiechmann of CAPS
- Met with board member, Jenny Leeper
- Refreshment zone meeting with CHP and city staff
- Participated in the affiliates meeting through Grow Cedar Valley
- Sent invitations out for the parking townhall meeting
- Met with Isaac Campbell to discuss a wheat pasting mural project in Downtown
- Maia, a design specialist from Main Street Iowa came up to talk to Jenny from Here's What's Poppin as well as Bud Field on his new Palace project at 309 Main Street
- Attended the preconstruction meeting for phase 2 of the Streetscape project
- Friends Campaign letters mailed
 - Thank you's written as they are received
- Submitted Main Street Iowa monthly report
- Provided UNI committed student group with 300 gift certificates
- Worked on updating the New Business Packet to share with new businesses
- Staff meeting in regard to promotional planning moving forward
- Mailed Details of the District campaign update letter for all donors
- Met with Economic Development committee chair (x2)
- Main Street Iowa meet up with similar sized communities
- Attended Main Street Iowa's Virtual Small Business Lab Orientation
- Movies Under the Moon movie schedule released
- Eggstravaganza planning committee meeting
- Eggstravaganza materials printed and distributed
- Virtual trivia planning session
- Larry dropped the flower baskets off in Nashua for them to be planted and had the gator serviced to get ready for the upcoming flower season
- Researched new planter options
- Planned and facilitated all committee meetings and sub-committee meetings
- Worked on the bi-annual report to be submitted to the city in April

Community Event Representation: Cedar Falls Community Foundation Public Relations meeting; City Council meeting, Cedar Falls Visitor Center and Tourism Board Meeting

**Staff Priorities for the next month:
SSMID next steps, Event planning**

**CEDAR FALLS COMMUNITY MAIN STREET
FY20 STRATEGIC GOALS ONE-SHEET
Activities FY21**

<p><i>Collaborative effort with business owners, property owners, & city to achieve goals</i></p>	<p>DISTRICT AESTHETIC <i>Positive look and feel of the district</i></p>	<p>BUSINESS FRIENDLY ENVIRONMENT <i>Supportive business community and strong business mix</i></p>	<p>CONVENIENCE <i>District accessibility, functional side of district aesthetics</i></p>	<p>PARKING <i>Positive impact on the parking experience downtown</i></p>	<p>ANNUAL TASKS <i>Ongoing operational activities</i></p>
<p>BOARD OF DIRECTORS</p>	<ul style="list-style-type: none"> Review and implement MSI exchange visit recommendations 	<ul style="list-style-type: none"> Deliberate business visitation program 			<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Budget ✓ October bi-annual report ✓ City grant requests <ul style="list-style-type: none"> April bi-annual report Staff review Attend city council meetings Review/update program policies & procedures
<p>ECONOMIC DEVELOPMENT</p>	<ul style="list-style-type: none"> ✓ Challenge Grant submission FY21 	<ul style="list-style-type: none"> New business visits (x10) Support visits to existing businesses Open 4 Business 2021 Plan & execute 2 deliberate actions to help fill vacant storefronts (Naked Spaces Tour with Org.) Schedule quarterly landlord/property owner meetings New business/peer group/mentor 	<ul style="list-style-type: none"> Promote store accessibility during construction Online accessibility; resources 		<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Track/collect business stats Complete the business welcome packet
<p>DESIGN</p>	<ul style="list-style-type: none"> Façade review (x10) Fall clean-up day Spring clean up day Banner (1 new set) Seasonal beautification (Flowers, Funtober, Holiday) 	<ul style="list-style-type: none"> Façade grant program (promotion) Update review checklist Overlay awareness brochure Historic preservation education 	<ul style="list-style-type: none"> Wayfinding within district 	<ul style="list-style-type: none"> Parking lot cleanliness & maintenance program 	<ul style="list-style-type: none"> ✓ MSI annual checklist
<p>ORGANIZATION & DEVELOPMENT</p>	<ul style="list-style-type: none"> Flower fundraiser (Hops with Promo) 	<ul style="list-style-type: none"> ✓ Partner thank you • Volunteer recognition party ✓ Main Street Iowa award nominations • Annual fundraiser (Upstairs Downtown/Naked Spaces) 			<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Build local program awareness through community outreach ✓ Friends campaign (100% board participation) <ul style="list-style-type: none"> Annual meeting Update "About CMS" packet

**CEDAR FALLS COMMUNITY MAIN STREET
FY20 STRATEGIC GOALS ONE-SHEET
Activities FY21**

<i>Collaborative effort with business owners, property owners, & city to achieve goals</i>	DISTRICT AESTHETIC <i>Positive look and feel of the district</i>	BUSINESS FRIENDLY ENVIRONMENT <i>Supportive business community and strong business mix</i>	CONVENIENCE <i>District accessibility, functional side of district aesthetics</i>	PARKING <i>Positive impact on the parking experience downtown</i>	ANNUAL TASKS <i>Ongoing operational activities</i>
PROMOTIONS	<ul style="list-style-type: none"> Hops 	<ul style="list-style-type: none"> Calendar of Event mailing (x2) Winter & Spring ARTapalooza event Show & Shine (September & May) ✓ Movies Under the Moon (FY21) Holiday Hoopla <ul style="list-style-type: none"> ✓ Kick off ✓ Small Bus. Sat. <i>Breakfast with Santa</i> ✓ Jingle & Mingle <i>Hoopla Cheer</i> <i>Frosty 5K</i> <i>Baby It's Cold</i> <i>Movie Magic</i> ✓ Coloring Contest ✓ Window Contest <i>Trolley Rides</i> ✓ Letters to Santa 		<ul style="list-style-type: none"> Positive, consistent message (new parking brochure) Communication piece for businesses and employees 	<ul style="list-style-type: none"> ✓ MSI annual checklist Visitor Guide ad GBPAC ad Tourism co-op ads Shop/Dine like a local maps Kiosk map Kiosk flyers (weekly) Evaluate brochure for possible updates Newsletter (x11)
PROMOTIONS: Retail & Nightlife		<ul style="list-style-type: none"> ✓ Sidewalk Sales Panther PAWty ?? Funtober promo Scarecrow Stroll Trick-or-Treating ✓ Fall Girls Night Out – Lift Up Local ✓ Holiday Shop Hop ✓ Small Business Saturday ✓ Downtown Delights <ul style="list-style-type: none"> Spring Shop Hop Spring Girls Night Out Love Rocks 	<ul style="list-style-type: none"> Business hours Activate Sidewalks 		<ul style="list-style-type: none"> Cooperative advertising opportunities (TV, coupons, etc)



Status Report

1987-MS-001-Cedar Falls

Downtown Resource Center

Award Year: 1987 **Status:** Approved
Contract Number: 1987-MS-001
Status Report Number: 89
Submitted By: Kim Bear
Submitted Date: 06/18/2021
Status Report Type: Monthly
Title: May 2021
Report Period: 05/01/2021 05/31/2021
From Date To Date

Primary Contact and Organization

Primary Contact

AnA User Id: CAROL.LILLY@IOWAID
First Name*: Community Main Street Inc
First Name Middle Name Last Name
Title: Executive Director
Email*: director@communitymainstreet.org
Address*: 310 E 4th St

City*: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone*: 319-429-0468
Phone Ext.
Program Area of Interest*: Downtown Resource Center
Fax:

Organization Information

Organization Name*: Community Main Street, Inc.
Organization Type*: Non-Profit Organization
DUNS:
Organization Website: communitymainstreet.org
Address: Community Main Street
 310 E 4th St

City: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone: 319-277-0213
Ext.
Fax:

DESIGN - Projects Completed / In-Progress

DESIGN - Projects Completed / In-Progress 1

Project Type*: Rehab Existing Building

Building/Business Name Brows by Asa
Address 100 E. 2nd Street #202
Status In-progress
Private Amount Invested \$6,800.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$6,800.00
Comments Tenant build out- install sink & counter

DESIGN - Projects Completed / In-Progress 2

Project Type* New Construction
Building/Business Name Community Bank & Trust
Address 312 W. 1st Street
Status In-progress
Private Amount Invested \$1,549,500.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$1,549,500.00
Comments New construction of 2900 SF bank

DESIGN - Projects Completed / In-Progress 3

Project Type* Rehab Existing Building
Building/Business Name Blue Room Lounge
Address 201 Main Street
Status In-progress
Private Amount Invested \$400,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$400,000.00
Comments Exterior facade, reopening windows & interior

DESIGN - Projects Completed / In-Progress 4

Project Type* Rehab Existing Building
Building/Business Name Los Cabos
Address 114 Main Street
Status In-progress
Private Amount Invested \$7,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$7,000.00
Comments Repair siding

DESIGN - Projects Completed / In-Progress 5

Project Type* Rehab Existing Building
Building/Business Name TG Taps
Address 200 W. 1st St. Ste. 101
Status In-progress
Private Amount Invested \$110,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$110,000.00
Comments Replace & expand 2 level deck

DESIGN - Projects Completed / In-Progress 6

Project Type* Rehab Existing Building
Building/Business Name Driftless Style
Address 106 Main Street
Status In-progress
Private Amount Invested \$14,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$14,000.00
Comments Repair stucco at rear of building. Minor repairs

DESIGN - Projects Completed / In-Progress 7

Project Type* New Construction
Building/Business Name River Place MU2
Address 122 E 2nd Street
Status In-progress
Private Amount Invested \$8,000,000.00
Source of Funds
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$8,000,000.00
Comments

DESIGN - Projects Completed / In-Progress 8

Project Type* Rehab Existing Building
Building/Business Name Emergent Architecture
Address 100 E. 2nd Street #204
Status In-progress
Private Amount Invested \$32,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds

Invested

Total Amount Invested \$32,000.00
Comments Interior wall, drop ceiling, electrical & HVAC

DESIGN - Projects Completed / In-Progress 9

Project Type* Rehab Existing Building
Building/Business Name The Skin Spa
Address 200 W. 1st St. Ste. 103
Status In-progress
Private Amount Invested \$50,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$50,000.00
Comments Build out in existing building

DESIGN - Projects Completed / In-Progress 10

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 201
Status In-progress
Private Amount Invested \$430,780.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$430,780.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 11

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 202
Status In-progress
Private Amount Invested \$450,600.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$450,600.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 12

Project Type* Rehab Existing Building
Building/Business Name George's Local
Address 108 E. 4th St.
Status In-progress
Private Amount Invested \$655,887.00
Source of Funds Private
Public Amount Invested \$0.00

Public Investment Source

Grant Amount Invested \$0.00

Source of Grant Funds Invested

Total Amount Invested \$655,887.00

Comments Exterior patio, interior kitchen, roof repair

DESIGN - Projects Completed / In-Progress 13

Project Type* Rehab Existing Building

Building/Business Name River Place Plaza

Address 100 E. 2nd Street

Status In-progress

Private Amount Invested \$107,000.00

Source of Funds Private

Public Amount Invested \$0.00

Public Investment Source

Grant Amount Invested \$0.00

Source of Grant Funds Invested

Total Amount Invested \$107,000.00

Comments Restrooms for plaza

DESIGN - Building Sold

Building/Business Name	Address	Current Use	Future Use	Amount of Sale
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ECONOMIC VITALITY- Business

Business Name	Address	Business Status	Business Type	# of FT Jobs	# of PT Jobs
---------------	---------	-----------------	---------------	--------------	--------------

ECONOMIC VITALITY - New Housing

Address	Housing Type	# of Units	Monthly Rent or Purchase Price	Purchase/Rent?
---------	--------------	------------	--------------------------------	----------------

PROMOTION - Events

PROMOTION - Events 1

Promotion Name* Girls Night Out

Description We encouraged everyone to come out for the spring Girls Night Out event.

Date 5/6/21

Status Completed

Promotion Type Special Event

Sponsor(s)

Achievement

ORGANIZATION - Activities

Item 17.

OTHER - Training Sessions

Who Attended	Main Street Position	Training Date	Topic
Kim Bear	Executive Director	05/03/2021	Workforce Housing Tax Incentive
Kim Bear	Executive Director	05/12/2021	Spring 2021 Iowa Retail and Restaurant Trends
Kim Bear	Executive Director	05/14/2021	ARPA State and Local Funding

OTHER - Volunteer Hours Invested in Main Street

Volunteer Hours	Design	Economic Vitality	Organization Promotion	Board of Directors	Program Volunteer	Total Volunteer Hours	
Yes	16.0	2.0	5.0	30.0	25.0	0	78.0

Commentary

**Design
Commentary/Updates** Community Main Street
DESIGN COMMITTEE MEETING AGENDA
May 21st, 2021

Committee Members: Dave Schachterle, Julie Shimek, Thomas Connors, Tom Nagle, Don Blau, Kara Shugar-Davis, Julie Etheredge, Sally Timmer, Jeremy Zehr, Jacob Bauer, JD Atodaria

1. Spring Cleanup

*This had to be cancelled due to rain

**Economic
Vitality/Business
Improvement
Commentary/Updates**

No meeting this month

**Promotion
Commentary/Updates**

No meeting this month

**Organization
Commentary/Updates**

Community Main Street
ORGANIZATION & DEVELOPMENT MEETING AGENDA
Monday, May 10th, 2021

Jim Miller, Sarah Foster, Amy Mohr, Amber Munchoff, Karen Oltman, Cinde Haskins, Shay Caley, John Weaver, Tara Eisele, Stephanie Roth

Fall Fundraiser
FY 21 Program of Work
Other/Review One-Sheet

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

**Program
Commentary/Updates**

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List suggestions & questions on services, training topics, (for MSI communities and/or local needs) new resources, speakers you would recommend, etc.

Suggestions for state staff:

Do you have board president changes? No

Board President

If there is a board president change, please complete the following:

Salutation/First/Last Name:	Ms.	Crystal	Ford
	Salutation	First Name	Last Name
Title	Market Leader		
Company	BerganKDV		
Address	100 East Park Ave		
Address 2	Suite 300		
City/State/County/Zip	Waterloo	Iowa	50703
	City	State	County Zip
E-mail:	crystal.ford@bergankdv.com		
Phone/Extension/Fax	319-296-7882		
	Phone	Ext.	Fax

Agenda, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, May 11th, 2021 @ 12:00 p.m.
Virtual - Zoom Meeting

Voting Members: Crystal Ford- President; Lexie Heath- President Elect; Mark Showalter- Secretary; Dan Lynch- Treasurer; Amy Mohr- Past President; Darin Beck; Natalie Brown; Wynette Froehner; Ty Kimble; Audrey Kittrell; Jenny Leeper; Clark Rickard; Stephanie Sheetz; Julie Shimek; Brad Strouse; Liaisons: Craig Berte; Cary Darrah; Carrie Eilderts; Linda Laylin; John Luzaich; Kim Manning; Jessica Rucker/Jane Messingham; Kelly Stern; Kathryn Sogard Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Heath
2. Approval of Minutes – Showalter
3. Financial Report – Lynch
4. City Updates - Sheetz
5. President’s Report – Heath
6. SSMID – Bear
7. Staff Report – Bear
8. Committee Reports
 - a. Economic Development
 - b. Promotions
 - c. Org & Development
 - d. Design
9. Liaison Reports
10. Good of the Order –
 - a. May 21: Design Meeting/Downtown Cleanup
 - b. June 1: Executive Meetings
 - c. June 2: Economic Development Meeting
 - d. June 4: Promotions Meeting
 - e. June 8: Merchant Meeting
 - f. June 8: Annual Meeting
 - g. June 14: Organization & Development Meeting
11. Adjourn

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

**Minutes, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, April 13th, 2021 @ 12:00 p.m.
Virtual - Zoom Meeting**

In Attendance: Crystal Ford- President; Lexie Heath- President Elect; Natalie Brown; Wynette Froehner; Ty Kimble; Audrey Kittrell; Jenny Leeper; Clark Rickard; Stephanie Sheetz; Julie Shimek Liaisons: Cary Darrah; Carrie Eilderts; Kim Manning; Jane Messingham; Kelly Stern; Kathryn Sogard Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Ford
2. Approval of Minutes – Showalter
 - a. Sheetz moved for approval, Kimble seconded, all approved.
3. Financial Report – Barry
 - a. As of today, Friends Campaign donations are at \$6035 and CMS received 2020 Tourism Grant for Holiday Hoopla.
 - b. Froehner moved for approval, Leeper seconded, all approved.
4. City Updates – Sheetz
 - a. Construction is underway on the east side of the 300 block. The City will be making a presentation to the Gaming Commission. The downtown code will be on Wednesday night's P&Z agenda and the code could be adopted by the end of July.
5. President's Report – Ford
 - a. There was a good representation of our downtown constituents at the Parking Townhall meeting that we hosted last month. Based on the feedback that was received, we have a proposed draft of a letter to the City requesting to return to pre-pandemic free parking in the lots with a 4-hour limit. Exec has shared this letter with Ron Gaines. Leeper suggested a few edits in the wording.
 - b. Kimble moved for approval, Rickard seconded, Sheetz abstained, all approved.
6. Staff Report – Bear
 - a. Larry will be transitioning out of his role but will continue to volunteer in several ways.
 - b. We will start to reach out regarding SSMID this week and have materials ready.
 - c. Refreshment Zone update- the City assisted in looking into the possibility of bringing this to Cedar Falls. We found that we are not able to do this in Iowa because of the boundaries, insurance, and state laws. We also did not get a lot of interest from the business owners to close the street down because of the additional expense of extra tables and chairs. Kim will inquire with MSI about looking into this at a statewide level.
 - d. Isaac Campbell will be installing wheat pastings around the downtown district. UNI will be maintaining these as they start to fall apart.
7. Our Main Street America Visit will take place on 7/14 and we will have our Board Meeting at 5:00pm with Kathy LaPlante. Details to follow!
8. Committee Reports
 - a. Economic Development - MSI is partnering with Rural Ideas Network to offer a tool for businesses owners. It is called the Small Business lab, which provides a variety of high-quality businesses support services that entrepreneurs can access at no cost to them. This gives them the tools to launch, manage, and grow their businesses.
 - b. Promotions – The committee decided that mailers are still effective and we will be sending one out for summer/fall events.
 - c. Org & Development - Discussed fundraiser options such as trivia and a Haunted Ghost Tour with historical aspects.
 - d. Design – Discussed options for planter pots downtown

9. Liaison Reports

- a. Grow Cedar Valley – Construction is currently ongoing in their building and they are keeping safety in mind. Everyone is expected to be back in the office by early June. They are slowly moving forward with their events and offering hybrid options.
- b. CF Historical Society – Icehouse and the school house is opening back up!
- c. CF Tourism and Visitors Bureau – They are excited about their new calendar option that pulls events straight from Facebook and Eventbrite. Cedar Valley Beer Trail is coming up! Kim will be retiring and we wish her all the best!
- d. Main Street Waterloo – Spring cleanup will be taking place in May. They are currently looking into safety guidelines with Blackhawk County for events. November will be Main Street Waterloo's 25th anniversary!
- e. College Hill Partnership – Vision planning has been their priority! College Hill Cleanup will take place on 4/22 from 2-4:30pm

10. Adjourn

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

Community Main Street Inc

Item 17.

Statement of Financial Position

As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CMS Capital Improvement Fund #7034754	14,287.34
CMS Main Checking #13920	188,833.18
CMS Money Market Operating Reserve #7004070	299,271.09
Collins Community CU Savings	115.19
Facebook Donations #700476	0.00
Paypal	0.00
Petty Cash	50.00
Total Bank Accounts	\$502,556.80
Accounts Receivable	
Accounts Receivable	10,250.00
Total Accounts Receivable	\$10,250.00
Other Current Assets	
Inventory Asset	0.00
Payroll Corrections	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$512,806.80
Fixed Assets	
310 E 4th Street (CMS Office)	429,143.58
310 E 4th Street Land	47,232.00
Building Accum. Depreciation	-22,057.00
Equipment	67,967.08
Equipment Accum. Depreciation	-59,310.00
Total Fixed Assets	\$462,975.66
Other Assets	
Investment in SSMU	0.00
Investment in SSMU-Contra	0.00
Prepaid Rent	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$975,782.46

Community Main Street Inc

Item 17.

Statement of Financial Position

As of April 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Sales Expense	0.00
Deferred Income	0.00
Direct Deposit Payable	0.00
FICA/Federal W/H	0.00
Gift Certificates	90,288.19
Iowa Department of Revenue Payable	0.00
Loan - First National Bank CPLTD	0.00
Payroll Liabilities	1,634.64
Sales Tax Payable	0.00
SBA PPP Loan	24,700.00
Simple IRA payable	0.00
State W/H	0.00
Total Other Current Liabilities	\$116,622.83
Total Current Liabilities	\$116,622.83
Long-Term Liabilities	
Loan - First National Bank	190,921.71
Total Long-Term Liabilities	\$190,921.71
Total Liabilities	\$307,544.54
Equity	
Board Designated Reserve Fund	0.00
Opening Bal Equity	0.00
Retained Earnings	469,366.71
Unrestricted Fund Balance	0.00
Net Revenue	198,871.21
Total Equity	\$668,237.92
TOTAL LIABILITIES AND EQUITY	\$975,782.46

**COMMUNITY MAIN STREET
Income Statement**

APRIL 2021

	MONTHLY BUDGET - APRIL				MONTHLY BUDGET - JULY TO APRIL				ANNUAL BUDGET			
	MONTH ACTUAL	MONTH BUDGET	ACTUAL TO BUDGET VARIANCE	% OF BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET
Revenue												
Board Income	0.00	0.00	0.00	0.00%	0.00	1,800.00	-1,800.00	0.00%	0.00	1,800.00	-1,800.00	0.00%
City Funding	8,250.00	0.00	8,250.00	0.00%	24,000.00	7,500.00	16,500.00	320.00%	24,000.00	15,000.00	9,000.00	160.00%
Equipment Rental Income	0.00	0.00	0.00	0.00%	300.00	0.00	300.00	0.00%	300.00	0.00	300.00	0.00%
Event Income	10,020.00	8,500.00	1,520.00	117.88%	40,145.93	41,800.00	-1,654.07	96.04%	40,145.93	57,580.00	-17,434.07	69.72%
FriendsStreetscape	750.00	1,250.00	-500.00	60.00%	32,840.42	9,500.00	23,340.42	345.69%	32,840.42	9,500.00	23,340.42	345.69%
Grant & other Income	75.53	0.00	75.53	0.00%	22,493.22	21,000.00	1,493.22	107.11%	22,493.22	21,000.00	1,493.22	107.11%
SSMID	99,358.06	50,000.00	49,358.06	198.72%	243,304.72	150,000.00	93,304.72	162.20%	243,304.72	200,000.00	43,304.72	121.65%
Total Revenue	\$ 118,453.59	\$ 59,750.00	\$ 58,703.59	198.25%	\$ 363,084.29	\$ 231,600.00	\$ 131,484.29	156.77%	\$ 363,084.29	\$ 304,880.00	\$ 58,204.29	119.09%
Gross Profit	\$ 118,453.59	\$ 59,750.00	\$ 58,703.59	198.25%	\$ 363,084.29	\$ 231,600.00	\$ 131,484.29	156.77%	\$ 363,084.29	\$ 304,880.00	\$ 58,204.29	119.09%
Expenditures												
Board Lunch Expense	0.00	150.00	-150.00	0.00%	0.00	1,350.00	-1,350.00	0.00%	0.00	1,650.00	-1,650.00	0.00%
Committee Expense	370.56	3,000.00	-2,629.44	12.35%	9,743.80	21,000.00	-11,256.20	46.40%	9,743.80	28,000.00	-18,256.20	34.80%
Depreciation Expense	0.00	1,435.00	-1,435.00	0.00%	0.00	14,350.00	-14,350.00	0.00%	0.00	17,220.00	-17,220.00	0.00%
Dues and Subscriptions	538.68	650.00	-111.32	82.87%	7,190.52	7,050.00	140.52	101.99%	7,190.52	8,350.00	-1,159.48	86.11%
Event Expense	53.71	1,000.00	-946.29	5.37%	29,182.52	34,950.00	-5,767.48	83.50%	29,182.52	37,950.00	-8,767.48	76.90%
Grant Expense	0.00	0.00	0.00	0.00%	0.00	9,000.00	-9,000.00	0.00%	0.00	18,000.00	-18,000.00	0.00%
Insurance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	5,500.00	-5,500.00	0.00%
Miscellaneous	0.00	150.00	-150.00	0.00%	328.78	1,650.00	-1,321.22	19.93%	328.78	2,000.00	-1,671.22	16.44%
Office Supplies	121.05	625.00	-503.95	19.37%	2,556.01	6,250.00	-3,693.99	40.90%	2,556.01	7,500.00	-4,943.99	34.08%
Payroll Expenses	7,941.55	9,000.00	-1,058.45	88.24%	71,598.00	86,000.00	-14,402.00	83.25%	71,598.00	104,000.00	-32,402.00	68.84%
Postage and Delivery	0.00	100.00	-100.00	0.00%	342.28	1,600.00	-1,257.72	21.39%	342.28	2,200.00	-1,857.72	15.56%
Professional Fees	900.00	0.00	900.00	0.00%	3,700.00	6,000.00	-2,300.00	61.67%	3,700.00	7,000.00	-3,300.00	52.86%
Repairs	363.58	375.00	-11.42	96.95%	363.58	1,500.00	-1,136.42	24.24%	363.58	1,500.00	-1,136.42	24.24%
Snow Removal & Lawn Care	50.29	275.00	-224.71	18.29%	599.74	2,300.00	-1,700.26	26.08%	599.74	3,000.00	-2,400.26	19.99%
Streetscape Expense	0.00	1,250.00	-1,250.00	0.00%	23,616.86	2,500.00	21,116.86	944.67%	23,616.86	2,500.00	21,116.86	944.67%
Telephone	86.43	100.00	-13.57	86.43%	1,101.58	1,000.00	101.58	110.16%	1,101.58	1,200.00	-98.42	91.80%
Travel & Training	0.00	150.00	-150.00	0.00%	75.00	2,500.00	-2,425.00	3.00%	75.00	5,000.00	-4,925.00	1.50%
Utilities	428.31	370.00	58.31	115.76%	3,758.31	3,700.00	58.31	101.58%	3,758.31	4,440.00	-681.69	84.65%
Total Expenditures	\$ 10,854.16	\$ 18,630.00	\$ 7,775.84	58.26%	\$ 154,156.98	\$ 202,700.00	\$ 48,543.02	76.05%	\$ 154,156.98	\$ 257,010.00	\$ 102,853.02	59.98%
Net Operating Revenue	\$ 107,599.43	\$ 41,120.00	\$ 66,479.43	261.67%	\$ 208,927.31	\$ 28,900.00	\$ 180,027.31	722.93%	\$ 208,927.31	\$ 47,870.00	\$ 161,057.31	436.45%
Other Revenue												
Other Income	0.00	0.00	0.00	0.00%	91.00	0.00	91.00	0.00%	91.00	0.00	91.00	0.00%
Total Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%
Other Expenditures												
Interest Expense	1,014.71	665.71	349.00	152.43%	10,147.10	6,720.59	3,426.51	150.99%	10,147.10	8,047.71	2,099.39	126.09%
Total Other Expenditures	\$ 1,014.71	\$ 665.71	\$ 349.00	152.43%	\$ 10,147.10	\$ 6,720.59	\$ 3,426.51	150.99%	\$ 10,147.10	\$ 8,047.71	\$ 2,099.39	126.09%
Net Other Revenue	-\$ 1,014.71	-\$ 665.71	-\$ 349.00	152.43%	-\$ 10,056.10	-\$ 6,720.59	-\$ 3,335.51	149.63%	-\$ 10,056.10	-\$ 8,047.71	-\$ 2,008.39	124.96%
Net Revenue	\$ 106,584.72	\$ 40,454.29	\$ 66,130.43	263.47%	\$ 198,871.21	\$ 22,179.41	\$ 176,691.80	896.65%	\$ 198,871.21	\$ 39,822.29	\$ 159,048.92	499.40%

**Community Main Street
Director's Staff Report for April 2021:**

Committees:

- **Promotion/Retail/Nightlife** Eggstravaganza, Hightail it to the Plaza, ARTapalooza, Girls' Night Out
- **Design** –George's Local site plan
- **Economic Development** – SSMID
- **Organization & Development** –Friends campaign, fall fundraiser
- **Board – Parking & SSMID**

Staff Activities:

- Event planning, facilitation, support and oversight of the following events
 - Eggstravaganza
 - Movies Under the Moon
 - ARTapalooza
 - Girls' Night Out
- Met with Mayor Green
- Met with Stephanie Sheetz
- Met with Ron Gaines
- Holiday Hoopla committee meeting
- Holiday Hoopla Sturgis Falls parade committee meeting
- Holiday Hoopla Kick-off and décor meeting
- Met with Carson Wirtz to coordinate his Eagle Scout Project happening at the Community Main Street Office
- Met with Channel 15 to be a part of the River Front Project video for submission to the Black Hawk Gaming Association
- Main Street Iowa Director call
- Attended the virtual Main Street America conference
- Started coordination of our summer waterers
- Pink Ribbon Run committee meeting
- Submitted the Catalyst grant on behalf of the developer Brian Wingert for George's Local located at
- Submitted the Bi-Annual report to the city
- Applied for the AARP community grant to purchase flower baskets
- Toured the new Lincoln Savings Bank location
- Additional Exec meeting for parking discussion
- Affiliate's roundtable discussion with Grow Cedar Valley, etc.
- Attended Planning and Zoning to listen to Vision Code discussion
- Met with IFC Studios to discuss website and promotional revamp (x2)
- Attended a discussion with KCRG about Cedar Falls being a summer "Our Town" stop
- Attended weekly streetscape updates for phase 2 of the Streetscape project
- Met with board member, Jenny Leeper
- Met with Isaac Campbell to discuss a wheat pasting mural project in Downtown
- Provided UNI committed student group with 300 gift certificates
- Friends Campaign Thank you's written as they are received
- Submitted Main Street Iowa monthly report
- Met with Economic Development committee chair (x2)
- Met with Kristina McBurney from Ashley Hinson's office
- SSMID meeting with Dave Deaver
- Met with Artistic Holiday Creations to discuss Holiday Hoopla décor this year at the plaza
- Additional CFCF PR meeting
- SBA webinar
- Haunted Tour for Fall fundraiser meeting
- Hoopla Sponsorship meeting
- ARTapalooza committee meeting
- Main Street Iowa meet up with similar sized communities
- Virtual trivia planning session (x2)
- Scheduled maintenance of the gator
- Planned and facilitated all committee meetings and sub-committee meetings

Community Event Representation: Cedar Falls Community Foundation Public Relations meeting; City Council meeting, Cedar Falls Visitor Center and Tourism Board Meeting

Staff Priorities for the next month: SSMID next steps, Event planning

**CEDAR FALLS COMMUNITY MAIN STREET
FY20 STRATEGIC GOALS ONE-SHEET
Activities FY21**

<i>Collaborative effort with business owners, property owners, & city to achieve goals</i>	DISTRICT AESTHETIC <i>Positive look and feel of the district</i>	BUSINESS FRIENDLY ENVIRONMENT <i>Supportive business community and strong business mix</i>	CONVENIENCE <i>District accessibility, functional side of district aesthetics</i>	PARKING <i>Positive impact on the parking experience downtown</i>	ANNUAL TASKS <i>Ongoing operational activities</i>
BOARD OF DIRECTORS	<ul style="list-style-type: none"> Review and implement MSI exchange visit recommendations 	<ul style="list-style-type: none"> Deliberate business visitation program 			<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Budget ✓ October bi-annual report ✓ City grant requests ✓ April bi-annual report <ul style="list-style-type: none"> Staff review Attend city council meetings Review/update program policies & procedures
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> ✓ Challenge Grant submission FY21 	<ul style="list-style-type: none"> New business visits (x10) Support visits to existing businesses Open 4 Business 2021 Plan & execute 2 deliberate actions to help fill vacant storefronts (Naked Spaces Tour with Org.) Schedule quarterly landlord/property owner meetings New business/peer group/mentor 	<ul style="list-style-type: none"> Promote store accessibility during construction Online accessibility; resources 		<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Track/collect business stats Complete the business welcome packet
DESIGN	<ul style="list-style-type: none"> Façade review (x10) Fall clean-up day Spring clean up day Banner (1 new set) Seasonal beautification (Flowers, Funtober, Holiday) 	<ul style="list-style-type: none"> Façade grant program (promotion) Update review checklist Overlay awareness brochure Historic preservation education 	<ul style="list-style-type: none"> Wayfinding within district 	<ul style="list-style-type: none"> Parking lot cleanliness & maintenance program 	<ul style="list-style-type: none"> ✓ MSI annual checklist
ORGANIZATION & DEVELOPMENT	<ul style="list-style-type: none"> Flower fundraiser (Hops with Promo) 	<ul style="list-style-type: none"> ✓ Partner thank you • Volunteer recognition party ✓ Main Street Iowa award nominations Annual fundraiser (Upstairs Downtown/Naked Spaces) 			<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Build local program awareness through community outreach ✓ Friends campaign (100% board participation) <ul style="list-style-type: none"> Annual meeting Update "About CMS" packet

**CEDAR FALLS COMMUNITY MAIN STREET
FY20 STRATEGIC GOALS ONE-SHEET
Activities FY21**

<p><i>Collaborative effort with business owners, property owners, & city to achieve goals</i></p>	<p>DISTRICT AESTHETIC <i>Positive look and feel of the district</i></p>	<p>BUSINESS FRIENDLY ENVIRONMENT <i>Supportive business community and strong business mix</i></p>	<p>CONVENIENCE <i>District accessibility, functional side of district aesthetics</i></p>	<p>PARKING <i>Positive impact on the parking experience downtown</i></p>	<p>ANNUAL TASKS <i>Ongoing operational activities</i></p>
<p>PROMOTIONS</p>	<ul style="list-style-type: none"> Hops 	<ul style="list-style-type: none"> Calendar of Event mailing (x2) Winter & Spring ARTapalooza event Show & Shine (September & May) ✓ Movies Under the Moon (FY21) Holiday Hoopla <ul style="list-style-type: none"> ✓ Kick off ✓ Small Bus. Sat. <i>Breakfast with Santa</i> ✓ Jingle & Mingle <i>Hoopla Cheer</i> <i>Frosty 5K</i> <i>Baby It's Cold</i> <i>Movie Magic</i> ✓ Coloring Contest ✓ Window Contest <i>Trolley Rides</i> ✓ Letters to Santa 		<ul style="list-style-type: none"> Positive, consistent message (new parking brochure) Communication piece for businesses and employees 	<ul style="list-style-type: none"> ✓ MSI annual checklist Visitor Guide ad GBPAC ad Tourism co-op ads ✓ Shop/Dine like a local maps <ul style="list-style-type: none"> Kiosk map Kiosk flyers (weekly) Evaluate brochure for possible updates Newsletter (x11)
<p>PROMOTIONS: Retail & Nightlife</p>		<ul style="list-style-type: none"> ✓ Sidewalk Sales Panther PAWty ?? ✓ Funtober promo Scarecrow Stroll Trick or Treating ✓ Fall Girls Night Out – Lift Up Local ✓ Holiday Shop Hop ✓ Small Business Saturday ✓ Downtown Delights ✓ Spring Shop Hop Spring Girls Night Out Love Rocks 	<ul style="list-style-type: none"> Business hours Activate Sidewalks 		<ul style="list-style-type: none"> Cooperative advertising opportunities (TV, coupons, etc)



Status Report

1987-MS-001-Cedar Falls

Downtown Resource Center

Award Year: 1987 **Status:** Approved
Contract Number: 1987-MS-001
Status Report Number: 90
Submitted By: Kim Bear
Submitted Date: 07/14/2021
Status Report Type: Monthly
Title: June 2021
Report Period: 06/01/2021 06/30/2021
From Date To Date

Primary Contact and Organization

Primary Contact

AnA User Id: CAROL.LILLY@IOWAID
First Name*: Community Main Street Inc
First Name Middle Name Last Name
Title: Executive Director
Email*: director@communitymainstreet.org
Address*: 310 E 4th St

City*: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone*: 319-429-0468
Phone Ext.
Program Area of Interest*: Downtown Resource Center
Fax:

Organization Information

Organization Name*: Community Main Street, Inc.
Organization Type*: Non-Profit Organization
DUNS:
Organization Website: communitymainstreet.org
Address: Community Main Street
 310 E 4th St

City: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone: 319-277-0213
Ext.
Fax:

DESIGN - Projects Completed / In-Progress

DESIGN - Projects Completed / In-Progress 1

Project Type*: Rehab Existing Building

Building/Business Name Brows by Asa
Address 100 E. 2nd Street #202
Status In-progress
Private Amount Invested \$6,800.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$6,800.00
Comments Tenant build out- install sink & counter

DESIGN - Projects Completed / In-Progress 2

Project Type* New Construction
Building/Business Name Community Bank & Trust
Address 312 W. 1st Street
Status In-progress
Private Amount Invested \$1,549,500.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$1,549,500.00
Comments New construction of 2900 SF bank

DESIGN - Projects Completed / In-Progress 3

Project Type* Rehab Existing Building
Building/Business Name Blue Room Lounge
Address 201 Main Street
Status In-progress
Private Amount Invested \$400,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$400,000.00
Comments Exterior facade, reopening windows & interior

DESIGN - Projects Completed / In-Progress 4

Project Type* Rehab Existing Building
Building/Business Name Los Cabos
Address 114 Main Street
Status Completed
Private Amount Invested \$7,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$7,000.00
Comments Repair siding

DESIGN - Projects Completed / In-Progress 5

Project Type* Rehab Existing Building
Building/Business Name TG Taps
Address 200 W. 1st St. Ste. 101
Status In-progress
Private Amount Invested \$110,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$110,000.00
Comments Replace & expand 2 level deck

DESIGN - Projects Completed / In-Progress 6

Project Type* Rehab Existing Building
Building/Business Name Driftless Style
Address 106 Main Street
Status Completed
Private Amount Invested \$14,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$14,000.00
Comments Repair stucco at rear of building. Minor repairs

DESIGN - Projects Completed / In-Progress 7

Project Type* New Construction
Building/Business Name River Place MU2
Address 122 E 2nd Street
Status In-progress
Private Amount Invested \$8,000,000.00
Source of Funds
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$8,000,000.00
Comments

DESIGN - Projects Completed / In-Progress 8

Project Type* Rehab Existing Building
Building/Business Name Emergent Architecture
Address 100 E. 2nd Street #204
Status In-progress
Private Amount Invested \$32,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds

Invested

Total Amount Invested \$32,000.00
Comments Interior wall, drop ceiling, electrical & HVAC

DESIGN - Projects Completed / In-Progress 9

Project Type* Rehab Existing Building
Building/Business Name The Skin Spa
Address 200 W. 1st St. Ste. 103
Status In-progress
Private Amount Invested \$50,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$50,000.00
Comments Build out in existing building

DESIGN - Projects Completed / In-Progress 10

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 201
Status In-progress
Private Amount Invested \$430,780.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$430,780.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 11

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 202
Status In-progress
Private Amount Invested \$450,600.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$450,600.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 12

Project Type* Rehab Existing Building
Building/Business Name George's Local
Address 108 E. 4th St.
Status In-progress
Private Amount Invested \$655,887.00
Source of Funds Private
Public Amount Invested \$0.00

Public Investment Source**Grant Amount Invested** \$0.00**Source of Grant Funds Invested****Total Amount Invested** \$655,887.00**Comments** Exterior patio, interior kitchen, roof repair**DESIGN - Projects Completed / In-Progress 13****Project Type*** Rehab Existing Building**Building/Business Name** River Place Plaza**Address** 100 E. 2nd Street**Status** In-progress**Private Amount Invested** \$107,000.00**Source of Funds** Private**Public Amount Invested** \$0.00**Public Investment Source****Grant Amount Invested** \$0.00**Source of Grant Funds Invested****Total Amount Invested** \$107,000.00**Comments** Restrooms for plaza**DESIGN - Projects Completed / In-Progress 14****Project Type*** Rehab Existing Building**Building/Business Name** Tony's La Pizzeria**Address** 407 Main Street**Status** In-progress**Private Amount Invested** \$3,000.00**Source of Funds** Private**Public Amount Invested** \$0.00**Public Investment Source****Grant Amount Invested** \$0.00**Source of Grant Funds Invested****Total Amount Invested** \$3,000.00**Comments** Install drywall for game room**DESIGN - Projects Completed / In-Progress 15****Project Type*** Rehab Existing Building**Building/Business Name** Whiskey Road**Address** 402 Main Street**Status** In-progress**Private Amount Invested** \$2,000.00**Source of Funds** Private**Public Amount Invested** \$0.00**Public Investment Source****Grant Amount Invested** \$0.00**Source of Grant Funds Invested****Total Amount Invested** \$2,000.00**Comments** Add server alley and walls for fireplace***DESIGN - Building Sold***

Building/Business Name	Address	Current Use	Future Use	Amount of Sale
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ECONOMIC VITALITY- Business

Business Name	Address	Business Status	Business Type	# of FT Jobs	# of PT Jobs
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ECONOMIC VITALITY - New Housing

Address	Housing Type	# of Units	Monthly Rent or Purchase Price	Purchase/Rent?
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PROMOTION - Events

PROMOTION - Events 1

Promotion Name* Movies Under the Moon

Description Movies Under the Moon is a free family friendly event where everyone can watch fun movies under the stars. Movies are shown on select Friday nights throughout the summer

Date 6/4/2021 & 6/18/2021

Status Completed

Promotion Type Special Event

Sponsor(s) Jiva Salonspa, Next Generation Wireless, CBE Companies, First Bank, Structure Real Estate, and Recycling & Reuse Technology Transfer Center

Achievement

PROMOTION - Events 2

Promotion Name* Hello Summer

Description Participating retail stores, restaurants, and bars welcomed patrons of Sturgis Falls weekend to come to the Downtown District and support local on Sturgis Sunday.

Date 6/27/2021

Status Completed

Promotion Type Special Event

Sponsor(s) LBL, Ragged Edge Art Bar and Gallery, Pablo's Mexican Grill, Double Tap Beercade, World's Window, Vintage Iron Co, Here's What's Poppin, The Speckled Owl, Mack+Mav Boutique, Lotus + Lou, Stone Feather Road, The Brass Tap

Achievement

ORGANIZATION - Activities

OTHER - Training Sessions

Who Attended	Main Street Position	Training Date	Topic
Kim Bear	Executive Director	06/09/2021	Results Oriented Meetings

OTHER - Volunteer Hours Invested in Main Street

Volunteer Hours	Design	Economic Vitality	Organization	Promotion	Board of Directors	Program Volunteer	Total Volunteer Hours
Yes	84.0	11.0	5.0	199.0	34.5	0	333.5

Commentary

Design Commentary/Updates Community Main Street
DESIGN COMMITTEE MEETING AGENDA
June 18, 2021

Committee Members: Dave Schachterle, Julie Shimek, Thomas Connors, Tom Nagle, Don Blau, Kara Shugar-Davis, Julie Etheredge, Sally Timmer, Jeremy Zehr, Jacob Bauer, JD Atodaria

1. Discuss Program of Work for FY22

Economic Vitality/Business Improvement Commentary/Updates

Economic Development Agenda
Wednesday, June 2, 2021
Zoom Meeting @ Noon

Committee Members: Mark Kittrell (Chair), Lexie Heath, Amy Dutton, Seth Engelbrecht, Dustin Halter, Ty Kimble, Danny Laudick, Lisa Rivera Skubal

1. Discuss Program of Work for FY22

Promotion Commentary/Updates

Community Main Street
PROMOTIONS MEETING AGENDA
Friday, June 4, 2021
12:00pm ZOOM

1. Discuss Program of Work for FY22

Organization Commentary/Updates

Community Main Street
ORGANIZATION & DEVELOPMENT MEETING AGENDA
Monday, June 14th, 2021

Jim Miller, Sarah Foster, Amy Mohr, Amber Munchoff, Karen Oltman, Cinde Haskins, Shay Caley, John Weaver, Tara Eisele, Stephanie Roth

1. Discuss Program of Work for FY22

Program Commentary/Updates

List suggestions & questions on services, training topics, (for MSI communities and/or local needs) new resources, speakers you would recommend, etc.

Suggestions for state staff:

Do you have board president changes? No

Board President

If there is a board president change, please complete the following:

Salutation/First/Last Name: Ms. Crystal Ford
Salutation First Name Last Name

Title Market Leader

Company BerganKDV

Address 100 East Park Ave

Item 17.

Address 2

Suite 300

City/State/County/Zip

Waterloo

Iowa

50703

City

State

County

Zip

E-mail:

crystal.ford@bergankdv.com

Phone/Extension/Fax

319-296-7882

Phone

Ext.

Fax

Agenda, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, June 8th, 2021 @ 12:00 p.m.
Virtual - Zoom Meeting

Voting Members: Crystal Ford- President; Lexie Heath- President Elect; Mark Showalter- Secretary; Dan Lynch- Treasurer; Amy Mohr- Past President; Darin Beck; Natalie Brown; Wynette Froehner; Ty Kimble; Audrey Kittrell; Jenny Leeper; Clark Rickard; Stephanie Sheetz; Julie Shimek; Brad Strouse; Liaisons: Craig Berte; Cary Darrah; Carrie Eilderts; Linda Laylin; John Luzaich; Kim Manning; Jessica Rucker/Jane Messingham; Kelly Stern; Kathryn Sogard Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Ford
2. Annual Meeting – Ford & Bear
 - a. Slate of Officers
3. Approval of Minutes – Showalter
4. Financial Report – Lynch
5. City Updates - Sheetz
6. Committee Reports
 - a. Economic Development
 - b. Promotions
 - c. Org & Development
 - d. Design
7. Liaison Reports
8. Good of the Order –
 - a. June 14: Organization & Development Meeting
 - b. June 18: Design Meeting
 - c. July 2: Promotions Meeting
 - d. July 6: Executive Meetings
 - e. July 7: Economic Development Meeting
 - f. July 13: Merchant Meeting
9. Adjourn

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

**Minutes, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, May 11th, 2021 @ 12:00 p.m.
Virtual - Zoom Meeting**

In Attendance: Lexie Heath- President Elect; Mark Showalter- Secretary; Natalie Brown; Wynette Froehner; Ty Kimble; Audrey Kittrell; Jenny Leeper; Stephanie Sheetz Liaisons: CJane Messingham; Kelly Stern; Kathryn Sogard
Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Heath
2. Approval of Minutes – Heath
 - a. Leeper moved for approval, Kimble seconded, all approved
3. Financial Report – Barry
 - a. Income: Friends and Streetscape payments, ED Grant, ARTapalooza & MUM income, and SSMID came through. Expenses: Updated Shop & Dine Like a Local maps and our gator went in for yearly maintenance.
4. City Updates – Sheetz
 - a. P&Z meeting will take place on Wednesday for a recommendation to go to Council. Two meetings ago, P&Z went through the Downtown Code and discussed their recommendations. Tentative schedule is: Council on 5/17, Council work session with questions/recommendations on 6/7, public hearing on 7/16, and possibly going through on 8/16. Attendance for support would be great!
 - b. Streetscape Update: Work is being done on 300 block sidewalk with pavers going out to the curb. It is estimated that it will take 4-5 weeks for closure. W. 4th Street to Washington is under construction, but the sidewalks are still accessible.
5. President’s Report – Heath
 - a. Our annual meeting will be held on 6/8 through Zoom. Our July board meeting will take place on 7/14 from 5pm-630pm as part of the Main Street America visit. Location is TBD
6. SSMID – Bear
 - a. Signatures are due to the City on 10/8. We will be sharing a Google sheet with a list of property owners so each board member can sign up for who they would like to speak with. This is usually a function of the Board.
7. Staff Report – Bear
 - a. Larry has stepped back from his position and no longer works with us. He will continue to be involved as a volunteer! We are currently recruiting volunteers to water our flowers that will arrive by the end of the month. Our first movie next month will be Jumanji for Movies Under the Moon.
 - b. New businesses: Hint + Hue Salon, Smoothie Bar, opening soon- Carter House which will be takeout friendly for lunch/dinner with a grab and go concept.
8. Committee Reports
 - a. Economic Development - no meeting this month
 - b. Promotions – no meeting this month
 - c. Org & Development - starting to plan a new fall fundraiser event that is a haunted history tour
 - d. Design – Downtown cleanup is scheduled on 5/21 from 12pm-2pm
9. Liaison Reports
 - a. CF Tourism- Cedar Falls Beer Trail on Saturday, May 22. Festivities will take place at the Plaza between 10:30am and 12:30pm and include yard games and live music.

Passports will be distributed at the event and can be downloaded from CedarFallsTourism.org or picked up at participating breweries and taproom. We are currently accepting applications for the Tourism & Cultural Programs Manager position. Details can be found at cedarfalls.com. Applications are due by 4:30pm on June 4

- b. CF Public Library- New carpet is being installed 5/17-6/11 so only curbside will be available. We have a temporary computer lab set up at the community center. Starting 7/6 the library will be returning to pre-covid hours.
- c. College Hill Partnership- Illuminate Art and Light festival will our first in-person event! It will be taking place 5/14 & 5/15 from 9pm-11pm.
- d. Main Street Waterloo- Sidewalk sales, Fridayloo is coming up, and 5/22 is their cleanup day!

10. Good of the Order was given

11. Adjourn

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

Community Main Street Inc

Item 17.

Statement of Financial Position

As of May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CMS Capital Improvement Fund #7034754	14,289.16
CMS Main Checking #13920	181,157.32
CMS Money Market Operating Reserve #7004070	299,347.32
Collins Community CU Savings	115.19
Facebook Donations #700476	0.00
Paypal	0.00
Petty Cash	50.00
Total Bank Accounts	\$494,958.99
Accounts Receivable	
Accounts Receivable	250.00
Total Accounts Receivable	\$250.00
Other Current Assets	
Inventory Asset	0.00
Payroll Corrections	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$495,208.99
Fixed Assets	
310 E 4th Street (CMS Office)	429,143.58
310 E 4th Street Land	47,232.00
Building Accum. Depreciation	-22,057.00
Equipment	67,967.08
Equipment Accum. Depreciation	-59,310.00
Total Fixed Assets	\$462,975.66
Other Assets	
Investment in SSMU	0.00
Investment in SSMU-Contra	0.00
Prepaid Rent	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$958,184.65

Community Main Street Inc

Item 17.

Statement of Financial Position

As of May 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Sales Expense	0.00
Deferred Income	0.00
Direct Deposit Payable	0.00
FICA/Federal W/H	0.00
Gift Certificates	91,457.77
Iowa Department of Revenue Payable	0.00
Loan - First National Bank CPLTD	0.00
Payroll Liabilities	1,588.15
Sales Tax Payable	0.00
SBA PPP Loan	24,700.00
Simple IRA payable	0.00
State W/H	0.00
Total Other Current Liabilities	\$117,745.92
Total Current Liabilities	\$117,745.92
Long-Term Liabilities	
Loan - First National Bank	190,859.16
Total Long-Term Liabilities	\$190,859.16
Total Liabilities	\$308,605.08
Equity	
Board Designated Reserve Fund	0.00
Opening Bal Equity	0.00
Retained Earnings	469,366.71
Unrestricted Fund Balance	0.00
Net Revenue	180,212.86
Total Equity	\$649,579.57
TOTAL LIABILITIES AND EQUITY	\$958,184.65

**COMMUNITY MAIN STREET
Income Statement**

MAY 2021

	MONTHLY BUDGET - MAY				MONTHLY BUDGET - JULY TO MAY				ANNUAL BUDGET			
	MONTH ACTUAL	MONTH BUDGET	ACTUAL TO BUDGET VARIANCE	% OF BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET
Revenue												
Board Income	0.00	0.00	0.00	0.00%	0.00	1,800.00	-1,800.00	0.00%	0.00	1,800.00	-1,800.00	0.00%
City Funding	0.00	7,500.00	-7,500.00	0.00%	24,000.00	15,000.00	9,000.00	160.00%	24,000.00	15,000.00	9,000.00	160.00%
Equipment Rental Income	0.00	0.00	0.00	0.00%	300.00	0.00	300.00	0.00%	300.00	0.00	300.00	0.00%
Event Income	930.02	13,000.00	-12,069.98	7.15%	41,075.95	54,800.00	-13,724.05	74.96%	41,075.95	57,580.00	-16,504.05	71.34%
Friends/Streetscape	350.00	0.00	350.00	0.00%	33,190.42	9,500.00	23,690.42	349.37%	33,190.42	9,500.00	23,690.42	349.37%
Grant & other Income	78.05	0.00	78.05	0.00%	22,571.27	21,000.00	1,571.27	107.48%	22,571.27	21,000.00	1,571.27	107.48%
SSMID	0.00	50,000.00	-50,000.00	0.00%	243,304.72	200,000.00	43,304.72	121.65%	243,304.72	200,000.00	43,304.72	121.65%
Total Revenue	\$ 1,358.07	\$ 70,500.00	-\$ 69,141.93	1.93%	\$ 364,442.36	\$ 302,100.00	\$ 62,342.36	120.64%	\$ 364,442.36	\$ 304,880.00	\$ 59,562.36	119.54%
Gross Profit	\$ 1,358.07	\$ 70,500.00	-\$ 69,141.93	1.93%	\$ 364,442.36	\$ 302,100.00	\$ 62,342.36	120.64%	\$ 364,442.36	\$ 304,880.00	\$ 59,562.36	119.54%
Expenditures												
Board Lunch Expense	0.00	150.00	-150.00	0.00%	0.00	1,500.00	-1,500.00	0.00%	0.00	1,650.00	-1,650.00	0.00%
Committee Expense	2,256.00	5,000.00	-2,744.00	45.12%	11,999.80	26,000.00	-14,000.20	46.15%	11,999.80	28,000.00	-16,000.20	42.86%
Depreciation Expense	0.00	1,435.00	-1,435.00	0.00%	0.00	15,785.00	-15,785.00	0.00%	0.00	17,220.00	-17,220.00	0.00%
Dues and Subscriptions	290.00	650.00	-360.00	44.62%	7,480.52	7,700.00	-219.48	97.15%	7,480.52	8,350.00	-869.48	89.59%
Event Expense	80.00	1,000.00	-920.00	8.00%	29,262.52	35,950.00	-6,687.48	81.40%	29,262.52	37,950.00	-8,687.48	77.11%
Grant Expense	0.00	0.00	0.00	0.00%	0.00	9,000.00	-9,000.00	0.00%	0.00	18,000.00	-18,000.00	0.00%
Insurance	5,536.00	5,500.00	36.00	100.65%	5,536.00	5,500.00	36.00	100.65%	5,536.00	5,500.00	36.00	100.65%
Miscellaneous	40.00	150.00	-110.00	26.67%	368.78	1,800.00	-1,431.22	20.49%	368.78	2,000.00	-1,631.22	18.44%
Office Supplies	2,381.87	625.00	1,756.87	381.10%	4,937.88	6,875.00	-1,937.12	71.82%	4,937.88	7,500.00	-2,562.12	65.84%
Payroll Expenses	6,395.98	9,000.00	-2,604.02	71.07%	77,993.98	95,000.00	-17,006.02	82.10%	77,993.98	104,000.00	-26,006.02	74.99%
Postage and Delivery	1,351.83	500.00	851.83	270.37%	1,694.11	2,100.00	-405.89	80.67%	1,694.11	2,200.00	-505.89	77.01%
Professional Fees	0.00	0.00	0.00	0.00%	3,700.00	6,000.00	-2,300.00	61.67%	3,700.00	7,000.00	-3,300.00	52.86%
Repairs	0.00	0.00	0.00	0.00%	363.58	1,500.00	-1,136.42	24.24%	363.58	1,500.00	-1,136.42	24.24%
Snow Removal & Lawn Care	75.29	500.00	-424.71	15.06%	675.03	2,800.00	-2,124.97	24.11%	675.03	3,000.00	-2,324.97	22.50%
Streetscape Expense	0.00	0.00	0.00	0.00%	23,616.86	2,500.00	21,116.86	944.67%	23,616.86	2,500.00	21,116.86	944.67%
Telephone	166.43	100.00	66.43	166.43%	1,268.01	1,100.00	168.01	115.27%	1,268.01	1,200.00	68.01	105.67%
Travel & Training	0.00	2,500.00	-2,500.00	0.00%	75.00	5,000.00	-4,925.00	1.50%	75.00	5,000.00	-4,925.00	1.50%
Utilities	428.31	370.00	58.31	115.76%	4,186.62	4,070.00	116.62	102.87%	4,186.62	4,440.00	-253.38	94.29%
Total Expenditures	\$ 19,001.71	\$ 27,480.00	-\$ 8,478.29	69.15%	\$ 173,158.69	\$ 230,180.00	-\$ 57,021.31	75.23%	\$ 173,158.69	\$ 257,010.00	-\$ 83,851.31	67.37%
Net Operating Revenue	-\$ 17,643.64	\$ 43,020.00	-\$ 60,663.64	-41.01%	\$ 191,283.67	\$ 71,920.00	\$ 119,363.67	265.97%	\$ 191,283.67	\$ 47,870.00	\$ 143,413.67	399.59%
Other Revenue												
Other Income	0.00	0.00	0.00	0.00%	91.00	0.00	91.00	0.00%	91.00	0.00	91.00	0.00%
Total Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%
Other Expenditures												
Interest Expense	1,014.71	664.28	350.43	152.75%	11,161.81	7,384.87	3,776.94	151.14%	11,161.81	8,047.71	3,114.10	138.70%
Total Other Expenditures	\$ 1,014.71	\$ 664.28	\$ 350.43	152.75%	\$ 11,161.81	\$ 7,384.87	\$ 3,776.94	151.14%	\$ 11,161.81	\$ 8,047.71	\$ 3,114.10	138.70%
Net Other Revenue	-\$ 1,014.71	-\$ 664.28	-\$ 350.43	152.75%	-\$ 11,070.81	-\$ 7,384.87	-\$ 3,685.94	149.91%	-\$ 11,070.81	-\$ 8,047.71	-\$ 3,023.10	137.56%
Net Revenue	-\$ 18,658.35	\$ 42,355.72	-\$ 61,014.07	-44.05%	\$ 180,212.86	\$ 64,535.13	\$ 115,677.73	279.25%	\$ 180,212.86	\$ 39,822.29	\$ 140,390.57	452.54%

**Community Main Street
Director's Staff Report for May 2021:**

Committees:

- **Promotion/Retail/Nightlife** Girls' Night Out, ARTapalooza, Movies Under the Moon
- **Design** – Flower baskets
- **Economic Development** – SSMID
- **Organization & Development** –Friends campaign, fall fundraiser
- **Board – Parking & SSMID**

Staff Activities:

- Event planning, facilitation, support and oversight of the following events
 - Movies Under the Moon
 - ARTapalooza
 - Girls' Night Out
- Met with Mayor Green
- Met with Stephanie Sheetz
- Met with Ron Gaines
- Holiday Hoopla committee meeting
- Holiday Hoopla Sturgis Falls parade committee meeting
- Holiday Hoopla Kick-off and décor meeting
- Holiday Hoopla sponsorship meeting
- Submitted Main Street Iowa monthly report
- Met with Carson Wirtz to coordinate his Eagle Scout Project happening at the Community Main Street Office
- Main Street Iowa Director call
- Affiliate's roundtable discussion with Grow Cedar Valley, etc.
- CFCF promotion committee meeting
- Started coordination of our summer waterers
- Installed hanging baskets
- Retail Brainstorming Session
- Parking Technical meeting with City of Cedar Falls, UNI and College Hill Partnership
- Provided UNI committed student group with 300 gift certificates
- SSMID meeting with committee members
- SSMID talk with Main Street Iowa and exec
- Budget work for FY22
- Submitted Currents article to the City
- Met with Mark Simpson from 93.5 the Mix
- Webinar through Main Street America for ARP
- Webinar: Main Street Iowa, Shop Iowa updates
- Design review with Artistic Holiday Designs for Holiday Hoopla
- Pink Ribbon Run committee meeting
- Event planning meeting with Stone Feather Road
- Cedar Valley Coalition Meeting
- Wheat Pasting Murals
- Bi-annual Property Owner Meeting
- Webinar: Spring 2021 Iowa Retail and Restaurant Trends
- CAPS discussion with Iowa Department of Education
- Main Street Iowa Awards ceremony (virtual)
- Rooted Carrot advisory board meeting
- Pink Ribbon Run committee meeting
- Attended Planning and Zoning to listen to Vision Code discussion
- Attended weekly streetscape updates for phase 2 of the Streetscape project
- Friends Campaign Thank you's written as they are received
- Met with Economic Development committee chair (x2)
- Main Street Iowa meet up with similar sized communities
- Planned and facilitated all committee meetings and sub-committee meetings

Community Event Representation: Cedar Falls Community Foundation Public Relations meeting; City Council meeting, Cedar Falls Visitor Center and Tourism Board Meeting

Staff Priorities for the next month: SSMI, Event planning, Budget

**CEDAR FALLS COMMUNITY MAIN STREET
FY20 STRATEGIC GOALS ONE-SHEET
Activities FY21**

<i>Collaborative effort with business owners, property owners, & city to achieve goals</i>	DISTRICT AESTHETIC <i>Positive look and feel of the district</i>	BUSINESS FRIENDLY ENVIRONMENT <i>Supportive business community and strong business mix</i>	CONVENIENCE <i>District accessibility, functional side of district aesthetics</i>	PARKING <i>Positive impact on the parking experience downtown</i>	ANNUAL TASKS <i>Ongoing operational activities</i>
BOARD OF DIRECTORS	<ul style="list-style-type: none"> Review and implement MSI exchange visit recommendations 	<ul style="list-style-type: none"> Deliberate business visitation program 			<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Budget ✓ October bi-annual report ✓ City grant requests ✓ April bi-annual report <ul style="list-style-type: none"> Staff review Attend city council meetings Review/update program policies & procedures
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> ✓ Challenge Grant submission FY21 	<ul style="list-style-type: none"> New business visits (x10) Support visits to existing businesses Open 4 Business 2021 Plan & execute 2 deliberate actions to help fill vacant storefronts (Naked Spaces Tour with Org.) ✓ Schedule quarterly landlord/property owner meetings New business/peer group/mentor 	<ul style="list-style-type: none"> Promote store accessibility during construction Online accessibility; resources 		<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Track/collect business stats Complete the business welcome packet
DESIGN	<ul style="list-style-type: none"> Façade review (x10) Fall clean-up day Spring clean up day Banner (1 new set) Seasonal beautification (Flowers, Funtober, Holiday) 	<ul style="list-style-type: none"> Façade grant program (promotion) Update review checklist Overlay awareness brochure Historic preservation education 	<ul style="list-style-type: none"> Wayfinding within district 	<ul style="list-style-type: none"> Parking lot cleanliness & maintenance program 	<ul style="list-style-type: none"> ✓ MSI annual checklist
ORGANIZATION & DEVELOPMENT	<ul style="list-style-type: none"> Flower fundraiser (Hops with Promo) 	<ul style="list-style-type: none"> ✓ Partner thank you Volunteer recognition party ✓ Main Street Iowa award nominations Annual fundraiser (Upstairs Downtown/Naked Spaces) 			<ul style="list-style-type: none"> ✓ MSI annual checklist <ul style="list-style-type: none"> Build local program awareness through community outreach ✓ Friends campaign (100% board participation) <ul style="list-style-type: none"> Annual meeting Update "About CMS" packet

**CEDAR FALLS COMMUNITY MAIN STREET
FY20 STRATEGIC GOALS ONE-SHEET
Activities FY21**

<p><i>Collaborative effort with business owners, property owners, & city to achieve goals</i></p>	<p>DISTRICT AESTHETIC <i>Positive look and feel of the district</i></p>	<p>BUSINESS FRIENDLY ENVIRONMENT <i>Supportive business community and strong business mix</i></p>	<p>CONVENIENCE <i>District accessibility, functional side of district aesthetics</i></p>	<p>PARKING <i>Positive impact on the parking experience downtown</i></p>	<p>ANNUAL TASKS <i>Ongoing operational activities</i></p>
<p>PROMOTIONS</p>	<ul style="list-style-type: none"> • Hops 	<ul style="list-style-type: none"> ✓ Calendar of Event mailing (x2) Winter & Spring ARTapalooza event • Show & Shine (September & May) ✓ Movies Under the Moon (FY21) • Holiday Hoopla <ul style="list-style-type: none"> ✓ Kick off ✓ Small Bus. Sat. <i>Breakfast with Santa</i> ✓ Jingle & Mingle <i>Hoopla Cheer</i> <i>Frosty 5K</i> <i>Baby It's Cold</i> <i>Movie Magic</i> ✓ Coloring Contest ✓ Window Contest <i>Trolley Rides</i> ✓ Letters to Santa 		<ul style="list-style-type: none"> • Positive, consistent message (new parking brochure) • Communication piece for businesses and employees 	<ul style="list-style-type: none"> ✓ MSI annual checklist • Visitor Guide ad • GBPAC ad • Tourism co-op ads ✓ Shop/Dine like a local maps <ul style="list-style-type: none"> • Kiosk map • Kiosk flyers (weekly) • Evaluate brochure for possible updates • Newsletter (x11)
<p>PROMOTIONS: Retail & Nightlife</p>		<ul style="list-style-type: none"> ✓ Sidewalk Sales • Panther PAWty ?? ✓ Funtober promo Scarecrow Stroll <i>Trick or Treating</i> ✓ Fall Girls Night Out – Lift Up Local ✓ Holiday Shop Hop ✓ Small Business Saturday ✓ Downtown Delights ✓ Spring Shop Hop ✓ Spring Girls Night Out • Love Rocks 	<ul style="list-style-type: none"> • Business hours • Activate Sidewalks 		<ul style="list-style-type: none"> • Cooperative advertising opportunities (TV, coupons, etc)



Status Report

1987-MS-001-Cedar Falls

Downtown Resource Center

Award Year: 1987 **Status:** Approved
Contract Number: 1987-MS-001
Status Report Number: 91
Submitted By: Kim Bear
Submitted Date: 08/20/2021
Status Report Type: Monthly
Title: July 2021
Report Period: 07/01/2021 07/31/2021
From Date To Date

Primary Contact and Organization

Primary Contact

AnA User Id: CAROL.LILLY@IOWAID
First Name*: Community Main Street Inc
First Name Middle Name Last Name
Title: Executive Director
Email*: director@communitymainstreet.org
Address*: 310 E 4th St

City*: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone*: 319-429-0468
Phone Ext.
Program Area of Interest*: Downtown Resource Center
Fax:

Organization Information

Organization Name*: Community Main Street, Inc.
Organization Type*: Non-Profit Organization
DUNS:
Organization Website: communitymainstreet.org
Address: Community Main Street
 310 E 4th St

City: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone: 319-277-0213
Ext.
Fax:

DESIGN - Projects Completed / In-Progress

DESIGN - Projects Completed / In-Progress 1

Project Type*: Rehab Existing Building

Building/Business Name Brows by Asa
Address 100 E. 2nd Street #202
Status In-progress
Private Amount Invested \$6,800.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$6,800.00
Comments Tenant build out- install sink & counter

DESIGN - Projects Completed / In-Progress 2

Project Type* New Construction
Building/Business Name Community Bank & Trust
Address 312 W. 1st Street
Status In-progress
Private Amount Invested \$1,549,500.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$1,549,500.00
Comments New construction of 2900 SF bank

DESIGN - Projects Completed / In-Progress 3

Project Type* Rehab Existing Building
Building/Business Name Blue Room Lounge
Address 201 Main Street
Status In-progress
Private Amount Invested \$400,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$400,000.00
Comments Exterior facade, reopening windows & interior

DESIGN - Projects Completed / In-Progress 4

Project Type* Rehab Existing Building
Building/Business Name The Brass Tap
Address 421 Main Street
Status In-progress
Private Amount Invested \$75,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$75,000.00
Comments Expand kitchen & remove 1st floor utility room

DESIGN - Projects Completed / In-Progress 5

Project Type* Rehab Existing Building
Building/Business Name TG Taps
Address 200 W. 1st St. Ste. 101
Status In-progress
Private Amount Invested \$110,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$110,000.00
Comments Replace & expand 2 level deck

DESIGN - Projects Completed / In-Progress 6

Project Type* New Construction
Building/Business Name River Place MU2
Address 122 E 2nd Street
Status In-progress
Private Amount Invested \$8,000,000.00
Source of Funds
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$8,000,000.00
Comments

DESIGN - Projects Completed / In-Progress 7

Project Type* Rehab Existing Building
Building/Business Name Emergent Architecture
Address 100 E. 2nd Street #204
Status In-progress
Private Amount Invested \$32,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$32,000.00
Comments Interior wall, drop ceiling, electrical & HVAC

DESIGN - Projects Completed / In-Progress 8

Project Type* Rehab Existing Building
Building/Business Name The Skin Spa
Address 200 W. 1st St. Ste. 103
Status In-progress
Private Amount Invested \$50,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds

Invested

Total Amount Invested \$50,000.00
Comments Build out in existing building

DESIGN - Projects Completed / In-Progress 9

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 201
Status In-progress
Private Amount Invested \$430,780.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$430,780.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 10

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 202
Status In-progress
Private Amount Invested \$450,600.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$450,600.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 11

Project Type* Rehab Existing Building
Building/Business Name George's Local
Address 108 E. 4th St.
Status In-progress
Private Amount Invested \$655,887.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$655,887.00
Comments Exterior patio, interior kitchen, roof repair

DESIGN - Projects Completed / In-Progress 12

Project Type* Rehab Existing Building
Building/Business Name River Place Plaza
Address 100 E. 2nd Street
Status Completed
Private Amount Invested \$107,000.00
Source of Funds Private
Public Amount Invested \$0.00

Public Investment Source

Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$107,000.00
Comments Restrooms for plaza

DESIGN - Projects Completed / In-Progress 13

Project Type* Rehab Existing Building
Building/Business Name Tony's La Pizzeria
Address 407 Main Street
Status In-progress
Private Amount Invested \$3,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$3,000.00
Comments Install drywall for game room

DESIGN - Projects Completed / In-Progress 14

Project Type* Rehab Existing Building
Building/Business Name Whiskey Road
Address 402 Main Street
Status In-progress
Private Amount Invested \$2,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$2,000.00
Comments Add server alley and walls for fireplace

DESIGN - Building Sold

Building/Business Name	Address	Current Use	Future Use	Amount of Sale
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ECONOMIC VITALITY- Business

Business Name	Address	Business Status	Business Type	# of FT Jobs	# of PT Jobs
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ECONOMIC VITALITY - New Housing

Address	Housing Type	# of Units	Monthly Rent or Purchase Price	Purchase/Rent?
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PROMOTION - Events

PROMOTION - Events 1

Promotion Name* Movies Under the Moon
Description Movies Under the Moon is a free family friendly event where everyone can watch fun movies under the stars. Movies are shown on select Friday nights throughout the summer
Date 7/23/2021
Status Completed
Promotion Type Special Event
Sponsor(s) Jiva Salonspa, Next Generation Wireless, CBE Companies, First Bank, Structure Real Estate, and Recycling & Reuse Technology Transfer Center

Achievement

PROMOTION - Events 2

Promotion Name* Sidewalk Sales
Description Sidewalk Sales is an annual event where merchants have special, discounted items on sale and place them outside.
Date 7/23 & 7/24
Status Completed
Promotion Type Special Event
Sponsor(s) LBL
 The Speckled Owl
 Lotus & Lou
 Pump Haus
 Main Street Exchange
 Spotlight Style Boutique and Salon
 Here's What's Poppin
 Stone Feather Road
 Miss Wonderful
 World's Window
 Mack & Mav Boutique
 The Runners Flat
 Peekaboo Baby
 Hatchlings & Hens
 Vintage Iron Co.
 Driftless Style

Achievement

ORGANIZATION - Activities

OTHER - Training Sessions

Who Attended	Main Street Position	Training Date	Topic
Kim Bear	Executive Director	07/08/2021	Cybersecurity:Critical Awareness for the Workforce

OTHER - Volunteer Hours Invested in Main Street

Volunteer Hours	Design	Economic Vitality	Organization Promotion	Board of Directors	Program Volunteer	Total Volunteer Hours
Yes	84.0	9.0	1.0	77.5	21.0	192.5

Commentary

**Design
Commentary/Updates** Community Main Street
DESIGN COMMITTEE MEETING AGENDA
July 14,2021
CMS Office

1. Main Street America Visit with Kathy LaPlante

**Economic
Vitality/Business
Improvement
Commentary/Updates** Economic Development Agenda
July 14,2021
CMS Office

1. Main Street America Visit with Kathy LaPlante

**Promotion
Commentary/Updates** Community Main Street
PROMOTIONS MEETING AGENDA
July 14,2021
CMS Office

1. Main Street America Visit with Kathy LaPlante

**Organization
Commentary/Updates** Community Main Street
ORGANIZATION & DEVELOPMENT MEETING AGENDA
July 14,2021
CMS Office

1. Main Street America Visit with Kathy LaPlante

Program Commentary/Updates

List suggestions & questions on services, training topics, (for MSI communities and/or local needs) new resources, speakers you would recommend, etc.

Suggestions for state staff:

**Do you have board
president changes?** No

Board President

If there is a board president change, please complete the following:

Salutation/First/Last Name:	Mrs.	Lexie	Heath
	Salutation	First Name	Last Name
Title	Branch Manager		
Company	Farmers State Bank		
Address	515 Main Street		
Address 2	Suite A		
City/State/County/Zip	Cedar Falls	Iowa	Black Hawk County 50703
	City	State	County Zip
E-mail:	lheath@fsb1879.com		
Phone/Extension/Fax	319-874-4345		
	Phone	Ext.	Fax



Status Report

1987-MS-001-Cedar Falls

Downtown Resource Center

Award Year: 1987 **Status:** Approved
Contract Number: 1987-MS-001
Status Report Number: 93
Submitted By: Kim Bear
Submitted Date: 09/20/2021
Status Report Type: Monthly
Title: August 2021
Report Period: 08/01/2021 08/31/2021
From Date To Date

Primary Contact and Organization

Primary Contact

AnA User Id: CAROL.LILLY@IOWAID
First Name*: Community Main Street Inc
First Name Middle Name Last Name
Title: Executive Director
Email*: director@communitymainstreet.org
Address*: 310 E 4th St

City*: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone*: 319-429-0468
Phone Ext.
Program Area of Interest*: Downtown Resource Center
Fax:

Organization Information

Organization Name*: Community Main Street, Inc.
Organization Type*: Non-Profit Organization
DUNS:
Organization Website: communitymainstreet.org
Address: Community Main Street
 310 E 4th St

City: Cedar Falls Iowa 50613
City State/Province Postal Code/Zip
Phone: 319-277-0213
Ext.
Fax:

DESIGN - Projects Completed / In-Progress

DESIGN - Projects Completed / In-Progress 1

Project Type*: Rehab Existing Building

Building/Business Name Brows by Asa
Address 100 E. 2nd Street #202
Status Completed
Private Amount Invested \$6,800.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$6,800.00
Comments Tenant build out- install sink & counter

DESIGN - Projects Completed / In-Progress 2

Project Type* New Construction
Building/Business Name Community Bank & Trust
Address 312 W. 1st Street
Status Completed
Private Amount Invested \$1,549,500.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$1,549,500.00
Comments New construction of 2900 SF bank

DESIGN - Projects Completed / In-Progress 3

Project Type* Rehab Existing Building
Building/Business Name Blue Room Lounge
Address 201 Main Street
Status In-progress
Private Amount Invested \$400,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$400,000.00
Comments Exterior facade, reopening windows & interior

DESIGN - Projects Completed / In-Progress 4

Project Type* Rehab Existing Building
Building/Business Name The Brass Tap
Address 421 Main Street
Status Completed
Private Amount Invested \$75,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$75,000.00
Comments Expand kitchen & remove 1st floor utility room

DESIGN - Projects Completed / In-Progress 5

Project Type* Rehab Existing Building
Building/Business Name TG Taps
Address 200 W. 1st St. Ste. 101
Status In-progress
Private Amount Invested \$110,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$110,000.00
Comments Replace & expand 2 level deck

DESIGN - Projects Completed / In-Progress 6

Project Type* New Construction
Building/Business Name River Place MU2
Address 122 E 2nd Street
Status In-progress
Private Amount Invested \$8,000,000.00
Source of Funds
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$8,000,000.00
Comments

DESIGN - Projects Completed / In-Progress 7

Project Type* Rehab Existing Building
Building/Business Name Emergent Architecture
Address 100 E. 2nd Street #204
Status Completed
Private Amount Invested \$32,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$32,000.00
Comments Interior wall, drop ceiling, electrical & HVAC

DESIGN - Projects Completed / In-Progress 8

Project Type* Rehab Existing Building
Building/Business Name The Skin Spa
Address 200 W. 1st St. Ste. 103
Status In-progress
Private Amount Invested \$50,000.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds

Invested

Total Amount Invested \$50,000.00
Comments Build out in existing building

DESIGN - Projects Completed / In-Progress 9

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 201
Status In-progress
Private Amount Invested \$430,780.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$430,780.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 10

Project Type* Rehab Existing Building
Building/Business Name
Address 205 Main St. Apt. 202
Status In-progress
Private Amount Invested \$450,600.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$450,600.00
Comments 2nd floor remodel for 2 apartments

DESIGN - Projects Completed / In-Progress 11

Project Type* Rehab Existing Building
Building/Business Name George's Local
Address 108 E. 4th St.
Status In-progress
Private Amount Invested \$655,887.00
Source of Funds Private
Public Amount Invested \$0.00
Public Investment Source
Grant Amount Invested \$0.00
Source of Grant Funds Invested
Total Amount Invested \$655,887.00
Comments Exterior patio, interior kitchen, roof repair

DESIGN - Projects Completed / In-Progress 12

Project Type* Rehab Existing Building
Building/Business Name Tony's La Pizzeria
Address 407 Main Street
Status Completed
Private Amount Invested \$3,000.00
Source of Funds Private
Public Amount Invested \$0.00

Public Investment Source

Grant Amount Invested \$0.00

Source of Grant Funds Invested

Total Amount Invested \$3,000.00

Comments Install drywall for game room

DESIGN - Projects Completed / In-Progress 13

Project Type* Rehab Existing Building

Building/Business Name Whiskey Road

Address 402 Main Street

Status Completed

Private Amount Invested \$2,000.00

Source of Funds Private

Public Amount Invested \$0.00

Public Investment Source

Grant Amount Invested \$0.00

Source of Grant Funds Invested

Total Amount Invested \$2,000.00

Comments Add server alley and walls for fireplace

DESIGN - Building Sold

Building/Business Name	Address	Current Use	Future Use	Amount of Sale
------------------------	---------	-------------	------------	----------------

ECONOMIC VITALITY- Business

Business Name	Address	Business Status	Business Type	# of FT Jobs	# of PT Jobs
Honey and Vinegar Tattoos	200 State Street Suite 103	New	Service	3	
Brows by Asa	100 E. 2nd Street Suite 202	New	Service	3	

ECONOMIC VITALITY - New Housing

Address	Housing Type	# of Units	Monthly Rent or Purchase Price	Purchase/Rent?
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PROMOTION - Events**PROMOTION - Events 1**

Promotion Name* Movies Under the Moon

Description Movies Under the Moon is a free family friendly event where everyone can watch fun movies under the stars. Movies are shown on select Friday nights throughout the summer

Date 8/13/21

Status Completed

Promotion Type Special Event
Sponsor(s) Jiva Salonspa, Next Generation Wireless, CBE Companies, First Bank, Structure Real Estate, and Recycling & Reuse Technology Transfer Center
Achievement

Item 17.

ORGANIZATION - Activities

OTHER - Training Sessions

Who Attended	Main Street Position	Training Date	Topic
Kim Bear	Executive Director	08/11/2021	Leadercast
Kim Bear	Executive Director	08/03/2021	Iowa Downtown Conference

OTHER - Volunteer Hours Invested in Main Street

Volunteer Hours	Design	Economic Vitality	Organization Promotion	Board of Directors	Program Volunteer	Total Volunteer Hours	
Yes	85.0	24.0	0	101.0	20.0	0	230.0

Commentary

Design Commentary/Updates Community Main Street
 DESIGN COMMITTEE MEETING AGENDA
 August 20,2021
 Zoom

1. Banners
2. Facade Grants
 -Miss Wonderful
 -Peek-a-boo Baby
3. Signage
4. Other

Economic Vitality/Business Improvement Commentary/Updates The Economic Development Committee did not meet this month.

Promotion Commentary/Updates Community Main Street
 PROMOTIONS MEETING AGENDA
 August 10,2021
 CMS Office

1. Parking
2. Panthers coming downtown
3. Sidewalk Sales Debrief

Organization The Org & Development Committee did not meet this month.

494

Commentary/Updates

Program Commentary/Updates Board members, Economic Development committee members, and program volunteers are continuously working on SSMID renewal

List suggestions & questions on services, training topics, (for MSI communities and/or local needs) new resources, speakers you would recommend, etc.

Suggestions for state staff:

Do you have board president changes? No

Board President

If there is a board president change, please complete the following:

Salutation/First/Last Name: Mrs. Lexie Heath
Salutation First Name Last Name

Title Branch Manager

Company Farmers State Bank

Address 515 Main Street

Address 2 Suite A

City/State/County/Zip Cedar Falls Iowa Black Hawk County 50703
City State County Zip

E-mail: lheath@fsb1879.com

Phone/Extension/Fax 319-874-4345
Phone Ext. Fax

**Agenda, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, August 10th, 2021 @ 12:00 p.m.
CMS Office/ Zoom Meeting**

Voting Members: Lexie Heath- President; Jenny Leeper- President Elect; Mark Showalter- Secretary; Brent Johnson- Treasurer; Crystal Ford- Past President; Darin Beck; Natalie Brown; Ann Eastman; Wynette Froehner; Audrey Kittrell; Helen Pearce; Clark Rickard; Stephanie Sheetz; Brad Strouse; Liaisons: Craig Berte; Cary Darrah; Carrie Eilderts; Linda Laylin; John Luzaich; Jennifer Pickar; Jessica Rucker/Jane Messingham; Kelly Stern; Kathryn Sogard Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Heath
2. Ribbon Cutting – Eagle Scout Project
3. Approval of Minutes – Showalter
4. Financial Report – Johnson
 - a. June & July Financials
 - b. Budget
 - i. River Project Support
 - ii. Restricted Funds
5. City Updates – Sheetz
 - a. Visioning & Parking Updates
6. Staff Report – Bear
7. Committee Reports
 - a. Please see Staff Report for committee updates
8. Liaison Reports
9. Good of the Order –
 - a. August 13: Movies Under the Moon
 - b. August 20: Design Meeting
 - c. August 27: Movies Under the Moon
 - d. September 1: Economic Development Meeting
 - e. September 7: Executive Meetings
 - f. September: Promotions Meeting
 - g. September 11: ARTapalooza
 - h. September 12: Downtown Show & Shine
 - i. September 14: Merchant Meeting
10. Adjourn

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

Minutes, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, June 8th, 2021 @ 12:00 p.m.
Virtual - Zoom Meeting

Voting Members: Lexie Heath- President Elect; Dan Lynch-Treasurer; Natalie Brown; Wynette Froehner; Jenny Leeper; Clark Rickard; Stephanie Sheetz; Julie Shimek; Liaisons: Craig Berte; Cary Darrah; Carrie Eilderts; Kim Manning; Jane Messingham Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Heath
2. The Annual Meeting was conducted, recognizing the retiring board members as of June 30th: Dan, Ty, and Julie, thank you!
 - a. **Election of FY22 Board Members**
 Mark Showalter (2nd term) - Lynch moved for approval, Froehner seconded, all approved
 Brent Johnson (new) - Leeper moved for approval, Froehner seconded, all approved
 Helen Pearce (new) - Froehner moved for approval, Leeper seconded, all approved
 Ann Eastman (new) - Lynch moved for approval, Froehner seconded, all approved
 - b. **FY22 Election of Officers**
 Lexie Heath – President
 President Elect – Jenny Leeper
 Secretary – Mark Showalter
 Treasurer – Brent Johnson
3. Approval of Minutes – Lynch moved for approval, Froehner seconded, all approved
4. Financial Report – We are financially well positioned to have events or pay off our mortgage.
 - a. All approved
5. City Updates – Sheetz
 - a. City Council brought their questions in regard to the downtown zoning code.
 - b. Parking was discussed last night at the meeting last night. A suggestion was made to propose a change in ordinance to go back to 4-hour parking in lots with permits required for overnight parking. A motion would be needed in order to separate CMS from the Hill since each has different needs.
 - c. Streetscape Update: W. 300 block of parkade is being worked on. Installed concrete and trash cans. W. 4th Street will be completed, and E. 4th Street will start soon after its completion.
6. Committee Reports
 - a. Economic Development - Worked on FY22 Program of Work
 - b. Promotions - Worked on FY22 Program of Work
 - c. Org & Development - Meeting is next week
 - d. Design – Chris Lilly has been working on banner arms & banners. Meeting is next week
7. Liaison Reports

Main Street Waterloo- My Waterloo Days, Fridayloo, Mayor's Fireworks Fest, and music in the park at Lincoln Park. Electric scooters will be available soon!

Public Safety- Excited to help with upcoming events

Cedar Falls Historical Society- Museum is open with summer hours and the first class at the schoolhouse is coming up!

Grow Cedar Valley- A webinar will be held on 6/24 Beyond the Pandemic

Cedar Falls Tourism- Sturgis Falls will be at the end of the month, Cedar Basin & Live to 9 events will take place. Tourism's website traffic has increased so people are looking for things to do! Tourism held a customer service training, which had light attendance and they plan to hold it annually. They are working on the next visitor guide and volunteers are starting to trickle back in!

8. Good of the Order was given
9. Adjourn - Sheetz moved for approval, Froehner seconded, all approved.

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

Community Main Street Inc

Item 17.

Statement of Financial Position

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CMS Capital Improvement Fund #7034754	14,290.92
CMS Main Checking #13920	199,911.94
CMS Money Market Operating Reserve #7004070	112,176.73
Collins Community CU Savings	115.19
Facebook Donations #700476	0.00
Paypal	0.00
Petty Cash	50.00
Total Bank Accounts	\$326,544.78
Accounts Receivable	
Accounts Receivable	250.00
Total Accounts Receivable	\$250.00
Other Current Assets	
Inventory Asset	0.00
Payroll Corrections	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$326,794.78
Fixed Assets	
310 E 4th Street (CMS Office)	429,143.58
310 E 4th Street Land	47,232.00
Building Accum. Depreciation	-22,057.00
Equipment	67,967.08
Equipment Accum. Depreciation	-59,310.00
Total Fixed Assets	\$462,975.66
Other Assets	
Investment in SSMU	0.00
Investment in SSMU-Contra	0.00
Prepaid Rent	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$789,770.44

Community Main Street Inc

Item 17.

Statement of Financial Position

As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Sales Expense	0.00
Deferred Income	0.00
Direct Deposit Payable	0.00
FICA/Federal W/H	0.00
Gift Certificates	99,761.40
Iowa Department of Revenue Payable	0.00
Loan - First National Bank CPLTD	0.00
Payroll Liabilities	1,897.93
Sales Tax Payable	0.00
SBA PPP Loan	24,700.00
Simple IRA payable	0.00
State W/H	0.00
Total Other Current Liabilities	\$126,359.33
Total Current Liabilities	\$126,359.33
Long-Term Liabilities	
Loan - First National Bank	3,553.91
Total Long-Term Liabilities	\$3,553.91
Total Liabilities	\$129,913.24
Equity	
Board Designated Reserve Fund	0.00
Opening Bal Equity	0.00
Retained Earnings	469,366.71
Unrestricted Fund Balance	0.00
Net Revenue	190,490.49
Total Equity	\$659,857.20
TOTAL LIABILITIES AND EQUITY	\$789,770.44

Community Main Street Inc

Item 17.

Statement of Financial Position

As of July 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CMS Capital Improvement Fund #7034754	14,292.74
CMS Main Checking #13920	182,935.55
CMS Money Market Operating Reserve #7004070	125,260.31
Collins Community CU Savings	115.19
Facebook Donations #700476	0.00
Paypal	0.00
Petty Cash	50.00
Total Bank Accounts	\$322,653.79
Accounts Receivable	
Accounts Receivable	250.00
Total Accounts Receivable	\$250.00
Other Current Assets	
Inventory Asset	0.00
Payroll Corrections	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$322,903.79
Fixed Assets	
310 E 4th Street (CMS Office)	429,143.58
310 E 4th Street Land	47,232.00
Building Accum. Depreciation	-22,057.00
Equipment	67,967.08
Equipment Accum. Depreciation	-59,310.00
Total Fixed Assets	\$462,975.66
Other Assets	
Investment in SSMU	0.00
Investment in SSMU-Contra	0.00
Prepaid Rent	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$785,879.45

Community Main Street Inc

Item 17.

Statement of Financial Position

As of July 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Sales Expense	0.00
Deferred Income	0.00
Direct Deposit Payable	0.00
FICA/Federal W/H	0.00
Gift Certificates	101,640.32
Iowa Department of Revenue Payable	0.00
Loan - First National Bank CPLTD	0.00
Payroll Liabilities	1,513.95
Sales Tax Payable	0.00
SBA PPP Loan	24,700.00
Simple IRA payable	0.00
State W/H	0.00
Total Other Current Liabilities	\$127,854.27
Total Current Liabilities	\$127,854.27
Long-Term Liabilities	
Loan - First National Bank	3,491.36
Total Long-Term Liabilities	\$3,491.36
Total Liabilities	\$131,345.63
Equity	
Board Designated Reserve Fund	0.00
Opening Bal Equity	0.00
Retained Earnings	659,857.20
Unrestricted Fund Balance	0.00
Net Revenue	-5,323.38
Total Equity	\$654,533.82
TOTAL LIABILITIES AND EQUITY	\$785,879.45

Community Main Street Inc
Budget vs. Actuals: CMS FY2021 Budget - FY21 P&L
July 2021

Jul 2021

	Actual	Budget	over Budget
Revenue			
Event Income			0.00
Event Fees	1,170.00		1,170.00
Sponsorship Income	2,900.00		2,900.00
Total Event Income	\$ 4,070.00	\$ 0.00	\$ 4,070.00
Friends/Streetscape	1,800.00		1,800.00
Grant & other Income	128.40		128.40
Total Revenue	\$ 5,998.40	\$ 0.00	\$ 5,998.40
Gross Profit	\$ 5,998.40	\$ 0.00	\$ 5,998.40
Expenditures			
Committee Expense	745.00		745.00
Dues and Subscriptions	506.16		506.16
Event Expense			0.00
Advertising Expense	162.00		162.00
Equipment Rental	1,199.55		1,199.55
Other	135.00		135.00
Total Event Expense	\$ 1,496.55	\$ 0.00	\$ 1,496.55
Miscellaneous	30.00		30.00
Office Supplies	66.05		66.05
Payroll Expenses			0.00
Company Contributions			0.00
Retirement	126.02		126.02
Total Company Contributions	\$ 126.02	\$ 0.00	\$ 126.02
Taxes	479.22		479.22
Wages	6,264.38		6,264.38
Total Payroll Expenses	\$ 6,869.62	\$ 0.00	\$ 6,869.62
Snow Removal & Lawn Care	150.00		150.00
Telephone	86.38		86.38
Utilities	357.31		357.31
Total Expenditures	\$ 10,307.07	\$ 0.00	\$ 10,307.07
Net Operating Revenue	-\$ 4,308.67	\$ 0.00	-\$ 4,308.67
Other Expenditures			
Interest Expense	1,014.71		1,014.71
Total Other Expenditures	\$ 1,014.71	\$ 0.00	\$ 1,014.71
Net Other Revenue	-\$ 1,014.71	\$ 0.00	-\$ 1,014.71
Net Revenue	-\$ 5,323.38	\$ 0.00	-\$ 5,323.38

**COMMUNITY MAIN STREET
Income Statement**

JUNE 2021

	MONTHLY BUDGET - JUNE				MONTHLY BUDGET - JULY TO JUNE				ANNUAL BUDGET			
	MONTH ACTUAL	MONTH BUDGET	ACTUAL TO BUDGET VARIANCE	% OF BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET
Revenue												
Board Income	0.00	0.00	0.00	0.00%	0.00	1,800.00	-1,800.00	0.00%	0.00	1,800.00	-1,800.00	0.00%
City Funding	0.00	0.00	0.00	0.00%	24,000.00	15,000.00	9,000.00	160.00%	24,000.00	15,000.00	9,000.00	160.00%
Equipment Rental Income	0.00	0.00	0.00	0.00%	300.00	0.00	300.00		300.00	0.00	300.00	0.00%
Event Income	225.00	2,780.00	-2,555.00	8.09%	41,300.95	57,580.00	-16,279.05	71.73%	40,145.93	57,580.00	-17,434.07	69.72%
Friends/Streetscape	436.29	0.00	436.29	0.00%	33,626.71	9,500.00	24,126.71	353.97%	32,840.42	9,500.00	23,340.42	345.69%
Grant & other Income	73.87	0.00	73.87	0.00%	22,645.14	21,000.00	1,645.14	107.83%	22,493.22	21,000.00	1,493.22	107.11%
SSMID	29,701.70	0.00	29,701.70	0.00%	273,006.42	200,000.00	73,006.42	136.50%	243,304.72	200,000.00	43,304.72	121.65%
Total Revenue	\$ 30,436.86	\$ 2,780.00	\$ 27,656.86	1094.85%	\$ 394,879.22	\$ 304,880.00	\$ 89,999.22	129.52%	\$ 363,084.29	\$ 304,880.00	\$ 58,204.29	119.09%
Gross Profit	\$ 30,436.86	\$ 2,780.00	\$ 27,656.86	1094.85%	\$ 394,879.22	\$ 304,880.00	\$ 89,999.22	129.52%	\$ 363,084.29	\$ 304,880.00	\$ 58,204.29	119.09%
Expenditures												
Board Lunch Expense	0.00	150.00	-150.00	0.00%	0.00	1,650.00	-1,650.00	0.00%	0.00	1,650.00	-1,650.00	0.00%
Committee Expense	2,089.98	2,000.00	89.98	104.50%	14,089.78	28,000.00	-13,910.22	50.32%	9,743.80	28,000.00	-18,256.20	34.80%
Depreciation Expense	0.00	1,435.00	-1,435.00	0.00%	0.00	17,220.00	-17,220.00	0.00%	0.00	17,220.00	-17,220.00	0.00%
Dues and Subscriptions	738.34	650.00	88.34	113.59%	8,218.86	8,350.00	-131.14	98.43%	7,190.52	8,350.00	-1,159.48	86.11%
Event Expense	8,462.17	2,000.00	6,462.17	423.11%	37,724.69	37,950.00	-225.31	99.41%	29,182.52	37,950.00	-8,767.48	76.90%
Grant Expense	0.00	9,000.00	-9,000.00	0.00%	0.00	18,000.00	-18,000.00	0.00%	0.00	18,000.00	-18,000.00	0.00%
Insurance	0.00	0.00	0.00	0.00%	5,536.00	5,500.00	36.00	100.65%	0.00	5,500.00	-5,500.00	0.00%
Miscellaneous	104.50	200.00	-95.50	52.25%	473.28	2,000.00	-1,526.72	23.66%	328.78	2,000.00	-1,671.22	16.44%
Office Supplies	243.78	625.00	-381.22	39.00%	5,181.66	7,500.00	-2,318.34	69.09%	2,556.01	7,500.00	-4,943.99	34.08%
Payroll Expenses	6,861.02	9,000.00	-2,138.99	76.23%	84,854.99	104,000.00	-19,145.01	81.59%	71,598.00	104,000.00	-32,402.00	68.84%
Postage and Delivery	55.00	100.00	-45.00	55.00%	1,749.11	2,200.00	-450.89	79.51%	342.28	2,200.00	-1,857.72	15.56%
Professional Fees	0.00	1,000.00	-1,000.00	0.00%	3,700.00	7,000.00	-3,300.00	52.86%	3,700.00	7,000.00	-3,300.00	52.86%
Repairs	0.00	0.00	0.00	0.00%	363.58	1,500.00	-1,136.42	24.24%	363.58	1,500.00	-1,136.42	24.24%
Snow Removal & Lawn Care	75.00	200.00	-125.00	37.50%	750.03	3,000.00	-2,249.97	25.00%	599.74	3,000.00	-2,400.26	19.99%
Streetscape Expense	0.00	0.00	0.00	0.00%	23,616.86	2,500.00	21,116.86	944.67%	23,616.86	2,500.00	21,116.86	944.67%
Telephone	86.43	100.00	-13.57	86.43%	1,354.44	1,200.00	154.44	112.87%	1,101.58	1,200.00	-98.42	91.80%
Travel & Training	0.00	0.00	0.00	0.00%	75.00	5,000.00	-4,925.00	1.50%	75.00	5,000.00	-4,925.00	1.50%
Utilities	428.31	370.00	58.31	115.76%	4,614.93	4,440.00	174.93	103.94%	3,758.31	4,440.00	-681.69	84.65%
Total Expenditures	\$ 19,144.52	\$ 26,830.00	-\$ 7,685.48	71.35%	\$ 192,303.21	\$ 257,010.00	-\$ 64,706.79	74.82%	\$ 154,156.98	\$ 257,010.00	-\$ 102,853.02	59.98%
Net Operating Revenue	\$ 11,292.34	-\$ 24,050.00	\$ 35,342.34	-46.95%	\$ 202,576.01	\$ 47,870.00	\$ 154,706.01	423.18%	\$ 208,927.31	\$ 47,870.00	\$ 161,057.31	436.45%
Other Revenue												
Other Income	0.00	0.00	0.00	0.00%	91.00	0.00	91.00	0.00%	91.00	0.00	91.00	0.00%
Total Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%	\$ 91.00	\$ 0.00	\$ 91.00	0.00%
Other Expenditures												
Interest Expense	1,014.71	662.84	351.87	153.09%	12,176.52	8,047.71	4,128.81	151.30%	10,147.10	8,047.71	2,099.39	126.09%
Total Other Expenditures	\$ 1,014.71	\$ 662.84	\$ 351.87	153.09%	\$ 12,176.52	\$ 8,047.71	\$ 4,128.81	151.30%	\$ 10,147.10	\$ 8,047.71	\$ 2,099.39	126.09%
Net Other Revenue	-\$ 1,014.71	-\$ 662.84	-\$ 351.87	153.09%	-\$ 12,085.52	-\$ 8,047.71	-\$ 4,037.81	150.17%	-\$ 10,056.10	-\$ 8,047.71	-\$ 2,008.39	124.96%
Net Revenue	\$ 10,277.63	-\$ 24,712.84	\$ 34,990.47	-41.59%	\$ 190,490.49	\$ 39,822.29	\$ 150,668.20	478.35%	\$ 198,871.21	\$ 39,822.29	\$ 159,048.92	499.40%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Community Main Street Inc														
2	Statement of Activity														
3	July 2021 - June 2022														
4															
5		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-20	Total	
6	Revenue														
7	Board Income	1,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,560.00	
8	City Funding	0.00	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00	12,000.00	
9	Event Income	3,500.00	2,000.00	2,000.00	10,000.00	10,000.00	10,000.00	500.00	500.00	0.00	6,000.00	13,000.00	2,780.00	60,280.00	
10	Friends/Streetscape	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	3,500.00	250.00	0.00	0.00	7,250.00	
11	Grant & other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12	SSMID	0.00	0.00	0.00	70,000.00	50,000.00	0.00	0.00	0.00	0.00	70,000.00	50,000.00	0.00	240,000.00	
13	Total Revenue	\$ 5,060.00	\$ 2,000.00	\$ 2,000.00	\$ 80,000.00	\$ 66,000.00	\$ 10,000.00	\$ 500.00	\$ 4,000.00	\$ 3,500.00	\$ 76,250.00	\$ 69,000.00	\$ 2,780.00	\$ 321,090.00	
14	Gross Profit														
15	Expenditures														
16	Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
17	Board Lunch Expense	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	1,560.00	
18	Committee Expense	620.00	2,200.00	200.00	400.00	5,000.00	1,500.00	1,500.00	1,500.00	500.00	1,000.00	3,000.00	1,000.00	18,420.00	
19	Depreciation Expense	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00	13,560.00	
20	Dues and Subscriptions	1,250.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,850.00	
21	Event Expense	2,500.00	5,000.00	7,000.00	3,000.00	15,000.00	15,000.00	5,000.00	250.00	500.00	1,000.00	2,000.00	3,500.00	59,750.00	
22	Grant Expense	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	5,000.00	
23	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00	
24	Miscellaneous	150.00	150.00	150.00	150.00	150.00	350.00	150.00	150.00	150.00	150.00	150.00	150.00	2,000.00	
25	Office Supplies	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00	
26	Payroll Expenses	7,250.00	7,250.00	8,750.00	8,750.00	8,750.00	8,750.00	8,750.00	8,750.00	8,750.00	8,750.00	8,750.00	8,750.00	102,000.00	
27	Postage and Delivery	100.00	100.00	100.00	100.00	2,100.00	200.00	200.00	100.00	100.00	100.00	200.00	100.00	3,500.00	
28	Professional Fees	0.00	500.00	3,500.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	7,000.00	
29	Repairs	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	1,000.00	
30	Snow Removal & Lawn Care	100.00	100.00	100.00	100.00	200.00	250.00	250.00	250.00	250.00	200.00	100.00	100.00	2,000.00	
31	Streetscape Expense	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	500.00	
32	Telephone	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	
33	Travel & Training	50.00	500.00	50.00	150.00	50.00	1,500.00	100.00	100.00	150.00	150.00	2,500.00	200.00	5,500.00	
34	Utilities	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00	
35	Total Expenditures	\$ 14,505.00	\$ 18,635.00	\$ 22,685.00	\$ 15,985.00	\$ 36,585.00	\$ 31,385.00	\$ 19,035.00	\$ 13,935.00	\$ 14,235.00	\$ 14,685.00	\$ 25,035.00	\$ 20,135.00	246,840.00	
36	Net Operating Revenue	-\$ 9,445.00	-\$ 16,635.00	-\$ 20,685.00	\$ 64,015.00	\$ 29,415.00	-\$ 21,385.00	-\$ 18,535.00	-\$ 9,935.00	-\$ 10,735.00	\$ 61,565.00	\$ 43,965.00	-\$ 17,355.00	\$ 74,250.00	
37	Other Revenue														
38	Gain/Loss on Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
39	Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
40	Total Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
41	Other Expenditures														
42	Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
43	Whitewater contribution	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.63	5,000.00	
44	Restricted Funds (15% of SSMID)	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00	
45	Total Other Expenditures	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.67	\$ 3,416.63	\$ 41,000.00	
46	Net Other Revenue	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.67	-\$ 3,416.63	-\$ 41,000.00	
47	Net Revenue	-\$ 12,861.67	-\$ 20,051.67	-\$ 24,101.67	\$ 60,598.33	\$ 25,998.33	-\$ 24,801.67	-\$ 21,951.67	-\$ 13,351.67	-\$ 14,151.67	\$ 58,148.33	\$ 40,548.33	-\$ 20,771.63	\$ 33,250.00	
48															
49															
50															
51															

**Community Main Street
Director's Staff Report for July 2021:**

Committees:

- **Promotion/Retail/Nightlife** Sidewalk Sale, ARTapalooza, Movies Under the Moon, Downtown Show & Shine
- **Design** – Flower baskets, Main Street America visit
- **Economic Development** – SSMID and business petition, Main Street America visit
- **Organization & Development** – fall fundraiser, Main Street America visit
- **Board – Parking & SSMID**, Main Street America visit

Staff Activities:

- Hosted Kathy LaPlante from Main Street America for the day, hosting meetings with city officials, committee members, board members, and touring the downtown while visiting current projects underway as well as long standing wonderful parts of the District
- Event planning, facilitation, support and oversight of the following events
 - Movies Under the Moon
 - ARTapalooza
 - Downtown Show & Shine
 - Sidewalk Sale
- Met with Stephanie Sheetz
- Holiday Hoopla committee meeting
- Holiday Hoopla Kick-off and décor meeting
- Holiday Hoopla sponsorship meeting with Fareway
- Submitted Main Street Iowa monthly report
- Presentation to a local Altrusa group
- Submitted the AmTrust audit
- Participated in the Historic Route 20 unveiling with the city of Cedar Falls and Tourism bureau
- Attended Kim Manning's retirement reception
- Applied for and received a Tourism marketing grant for ARTapalooza and the Downtown Show & Shine
- Main Street Iowa Director call
- CFCF promotion committee meeting
- Maribel continued coordination with our summer waterers
- Retail calendar planning meeting
- Retail meeting for Sidewalk Sale event
- SSMID meeting with committee members
- SSMID talk with Main Street Iowa and exec
- Budget work for FY22
- Submitted Annual report for Cultural and Entertainment District for the Iowa Arts Council
- Pink Ribbon Run committee meeting
- Attended weekly streetscape updates for phase 2 of the Streetscape project
- Friends Campaign Thank you's written as they are received
- Met with Economic Development committee chair (x2)
- Main Street Iowa meet up with similar sized communities
- Planned and facilitated all committee meetings and sub-committee meetings
- Met with UNI to talk about community outreach and integrating UNI students into our events on a regular basis
- Worked with Amy Wienands team to sell Santa's workshop as a fundraiser for Holiday Hoopla
- Sent out the monthly newsletter
- Updated our program of work for FY22

Community Event Representation: Cedar Falls Community Foundation Public Relations meeting; City Council meeting, Cedar Falls Visitor Center and Tourism Board Meeting

Staff Priorities for the next month: SSMID, Event planning, Budget

**CEDAR FALLS COMMUNITY MAIN STREET
"ONE-SHEET"
July 31, 2021**

BOARD OF DIRECTORS	ECONOMIC DEVELOPMENT COMMITTEE	DESIGN COMMITTEE	ORGANIZATION & DEVELOPMENT COMMITTEE	PROMOTIONS COMMITTEE	RETAIL/NIGHTLIFE PROMOTIONS
<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Budget October bi-annual report April bi-annual report City funding request Staff review Attend city council meetings Deliberate business visitation program <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist New business visits (10x) Celebrate anniversaries (5, 10, 15) Challenge Grant FY22 Open 4 Business 2022 Promotional materials in vacant spaces Schedule bi-annual landlord/property owner meetings Public restroom Continue conversations between stakeholders and the board regarding parking <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Façade grant reviews Clean up (Fall & Spring) Holiday decorating Seasonal beautification (flowers, fall, holiday) Host an education event with historic preservation tied into the new zoning ordinance Challenge Grant FY22 Wayfinding within District Parking lot cleanliness & maintenance program <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Annual fundraiser Partner thank you Main Street Iowa award nominations Friends campaign (100% board participation) Annual meeting Flower fundraiser Volunteer recognition party Volunteer recruitment piece Program awareness through community outreach <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Newsletter (x11) ARTapalooza Calendar of Event mailing (x2) Trick or Treat Holiday Hoopla <ul style="list-style-type: none"> Kick off Small Bus. Sat. Jingle & Mingle Breakfast with Santa Hoopla Cheer Baby It's Cold Outside Movie Magic Coloring Contest Window Contest Trolley Rides Letters to Santa Sturgis Falls Parade Show & Shine (September & May) Movies Under the Moon (x6) Hops New brochure Visitor Guide/GBPAC/Tourism coop ads Kiosk maps/fliers Social Media engagement <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> Downtown Panther Prowl Fall Girls' Night Out Light the Town Pink Beer & Bacon Downtown Ingredients Small Business Saturday Blowout Sales Downtown Delights Get Lucky on Main Spring Shop Hop Spring Girls' Night Out Sidewalk Sales (Sturgis) <p>Done:</p> <ul style="list-style-type: none"> Sidewalk Sale

Agenda, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, September 14th, 2021 @ 12:00 p.m.
CMS Office/ Zoom Meeting

Board Members: Lexie Heath- President; Jenny Leeper- President Elect; Mark Showalter- Secretary; Brent Johnson- Treasurer; Crystal Ford- Past President; Darin Beck; Natalie Brown; Ann Eastman; Wynette Froehner; Audrey Kittrell; Helen Pearce; Clark Rickard; Stephanie Sheetz; Brad Strouse; Liaisons: Craig Berte; Cary Darrah; Carrie Eilderts; Linda Laylin; John Luzaich; Jennifer Pickar; Jessica Rucker/Jane Messingham; Kelly Stern; Kathryn Sogard Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Heath
2. Approval of Minutes – Showalter
3. Financial Report – Johnson
4. City Updates – Sheetz
5. President’s Report – Heath
6. Staff Report – Bear
7. SSMID Update
8. Committee Reports
 - a. Please see Staff Report for committee updates
9. Liaison Reports
10. Good of the Order –
 - a. September 17: Design Meeting
 - b. September 30: Surprise! Night Out
 - c. October 2: Pink Ribbon Run
 - d. October 5: Executive Meetings
 - e. October 6: Economic Development Meeting
 - f. October 11: Org & Dev Meeting
 - g. October 12: Merchant Meeting
11. Adjourn

Cedar Falls Community Main Street, Inc. is a volunteer-driven, non-profit organization established to foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls.

**Minutes, Community Main Street, Inc.
Board of Directors Meeting
Tuesday, August 10th, 2021 @ 12:00 p.m.
CMS Office/ Zoom Meeting**

In Attendance Lexie Heath- President; Jenny Leeper- President Elect; Mark Showalter- Secretary; Crystal Ford- Past President; Darin Beck; Natalie Brown; Wynette Froehner; Audrey Kittrell; Stephanie Sheetz; Liaisons: Carrie Eilderts; Jane Messingham; Kelly Stern; Kathryn Sogard Staff: Kim Bear, Maribel Barry

1. Welcome, Call to Order – Heath
2. Ribbon Cutting – Eagle Scout Project
 - a. Carson Wirtz completed his project to the east of the CMS office. His project consisted of installing a concrete slab for Carol Lilly’s bench, adding landscaping to the area, installing a bike rack, and a welcome sign. Carson fundraised more money than was needed for his project, so he donated all his unused funds to CMS - \$669.59
3. Approval of Minutes – Showalter
 - a. Ford moved for approval, Beck seconded, all approved
4. Financial Report – Johnson
 - a. June & July Financials -Ford moved for approval, Leeper seconded, all approved.
 - b. Budget
 - i. River Project Support – The River Project will be an attraction for locals and visitors alike. It is proposed to pledge \$5,000 per month for the next year (also contingent upon SSMID renewal). Money would go to CF Community Foundation and gets billed once work is done in phases. The project creates areas for safe fishing, kayaks, fish habitat, and a turtleback landing. We would attract visitors who would make a 2 to 3 hour drive, which equates to about \$1.5 Million of spending in Cedar Falls.
 - ii. Restricted Funds – This fund will consist of 15% of SSMID dollars. It is proposed that a committee determine how those dollars be used. - Ford moved for approval, Leeper seconded, all approved.
5. President’s Report
 - a. CMS Bylaws – Upon reviewing our current Bylaws, Exec discussed how CMS can better align with other Main Street communities. MSI indicated there are several options but should be changed to however each community sees fit. Exec recommends changing the City and CFU ex officio roles to non-voting. Through some discussion of this topic, the CFU and City positions on the CMS board are still crucial and their partnership is very valuable. Ford moved for approval, Beck seconded, Sheetz and Froehner abstained.
6. City Updates – Sheetz & Bear
 - a. Visioning & Parking – Members of the board differing opinions regarding the residential parking requirements in the visioning code. Although the perception may be that 0.5 space is not enough, it was also brought up that based on data collected by River Place, 0.5 space is enough for their residents that are commonly single in a 2 bedroom. Kim read the statement that she wrote to turn into the City for the council packet. The board made the recommendation to revise indicating to stay status quo but that 1 parking space would be a good average while still supporting the consultant and data collected.
7. Adjourn- Darin moved for approval, Heath seconded, all approved.

Community Main Street Inc

Item 17.

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CMS Capital Improvement Fund #7034754	14,294.56
CMS Main Checking #13920	168,247.54
CMS Money Market Operating Reserve #7004070	125,286.89
Collins Community CU Savings	115.19
Facebook Donations #700476	0.00
Paypal	0.00
Petty Cash	50.00
Total Bank Accounts	\$307,994.18
Accounts Receivable	
Accounts Receivable	2,300.00
Total Accounts Receivable	\$2,300.00
Other Current Assets	
Inventory Asset	0.00
Payroll Corrections	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$310,294.18
Fixed Assets	
310 E 4th Street (CMS Office)	429,143.58
310 E 4th Street Land	47,232.00
Building Accum. Depreciation	-34,298.00
Equipment	67,967.08
Equipment Accum. Depreciation	-62,494.00
Total Fixed Assets	\$447,550.66
Other Assets	
Investment in SSMU	0.00
Investment in SSMU-Contra	0.00
Prepaid Rent	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$757,844.84

Community Main Street Inc

Item 17.

Statement of Financial Position

As of August 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Sales Expense	0.00
Deferred Income	0.00
Direct Deposit Payable	0.00
FICA/Federal W/H	0.00
Gift Certificates	81,189.66
Iowa Department of Revenue Payable	0.00
Loan - First National Bank CPLTD	0.00
Payroll Liabilities	1,723.35
Sales Tax Payable	0.00
SBA PPP Loan	19,300.00
Simple IRA payable	0.00
State W/H	0.00
Total Other Current Liabilities	\$102,213.01
Total Current Liabilities	\$102,213.01
Long-Term Liabilities	
Loan - First National Bank	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$102,213.01
Equity	
Board Designated Reserve Fund	0.00
Opening Bal Equity	0.00
Retained Earnings	665,524.75
Unrestricted Fund Balance	0.00
Net Revenue	-9,892.92
Total Equity	\$655,631.83
TOTAL LIABILITIES AND EQUITY	\$757,844.84

**COMMUNITY MAIN STREET
Income Statement
AUGUST 2021**

	MONTHLY BUDGET - AUGUST				MONTHLY BUDGET - JULY TO AUGUST				ANNUAL BUDGET			
	MONTH ACTUAL	MONTH BUDGET	ACTUAL TO BUDGET VARIANCE	% OF BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET	YEAR TO DATE ACTUAL	ANNUAL BUDGET	ACTUAL TO BUDGET VARIANCE	% OF ANNUAL BUDGET
Revenue												
Board Income	0.00	0.00	0.00	0.00%	0.00	1,560.00	-1,560.00	0.00%	0.00	1,560.00	-1,560.00	0.00%
City Funding	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Event Income	7,010.00	2,000.00	5,010.00	350.50%	11,080.00	5,500.00	5,580.00	201.45%	11,080.00	5,500.00	5,580.00	201.45%
Friends/Streetscape	747.12	0.00	747.12	0.00%	2,547.12	0.00	2,547.12	0.00%	2,547.12	0.00	2,547.12	0.00%
Grant & other Income	208.40	0.00	208.40	0.00%	336.80	0.00	336.80	0.00%	336.80	0.00	336.80	0.00%
SSMID	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue	\$ 7,965.52	\$ 2,000.00	\$ 5,965.52	398.28%	\$ 13,963.92	\$ 7,060.00	\$ 6,903.92	197.79%	\$ 13,963.92	\$ 7,060.00	\$ 6,903.92	197.79%
Gross Profit	\$ 7,965.52	\$ 2,000.00	\$ 5,965.52	398.28%	\$ 13,963.92	\$ 7,060.00	\$ 6,903.92	197.79%	\$ 13,963.92	\$ 7,060.00	\$ 6,903.92	197.79%
Expenditures												
Board Lunch Expense	0.00	130.00	-130.00	0.00%	0.00	260.00	-260.00	0.00%	0.00	260.00	-260.00	0.00%
Committee Expense	797.71	2,200.00	-1,402.29	36.26%	1,542.71	2,820.00	-1,277.29	54.71%	1,542.71	2,820.00	-1,277.29	54.71%
Depreciation Expense	0.00	1,130.00	-1,130.00	0.00%	0.00	2,260.00	-2,260.00	0.00%	0.00	2,260.00	-2,260.00	0.00%
Dues and Subscriptions	715.44	600.00	115.44	119.24%	1,221.60	1,850.00	-628.40	66.03%	1,221.60	1,850.00	-628.40	66.03%
Event Expense	2,113.61	5,000.00	-2,886.39	42.27%	3,610.16	7,500.00	-3,889.84	48.14%	3,610.16	7,500.00	-3,889.84	48.14%
Grant Expense	1,617.48	0.00	1,617.48	0.00%	1,617.48	0.00	1,617.48	0.00%	1,617.48	0.00	1,617.48	0.00%
Insurance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	150.00	-150.00	0.00%	30.00	300.00	-270.00	10.00%	30.00	300.00	-270.00	10.00%
Office Supplies	168.74	450.00	-281.26	37.50%	234.79	900.00	-665.21	26.09%	234.79	900.00	-665.21	26.09%
Payroll Expenses	6,249.56	7,250.00	-1,000.44	86.20%	13,119.18	14,500.00	-1,380.82	90.48%	13,119.18	14,500.00	-1,380.82	90.48%
Postage and Delivery	0.00	100.00	-100.00	0.00%	0.00	200.00	-200.00	0.00%	0.00	200.00	-200.00	0.00%
Professional Fees	0.00	500.00	-500.00	0.00%	0.00	500.00	-500.00	0.00%	0.00	500.00	-500.00	0.00%
Repairs	0.00	0.00	0.00	0.00%	0.00	250.00	-250.00	0.00%	0.00	250.00	-250.00	0.00%
Snow Removal & Lawn Care	50.29	100.00	-49.71	50.29%	150.29	200.00	-49.71	75.15%	150.29	200.00	-49.71	75.15%
Streetscape Expense	1,036.33	0.00	1,036.33	0.00%	1,036.33	0.00	1,036.33	0.00%	1,036.33	0.00	1,036.33	0.00%
Telephone	246.38	150.00	96.38	164.25%	332.76	300.00	32.76	110.92%	332.76	300.00	32.76	110.92%
Travel & Training	246.92	500.00	-253.08	49.38%	246.92	550.00	-303.08	44.89%	246.92	550.00	-303.08	44.89%
Utilities	357.31	375.00	-17.69	95.28%	714.62	750.00	-35.38	95.28%	714.62	750.00	-35.38	95.28%
Total Expenditures	\$ 13,599.77	\$ 18,635.00	-\$ 5,035.23	72.98%	\$ 23,856.84	\$ 33,140.00	-\$ 9,283.16	71.99%	\$ 23,856.84	\$ 33,140.00	-\$ 9,283.16	71.99%
Net Operating Revenue	-\$ 5,634.25	-\$ 16,635.00	\$ 11,000.75	33.87%	-\$ 9,892.92	-\$ 26,080.00	\$ 16,187.08	37.93%	-\$ 9,892.92	-\$ 26,080.00	\$ 16,187.08	37.93%
Other Expenditures												
Restricted Funds	0.00	3,000.00	-3,000.00	0.00%	0.00	6,000.00	-6,000.00	0.00%	0.00	6,000.00	-6,000.00	0.00%
Whitewater Contribution	0.00	416.67	-416.67	0.00%	0.00	833.34	-833.34	0.00%	0.00	833.34	-833.34	0.00%
Total Other Expenditures	\$ 0.00	\$ 3,416.67	-\$ 3,416.67	0.00%	\$ 0.00	\$ 6,833.34	-\$ 6,833.34	0.00%	\$ 0.00	\$ 6,833.34	-\$ 6,833.34	0.00%
Net Other Revenue	\$ 0.00	-\$ 3,416.67	\$ 3,416.67	0.00%	\$ 0.00	-\$ 6,833.34	\$ 6,833.34	0.00%	\$ 0.00	-\$ 6,833.34	\$ 6,833.34	0.00%
Net Revenue	-\$ 5,634.25	-\$ 20,051.67	\$ 14,417.42	28.10%	-\$ 9,892.92	-\$ 32,913.34	\$ 23,020.42	30.06%	-\$ 9,892.92	-\$ 32,913.34	\$ 23,020.42	30.06%

**Community Main Street
Director's Staff Report for August 2021:**

Committees:

- **Promotion/Retail/Nightlife** ARTapalooza, Movies Under the Moon, Downtown Show & Shine
- **Design** – Flower baskets, signage and façade grant reviews
- **Economic Development** – SSMID and business petition
- **Organization & Development** – did not meet in August
- **Board – Parking & SSMID & Bylaw revisions**

Staff Activities:

- Event planning, facilitation, support and oversight of the following events
 - Movies Under the Moon
 - ARTapalooza
 - Downtown Show & Shine
- Attended the Iowa Downtown Conference in Iowa City
- Attended Leadercast at the Hilton Garden Inn hosted by Grow
- Met with Stephanie Sheetz
- Holiday Hoopla committee meeting
- Holiday Hoopla Kick-off and décor meeting
- Holiday Hoopla sponsorship meeting
- Submitted Main Street Iowa monthly report
- Parking video with Mike Mennen from Channel 15
- Hosted the Downtown Panther Prowl for the UNI students return to Cedar Falls and more importantly Downtown
- Main Street Iowa Director call
- Attended the College Hill Partnership Board Meeting
- Monthly meeting with the Mayor and Kathryn from CHP
- Joined and participated in the Iowa Tourism working group on Development
- CFCF promotion committee meeting
- Maribel continued coordination with our summer waterers
- Maribel attended the Community Bank & Trust ribbon cutting
- Partnered with Volunteer Center of Cedar Valley to provide gift certificates for volunteer appreciation
- Provided UNI with 2,500 gift certificates for their newly admitted students
- Retail meeting for Girls' Night Out/Surprise! Night Out event
- Pink Ribbon Run committee meeting
- ARTapalooza committee meeting
- ARTapalooza committee chair and Melody Parker from the Courier
- Show & Shine committee meeting
- Planning meeting with downtown businesses for a Beer and Bacon event
- Met with the Waterloo Career Center as they plan to build Santa's new workshop
- Met with Allison Rafanello from UNI to talk about more UNI partnerships
- Kim went to the dentist
- Met with our former treasurer about SSMID
- Attended weekly streetscape updates for phase 2 of the Streetscape project
- Met with Jennifer Pickar the new Tourism manager
- Pre-production meeting with Pixel Labs for a downtown video
- Meeting with area Main Street directors
- Met a bus tour to give them a tour of the highlights of our wonderful downtown
- Friends Campaign Thank you's written as they are received
- Met with Economic Development committee chair (x2)
- Planned and facilitated all committee meetings and sub-committee meetings
- Met with UNI/University relations to talk about community outreach and integrating UNI students into our events on a regular basis
- Sent out the monthly newsletter

Kim's hours worked: 188.5

Maribel's hours worked: 118

Volunteer hours: 225.5

Community Event Representation: Cedar Falls Community Foundation Public Relations meeting; City Council meeting,
Staff Priorities for the next month: SSMID, Event planning

**CEDAR FALLS COMMUNITY MAIN STREET
"ONE-SHEET"
August 30, 2021**

BOARD OF DIRECTORS	ECONOMIC DEVELOPMENT COMMITTEE	DESIGN COMMITTEE	ORGANIZATION & DEVELOPMENT COMMITTEE	PROMOTIONS COMMITTEE	RETAIL/NIGHTLIFE PROMOTIONS
<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Budget October bi-annual report April bi-annual report City funding request Staff review Attend city council meetings Deliberate business visitation program <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist New business visits (10x) Celebrate anniversaries (5, 10, 15) Challenge Grant FY22 Open 4 Business 2022 Promotional materials in vacant spaces Schedule bi-annual landlord/property owner meetings Public restroom Continue conversations between stakeholders and the board regarding parking <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Façade grant reviews Clean up (Fall & Spring) Holiday decorating Seasonal beautification (flowers, fall, holiday) Host an education event with historic preservation tied into the new zoning ordinance Challenge Grant FY22 Wayfinding within District Parking lot cleanliness & maintenance program <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Annual fundraiser Partner thank you Main Street Iowa award nominations Friends campaign (100% board participation) Annual meeting Flower fundraiser Volunteer recognition party Volunteer recruitment piece Program awareness through community outreach <p>Done:</p>	<p>Focus:</p> <ul style="list-style-type: none"> MSI annual checklist Newsletter (x11) ARTapalooza Calendar of Event mailing (x2) Trick or Treat Holiday Hoopla <ul style="list-style-type: none"> Kick off Small Bus. Sat. Jingle & Mingle Breakfast with Santa Hoopla Cheer Baby It's Cold Outside Movie Magic Coloring Contest Window Contest Trolley Rides Letters to Santa Sturgis Falls Parade Show & Shine (September & May) Hops New brochure Visitor Guide/Tourism coop ads Kiosk maps/fliers Social Media engagement <p>Done:</p> <ul style="list-style-type: none"> Movies Under the Moon (x4) 2 were cancelled 	<p>Focus:</p> <ul style="list-style-type: none"> Fall Girls' Night Out Light the Town Pink Beer & Bacon Downtown Ingredients Small Business Saturday Blowout Sales Downtown Delights Get Lucky on Main Spring Shop Hop Spring Girls' Night Out Sidewalk Sales (Sturgis) <p>Done:</p> <ul style="list-style-type: none"> Sidewalk Sale Downtown Panther Prowl



DEPARTMENT OF PUBLIC SAFETY SERVICES

POLICE OPERATIONS
CITY OF CEDAR FALLS
4600 SOUTH MAIN STREET
CEDAR FALLS, IOWA 50613

319-273-8612

MEMORANDUM

To: Mayor Green and City Councilmembers
From: Jeff Olson, Public Safety Services Director
Craig Berte, Police Chief
Date: October 25, 2021
Re: Beer/Liquor License Applications

Police Operations has received applications for liquor licenses and/ or wine or beer permits. We find no records that would prohibit these license and permits and recommend approval.

Name of Applicants:

- a) Lark Brewing, 6301 University Avenue, Class C liquor, Special Class A beer & outdoor service – renewal.
- b) Tony's La Pizzeria, 407 Main Street, Class C liquor & outdoor service - renewal.
- c) Urban Pie, 200 State Street, Class C liquor & outdoor service - renewal



DEPARTMENT OF FINANCE & BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

INTEROFFICE MEMORANDUM

Financial Services Division

TO: Jacque Danielsen, City Clerk
FROM: Andrea Ludwig, Financial Clerk
DATE: September 23, 2021
SUBJECT: Property Assessments

Attached is paperwork regarding one (1) property that had their lawn mowed by the City of Cedar Falls. We have been unsuccessful in collecting this invoice through our normal accounts receivable process. Could you please start the process of assessing these fees against the owner's property taxes?

Harriet Ma
8702 University Avenue
Cedar Falls, IA 50613

178.79 June 2021
2.68 2021 (fees)
\$181.47 Total owed

Property address: 8702 University, CF
Parcel #8914-23-251-007

If you have any questions, please feel free to contact me at 5104.

CITY OF CEDAR FALLS, IOWA
COUNTY OF BLACK HAWK
STATE OF IOWA

**NOTICE OF PROPOSED FINAL
ASSESSMENT PROCEEDINGS**

v.

HARRIET MA

TO THE ABOVE-NAMED PERSON(S): Harriet Ma

PROPERTY DESCRIPTION: 8702 University Avenue, Cedar Falls, Iowa
50613
Black Hawk County Parcel #8914-23-251-007

LEGAL DESCRIPTION OF PROPERTY: COLLEGE VIEW ACRES LOT 9 EXC
SELY 20FT, Cedar Falls, Black Hawk
County, Iowa.

YOU ARE HEREBY NOTIFIED that there is a proposed resolution to place a lien on the property named above in order to collect the costs incurred by the City of Cedar Falls to mow the property located at **8702 University Avenue** that was subject to nuisance abatement pursuant to City of Cedar Falls Ordinance Section 17-246. This matter is currently set on the Cedar Falls City Council agenda for **November 1, 2021**.

Please find enclosed the proposed City Council resolution to place a lien on the above-described property. You may satisfy your obligation to pay these costs incurred by the City of Cedar Falls on or before the date set forth above by making payment to the City Clerk's office in person Monday through Friday between 8:00 a.m. and 5:00 p.m., at 220 Clay Street, Cedar Falls, Iowa 50613, or through the mail.

YOU ARE FURTHER NOTIFIED that unless you pay for these costs before the time of the City Council meeting, the Cedar Falls City Council will seek the resolution to place a lien on the property described above, to be collected, along with interest thereon, in the same manner as property taxes, as provided by law.

Very truly yours,

CITY OF CEDAR FALLS, IOWA

By

Jacqueline Danielsen, MMC, City Clerk
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613

Enclosures.

Exhibit "A"

Prepared by: Jacqueline Danielsen, City Clerk, 220 Clay Street, Cedar Falls, IA 50613 (319) 273-8600

RESOLUTION NO. _____

RESOLUTION LEVYING A FINAL ASSESSMENT FOR COSTS INCURRED BY THE CITY OF CEDAR FALLS, IOWA TO MOW THE PROPERTY LOCATED AT 8702 UNIVERSITY AVENUE, CEDAR FALLS, IOWA, PARCEL ID 8914-23-251-007

WHEREAS, it was determined that the property located at 8702 University Avenue, being legally described as COLLEGE VIEW ACRES LOT 9 EXC SELY 20 FT, Cedar Falls, Black Hawk County, Iowa, Parcel ID 8914-23-251-007, was in violation of City of Cedar Falls Ordinance Section 17-246 for failure to mow the property, and

WHEREAS, after notice(s) to abate the nuisance, the owner of record did not abate the nuisance, and after afforded a substantial period of time in which to do so, the City of Cedar Falls did cause the property located at 8702 University Avenue (Parcel ID 8914-23-251-007) to be mowed, and by doing so, incurred expenses for said services, and

WHEREAS, after invoices and notices for the services performed to mow the property were sent to the property owner of record, the owner of record has failed to pay these costs to the City of Cedar Falls.

NOW THEREFORE, be it resolved by the City Council of the City of Cedar Falls, Iowa, that the unpaid costs incurred by the City of Cedar Falls, Iowa to abate the nuisance on the above-described property, in the amount of \$233.47 (\$181.47 + \$52.00 recording fee), be assessed as a lien against the following described real estate, as provided by law, together with an administrative expense of \$5.00, pursuant to Cedar Falls Code Section 15-5, said real estate being legally described as follows:

COLLEGE VIEW ACRES LOT 9 EXC SELY 20 FT, Cedar Falls, Black Hawk County, Iowa, Parcel ID 8914-23-251-007

BE IT FURTHER RESOLVED that the City Clerk of the City of Cedar Falls, Iowa, is hereby authorized and directed to place said assessment of record with the proper officials of Black Hawk County, Iowa, in order to make the assessment a lien against the above-described real estate, to be collected in the same manner as property taxes, as provided by law.

PASSED AND ADOPTED this 1st day of November, 2021.

Robert M. Green, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk

CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS, IA 50613

(319) 273-8600

DATE: 8/31/21

TO: HARRIET MA
8702 UNIVERSITY AVENUE
CEDAR FALLS, IA 50613

CUSTOMER NO: 5350/5350

TYPE: MS - MISCELLANEOUS

CHARGE	DATE	DESCRIPTION	REF-NUMBER	DUE DATE	TOTAL AMOUNT
	6/30/20	BEGINNING BALANCE			237.36
	7/29/20	PAYMENT			237.36-
CEMOW	7/15/21	MOWED LAWN ON: 06/30/21 PER ORDINANCE 17-246&247	37533	8/16/21	178.79
		PROFESSIONAL LAWN CARE INV.#17122			\$142.50
		CODE ENFORCEMENT			\$36.29
GFFIN	8/31/21	FINANCE CHARGE-GEN FUND		9/30/21	2.68

1.5 % LATE FEE WILL BE ASSESSED ON PAYMENTS OVER
30 DAYS

CURRENT	30 DAYS	60 DAYS	90 DAYS
2.68	178.79		

DUE DATE: 9/30/21

PAYMENT DUE: 181.47
TOTAL DUE: \$181.47

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 8/31/21 DUE DATE: 9/30/21 NAME: MA, HARRIET
CUSTOMER NO: 5350/5350 TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS IA 50613
(319) 273-8600

TOTAL DUE: \$181.47



DEPARTMENT OF FINANCE AND BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126
www.cedarfalls.com

September 3, 2021

Harriet Ma
8702 University Avenue
Cedar Falls, IA 50613

Dear Harriet Ma,

Enclosed you will find your latest statement. There is an outstanding charge for Code enforcement-mowing on 6/30/21 for \$178.79, as well as late fees of \$2.68 for a total amount due of \$181.47. **If no payment is received by September 17, 2021 we will put a lien on your property.**

If you have any questions, please feel free to call me at 319-268-5104. We thank you for your immediate attention to this matter.

Remit to: City of Cedar Falls
Accounts Receivable
220 Clay Street
Cedar Falls, IA 50613

Sincerely,

City of Cedar Falls

A handwritten signature in black ink, appearing to read "Andrea Ludwig", is written over the typed name.

Andrea Ludwig
Financial Clerk

Enclosure

INVOICE

Item 19.

CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS, IA 50613

(319) 273-8600

TO: HARRIET MA
8702 UNIVERSITY AVENUE
CEDAR FALLS, IA 50613

INVOICE NO: 37533
DATE: 7/15/21

CUSTOMER NO: 5350/5350

TYPE: MS - MISCELLANEOUS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	MOWED LAWN ON: 06/30/21 PER ORDINANCE 17-246&247 PROFESSIONAL LAWN CARE INV.#17122 CODE ENFORCEMENT	178.79	178.79
			\$142.50
			\$36.29

1.5 % LATE FEE WILL BE ASSESSED ON PAYMENTS OVER
30 DAYS

TOTAL DUE: \$178.79

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 7/15/21 DUE DATE: 8/16/21
CUSTOMER NO: 5350/5350

NAME: MA, HARRIET
TYPE: MS - MISCELLANEOUS

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS IA 50613

INVOICE NO: 37533
TERMS: NET 30 DAYS

AMOUNT: \$178.79



DEPARTMENT OF COMMUNITY DEVELOPMENT

CODE ENFORCEMENT
CITY OF CEDAR FALLS, IOWA
220 Clay Street
Cedar Falls, IA 50613
Phone(319) 273-8606
Fax (319) 273-8610
www.cedarfalls.com

LEGAL NOTICE OF NUISANCE TO BE ABATED:
GRASS AND WEEDS

EFFECTIVE DATE OF THIS NOTICE: 6/21/2021 Case # 21-0383-GRSS
PROPERTY RESIDENT: Harriet K MA
PROPERTY ADDRESS: 8702 University Ave
Property Owner Name: Harriet K MA
Property Owner Address: 8702 University Ave
Cedar FALLS, IOWA 50613

A complaint has been brought to the attention of this office and an inspection of the property found that weeds and grass have been allowed to become a nuisance. The property is legally described as follows:

COLLEGE VIEW ACRES LOT 9 EXC SELY 20 FT

Please refer to Ordinance Section 17-246 for orientation purposes and compliance requirements. Your cooperation in complying with this ordinance is appreciated. The City will inspect the property in seven (7) days from the date of this mailing notice, on 6/28/2021, to confirm compliance with the Ordinance requirements. If the property is not brought into compliance after the seven days, the City will mow the property to bring it into compliance.

Sec. 17-246. - Noxious weeds prohibited; exceptions.

(a) It shall be unlawful for the owner or person in possession or control of any land within the city to maintain, cause or permit a nuisance as defined in this section to exist upon such land. For purposes of this section, the term "nuisance" means noxious weeds, which shall include the following:

- (1) Those defined in Iowa Code § 317.1A;
(2) Grass and weeds exceeding eight inches in height;
(3) Volunteer trees, bushes or other vegetation that have not been intentionally planted or which have spread through natural means into unsuitable or unsightly areas, such as in cracks or crevices along building foundations, driveways, retaining walls, sidewalks, or other similar improvements.

Sec. 15-2(18) Nuisance Defined

Dense growth of all weeds, vines, brush or other vegetation, including dead bushes, and dead woody plants, or other overgrown or unkempt bushes or other growth, in the city so as to constitute a health, safety or fire hazard.

(Code 2017, § 18-2; Ord. No. 2625, § 1, 5-29-2007; Ord. No. 2882, §§ 1-4, 9-19-2016; Ord. No. 2942, § 1, 6-3-2019)

Code Section	Nature of the Violation	Comply By
IACF 19-47(b) Grass and Weeds ROW	It shall be unlawful for the owner or party in possession of lots or parcels of ground in the city to fail to keep in good order or to maintain the area between the curblineline and the property line abutting their property including keeping said area free of holes, pitfalls, stumps of trees, fences, brick, stone, cement or other monument-type mail boxes, stakes, posts or rods to which a metal, plastic or similar receptacle designed to hold newspapers are affixed, private irrigation or sprinkler systems, retaining walls, landscaping brick, block, stone, timber or other similar material, or any other similar obstructions.	6/28/2021

Further, please be notified that the actual cost and expense of cutting or otherwise destroying the vegetation (manpower, equipment, fuel, etc.), together with the costs of supervision and administration up to the time the property is brought into compliance, shall be recovered by an assessment against the tract of land on which the vegetation is growing. The City shall send an invoice for the total expenses incurred by regular mail to the property owner who failed to abide by the notice to abate, and if the amount shown on the invoice has not been paid within 30 days of the invoice date, the City Clerk shall certify the total amount of the invoice plus any administrative costs to the County Treasurer and such costs shall then be collected with, and in the same manner as, general property taxes.

If you should have any questions concerning this matter, please contact the Code Enforcement at (319) 268-5186. If you have already taken care of this problem, the City of Cedar Falls appreciates your cooperation.

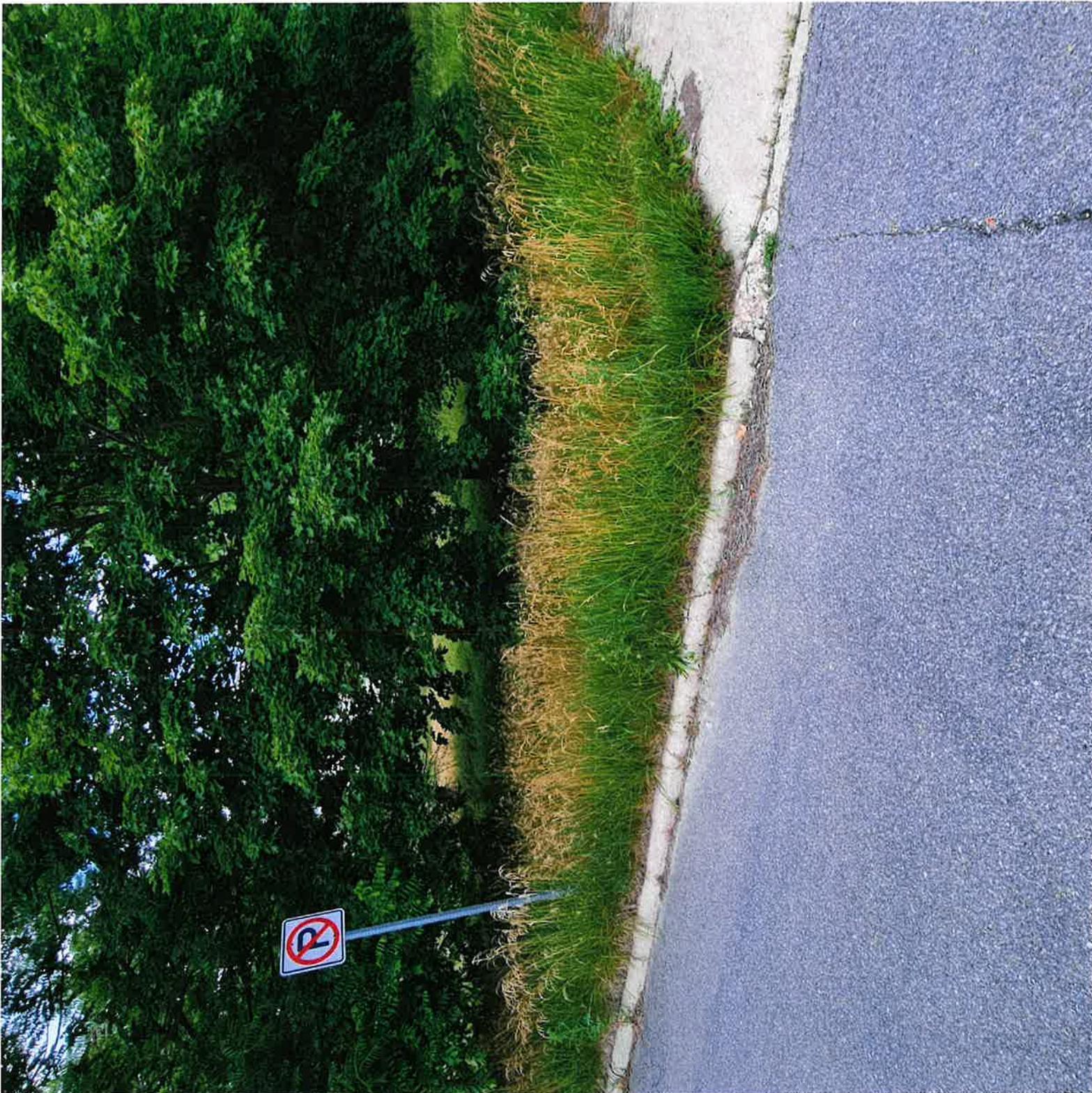
CITY OF CEDAR FALLS CODE ENFORCEMENT



Greg Rekward
Code Enforcement Officer





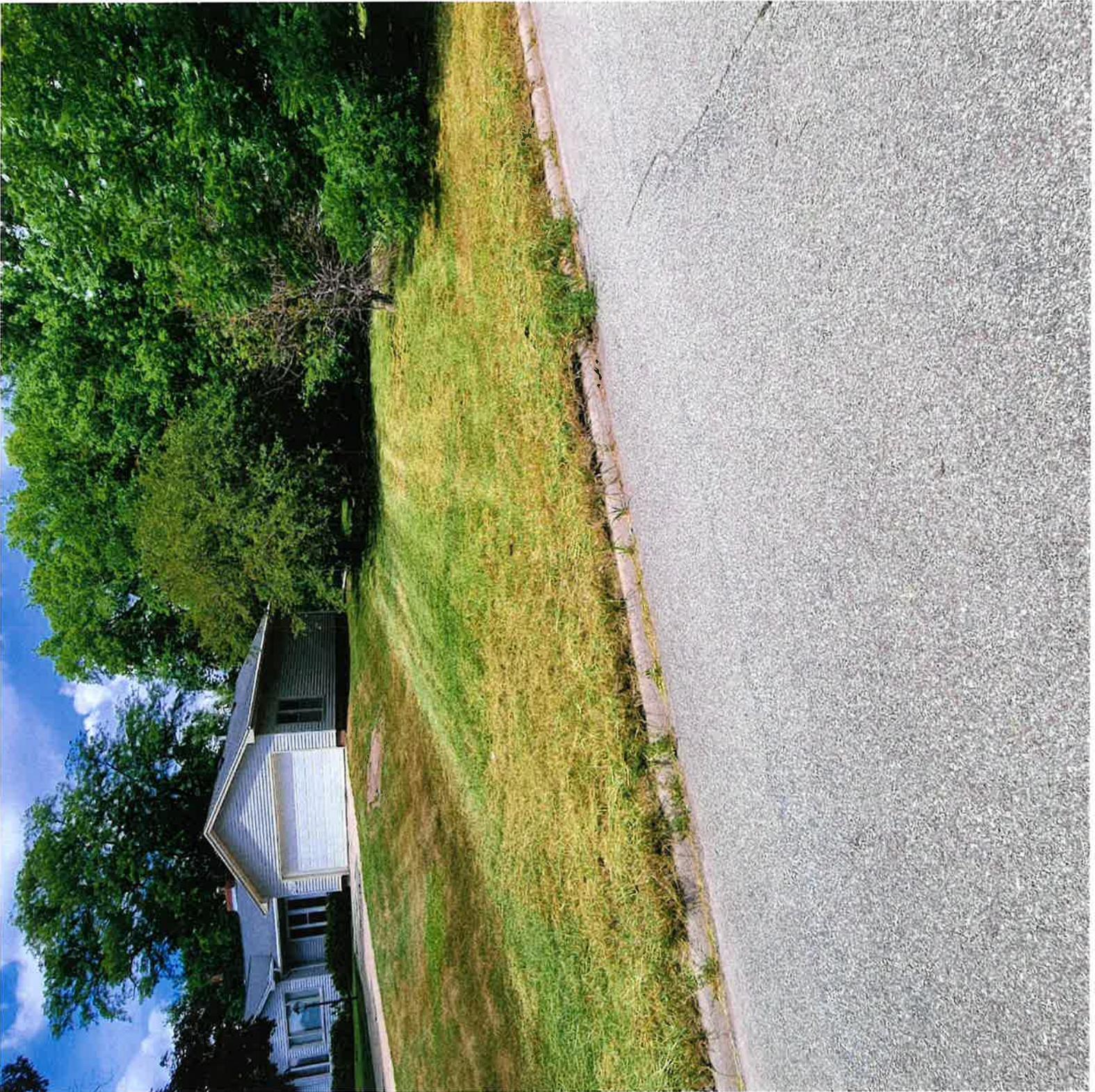












Beacon Black Hawk County, IA

Summary

Parcel ID 891423251007
Alternate ID
Property Address 8702 UNIVERSITY AVE
 CEDAR FALLS IA 50613
Sec/Twp/Rng N/A
Brief Tax Description COLLEGE VIEW ACRES LOT 9 EXC SELY 20 FT
 (Note: Not to be used on legal documents)
Deed Book/Page CLD-656-984 (2/24/1997)
Contract Book/Page
Gross Acres 0.00
Net Acres 0.00
Adjusted CSR Pts 0
Class R - Residential
 (Note: This is for assessment purposes only. Not to be used for zoning.)
District 910001 - CEDAR FALLS CITY/CEDAR FALLS SCH
School District CEDAR FALLS COMMUNITY SCHOOLS



Owner/Mail to information

Deed Holder
 Ma, Harriet K
[8702 University Ave](#)
 Cedar Falls IA 50613

Contract Holder

Anderson, Vivien M
 1096 Whistle Dr
 Austell GA 30001

Mailing Address

Ma, Harriet K
 8702 University Ave
 Cedar Falls IA 50613

Ma, Symone K
[8702 University Ave](#)
 Cedar Falls IA 50613

Romportl, Laurinda M
 131 S 20th Ave
 Hopkins MN 55343

Land

Lot Dimensions Regular Lot: 100.00 x 281.00
Lot Area 0.65 Acres; 28,100 SF
 (Note: Land sizes used for assessment purposes only. This is not a survey of the property)

Residential Dwellings

Residential Dwelling
Occupancy Single-Family / Owner Occupied
Style 1 Story Frame
Architectural Style N/A
Year Built 1955
Exterior Material Vinyl
Total Gross Living Area 1,052 SF
Attic Type None;
Number of Rooms 5 above; 0 below
Number of Bedrooms 3 above; 0 below
Basement Area Type Full
Basement Area 1,052
Basement Finished Area 675 - Living Qtrs. (Multi)
Plumbing 1 Standard Bath - 3 Fi;
Central Air Yes
Heat Yes
Fireplaces
Porches
Decks
Additions
Garages 364 SF - Att Frame (Built 1955);

Yard Extras

1 - (1) Shed 96 SF, Frame Shed, Average Pricing, Built 1993

Permits

Permit #	Date	Description	Amount
CF HA 0335	09/05/2003	A/C	0

Valuation

Classification	2021	2020	2019	2018	2017
Residential			Residential	Residential	Residential
+ Assessed Land Value	\$33,920	\$28,260	\$28,260	\$28,260	\$28,260
+ Assessed Building Value	\$0	\$0	\$0	\$0	\$0
+ Assessed Dwelling Value	\$111,920	\$97,320	\$97,320	\$97,320	\$97,320
= Gross Assessed Value	\$145,840	\$125,580	\$125,580	\$125,580	\$125,580
- Exempt Value	\$0	\$0	\$0	\$0	\$0
= Net Assessed Value	\$145,840	\$125,580	\$125,580	\$125,580	\$125,580

Taxation

	2020 Pay 2021-2022	2019 Pay 2020-2021	2018 Pay 2019-2020	2017 Pay 2018-2019
+ Taxable Land Value	\$15,941	\$15,564	\$16,085	\$15,718
+ Taxable Building Value	\$0	\$0	\$0	\$0
+ Taxable Dwelling Value	\$54,898	\$53,598	\$55,393	\$54,130
= Gross Taxable Value	\$70,839	\$69,162	\$71,478	\$69,848
- Military Credit	\$0	\$0	\$0	\$0
= Net Taxable Value	\$70,839	\$69,162	\$71,478	\$69,848
x Levy Rate (per \$1000 of value)	33.00838	33.14094	32.53716	33.22510
= Gross Taxes Due	\$2,338.28	\$2,292.09	\$2,325.69	\$2,320.00
- Ag Land Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Homestead Credit	(\$160.09)	(\$160.73)	(\$157.81)	(\$161.14)
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Business Property Credit	\$0.00	\$0.00	\$0.00	\$0.00
= Net Taxes Due	\$2,178.19	\$2,131.36	\$2,167.88	\$2,158.86

Tax History

Year	Due Date	Amount	Paid	Date Paid	Receipt
2020	March 2022	\$1,089	No		319283
	September 2021	\$1,089	No		
2019	March 2021	\$1,066	Yes	3/29/2021	245337
	September 2020	\$1,066	Yes	10/1/2020	
2018	March 2020	\$1,084	Yes	4/3/2020	069462
	September 2019	\$1,084	Yes	10/1/2019	
2017	March 2019	\$1,080	Yes	4/2/2019	069462
	September 2018	\$1,080	Yes	10/2/2018	
2016	March 2018	\$1,105	Yes	4/3/2018	069462
	September 2017	\$1,105	Yes	10/3/2017	

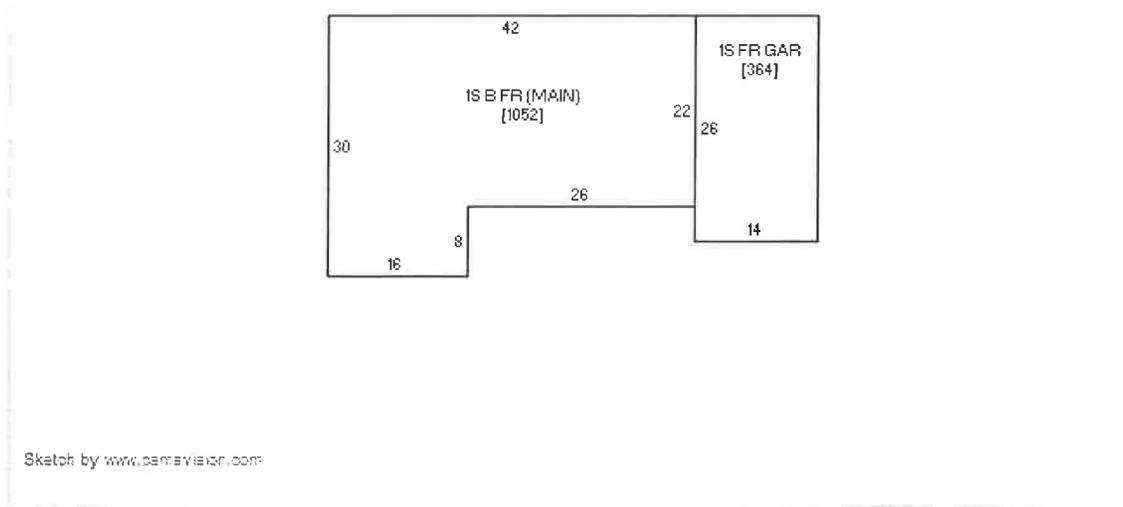
Pay Property Taxes

[Click here to pay property taxes for this parcel.](#)

Photos



Sketches



Show Deed/Contract

[Show Deed/Contract](#)

Map



Polling Location

Recent Sales In Area

Sale date range:

From:

09/23/2018

To:

09/23/2021

Sales by NCR Homestead

Sales by Subdivision

1500

Feet 

Sales by Distance

No data available for the following modules: Sales, Agricultural Land/CSR, Commercial Buildings, Agricultural Buildings, Tax Sale Certificate, Special Assessments.

If maps and data available for geographic information systems.
[User Privacy Policy](#)
[GDPR Privacy Notice](#)

Warranty: Schneider Geospatial does not warrant the representation of accuracy, timeliness, or



Last Data Upload: 9/23/2021, 7:28:04 AM

Version 2.3.147

**CEDAR FALLS DEPARTMENT OF PUBLIC SAFETY SERVICES**

CITY OF CEDAR FALLS
4600 S. MAIN STREET
CEDAR FALLS, IOWA 50613

319-273-8612

MEMORANDUM

To: Mayor Green, City Council Members
From: Jeff Olson, Public Safety Director
Date: October 15, 2021
Re: Iowa Governor's Traffic Safety Bureau Grant

The Iowa Governor's Traffic Safety Bureau (GTSB) provides funding for local law enforcement agencies for traffic enforcement, equipment and training on an annual basis. The purpose of the grant is to provide emphasis on impaired driving and other traffic violations. This grant request will provide the City \$5,500 of which \$5,000 will be for direct overtime for traffic enforcement and \$500 for training. A copy of the grant is attached.

This grant is similar to past GTSB agreements we have received and I recommend approval of this grant. Thank you for your consideration.

**GOVERNOR'S TRAFFIC SAFETY BUREAU
IOWA DEPARTMENT OF PUBLIC SAFETY**

CONTRACT NUMBER: Impaired Driving Countermeasures Grant
PAP 22-405d-M6OT, Task 03-00-00
State and Community Highway Safety Grant
PAP 22-402-M0PT, Task 00-01-00

PROJECT TITLE: Cedar Falls PD-HVE OT

ISSUING AGENCY: DPS/Governor's Traffic Safety Bureau

PROJECT CONTRACTOR: Cedar Falls Police Department

PROJECT BUDGET: Highway Safety Funded Amount: \$5,500.00

AGENCY/LAW/SOURCE: National Highway Traffic Safety Administration (NHTSA)
Public Law 114-94, Section 405d and Section 402

Submit Reimbursement Claims To:

Brandi Thompson, Program Administrator
Governor's Traffic Safety Bureau
215 East 7th Street, 3rd Floor
Des Moines, Iowa 50319-0248

Issue Payment To:

Cedar Falls Police Dept
220 Clay St
Cedar Falls, Iowa 50613

Submit Reports To:

Brandi Thompson, Program Administrator
Governor's Traffic Safety Bureau
215 East 7th Street, 3rd Floor
Des Moines, Iowa 50319-0248
515-725-6124, FAX 515-725-6133

Transmit Contract Information To:

Lieutenant Kari Rea
Cedar Falls Police Department
4600 S Main Street
Cedar Falls, Iowa 50613
319-273-8612, FAX 319-273-8619

The Contractor agrees to furnish and deliver all products and perform all services set forth in the attached Special Conditions for the consideration stated herein. The rights and obligations of the parties to this contract will be subject to and governed by the Special Conditions and the General Conditions. To the extent that any specifications or other conditions which are made a part of this contract by reference or otherwise conflict, the Special Conditions and the General Conditions will control. To the extent that any inconsistency between the Special Conditions and the General Conditions exists, the Special Conditions will control. When approved, the instrument becomes a contract to accomplish the provisions contained within the Fiscal Year 2022 Highway Safety Plan, Impaired Driving Countermeasures Grant 22-405d-M6OT, Task 03-00-00 and State and Community Highway Safety Grant 22-402-M0PT, Task 00-01-00, and thereby constitutes an official program with the Governor's Traffic Safety Bureau. This activity meets the requirements of Public Law 114-94 and the requirements set forth in the Governor's Traffic Safety Bureau Procedures Manual, as amended.

IN WITNESS THEREOF, the parties hereto have executed this contract on the day and year last specified below.

CONTRACTOR:

By _____ Date: _____

ISSUING AGENCY:

By Joanne K. Tinker Date: 10/1/2021
Joanne K Tinker, Acting Bureau Chief

Effective Date: 10/01/21 Expiration Date: 09/30/22

GENERAL FEDERAL AWARD INFORMATION PER § 200.210

- | | |
|-------------------------------------|--|
| 1) Recipient: | Cedar Falls Police Department |
| 2) DUNS: | 96-783-1210 |
| 3) FAIN: | 69A3751930000405DIAL
69A37520300004020IA0 |
| 4) Federal Award Date | 4/17/19, 2/3/2020 |
| 5) Period of Performance: | 10/1/21-9/30/22 |
| 6) Federal Funds: | 5,500.00 |
| 7) Total Funds Obligated: | 5,500.00 |
| 8) Total Amount of Federal Award: | 5,500.00 |
| 9) Approved Budget: | Refer to the signed agreement/award |
| 10) Recipient Match Requirement: | None |
| 11) Description: | High Visibility Enforcement OT (ID) |
| 12) Federal Awarding Agency: | National Highway Traffic Safety Administration |
| 13) CFDA: | 20.616 - Impaired Driving Countermeasures Grants
20.600 - State & Community Highway Safety Grants |
| 14) Research and Development Funds: | No |
| 15) Indirect Cost Rate: | Not applicable |

SPECIAL CONDITIONS

Article 1.0 Identification of Parties. This Contract is entered into by and between the Iowa Department of Public Safety/Governor's Traffic Safety Bureau (hereafter referred to as DPS/GTSB) and the Cedar Falls Police Department (hereinafter referred to as Contractor).

Article 2.0. Statement of Purpose.

WHEREAS, the Highway Safety Plan is the tool for developing and improving overall safety capabilities; improving the program management and decision-making capabilities of safety officials; addressing special problems or opportunities; and providing a coordination mechanism for the purpose of reducing traffic-related property damage, personal injury and fatal crashes, and

WHEREAS, the DPS/GTSB has been designated to administer the State and Community Highway Safety Programs established under Section 405d and Section 402 of the Fixing America's Surface Transportation Act, as amended, and

WHEREAS, the Contractor has the necessary ability to develop and carry out a portion of that Highway Safety Plan,

THEREFORE, the parties hereto do agree as follows:

Article 3.0 Area Covered. The Contractor will perform all the work and services required under this Contract in connection with and respecting the following areas:

City of Cedar Falls, Iowa and other jurisdiction(s) authorized by a shared enforcement agreement.

Article 4.0 Reports and Products. The Contractor will submit the following reports and products:

- 4.1 A Claim for Reimbursement form, documentation and, if applicable, an Equipment Accountability Report form for reimbursement within 90 days of the expense being paid by the Contractor with the exception of the final claim which is due into the DPS/GTSB office no later than November 15, 2022.

- 4.2 A cumulative final report due November 1, 2022 covering accomplishments of Statement of Work and Services.
- 4.3 Any reports and products deemed prudent by the Issuing Agency or Contractor.
- 4.4 A copy of all audit reports within 30 days of completion of said audit.
- 4.5 Monthly activity reports due the 15th of the following month on forms provided by the DPS/GTSB that quantify project activities as well as total departmental effort.

Article 5.0 Designation of Officials.

- 5.1 DPS/GTSB - The Governor's Representative for Highway Safety and the Director of the Governor's Traffic Safety Bureau are the only persons authorized to execute and approve any changes in terms, conditions, or amounts specified in this Contract.
- 5.2 Contractor Designee, Chief Craig Berte, is designated to approve in writing, on behalf of the Contractor, the Claim for Reimbursement and any negotiated changes in this Contract.

Article 6.0 Key Personnel. The Contractor hereby assigns the duties and responsibilities of project administration to Lieutenant Kari Rea and Paul Kockler, representing the Contractor in this agreement.

Article 7.0 Time of Performance. The services of the Contractor will commence on or after the effective date stipulated on the signature page and will be completed before or by the expiration date.

Article 8.0 Modification of General Conditions. None.

Article 9.0 Additional Special Conditions.

- 9.1 Expense Documentation. The Contractor will document the expenditure of such funds authorized as eligible for reimbursement in accordance with the conditions of this Contract upon submission of the Claim and, for equipment, the Equipment Accountability Report as supplied by the DPS/GTSB.
- 9.2 Policies and Procedures. The Contractor will comply with all policies and procedures contained in the Iowa DPS/GTSB Policies and Procedures Manual, as amended, including appropriate attachments provided by the DPS/GTSB in accordance with Section 405d and Section 402 of the Fixing America's Surface Transportation Act, and the Iowa Administrative Code, Section 661, Chapter 20.
- 9.3 Copyrights. The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
 - a. The copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and
 - b. Any rights of copyright to which a grantee, sub grantee or a contractor purchases ownership with grant support.
- 9.4 Debarred, Suspended and Ineligible Status. The Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended or declared ineligible by any agency of the State of Iowa or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. The Contractor will immediately notify the DPS/GTSB if the Contractor is debarred by the State or

placed on the Consolidated List of Debarred, Suspended and Ineligible Contractors by a federal entity.

a. *Instructions for Primary Tier Participant Certification*

- 1) By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
- 2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- 3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
- 4) The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5) The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- 6) The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- 7) The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
- 8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the

System for Award Management Exclusions website (<https://www.sam.gov/>).

- 9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - 10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.
- b. *Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions*
- 1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - ii. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - iv. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
 - 2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.
- c. *Instructions for Lower Tier Participant Certification*
- 1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
 - 2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
 - 3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

- 4) The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
 - 5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
 - 6) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
 - 7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
 - 8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - 9) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- d. *Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions*
- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
 - 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

9.5 Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes 23 CFR 1300.31.

- a. *Title.* Except as provided in paragraphs (e) and (f) of this section, title to equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 will vest upon acquisition in the State or its subrecipient, as appropriate, subject to the conditions in paragraphs (b) through (d) of this section.
- b. *Use.* All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes, as determined by the Regional Administrator, and neither the State nor any of its subrecipients or contractors shall encumber the title or interest while such need exists.
- c. *Management and disposition.* Subject to the requirements of paragraphs (b), (d), (e), and (f) of this section, States and their subrecipients and contractors shall manage and dispose of equipment acquired under 23 U.S.C. Chapter 4 and Section 1906 in accordance with State laws and procedures.
- d. *Purchases and dispositions.* Contractors shall receive prior written approval for all in-car camera purchases and any equipment purchases over \$4,000 from GTSB by submitting a quote from the vendor for the equipment to verify the acquisition price. GTSB will determine if further approval is required from NHTSA based on the acquisition price on the quote. Claims for equipment submitted by the Contractor must match the quote exactly which was approved by GTSB. GTSB considers equipment purchased using federal funds to have a useful life expectancy of at least a 5 years minimum unless documentation is provided to the contrary.
 - 1) Equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more shall be subject to the following requirements:
 - i. Purchases shall receive prior written approval from GTSB and NHTSA. Failure to secure prior approval will result in the contractor being responsible for the cost of the equipment purchase; retroactive approval from NHTSA is not an option.
 - ii. Dispositions shall receive prior written approval from NHTSA unless the equipment has exceeded its useful life as determined by GTSB policy.
 - 2) Equipment with a useful life of more than one year and an acquisition cost of less than \$5,000 shall be subject to the following requirements:
 - i. Dispositions shall be reported to GTSB.
 - ii. Equipment destroyed during its useful life shall be replaced by the department. The department will notify GTSB of the date the equipment was rendered unusable and the replacement information to include: manufacturer, date equipment was received, serial number and a photo with serial number.
- e. *Right to transfer title.* The Regional Administrator may reserve the right to transfer title to equipment acquired under this part to the Federal Government or to a third party when such third party is eligible under Federal statute. Any such transfer shall be subject to the following requirements:
 - 1) The equipment shall be identified in the grant or otherwise made known to the State in writing;
 - 2) The Regional Administrator shall issue disposition instructions within 120 calendar days after the equipment is determined to be no longer needed for highway safety purposes, in the absence of which the State shall follow the applicable procedures in 2 CFR parts 200 and 1201.
- f. *Federally-owned equipment.* In the event a State or its subrecipient is provided federally-owned equipment:
 - 1) Title shall remain vested in the Federal Government;
 - 2) Management shall be in accordance with Federal rules and procedures, and an annual inventory listing shall be submitted by the State;

- 3) The State or its subrecipient shall request disposition instructions from the Regional Administrator when the item is no longer needed for highway safety purposes.
- 4) DPS/GTSB does not allow equipment purchased using federal funds to be sold without written prior approval from GTSB.

- 9.6 Nondiscrimination. - The Contractor will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
 - The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
 - The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
 - Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The Contractor:

- a. Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- b. Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all

requirements of the Non- Discrimination Authorities identified in this Assurance;

- c. Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- d. Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- e. Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees:

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

9.7 Buy America Act. The Contractor will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires Contractors to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

9.8 Political Activity (Hatch Act). The Contractor will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. As such, the Contractor will not subcontract with any agency to conduct DPS/GTSB contract-related activities.

- 9.9 State Lobbying Restrictions. None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- 9.10 Federal Lobbying Restrictions. The undersigned certifies, to the best of his or her knowledge and belief, that:
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement;
 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
 - c. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- 9.11 Prohibition on Using Grant Funds to Check for Helmet Usage. The Contractor will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
- 9.12 Contract Amendments. Contract amendments must occur if there is a change in budget within the same funding source, to change the required scope of work, a change in an equipment purchase including quantity or addressing an unplanned occurrence. A letter must be submitted by the Contract Designee to GTSB for approval. Once GTSB has issued an approval for the change, the Contractor may proceed with the amended activity. No change in a contractual agreement will be accepted within 60 days of the close of the contract.

Article 10.0 Conditions of Payment.

- 10.1 Maximum Payments. It is expressly understood and agreed the maximum amount to be paid to the Contractor by the DPS/GTSB for any item of work or service will

be the amount specified under Article 12.0 subject to Article 11.0 herein. It is further understood and agreed the total of all payments to the Contractor by the DPS/GTSB for all work and services required under this Contract will not exceed \$5,500.00 unless modified by written amendment of this Contract as provided in Section 1.0 of the General Conditions.

- 10.2 Claim for Reimbursement. All payments to the Contractor will be subject to the DPS/GTSB's receipt of a Claim and documentation. If claiming equipment, an Equipment Accountability Report must also be submitted. The Contractor must perform services and receive merchandise between the effective dates of the contract and pay for expenses prior to submitting the claim for reimbursement. A Claim will be submitted on a form provided by the DPS/GTSB. No payments will be made if required reports are more than two months past due unless approved by the DPS/GTSB Director.
- 10.3 Receipt of Federal Funds.
- a. All payments hereunder will be subject to the receipt of federal funds by the DPS/GTSB. The termination, reduction, or delay of federal funds to the DPS/GTSB may be reflected by a corresponding modification to the conditions of this Contract.
 - b. Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through failure of the State of Iowa to appropriate funds, discontinuance or material alteration of the program for which funds were provided, the DPS/GTSB will have the right to terminate this Contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance or program alteration. Unless otherwise agreed to by the parties, the Contract will become null and void on the last day of the fiscal year for which appropriations were received, except that if an appropriation to cover cost of this Contract becomes available within sixty (60) days subsequent to termination under this clause, the DPS/GTSB agrees to re-enter a Contract with the terminated Contractor under the same provisions, terms and conditions as the original Contract.
 - c. In the event of termination of this Contract due to non-appropriation, the exclusive, sole and complete remedy of Contractor will be payment for services rendered prior to termination.
- 10.4 Non-Performance Termination. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this contract, or if the Contractor shall violate any of the agreements or stipulations of this contract, the DPS/GTSB shall thereupon have the right to terminate this contract and withhold further payment of any kind by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before such date. The DPS/GTSB shall be the sole arbitrator of whether the Contractor or its subcontractor is performing its work in a proper manner with reference to the quality of work performed by the Contractor or its subcontractor under the provisions of this contract. The Contractor and the DPS/GTSB further agree that this contract may be terminated by either party by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before such date.
- 10.5 The Contractor will arrange for a single audit to be performed in accordance with 2 CFR 200 when, as a non-federal entity, the Contractor receives \$750,000.00 or more in federal funds. The federal agency, National Highway Traffic Safety Administration, Department of Transportation, passes funds through the Department of Public Safety, Governor's Traffic Safety Bureau. The Catalog of

Federal Domestic Assistance (CFDA) number 20.616 applies to Impaired Driving Countermeasures Grants and 20.600 applies to State & Community Highway Safety Grants. A copy of the audit report will be submitted to the DPS/GTSB within thirty (30) days after the completion of the audit.

Article 11.0 Statement of Work and Services. The Contractor will perform in a satisfactory and proper manner, as determined by the DPS/GTSB the following work and services:

- 11.1 The Contract will be monitored by the National Highway Traffic Safety Administration (NHTSA) and the DPS/GTSB. All records and documents pertaining to the project are subject to auditing and evaluation by those agencies or their designees.
- 11.2 The Contractor will absorb all costs not contained in this contract.
- 11.3 The project will be evaluated on all items contained in the Statement of Work and Services and the Budget.
- 11.4 There will be no change in the Statement of Work and Services or Budget without prior written approval of the DPS/GTSB.
- 11.5 The Contractor will comply with all requirements contained within the Policies and Procedures Manual of the DPS/GTSB.
- 11.6 All documents relative to fiscal claims will be maintained in the Contractor's office and will be available for review during regular office hours.
- 11.7 Staffing plan:
 - a. Officers to conduct 98 hours of directed overtime for impaired enforcement.
- 11.8 Contract activities:
 - a. Conduct 98 overtime hours of planned high visibility enforcement directed at impaired driving during times and at locations that have been identified by your agency, the Iowa DOT or the DPS/GTSB as high risk.
 - b. Conduct at least two targeted traffic enforcement projects, one of which will be conducted at night and one a multi-jurisdictional project.
 - c. Conduct at least twelve public information/education activities aimed at improving driver safety behaviors and reducing impaired driving.
 - d. Participate in traffic safety training with prior DPS/GTSB approval and submit a trip report within two weeks following any out-of-state travel. All travel reimbursement will be made at State of Iowa approved rates.
- 11.9 Key dates:
 - a. By November 15, 2021 and the 15th of each subsequent month through October 15, 2022, submit a monthly report as specified in Article 4.5.
 - b. By August 10, 2022, submit claim for expenses incurred through June 30, 2022.
 - c. By November 1, 2022, submit an annual report as specified in Article 4.2.
 - d. By November 15, 2022, submit final claim for reimbursement.

11.10 Reporting requirements/performance measures:

- a. At least 98 hours of impaired overtime enforcement conducted and all overtime and agency traffic enforcement contacts reported showing a sustained effort based on past performance.
- b. Two targeted traffic enforcement projects completed and results reported.
- c. Twelve public information activities conducted, documented and reported.
- d. At least one officer attended DPS/GTSB approved training and a trip report submitted if travel out-of-state.

Article 12.0 Project Budget.

	<u>Highway Safety Funds</u>
Personnel Services	
Directed overtime for impaired enforcement (405d)	\$ 5,000.00
Training-related travel (402)	<u>\$ 500.00</u>
TOTAL	\$ 5,500.00

**CEDAR FALLS PUBLIC SAFETY DEPARTMENT**

CITY OF CEDAR FALLS
4600 S. MAIN STREET
CEDAR FALLS, IOWA 50613

319-273-8612

MEMORANDUM

To: Mayor Green, City Council Members
From: Jeff Olson, Director of Public Safety Services
Date: October 11, 2021
Re: Tobacco Enforcement Agreement

Attached you will find a tobacco enforcement agreement between the City of Cedar Falls and the Iowa Alcoholic Beverages Division. This agreement requires the Police Division to conduct one compliance check on all retail businesses that sell tobacco between October 1, 2021 and February 15, 2022. The Division shall conduct a second compliance check on any retailer that is found to be non-compliant during the first inspection no later than May 15, 2022. The Iowa Alcoholic Beverages Division will reimburse the City seventy-five dollars per compliance check.

This agreement is similar to those that we have entered into over the past several years and I recommend its approval.

**28E AGREEMENT FOR
TOBACCO, ALTERNATIVE NICOTINE AND
VAPOR PRODUCT ENFORCEMENT**

SCHEDULE 3

THIS AGREEMENT is made and entered into on this ____ day of _____, 2021 by and between the Iowa Alcoholic Beverages Division (“ABD”), and the Cedar Falls Police Department (The “Department”). The parties agree as follows:

SECTION 1. IDENTITY OF THE PARTIES.

- 1.1 Iowa ABD.** The ABD is authorized pursuant to Iowa Code Chapter 453A and a Memorandum of Understanding with the Iowa Department of Public Health to provide enforcement for Iowa’s tobacco, alternative nicotine and vapor product laws. The ABD’s address is: 1918 SE Hulsizer Road, Ankeny, Iowa 50021.
- 1.2 Department.** The Department operates a duly recognized Iowa law enforcement agency. The Department’s address is:

Cedar Falls Police Department
220 Clay Street, Cedar Falls, Iowa 50613

SECTION 2. PURPOSE. The parties have entered into this Agreement for the purpose of providing and funding tobacco, alternative nicotine and vapor product enforcement activities in compliance with Iowa Code § 453A.2.

SECTION 3. TERM. The term of the Agreement shall be from the aforementioned date through June 30, 2022, unless earlier terminated in accordance with the terms of the Agreement.

SECTION 4. FILING. Pursuant to Iowa Code § 28E.8, the ABD shall electronically file the Agreement with the Iowa Secretary of State, after the parties have executed the agreement.

SECTION 5. RESPONSIBILITIES OF THE PARTIES.

5.1 Responsibilities of the Department.

- 5.1.1 Local Tobacco, Alternative Nicotine and Vapor Product Enforcement.** The Department shall provide tobacco, alternative nicotine and vapor product enforcement of Iowa Code Chapter 453A.
- 5.1.2 Compliance Checks.** "Compliance checks" mean activity to enforce tobacco, alternative nicotine and vapor product laws in accordance with Iowa Code § 453A.2 within the jurisdiction of the Department. Compliance checks also may include

enforcement of § 453A.2 within additional jurisdictions upon agreement of the Parties. ABD shall make available to the Department the location of each tobacco, alternative nicotine and vapor product permit holder subject to a compliance check by the Department at <https://tobacco.iowaabd.com/>.

The Department shall perform one (1) compliance check of each tobacco, alternative nicotine and vapor product permit holder within the jurisdiction of the Department during the term of the Agreement. Please note that alternative nicotine and vapor products are age-restricted pursuant to Iowa Code § 453A.2, and are therefore included in the I-PLEDGE program. Attempts to purchase alternative nicotine and vapor products may be conducted at any retailer that sells these products.

The Department shall not begin to conduct any retailer compliance checks until October 1, 2021.

The compliance check shall be completed and submitted for reimbursement to ABD by **February 15, 2022**. The Department should try to complete a compliance check of all seasonal businesses such as golf courses, marinas and bait shops before the businesses close for the 2021 business year, but not before October 1, 2021. If the department is unable to complete the compliance checks on seasonal businesses prior to the businesses close for the 2021 business year, the Department shall work with ABD to establish a plan for completing these compliance checks.

The Department shall conduct a second compliance check on any retailer that is found to be non-compliant during the first inspection. The second compliance check on the non-compliant retailer shall be completed and entered no later than **May 15, 2022**.

Clerks that fail compliance checks shall be ticketed criminally.

The Department shall, within seven (7) business days, notify the retail owner or manager of any violation. Within seventy-two (72) hours of the Department issuing a citation for a violation of Iowa Code § 453A.2(1) to a permit-holder or employee of a permit-holder, the Department must notify the local permit-issuing authority that issued the tobacco, alternative nicotine and vapor product permit to the retailer where the offense was committed.

If the Department fails to complete and submit reimbursement for compliance checks to ABD by **February 15, 2022**, ABD will consult with the Department to establish a plan for completing the remaining compliance checks. In the event that the Department fails to execute the agreed upon plan, the Department agrees that ABD may authorize the Iowa State Patrol or other law enforcement agency to conduct any remaining compliance checks.

5.1.3 Underage Purchaser Volunteers. Utilization of underage purchaser volunteers is strongly encouraged where feasible. The Department may compensate the underage purchasers involved in the compliance checks in a manner consistent with

Section 6. Underage purchasers from the age of sixteen to twenty years old may be utilized in the program. Keep in mind that the federal government (SYNAR) will not allow underage purchasers under the age of sixteen to be used to conduct compliance checks. Please ensure that the officers assigned to conduct the compliance checks do not work with an underage purchaser younger than age of sixteen. If utilizing multiple underage purchasers to perform compliance checks, please ensure that a representative mix of 16, 17, 18, 19 and 20 year old underage purchasers are used when feasible.

5.1.4 Routine Enforcement. In addition to conducting compliance checks, the Department agrees to regularly enforce underage tobacco, alternative nicotine and vapor product laws by ticketing underage offenders.

5.1.5 Civil Proceedings. The Department shall cooperate with city, county and state prosecutors if civil permit proceedings are initiated against a tobacco, alternative nicotine and vapor product permit holder. The Department shall also cooperate in proceedings against cited clerks and underage persons. Cooperation shall include, but not be limited to, sharing investigative reports and copies of issued citations, as well as providing witness statements and testimony.

5.1.6 Compliance Reports. The Department shall provide monthly reports to the ABD in the manner prescribed by the ABD.

5.1.7 Miscellaneous. The Department shall be responsible for the day-to-day administration of its tobacco, alternative nicotine and vapor product enforcement activities. The Department shall provide all office space, equipment and personnel necessary to conduct tobacco, alternative nicotine and vapor product enforcement activities under the Agreement. The Department is solely responsible for the selection, hiring, disciplining, firing and compensation of its officers.

5.2 Responsibilities of the ABD.

5.2.1 Enforcement Guidance. The ABD shall provide guidance on tobacco, alternative nicotine and vapor product enforcement to the Department, if needed, and cooperate with the Department in the performance of the Agreement.

5.2.4 Payment. The ABD shall pay the Department in the manner described in Section 6.

5.2.5 Cooperation. If ABD believes that any officer of the Department fails to perform duties in a manner that is consistent with the Agreement, the ABD shall notify the Department. The Department shall then take such action as necessary to investigate and, if appropriate, discipline or reassign the officer away from tobacco, alternative nicotine and vapor product enforcement activities. The ABD shall have no authority to discipline or reassign an officer, except that the ABD shall have the

authority to stipulate that a particular officer not be assigned to provide services under the Agreement.

- 5.2.6 Insurance, Benefits and Compensation.** The ABD shall not provide for, nor pay, any employment costs of the Department's officers including, but not limited to, worker's compensation, unemployment insurance, health insurance, life insurance and any other benefits or compensation, nor make any payroll payments with respect to the Department's officers. The ABD shall have no liability whatsoever for all such employment costs or other expenses relating to, or for the benefit of, the Department's officers.

SECTION 6. PAYMENT TO DEPARTMENT.

- 6.1 Method of Payment.** In consideration for providing the services required by the Agreement, the Department shall be paid on a flat fee basis of seventy-five dollars (\$75) per reported compliance check. The flat fee payment for each compliance check constitutes the full and exclusive remuneration for the compliance checks. For example, compensation of underage purchasers is the sole responsibility of the Department and is to be paid from the flat fee payment.
- 6.2 Eligible Claims.** Compliance checks that are conducted on or after **October 1, 2021** are eligible for payment provided that the results are reported in accordance with Section 5. Any compliance checks that were funded by a non-departmental entity are not eligible for payment.
- 6.3 Allocations.** The costs of the services referred to in Section 6.1 shall be allocated as follows:
- 6.3.1 Sole Activity.** Money paid to the Department, pursuant to the Agreement, shall be used to fund overtime of full- or part-time peace officer positions solely for tobacco, alternative nicotine and vapor product enforcement activities described in the Agreement. Money also shall be used for compensation, if any, of underage purchasers. In addition, the Department may use money paid pursuant to the Agreement for reasonable Department expenditures, including, but not limited to, officer training and equipment, provided that such expenditures do not impair the Department's ability to perform tobacco, alternative nicotine and vapor product enforcement activities.
- 6.3.2 Payment in Arrears.** The ABD may pay all approved invoices in arrears and in conformance with Iowa Code § 8A.514. The ABD, consistent with Iowa Code § 8A.514, may pay in less than the specified time period. Payment by the ABD in fewer than sixty (60) days, however, does not constitute an implied waiver of that Code section.

SECTION 7. ADMINISTRATION OF AGREEMENT. The ABD and the Department shall jointly administer the Agreement.

SECTION 8. NO SEPARATE ADMINISTRATIVE ENTITY. No new or separate legal or administrative entity is created by the Agreement.

SECTION 9. NO PROPERTY ACQUIRED. The ABD and the Department, in connection with the performance of the Agreement, shall acquire no real or personal property.

SECTION 10. TERMINATION.

10.1 Termination for Convenience. Following twenty (20) days written notice, either party may terminate the Agreement, in whole or in part, for convenience without the payment of any penalty or incurring any further obligation to the non-terminating party. Following termination for convenience, the non-terminating party shall be entitled to compensation, upon submission of invoices and proper proof of claim, for services provided under the Agreement to the terminating party up to and including the date of termination.

10.2 Termination Due to Lack of Funds or Change in the Law. Notwithstanding anything in this Contract to the contrary, and subject to the limitations set forth below, ABD shall have the right to terminate this Contract without penalty and without any advance notice as a result of any of the following:

10.2.1 The legislature or governor fail in the sole opinion of ABD to appropriate funds sufficient to allow ABD to either meet its obligations under this Contract or to operate as required and to fulfill its obligations under this Contract:

10.2.2 If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by ABD to make any payment hereunder are insufficient or unavailable for any other reason as determined by ABD in its sole discretion.

10.3 Termination for Cause. The occurrence of any one or more of the following events shall constitute cause for any party to declare another party in default of its obligations under the Agreement:

10.3.1 Failure to observe and perform any covenant, condition or obligation created by the Agreement;

10.3.2 Failure to make substantial and timely progress toward performance of the Agreement;

10.3.3 Failure of the party's work product and services to conform with any specifications noted herein;

10.3.4 Infringement of any patent, trademark, copyright, trade dress or any other intellectual property right.

10.4 Notice of Default. If there occurs a default event under Section 10.3, the non-defaulting party shall provide written notice to the defaulting party requesting that the breach or noncompliance be immediately remedied. In the event that the breach or noncompliance continues to be evidenced ten days beyond the date specified in the written notice, the non-defaulting party may either:

10.4.1 Immediately terminate the Agreement without additional written notice; or,

10.4.2 Enforce the terms and conditions of the Agreement and seek any available legal or equitable remedies.

In either event, the non-defaulting party may seek damages as a result of the breach or failure to comply with the terms of the Agreement.

SECTION 11. INDEMNIFICATION.

11.1 By ABD. Consistent with Article VII, Section 1 of the Iowa Constitution and Iowa Code Chapter 669, ABD agrees to defend and indemnify the Department and hold it harmless against any and all liabilities, damages, settlements, judgments, costs and expenses, including reasonable attorney's fees of counsel required to defend the Department, related to or arising out of ABD's negligent or wrongful acts or omissions in the performance of the Agreement.

11.2 By the Department. Consistent with Article VII, Section 1 of the Iowa Constitution and Iowa Code Chapter 670, the Department agrees to defend and indemnify and hold the State of Iowa and ABD harmless from any and all liabilities, damages, settlements, judgments, costs and expenses, including reasonable governmental attorney's fees and the costs and expenses of attorney fees of other counsel required to defend the ABD, related to or arising from any negligent or wrongful acts or omissions of the Department in the performance of this Agreement.

SECTION 12. CONTACT PERSON.

12.1 Contact Person. At the time of execution of the Agreement, each party shall designate, in writing, a Contact Person to serve until the expiration of the Agreement or the designation of a substitute Contact Person. During the term of the Agreement, each Contact Person shall be available to meet, as otherwise mutually agreed, to plan the services being provided under the Agreement.

SECTION 13. CONTRACT ADMINISTRATION.

- 13.1 Amendments.** The Agreement may be amended in writing from time to time by mutual consent of the parties. All amendments to the Agreement must be fully executed by the parties.
- 13.2 Third Party Beneficiaries.** There are no third party beneficiaries to the Agreement. The Agreement is intended only to benefit ABD and the Department.
- 13.3 Choice of Law and Forum.** The terms and provisions of the Agreement shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with the Agreement shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa. This provision shall not be construed as waiving any immunity to suit or liability that may be available to the State of Iowa, ABD or the Department.
- 13.4 Assignment and Delegation.** The Agreement may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the other party.
- 13.5 Integration.** The Agreement represents the entire Agreement between the parties and neither party is relying on any representation that may have been made which is not included in the Agreement.
- 13.6 Headings or Captions.** The paragraph headings or captions are for identification purposes only and do not limit nor construe the contents of the paragraphs.
- 13.7 Not a Joint Venture.** Nothing in the Agreement shall be construed as creating or constituting the relationship of a partnership, joint venture, association of any kind or agent and principal relationship between the parties. Each party shall be deemed an independent contractor acting toward the expected mutual benefits. No party, unless otherwise specifically provided for herein, has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon the other party to the Agreement.
- 13.8 Supersedes Former Agreements.** The Agreement supersedes all prior Agreements between ABD and the Department for the services provided in connection with the Agreement.
- 13.9 Waiver.** Except as specifically provided for in a waiver signed by duly authorized representatives of ABD and the Department, failure by any party at any time to require performance by the other party or to claim a breach of any provision of the Agreement shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.
- 13.10 Notices.** Notices under the Agreement shall be in writing and delivered to the representative of the party to receive notice (identified below) at the address of the party to

receive notice as it appears below or as otherwise provided for by proper notice here under. This person shall be the Contact Person. The effective date for any notice under the Agreement shall be the date of delivery of such notice (not the date of mailing) which may be effected by certified U.S. Mail return receipt requested with postage prepaid thereon or by recognized overnight delivery service, such as Federal Express or UPS. Failure to accept "receipt" shall constitute delivery.

If to ABD: Jessica Ekman
Tobacco Program Coordinator
Iowa Alcoholic Beverages Division
1918 SE Hulsizer Road
Ankeny, Iowa 50021
515-281-7434
Email: Ekman@IowaABD.com

If to Department: Chief Craig Berte
Cedar Falls Police Department
220 Clay Street
Cedar Falls, Iowa 50613
Email: craig.berte@cedarfalls.com

- 13.11 Cumulative Rights.** The various rights, powers, options, elections and remedies of any party provided in the Agreement, shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed any party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled as long as any default remains in any way un-remedied, unsatisfied or un-discharged.
- 13.12 Severability.** If any provision of the Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the Agreement.
- 13.13 Time is of the Essence.** Time is of the essence with respect to the performance of the terms of the Agreement.
- 13.14 Authorization.** Each party to the Agreement represents and warrants to the other that:
- 13.14.1** It has the right, power and authority to enter into and perform its obligations under the Agreement.
- 13.14.2** It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of the Agreement, and the Agreement constitutes a legal, valid and binding obligation upon itself in accordance with its terms.

13.15 Successors in Interest. All the terms, provisions and conditions of the Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

13.16 Record Retention and Access. The Department shall maintain books, records and documents which sufficiently and properly document and calculate all charges billed to ABD throughout the term of the Agreement for a period of at least three (3) years following the date of final payment or completion of any required audit, whichever is later. The Department shall permit the Auditor of the State of Iowa or any authorized representative of the State and where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Department relating to orders, invoices, or payments or any other documentation or materials pertaining to the Agreement. The Department shall not impose a charge for audit or examination of the books and records.

13.17 Additional Provisions. The parties agree that any Addendum, Rider or Exhibit, attached hereto by the parties, shall be deemed incorporated herein by reference.

13.18 Further Assurances and Corrective Instruments. The parties agree that they shall, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of the Agreement.

SECTION 14. EXECUTION.

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the Agreement and have caused their duly authorized representatives to execute the Agreement.

By Alcoholic Beverages Division

Joshua Happe
Regulatory Compliance Bureau Chief

Date

By Law Enforcement Agency

Department Official

Date

Department Witness

Date

Cedar Falls PD



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Recreation Division

TO: Mayor Green & City Council
FROM: J.J. Lillibridge, Manager, Recreation & Community Programs
DATE: October 25, 2021
SUBJECT: Recreation Fee Proposal

Attached are the Recreation Team's proposed fees. If adopted, any fee changes would go into effect for any program or service December 1, 2021.

On the attached sheets is a history of fees we have used dating back to April of 2016. Any fee changed from the previous year is highlighted in grey for easy identification.

The current fees were adopted by Council in February 2021 and went into effect March 1, 2021.

Proposed changes are as follow:

- Page 1
 - Request to remove the 1/3 & 2/3 rental options of the Beach House. Will proceed with full facility rental option only.
 - Add rental fees to Orchard Hill Pickleball Courts.
 - \$10/hour per court
 - \$80/hour per complex
- Page 3
 - An increase of \$5 for the single week option of Camp CF from \$120 to \$125.
 - An increase of \$5 for the whole summer option of Camp CF from \$105 per week to \$110 per week.
- Page 4
 - Request to remove all *With & Without* Recreation Center Membership Indoor Pool Passes. Will proceed with *Without* Membership pricing for indoor pool passes and will sold as *Indoor Pool Pass*. Of the 516 Indoor Pool Passes that have been sold since 2016, 75% were Without Membership Passes.
- Page 4 & 5
 - Add a Veteran Membership option, same price as Senior Citizen options.
 - Change Student Memberships from 19-22 to 19-23 with valid student I.D.

There are minimal fee increases in this version of the Recreation Division's Fee Schedule. The focus is more on requests to simplify options and create less tracking. We feel that the new software system presents a great opportunity to simplify our offerings and make it easier to manage from the customer and front line staffs' perspective.

Thank you in advance for considering this proposal. Please let me know if you have any questions or need additional information.

**CEDAR FALLS RECREATION DIVISION
PROGRAM FEE SCHEDULE**

Item 22.

	Dollar Increase	PROPOSED FEES	PROPOSED FEES EFFECTIVE	PROPOSED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES
		EFFECTIVE DATE FOR ANY ACTIVITY STARTING December 1, 2021	DATE FOR ANY ACTIVITY STARTING ON OR AFTER MARCH 1, 2021	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 28, 2020	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 30, 2019	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 23, 2018	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2017	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2016
ADULT PROGRAMS								
Basketball Leagues (team) 10 games			370	370	370	370	360	\$360.00
Couples Volleyball Class			29.00 - 8 weeks	29.00 - 8 weeks	29.00 - 8 weeks	29.00 - 8 weeks	29.00 - 8 weeks	29.00 - 8 weeks
Volleyball League (team) 14 games			125	125	115	115	115	\$115.00
Mini Volleyball (team) 6 games			75	75	70	70	70	\$70.00
Softball League - 14 games								
Registration (team)			355	355	355	355	350	\$350.00
Player Fees (team)			70	70	70	70	70	\$70.00
Mixed League Softball			plus \$25.00	plus \$25.00	plus \$25.00	plus \$25.00	plus \$25.00	plus \$25.00
Ball Field Rental per hour (field as is 1 1/2 hour)			8	8	8	8	8	\$8.00
Youth Games Ball Field Rental- Non-profit								
501C3 Field Rental								
Week Day Evening			16	16	16	16	16	\$16.00
Multiple Rentals (Max. 75 per season)			\$500.00 Max	\$500.00 Max	\$500.00 Max	\$500.00 Max	\$500.00 Max	\$500.00 Max
Fall Softball League - 10 games								
Registration (team)			255	255	255	245	245	\$245.00
Player Fees (team)			60	60	60	60	60	\$60.00
Ball Field Rental								
One Field - One Day			50	50	50	50	50	\$50.00
Complex (weekend 1 & 2 day)			110	110	110	110	110	\$110.00
Plus additional staff cost over initial field prep								
Pfeiffer (weekend 1 & 2 day)			130	130	130	130	130	\$130.00
Plus additional staff cost over initial field prep								
Pfeiffer (field/night, league)			60	60	60	60	60	\$60.00
Kickball League			75	75	75	70	70	\$65.00
Flag Football League (team) 4 on 4			100	100	100	100	100	\$100.00
Player Fee			15	15	15	15	15	\$15.00
Dodgeball			75	75	70	70	70	\$65.00
Golf Lessons (4 lessons)			N/A	N/A	N/A	38	38	\$38.00
Tennis Lessons (8 lessons)			N/A	N/A	N/A	N/A	N/A	N/A
Tournaments			Cost + \$20.00	Cost + \$20.00	Cost + \$20.00	Cost + \$20.00	Cost + \$20.00	Cost + \$20.00
Open Gym Schools, residents			3.00 or RC punch card/memb.	3.00 or RC punch card/memb.	3.00 or RC punch card/memb.	3.00 or RC punch card/memb.	3.00 or RC punch card/memb.	3.00 or RC punch card/memb.
Open Gym Schools, non-residents			6	6	6	6	6	\$6.00
Beach House (all day)								
Weekend (Friday-Sunday & Holidays)			N/A	N/A	N/A	N/A	N/A	N/A
Weekday (Monday-Thursday)			N/A	N/A	N/A	N/A	N/A	N/A
Beach House (all day)								
Weekend (Friday-Sunday & Holidays)								
West		REMOVE	100	100	100	100	100	\$100.00
East		REMOVE	200	200	200	200	200	\$200.00
Full Facility			275	275	275	275	275	\$275.00
Weekday (Monday-Thursday)								
West		REMOVE	62.5	62.5	62.5	62.5	62.5	\$62.50
East		REMOVE	125	125	125	125	125	\$125.00
Full Facility			175	175	175	175	175	\$175.00
Shelter Rental - All Day			25	25	22	22	22	\$22.00
Up to 6 hours			N/A	N/A	N/A	N/A	N/A	N/A
Over 6 hours			N/A	N/A	N/A	N/A	N/A	N/A
Gateway Shelter								
Monday-Thursday (10:00 am-10:30 pm)			70	70	70	70	70	\$70.00
Friday-Sunday & Holidays (10:00 am-10:30 pm)			110	110	110	110	110	\$110.00
Orchard Hill Pickleball Court (Single Court Per Hour)	New	\$	10.00					
Orchard Hill Pickleball Complex (Whole Complex Per Hour)	New	\$	80.00					
Racquetball League - 11 games								
Singles			35	35	35	35	35	\$35.00
Racquetball Lessons (6 lessons)			33	33	33	33	33	\$33.00
Table Tennis League			16	16	16	16	16	\$16.00
EXERCISE CLASSES								
Specialty Classes			Instructor Cost + \$10.00	Instructor Cost + \$10.00	Instructor Cost + \$10.00	Instructor Cost + \$10.00	Instructor Cost + \$10.00	Instructor Cost + \$10.00
Exercise Tryouts			N/A	N/A	N/A	\$5.00	\$5.00	\$5.00
Fitness Pass (no RCM)								
4 Months Unlimited			N/A	N/A	N/A	\$96.00	\$96.00	\$96.00
1 Month Unlimited			N/A	N/A	N/A	\$35.00	\$35.00	\$35.00
Fitness Pass (with RCM)								
4 Months Unlimited			N/A	N/A	N/A	\$48.00	\$48.00	\$48.00
1 Month Unlimited			N/A	N/A	N/A	\$30.00	\$30.00	\$30.00
Circuit Weight Training (No RCM)								
2 x Per Week Per Month			\$32.00	\$32.00	\$28.00	\$28.00	\$28.00	\$28.00
Circuit Weight Training (No RCM)								
2 x Per Week Per Month			\$16.00	\$16.00	\$14.00	\$14.00	\$14.00	\$14.00

**CEDAR FALLS RECREATION DIVISION
PROGRAM FEE SCHEDULE**

Item 22.

	Dollar Increase	PROPOSED FEES	PROPOSED FEES	PROPOSED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES
		EFFECTIVE DATE FOR ANY ACTIVITY STARTING December 1, 2021	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER MARCH 1, 2021	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 28, 2020	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 30, 2019	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 23, 2018	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2017	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2016
Cardio Cycling - Per Month (No RCM) 3 x Per Week Per Month			\$44.00	\$44.00	\$42.00	\$42.00	\$42.00	\$42.00
Cardio Cycling - Per Month (No RCM) 3 x Per Week Per Month			\$22.00	\$22.00	\$21.00	\$21.00	\$21.00	\$21.00
Rec Xfit - Monthly (with RCM) 3 x Per Week			\$29.00	\$29.00	\$26.00	\$26.00	\$26.00	\$26.00
Rec Xfit - Monthly (No RCM) 3 x Per Week			\$58.00	\$58.00	\$52.00	\$52.00	\$52.00	\$52.00
Special Fitness Classes 2 x Per Week (No RCM)			\$60.00	\$60.00				
2 x Per Week (With RCM)			\$30.00	\$30.00				
Teen Weight Lifting Training (2 - 2 hour classes)			\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
<i>*RCM - Rec Center Membership</i>								
<i>*FP - Fitness Pass</i>								
YOUTH PROGRAMS								
Boys Baseball - T-ball Registration			\$40.00	\$40.00	\$35.00	\$35.00	\$32.00	\$32.00
Sponsor			\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Boys Baseball 1 & 2 Registration			\$45.00	\$45.00	\$38.00	\$38.00	\$35.00	\$35.00
Sponsor			\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Boys Baseball 2 & 3 Registration			\$50.00	\$50.00	\$45.00	\$45.00	\$42.00	\$42.00
Sponsor			\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Boys Baseball 3 - 5 Registration			\$50.00	\$50.00	\$48.00	\$48.00	\$45.00	\$45.00
Sponsor			\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
Girls Softball - T-ball Registration			\$40.00	\$40.00	\$35.00	\$35.00	\$32.00	\$32.00
Sponsor			\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Girls Softball Kind & 1 Registration			\$45.00	\$45.00	\$38.00	\$38.00	\$35.00	\$35.00
Sponsor			\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Girls Softball 2 & 3 Registration			\$45.00	\$45.00	\$45.00	\$45.00	\$42.00	\$42.00
Sponsor			\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Girls Softball 4-6 Registration			\$50.00	\$50.00	\$48.00	\$48.00	\$45.00	\$45.00
Sponsor			\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Kindergarten Basketball Registration			\$34.00	\$34.00	\$30.00	\$30.00	\$30.00	\$30.00
Sponsor			\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Boys Basketball 5 & 6 Registration			\$44.00	\$44.00	\$40.00	\$40.00	\$40.00	\$40.00
Sponsor			\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Boys Basketball 3 & 4 Registration			\$39.00	\$39.00	\$35.00	\$35.00	\$35.00	\$35.00
Sponsor			\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Boys Basketball 1 & 2 Registration			\$34.00	\$34.00	\$30.00	\$30.00	\$30.00	\$30.00
Sponsor			\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Girls Basketball 5 & 6 (format change) Registration			\$39.00	\$39.00	\$35.00	\$35.00	\$35.00	\$35.00
Sponsor			\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Girls Basketball 3 & 4 Registration			\$39.00	\$39.00	\$35.00	\$35.00	\$35.00	\$35.00
Sponsor			\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Girls Basketball 1 & 2 Registration			\$34.00	\$34.00	\$30.00	\$30.00	\$30.00	\$30.00
Sponsor			\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Summer Track Registration			\$50.00	\$50.00	\$45.00	\$45.00	\$45.00	\$45.00
Sponsor			\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Volleyball 3-6 (format change) Registration (8 weeks)			\$44.00	\$44.00	\$39.00	\$39.00	\$39.00	\$39.00
Sponsor			\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Flag Football K-2 Registration (8 weeks)			\$44.00	\$44.00	\$43.00	\$43.00	\$43.00	\$43.00
Sponsor			\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Flag Football 3 & 4								

**CEDAR FALLS RECREATION DIVISION
PROGRAM FEE SCHEDULE**

Item 22.

	Dollar Increase	PROPOSED FEES	PROPOSED FEES	PROPOSED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES
		EFFECTIVE DATE FOR ANY ACTIVITY STARTING December 1, 2021	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER MARCH 1, 2021	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 28, 2020	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 30, 2019	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 23, 2018	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2017	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2016
Registration			\$44.00	\$44.00	\$43.00	\$43.00	\$43.00	\$43.00
Sponsor			\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Flag Football 5 & 6								
Registration			\$44.00	\$44.00	\$43.00	\$43.00	\$43.00	\$43.00
Sponsor			\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Baseball Club - Wrecking Crew			\$50.00	\$50.00	\$45.00	\$45.00	\$45.00	\$45.00
Softball Club - Wrecking Crew			\$50.00	\$50.00	\$45.00	\$45.00	\$45.00	\$45.00
Baseball Shortstops			\$35.00	\$35.00				
Softball Shortstops			\$35.00	\$35.00				
Soccer K, 1 & 2								
Registration			\$34.00	\$34.00	\$29.00	\$29.00	\$29.00	\$29.00
Sponsor			\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Golf Lessons			N/A	N/A	N/A	\$28.00	\$28.00	\$28.00
Tennis Lessons			\$55.00	\$55.00	\$45.00	\$45.00	\$39.00	\$39.00
Tot Lot								
One Session			N/A	N/A	N/A	N/A	N/A	N/A
Both Sessions			N/A	N/A	N/A	N/A	N/A	N/A
Tot Lot								
One Week			\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00
Six Weeks			\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
One Day			\$9.00	\$9.00				
Open Gym in schools			Free	Free	Free	Free	Free	Free
Special Events			Cost + \$5.00	Cost + \$5.00	Cost + \$5.00	Cost + \$5.00	Cost + \$5.00	Cost + \$5.00
Tournaments			Cost + 0 to 10%	Cost + 0 to 10%	Cost + 0 to 10%	Cost + 0 to 10%	Cost + 0 to 10%	Cost + 0 to 10%
Indoor Park - 1 year to 5 years			\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
Full Session (18 to 22 times)			\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Mini Session			\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Daily			\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Chew & View - 2 hours			\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Parents Night Out - 2 hours			\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Birthday Party			\$125.00	\$125.00	\$115.00	\$115.00	\$115.00	\$115.00
Birthday Party Theme Package			\$155.00	\$155.00	\$150.00	\$140.00	\$140.00	\$135.00
Birthday Party Theme & Pizza			N/A	N/A	N/A	N/A	N/A	N/A
Add Pizza			\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$25.00
3 on 3 Basketball Tourney (per team)			\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Soccer Tournament			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Hot Shot Basketball			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Free Throw Contest			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Karate			\$32.00	\$32.00	\$30.00	\$30.00	\$30.00	\$30.00
New Sports and Active Programs			Comparable Charge	Comparable Charge	Comparable Charge	Comparable Charge	Comparable Charge	Comparable Charge
Sack Lunch Days			\$28.00	\$28.00	\$28.00	\$25.00	\$25.00	\$25.00
Tumbling - 5 Sessions			\$32.00	\$32.00	\$30.00	\$30.00	\$32.00	\$32.00
Hockey - Inline								
Registration			N/A	N/A	N/A	\$24.00	\$24.00	\$24.00
Sponsor			N/A	N/A	N/A	\$150.00	\$150.00	\$150.00
Camp Cedar Falls								
One Week	\$	5.00	\$	\$125.00	\$120.00	\$120.00	\$110.00	\$105.00
Full Summer 8 weeks (1 week free)			\$840.00	\$840.00	\$770.00	\$735.00	\$735.00	\$735.00
Full Summer 9 weeks (1 week free)			\$960.00	\$960.00				
Whole Summer (weeks x \$120)	\$	5.00	\$	\$110.00				
Pre and Post Care								
Daily			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Weekly			\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
SWIM POOL FEES								
Daily Admission-Indoor								
Infant (Under 2)			\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Youth (3-17)			\$5.00	\$5.00	\$5.00	\$4.00	\$4.00	\$4.00
Adult (18 & Up)			\$5.00	\$5.00	\$5.00	\$4.00	\$4.00	\$4.00
Daily Admission-Outdoor								
Infant (Under 2)			\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Youth (3-17)			\$8.00	\$8.00	\$7.00	\$7.00	\$7.00	\$6.00
Adult (18 & Up)			\$8.00	\$8.00	\$7.00	\$7.00	\$7.00	\$6.00
Summer-Memorial Day-1st Day of School								
Family Season Pass								
Resident			** \$210.00	** \$210.00	** \$195.00	** \$195.00	** \$195.00	** \$180.00
Non-Resident			** \$260.00	** \$260.00	** \$245.00	** \$245.00	** \$245.00	** \$230.00
Child Care Provider Pool Pass - Mon-Fri			\$70.00	\$70.00	\$60.00	\$60.00	\$60.00	\$60.00
Adult Season Pass (Indoor or Outdoor)								
Resident			\$130.00	\$130.00	\$115.00	\$115.00	\$115.00	\$100.00

**CEDAR FALLS RECREATION DIVISION
PROGRAM FEE SCHEDULE**

Item 22.

	Dollar Increase	PROPOSED FEES EFFECTIVE DATE FOR ANY ACTIVITY STARTING December 1, 2021	PROPOSED FEES EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER MARCH 1, 2021	PROPOSED FEES EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 28, 2020	APPROVED FEES EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 30, 2019	APPROVED FEES EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 23, 2018	APPROVED FEES EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2017	APPROVED FEES EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2016
Non-Resident			\$160.00	\$160.00	\$145.00	\$145.00	\$145.00	\$130.00
Youth & Sr. Season Pass (65 & Over)								
Resident			\$125.00	\$125.00	\$110.00	\$110.00	\$110.00	\$95.00
Non-Resident			\$155.00	\$155.00	\$140.00	\$140.00	\$140.00	\$125.00
Lap Swim (Indoor only)								
Resident			\$85.00	\$85.00	\$75.00	\$75.00	\$75.00	\$65.00
Non-Resident			\$95.00	\$95.00	\$85.00	\$85.00	\$85.00	\$75.00
***Purchase your summer swim pass prior to May 15 & receive a \$10 discount for a family & \$5 for an individual pass.								
Winter-1st Day of School-Memorial Day								
Family Season Pass (with RCM)	REMOVE							
Resident			\$55.00	\$55.00	\$50.00	\$50.00	\$50.00	\$45.00
Non-Resident			\$60.00	\$60.00	\$55.00	\$55.00	\$55.00	\$50.00
Family Season Pass (without RCM)	REMOVE							
Resident			\$135.00	\$135.00	\$130.00	\$130.00	\$130.00	\$125.00
Non-Resident			\$145.00	\$145.00	\$140.00	\$140.00	\$140.00	\$135.00
Adult Season Pass (with RCM)	REMOVE							
Resident			\$30.00	\$30.00	\$25.00	\$25.00	\$25.00	\$20.00
Non-Resident			\$35.00	\$35.00	\$30.00	\$30.00	\$30.00	\$25.00
Adult Season Pass (without RCM)								
Resident			\$100.00	\$100.00	\$95.00	\$95.00	\$95.00	\$90.00
Non-Resident			\$105.00	\$105.00	\$100.00	\$100.00	\$100.00	\$95.00
Youth/Sr Season Pass-17 & Under (with RCM)	REMOVE							
Resident			\$30.00	\$30.00	\$25.00	\$25.00	\$25.00	\$20.00
Non-Resident			\$35.00	\$35.00	\$30.00	\$30.00	\$30.00	\$25.00
Youth/Sr Season Pass-17 & Under (without RCM)								
Resident			\$80.00	\$80.00	\$75.00	\$75.00	\$75.00	\$70.00
Non-Resident			\$85.00	\$85.00	\$80.00	\$80.00	\$80.00	\$75.00
*RCM - Rec Center Membership								
Swim Lesson - Youth			\$34.00	\$34.00	\$32.00	\$32.00	\$32.00	\$30.00
Swim Lesson - Adult			\$38.00	\$38.00	\$35.00	\$35.00	\$35.00	\$31.00
Aqua Trim			\$34.00	\$34.00	\$32.00	\$32.00	\$32.00	\$30.00
Deep Water Aqua Trim			\$34.00	\$34.00	\$32.00	\$32.00	\$32.00	\$30.00
Aqua Trim Tryout			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Stretching Aqua Trim			\$34.00	\$34.00	\$32.00	\$32.00	\$32.00	\$30.00
Lap Swim-Daily-Indoor			Pass or \$5.00	Pass or \$5.00	Pass or \$4.00	Pass or \$4.00	Pass or \$4.00	Pass or \$4.00
Lifeguarding			\$125.00	\$125.00	\$125.00	\$115.00	\$115.00	\$105.00
Lifeguard Recertification			\$86.00	\$86.00	\$86.00			
Scuba Diving			Cost + \$10.00	Cost + \$10.00	Cost + \$10.00	Cost + \$10.00	Cost + \$10.00	Cost + \$10.00
Pool Rental ID - 75 people or less			\$65.00	\$65.00	\$65.00	\$60.00/hr.	\$60.00/hr.	\$60.00/hr.
Pool Rental ID - 76 people or more			\$80.00	\$80.00	\$80.00	\$75.00/hr.	\$75.00/hr.	\$75.00/hr.
Pool Rental OD								
Zero Depth - 2 hour			\$220.00	\$220.00	\$200.00	\$200.00	\$200.00	\$200.00
Zero Depth & Lazy River/2 Waterslides - 2 hour			\$445.00	\$445.00	\$425.00	\$425.00	\$425.00	\$425.00
Lap Pool & Lazy River/2 Waterslides - 2 hour			\$545.00	\$545.00	\$525.00	\$525.00	\$525.00	\$525.00
Lap Pool - 2 hour			\$345.00	\$345.00	\$325.00	\$325.00	\$325.00	\$325.00
Entire Facility-No Concessions Sold - 2 hour			\$645.00	\$645.00	\$625.00	\$625.00	\$625.00	\$625.00
Concessions Sold								
Resident			\$35 per hour	\$35 per hour	\$35 per hour	\$25 per hour	\$25 per hour	\$25 per hour
RECREATION CENTER								
Admission								
Daily Resident								
18 & Under			\$5.00	\$6.00	\$6.00	\$5.00	\$5.00	\$5.00
Adult 19 & Over			\$10.00	\$9.00	\$9.00	\$7.00	\$7.00	\$7.00
Senior Citizen			\$5.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Veteran	NEW	\$ 5.00						
Holiday Special Event Admission			\$3.00 per person any age	\$3.00 per person any age	\$3.00 per person any age	\$3.00 per person any age	\$3.00 per person any age	\$3.00 per person any age
Daily Non-Resident								
12 Grade & Under			\$0.00	\$6.00	\$6.00	\$5.00	\$9.00	\$9.00
Adult			\$0.00	\$9.00	\$9.00	\$7.00	\$9.00	\$9.00
Senior Citizen			\$0.00	\$6.00	\$6.00	\$6.00	\$8.00	\$8.00
Resident Yearly Memberships**								
Individual								
18 & Under			\$115.00	\$115.00	\$115.00	\$90.00	\$90.00	\$90.00
Adult 19 & Over			\$175.00	\$175.00	\$175.00	\$145.00	\$145.00	\$145.00
Senior Citizen			\$155.00	\$155.00	\$155.00	\$130.00	\$130.00	\$130.00
Veteran	NEW	\$ 155.00						
Family			\$260.00	\$260.00	\$260.00	\$220.00	\$220.00	\$220.00
Non-Resident Yearly Memberships**								
Individual								

**CEDAR FALLS RECREATION DIVISION
PROGRAM FEE SCHEDULE**

	Dollar Increase	PROPOSED FEES	PROPOSED FEES EFFECTIVE	PROPOSED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES	APPROVED FEES
		EFFECTIVE DATE FOR ANY ACTIVITY STARTING December 1, 2021	DATE FOR ANY ACTIVITY STARTING ON OR AFTER MARCH 1, 2021	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 28, 2020	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 30, 2019	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 23, 2018	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2017	EFFECTIVE DATE FOR ANY ACTIVITY STARTING ON OR AFTER APRIL 24, 2016
12 Grade & Under			\$210.00	\$210.00	\$210.00	\$200.00	\$200.00	\$200.00
Adult			\$355.00	\$355.00	\$355.00	\$340.00	\$340.00	\$340.00
Senior Citizen			\$290.00	\$290.00	\$290.00	\$280.00	\$280.00	\$280.00
Veteran	NEW	\$ 290.00						
Family			\$465.00	\$465.00	\$465.00	\$450.00	\$450.00	\$450.00
Monthly Membership - Resident				NA	NA			
18 & Under			\$15.00	NA	NA			
University Student (19-23) * Student ID Required	Changed from 19-22 to 19-23		\$20.00	NA	NA			
Adult 19 & Over			\$25.00	NA	NA			
Family			\$40.00	NA	NA			
Senior Citizen			\$20.00	NA	NA			
Veteran	NEW	\$ 20.00						
Monthly Membership - Non-resident				NA	NA			
18 & Under			\$30.00	NA	NA			
Adult 19 & Over			\$50.00	NA	NA			
Family			\$65.00	NA	NA			
Senior Citizen			\$40.00	NA	NA			
Veteran	NEW	\$ 40.00						
Replace I.D. Card			\$9.00	\$9.00	\$9.00	\$7.00	\$7.00	\$7.00
Corporate Rate								
Individual			\$235.00	\$235.00	\$235.00	\$200.00	\$200.00	\$200.00
Family			\$310.00	\$310.00	\$310.00	\$265.00	\$265.00	\$265.00
Racquetball								
Drop in per hr/per court			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reservation per hr/per court			\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
10 Punch Card			\$17.00-\$20.00 value	\$17.00-\$20.00 value	\$17.00-\$20.00 value	\$17.00-\$20.00 value	\$17.00-\$20.00 value	\$17.00-\$20.00 value
Child Care								
2 hour stay			\$3.00	\$3.00	\$2.50	\$2.50	\$2.50	\$2.50
20 Punch Card			\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$35.00
Rentals								
Resident non-profit organizations								
Entire facility with adequate approved adult supervision 1:20 ratio								
Per hour			\$100.00 per hr	\$100.00 per hr	\$100.00 per hr	\$50.00 + s.c.*	\$50.00 + s.c.*	\$50.00 + s.c.*
Each additional hour			N/A	N/A	N/A	N/A	N/A	N/A
Maximum cost (12 hr. max)			N/A	N/A	N/A	N/A	N/A	N/A
Meeting Room - per hour			\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
1st 2 hours								
Each additional hour								
Multi Purpose Room (1/2)								
1st hour								
Each additional hour								
Full Room - per hour			\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
1st hour								
Each additional hour								
Gym Rental								
Fit Gym			\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*
1/2 of Old Gym			\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*	\$35.00 + s.c.*
All of Old Gym			\$70.00 + s.c.*	\$70.00 + s.c.*	\$70.00 + s.c.*	\$70.00 + s.c.*	\$70.00 + s.c.*	\$70.00 + s.c.*
Activity Room - per hour			\$25.00 + s.c.*	\$25.00 + s.c.*	\$25.00 + s.c.*	\$25.00 + s.c.*	\$25.00 + s.c.*	\$25.00 + s.c.*
* s.c. - Staff Cost (if needed)			\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
	\$	10.00						

Cost - Programs that are listed, as cost will be charged on the basis of direct program costs excluding administration and office costs.

New programs will be charged a comparable fee to other similar activities.

Sponsor fee may change in some cases depending on the registration, program changes or sponsor charge.

** Summer Family Swim Pass - Resident & Non-Resident - Will be the fee listed for 1 adult & 4 or less children or 2 adults and 3 or less children . Each additional child in the family will be \$10.00. Implemented Spring 2012.

**Memberships include free towel usage and all drop-in fitness classes. Members as of April 30th, 2019 wanting to get a fitness pass would pay the difference between the old membership price and the new price.



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-273-8600
 Fax: 319-268-5126
www.cedarfalls.com

MEMORANDUM
Administration Division

TO: Mayor Green and City Council
FROM: Stephanie Houk Sheetz, AICP, Director of Community Development
DATE: October 25, 2021
SUBJECT: Golf Professional Agreement – Second Amendment to the Operating Agreement for Pheasant Ridge/Walters Ridge Golf Courses and Pro Shop

In December 2016, the City entered into an Operating Agreement for Pheasant Ridge/Walters Ridge Golf Courses and Pro Shop with Golf Professional, John Bermel, to operate course maintenance of Pheasant and Walter's Ridge golf courses. Previously he had been responsible to focus on operation of the Pro Shop, while the City maintained the golf course. This privatization aimed to reduce and eliminate the deficits the golf courses had been experiencing since 2005. An amendment to the agreement occurred in March 2018, primarily selling city equipment as provided in the original agreement but including a couple of other changes since the original agreement as well.

The attached Second Amendment serves to extend the original agreement for another five year period, as was anticipated by the original agreement. The key components of the agreement are continuing the annual payment of \$40,000, splitting utility costs at 606 Union Road based on the portion used under this agreement (same split as has been occurring for several years), adding a cost share for irrigation software and support, and working to better outline the role of landlord and tenant for maintenance of items.

In FY21, the City's investment at the facility totaled \$17,291.57. This included removing approximately 200 ash trees, planting 48 trees, replacing the fuel tank, installing drain tile in areas of poor drainage, building repairs, and various staff labor costs for irrigation, sand trap repairs, etc. John Bermel also had expenses such as pumping the septic tank.

The City's FY21-26 Capital Improvement Plan anticipates several phased repairs

including potentially a roof replacement on the pro shop (FY22 if needed), upgrading the bathrooms (FY24); replacing the carpet (FY26). Pheasant Ridge Cart Path Renovations are planned starting in FY22. Extending water and sewer service to Pheasant Ridge Pro Shop is designed and we are working to move forward with the project.

The original contract (December 2016) started January 1, 2017 and allowed up to four successive terms of five years each. This would be the first renewal. The Department of Community Development recommends approving the Second Amendment to the Operating Agreement for Pheasant Ridge/Walters Ridge Golf Courses and Pro Shop.

Please let me know if you have any questions or comments.

xc: JJ Lillibridge, Recreation & Community Programs Manager
Chase Schrage, Director of Public Works
Brian Heath, Operations & Maintenance Manger

SECOND AMENDMENT TO OPERATING AGREEMENT FOR PHEASANT
RIDGE/WALTERS RIDGE GOLF COURSES AND PRO SHOP

Between

THE CITY OF CEDAR FALLS AND GOLF PROFESSIONAL

This Second Amendment to Operating Agreement is made and entered into this 22 day of SEPT, 2021, by and between the City of Cedar Falls, Iowa, an Iowa municipality (hereinafter "City") whose address is 220 Clay Street, Cedar Falls, Iowa 50613, and John J. Bermel (hereinafter "Golf Professional") whose address is Pheasant Ridge Golf Course, 3205 West 12th Street, Cedar Falls, Iowa 50613.

WHEREAS, the City and the Golf Professional entered into a certain Operating Agreement dated December 19, 2016, which established the terms and conditions whereby the Golf Professional would operate two City owned golf courses and associated facilities and equipment (hereinafter "Operating Agreement"); and

WHEREAS, the City and the Golf Professional executed a First Amendment to the Operating Agreement on April 2, 2018 (hereinafter "First Amendment") primarily exercising the option in the Operating Agreement to purchase certain golf course turf/course maintenance equipment as itemized on Exhibit "H" of the Operating Agreement but also to delete Paragraph 1(c)(x) of Exhibit "B" regarding fuel purchase; and

WHEREAS, the Operating Agreement granted exclusive privilege to the Golf Professional to renew said Agreement for up to four (4) successive terms of five (5) years each with required notice; and

WHEREAS, the City acknowledges receipt of sufficient notice by Golf Professional to the City of the Golf Professional's intent to exercise the renewal option; and

WHEREAS, the parties wish to continue with the Operating Agreement modifying the annual payment, addressing utilities and operations expenses, and clarifications on repairs to be completed by Golf Professional and those to be addressed by the City.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Paragraph 11 (a) , (b), (c) and (d) of the Operating Agreement are hereby deleted in their entirety as they are no longer applicable due to sale of equipment.
2. Exhibit F is deleted in its entirety and replaced with Exhibit F (revised).
3. Exhibits H and J are hereby deleted.
4. Paragraph 10A is added to the Operating Agreement as follows:
10A. Irrigation Equipment and System. The Golf Professional and the City agree as follows:
 - a. City shall provide, maintain, and repair a computer to operate the irrigation system, as indicated in Exhibit F.
 - b. City shall repair the irrigation system within the golf course.
 - c. City and Golf Professional will equally split the cost of the irrigation software, , support, and warranty agreement. This shall include the April 2021 36-month agreement to be proportionally

split for the remainder of the contract, as detailed below, as of the effective date of Operating Agreement renewal.

- i. 36-month contract totaled \$7,506. This equates to a monthly rate of \$208.50.
 - ii. 28-months remaining on current contract equates to \$5,838.
 - iii. Splitting the remaining cost equally equates to \$2,919 to each party.
- d. Subsequent irrigation software, support and warranty agreement costs will be split equally, at the discretion of the City and based on a quote.

5. Paragraph 10B is added to the Operating Agreement as follows:

10B. Utility Expenses. The Golf Professional and the City agree as follows:

- a. Pro Shop utilities will be paid 100% by Golf Professional. This shall include water and sewer when upgrades are completed and this service is available for said facility.
- b. 606 Union Road utilities will be split based on the proportional use of the facility, with Golf Professional's share currently detailed below. The City will invoice monthly. The proportion will be evaluated annually and adjusted at the City's discretion.:
 - i. Electrical: 59.00%
 - ii. Natural Gas: 70.00%
 - iii. Water/Sewer: 75.00%

6. Paragraph 1(c)(xxxii) of Exhibit "B" of the Operating Agreement is hereby deleted in its entirety.

7. Paragraph 1(c)(xxxii) of Exhibit "B" of the Operating Agreement is hereby amended by striking that paragraph in its entirety and substituting in lieu thereof, the following:

xxxii. To provide routine maintenance of and minor repairs to all buildings and building improvements located on the Courses and on the Golf Facilities, and all buildings and building improvements which Golf Professional is entitled to use as described on Exhibit "E" and on Exhibit "I." By way of illustration, but not limited to, Golf Professional shall paint the interior of the building when needed, clean the carpet regularly to remove stains, clean the windows, change light bulbs, and perform routine maintenance for optimal performance of equipment such as changing filters on the HVAC, cleaning cooling coils on refrigeration equipment, regular maintenance of grease trap (as needed), mowing the grass, raking sandtraps (including raking back in sand as much as possible), and similar types of preventative maintenance related to tenant use of the facility and grounds.

8. Paragraph 1(k) of Exhibit "C" of the Operating Agreement is hereby deleted.

9. Paragraph 1(q) is added to Exhibit "C" of the Operating Agreement as follows:

q. To provide maintenance and repairs to the buildings and grounds as would be expected of a landlord. By way of illustration, repair/replacement of windows and doors that may not be air tight or properly functioning, electrical and lighting repairs, repair of carpet, repair to HVAC, repair of plumbing or restroom fixtures, septic tank maintenance, irrigation line repair, and structural issues or repairs important to maintaining structural integrity of the building. Tenant shall promptly notify the Recreation and Community

Programs Division Manager of issues, for the City to investigate and determine the proper course of action.

10. Paragraph 1(r) is added to Exhibit "C" of the Operating Agreement as follows:

r. Repair or replacement of select equipment listed in Exhibit "F" after discussing and determining whether the equipment is essential landlord function.

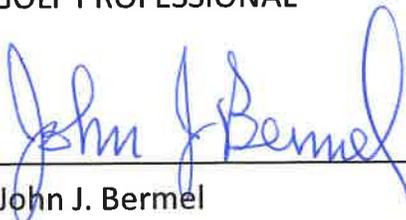
11. The City and Golf Professional hereby acknowledge and agree that all of the terms and conditions of the Operating Agreement and First Amendment, including Exhibits, remain the same and are hereby ratified and confirmed, except as otherwise expressly amended in this Second Amendment to Operating Agreement.

IN WITNESS WHEREOF, City and Golf Professional have executed this Second Amendment to Operating Agreement at Cedar Falls, Iowa, effective as of the date first stated above.

CITY OF CEDAR FALLS, IOWA

GOLF PROFESSIONAL

By _____
Robert M. Green, Mayor



John J. Bermel

ATTEST:

Jacqueline Danielsen, MMC, City Clerk

STATE OF IOWA)
) ss:
COUNTY OF BLACK HAWK)

This instrument was acknowledged before me on this _____ day of _____ 2021, by Robert M. Green as Mayor and Jacqueline Danielsen MMC, as City Clerk, both of the City of Cedar Falls, Iowa.

Notary Public in such County and State

STATE OF IOWA)
) ss:
COUNTY OF BLACK HAWK)

This instrument was acknowledged before me on this 22nd day of September 2021, by John J. Bermel.

Joanne Goodrich

Notary Public in such County and State



Exhibit "F" Revised
City Equipment Available

In Pro Shop

1. Grill (HL01675)
2. Keg Cooler (HL01357)
3. Hot water heater under sink
4. Triple Sink
5. Ice Machine in Storage Room
6. Gas Stove in Banquet Room
7. Dishwasher in Banquet Room

In Cart Barn

1. Exterior Gas Barrel
2. Electric Furnace
3. Big Cooler and compressors
4. Two walk in coolers with Compressors

In 606 Union Road

1. Irrigation computer and system
(HL06628)
2. Radio Antenna to communicate with
well pumps


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

INTEROFFICE MEMORANDUM

Planning & Community Services Division

TO: Honorable Mayor Robert M. Green and City Council
FROM: Thomas Weintraut, Planner II
DATE: October 10, 2021
SUBJECT: Approval Administrative Plan for Northern Cedar Falls Flood Buyout Program

On October 4, 2021 the City Council passed Resolution 22,527 to provide and make available \$224,706 in local monies to be uses to meet the 15% match requirement for a Hazard Mitigation Grant for the Northern Cedar Falls Flood Buyout Program. As part of the grant award, the City must also approve an Administrative Plan. The purpose of the Administrative Plan is to document, in writing, the process the City will use to administer the flood buyout program. This document was sent to the City from the State, with several minor changes to it made by Kevin Rogers, City Attorney (and also approved by the State).

Once the City approves the Administrative Plan, it will be sent back to the State. The City is in the process of having updated appraisals prepared. Purchase offers to property owners will then be drafted and sent to the homeowners in the following weeks, with the City taking over possession and starting the demolition process in early 2022. Completion of the buyout program would be August 17, 2022.

The Department of Community Development recommends that the City Council adopt a resolution approving the Administrative Plan for the Voluntary Property Acquisition Program funded under the Hazard Mitigation Grant Program. If you have any questions, please contact the Community Development Department.

xc: Karen Howard, AICP, Planning and Community Services Manager
 Stephanie Houk Sheetz, AICP, Director of Community Development
 Jennifer Rodenbeck, Director of Finance and Business Operations

ADMINISTRATIVE PLAN

Voluntary Property Acquisition Funded Under the Hazard Mitigation Grant Program

CITY OF CEDAR FALLS

**ADOPTED BY CEDAR FALLS CITY COUNCIL
ON NOVEMBER 1, 2021**

**Prepared by
Thomas Weintraut & Kevin Rogers**

Program Summary

On the 1st day of November, 2021, the Cedar Falls City Council authorized the submission of a Hazard Mitigation Grant Program application to the Iowa Homeland Security and Emergency Management (HSEMD) for the purpose of obtaining federal/state financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL93-288, as amended) and the Code of Iowa, Chapter 29C.

This outline of procedures was created to explain how the program would operate. The City is committed to making this program work as quickly as possible so that the affected property owners may promptly make their property decisions with as much information as is available.

Voluntary Acquisition Program

Funding for this program requires that certain conditions are met in order for it to be on a voluntary basis. Since this is a voluntary acquisition that is funded under the Hazard Mitigation Program, the City is exempt from following the processes and notices to owners required for acquisition by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (hereinafter referred to as URA). However, tenants will be provided assistance in compliance with the URA since relocation is involuntary to them.

A voluntary acquisition program, in order to be exempt from the Uniform Act, must make offers to purchase on a willing buyer/willing seller basis. That is, if the seller rejects the offer, the City will not pursue acquisition of the property by using its eminent domain powers. In addition, the City must not be purchasing the property for a known project. The City will use the same criteria for purchases in all cases for this program.

All property owners must sign a voluntary participation statement submitted with the HMGP application.

Purchase Price

The City is using FEMA's *Property Acquisition and Relocation for Open Space* (44 CFR, Part 80) guidance by utilizing the fair market value of the property for this voluntary acquisition program. Appraisals have been completed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) to determine the market value offered.

Property owners who purchased the property after the flood event or property owners who are not a US National or qualified alien will be offered current fair market value (post flood – as of the date of the purchase offer) in accordance with Part 80. This value will be determined by a USPAP appraisal procured and approved by the community and grantee.

Situations where large variations in appraised vs. assessed value are noted must be handled on a case by case basis, as Sub-grantees must seek to prevent participation in the project for the sole purpose of profit.

In a situation where a property owner is purchasing a property from the deed holder on contract, the contract purchaser is considered to be the owner. If the contract purchaser abandons the property and “defaults” on the contract after a flood event, ownership reverts to the deed holder. This is considered a change in ownership, and only current market value may be offered. Similarly, in a foreclosure situation that took place after a flooding event, the foreclosing bank may only be offered current market value.

Property owners are not under any obligation to sell their property to the City and, an appeal process is in place to permit other information, including independent appraisals and updated information from the assessor to be submitted for the City’s consideration. HSEMD must be made aware of and approve the resolution to any appeal.

Definition of Owner-Occupant

The City will make its initial offers to purchase to owner-occupants of flood-damaged residential property. An owner-occupant is defined as follows:

1. Holds title to the property with valid deed or valid real estate contract that pre-dates the flood event.
2. Continues to hold title to the property to the date of the City’s offer to purchase,
3. Will certify to having lived in the house as his/her/their primary* residence as of the date of the flood event.

* - Primary is defined as the owner’s principal place of residence. The owner must have resided at the site at least six months plus one day out of the previous twelve months to be considered primary*. This will be verified in order of preference by 1) Homestead Exemption on the property; 2) Income tax returns; or 3) Owner-signed certification stating that the property is their primary residence.

For situations involving a contract purchaser and deed holder, the contract purchaser must be in a position to have the deed transferred to the community upon closing. For this reason, the deed holder’s participation will be necessary at some point in the acquisition process.

Definition of Investor-Owner

If applicable, the City will make offers to purchase to investors-owners of the selected flood-damaged residential property. An investor-owner is defined as follows:

1. Holds title to the property with valid deed or valid real estate contract that pre-dates the flood event,

2. Continues to hold title to the property to the date of the City's offer to purchase and did not occupy the unit as of the date of the flood event,
3. The investor-owner shall provide the City with additional information as may be required by the City, including available information on any tenants.

Pre-Acquisition Activities

The City shall undertake a number of activities relating to each property prior to making an offer to purchase. Briefly, these activities are:

1. Determine market value as described above in "Purchase Price". Ensure homeowner is either a National of the United States or qualified alien before offering pre-flood market value for the property, per 44 CFR part 80.17.
2. Identify the owners who want their property to be considered for acquisition.
3. After the property owner indicates their interest in participating in the voluntary acquisition program, the City will:
 - a. Prepare a schedule of property values for all properties in the project.
 - b. Order an abstract update and title opinion.
 - c. Order a "mortgage" property survey.
 - d. Work with FEMA through HSEMD as well as the Small Business Administration (SBA) to obtain information on the proceeds received through those agencies' programs for each property.
4. Complete all pre-acquisition items on the Pre-Acquisition / Demolition Checklist.
 - a. Obtain a "notice to proceed" with acquisition & demolition from HSEMD
 - b. These items must be complete prior to acquisition to ensure compliance with 44 CFR part 80.17(d) which states that incompatible facilities (improvements to property) must be removed within 90 days of acquisition.

Timing of Offers

The City will make offers to purchase to willing and eligible property owners after completion of the aforementioned pre-acquisition activities. It is anticipated that offers will be delivered to eligible owners as quickly as possible.

Offer

The City will make its purchase offers in substantially the same form as used with other City purchases of property, and including appropriate terms as provided by or required by the participating State and Federal agencies. Important policy elements of the offer are:

1. *Purchase Price:* The current USPAP appraised value of the real estate, or as defined in “Purchase Price”. Ensure homeowner is either a National of the United States or qualified alien before offering pre-flood market value for the property, per 44 CFR part 80.17. Refer to previous section to address properties that will be offered an amount other than market value.
2. *Deduction from Purchase Price:* As applicable, insurance proceeds for real estate damage, other public payments as determined by FEMA that represent a duplication of payment for the real estate, property taxes due and owing, and other payments required to clear special assessments, liens or judgments, will be paid prior to closing or deducted from the HUD-1 settlement statement at the time of closing. The purchase offer **should not be reduced by these amounts**; instead the HUD “proceeds to the seller” column will be adjusted. The City will receive individual determinations by FEMA and SBA of the deductions or credits on FEMA and/or SBA funds already disbursed.
3. *Closing and Possession:* The City will not close and take possession of a property until the house is uninhabited by the seller(s) and all personal property has been removed from the property.

In order to accomplish this transfer of ownership and possession in a manner that does not place the sellers or the City in a position of financial risk or other liability, a process was designed to use a closing agent to manage the acquisition by the City together with the move to a replacement housing location.

After the City and the seller have executed the Offer to Purchase, the property has been inspected as needed, notices and meetings with tenants conducted and the deed to the property has been drafted, the documents will be delivered to the closing agent to retain until the buyer and seller have agreed on a closing date. It is optimal (but not necessary) for the seller to have purchased a replacement dwelling or have found other accommodations so that closings may be concurrent. The closing can occur when the title and close-related issues are satisfied.

Offer Form

The City will provide a written purchase price at the time an offer to purchase is presented. An example of the form that will be used is attached - Purchase Offer Form. Essential factors in the form include:

Closing Date – A mutually agreed upon date by the City and the seller to close on the property.

Clear Title – The seller must provide clear title to the City’s satisfaction before the closing can occur. The seller must convey by warranty deed. Title insurance in the form of a title guaranty certificate must be obtained through Iowa Title Guaranty prior to closing. Although this certificate is not required by Iowa law, it is required by the HMGP Acquisition program.

Eligibility – The City must certify the property owner is either a National of the United States or qualified alien before offering market value for the property.

Expiration Date – The City will allow two weeks from the date the offer is made for the seller to decide whether to accept. The City will permit an extension of the expiration date, if requested in writing by the owner, up to an additional two weeks. It is the intention of the City to make as many offers as quickly as possible. Sellers will be reminded that if they do not want to accept the offer, they must let the City know as soon as possible.

Property Inspection – The seller will grant access to the City to inspect the flood damaged property for personal property, hazardous materials, etc. that must be removed prior to closing.

Removal of Debris – The seller agrees to remove, at their expense, prior to closing, all vehicles and vehicle parts, firewood, construction material debris, and other personal property located on the site.

Relocation Outside the Floodplain – To be eligible for Replacement Housing Benefits, the seller is required to purchase or rent a comparable decent, safe and sanitary housing unit within 6 months of acceptance of the City’s Offer that is located outside of the regulatory SFHA / Zone A or AE, NFIP Flood Hazard map boundaries. Only one replacement housing benefit per replacement housing unit is allowed. (i.e. – if two displaced individuals move into one replacement housing unit, they are only eligible for one replacement housing benefit). Compliance with the requirements set forth in 49 CFR part 24 is required.

Subject to Approval of the City Council – The offer is subject to the City Council approval of the form of offer and the specific offer terms for each property.

Appeal of Offer Price

If, after the presentation of the offer, the seller believes the offer price is incorrect due to factual errors and/or can present additional information directly relating to the fair market value, the City will have an appeal process as described below:

The seller may appeal the estimate of fair market value after presentation of the City’s offer to purchase and before the expiration date of the offer to purchase. Within two weeks of the City’s offer to purchase, the seller shall present a written statement which includes the reason for the appeal such as factual information and any data that support the reason for the appeal to increase the offer price. HSEMD must be made aware of and

approve the resolution to any appeal that will cause a deviation from the approved scope of work or budget.

The seller or community must assume the responsibility of securing an appraisal from a USPAP certified appraiser approved by the City. The cost of the appraisal will be the responsibility of the seller. The seller will understand that the appraised value will be taken under consideration after the total project budget expenses are known and any revision in the acquisition offer will be subject to City Council approval. The seller is NOT guaranteed that the appraisal price will be used to determine the offer price, and should anticipate that the City will not exceed its total project budget.

Within 30 days of filing the written appeal statement, the seller must provide the appraisal report to the City for review. The seller may submit a written request to the City for a 14-day extension to allow the additional time necessary to secure the appraisal. In the case that the seller exceeds the 30-day period to obtain and submit the appraisal, and does not provide a written request for an extension, the original offer to purchase price will prevail.

NOTES: (1) The federal program only allows the “as is” purchase price if purchased within a year of the Sub-applicant’s offer. If the property was purchased post-flood, an appraisal reflective of current market value must be used to determine market value. Appeals to the current market value may be considered, however any costs above the current market value will be the responsibility of the community. The only exception may be if a property has been improved since its purchase. HSEMD must be made aware of and approve any appeals that will deviate from the approved scope of work or budget. (2) If the City chooses to offer more than what the program funds will pay, the portion over the allowed amount will be the responsibility of the City.

Process After Offer is Accepted

If the property owner accepts the City’s offer, the following will be undertaken:

1. The seller will provide the City with the property abstract or, if necessary, the City will obtain a new 40-year abstract at the seller’s expense.
2. The City will hold the abstract or new abstract until closing.
3. The City will be responsible for ordering the abstract work, issuing a title opinion, transmitting the title opinion to the property owner and providing sample forms of affidavits and releases. Upon receipt of the necessary title-clearing documents from the seller, the City will prepare a closing statement utilizing the HUD-1 Settlement Statement Form, and set up the closing. The City will notify the Grant Administrator of the pending closing in order to undertake the required property inspections and prepare appropriate requisitions.
4. The City will not close the transaction and the City/County will not take title to the subject property until the buyer and seller have come to an agreement on the date of

the closing. Optimally the displaced property owner will locate a replacement property, obtain an accepted offer on that property, and have prepared to move into the replacement property so that closings on the displacement and replacement dwellings can be concurrent. The intention for this process is that the City wishes to arrange to take title to the flood damaged properties when the owner is ready to vacate and take possession of their chosen replacement property.

5. The warranty deed and deed restrictions will be recorded with the County Treasurer.

Acquisition Staff

The Acquisition staff, supplied by the Grant Administrator, will present the offer in person and be available to answer questions. After the offer is made, the Notice of Relocation Eligibility will be presented and the Grant Administrator will inspect the property.

If the offer is rejected and the property owner chooses not to sell the property, the acquisition staff will close the property's file and 'de-obligate' the funds reserved for the property's acquisition and relocation payments.

Contract Services

The City shall hire a number of services to be performed on a contractual basis to assist in the acquisition program. The services contracted for, or to be contracted for are:

1. Title certificate and abstracts
2. Mortgage property surveys
3. Title opinions
4. Historical intensive level surveys, if required
5. Demolition work
 - Asbestos Testing/Survey and Monitoring
 - Asbestos Abatement (if necessary)
 - Structure Removal
6. Appraisals
7. Phase I ESAs
8. Decent, Safe and Sanitary Inspection Services

Property Management

Summary

The City will undertake certain property management activities upon the acquisition of those voluntary-participating, flood-damaged properties that the owners choose to sell. It is the intention of the City to minimize its costs and risks in managing the properties when acquired.

Inspections

The form of the Offer to Purchase provides that the City will have the right to inspect the premises once the seller accepts the offer. The purposes of the inspection are to determine if there are any hazardous materials on site, serious safety risks or unique fixtures to the property that the City would need to deal with upon its acquisition.

A further requirement of the Offer to Purchase provides that the seller agrees to remove from the property, at their expense and prior to closing, all vehicles, wood, construction materials, debris and personal property. The purpose of this provision is to ensure that the City is not burdened with the cost and risk of injury or expense of removal of the abandoned personal property.

Salvage

Salvage by the City will not occur without a compelling reason, as this is considered to be program income and reduces the Federal cost share of the project. Salvage rights will be awarded to the demolition contractor in an effort to reduce demolition costs. The City retains the right to sell part or all of the structure following transfer of title from the owner and prior to demolition. Revenue from salvage will be considered program income and treated accordingly.

Demolition

The City will comply with the “Public Assistance Demolition Guide” that was provided by HSEMD for demolition completion. All acquired property will be returned and maintained as open space in accordance with 44 CFR part 80 and the FEMA Hazard Mitigation Assistance Unified Guidance.

Program Close-Out

Once the owners of all eligible properties have been contacted and acquisitions / demolitions have either been completed or declined, a review of the files will be completed by staff following the clearing of all fixtures from the subject properties. Any program revisions that may have occurred will be noted in the Administrative Plan and all files will be kept in accordance with the Community’s standard file policies and procedures. A final project and grant closeout meeting between the community and HSEMD will be coordinated. At completion of the grant activities, the community shall provide the following to FEMA through the State:

- A photograph of the property site after project implementation
- A copy of the recorded deed and attached deed restrictions
- Latitude and Longitude coordinates for each property

Tenant Relocation Benefits Program

The City will provide relocation assistance in conformance with the Uniform Act in concert with the Robert T. Stafford Disaster Relief Act of 1974 provisions for tenants of the flood damaged property. The tenants of the flood damaged property are considered to be involuntarily displaced

when the City accepts an offer to purchase the flood damaged property. Accordingly, the City will award Tenant Relocation Benefit standards for eligible tenants in accordance with the URA regulations.

1. *Eligibility:* To be eligible for the Tenant Residential Relocation Benefits, the tenant must:
 - a. Have been, as of the date of initiation of negotiations, a legal residential occupant of the flood damaged property for which the City/County Council has approved acceptance of the purchase offer.
 - b. The tenant can prove evidence of the tenancy for a minimum of 90 days prior to the initiation of negotiations.
 - c. Purchase or rent a decent, safe and sanitary replacement housing unit that is located outside of Zone A on NFIP Flood Hazard maps.
2. *Determination of Benefits:* The relocation staff will determine benefits in accordance with the Uniform Relocation Act and funding source requirements, which will not exceed \$7,200 (unless housing of last resort provisions are utilized if approved by HSEMD and FEMA Region VII).
3. *Replacement Housing Requirements:* All tenants receiving the Replacement Housing Benefit must relocate to housing units that are decent, safe and sanitary and are located outside of Zone A on NFIP Flood Hazard maps.

The decent, safe and sanitary inspection is not a certification or guarantee of the housing unit's condition or of its major systems (such as heating, plumbing and electrical). A qualified individual will inspect, at minimum, the items that are specifically listed in federal regulations (49 CFR, Part 24).

4. *Moving Expense Payment:* In addition, the City will reimburse moving expenses once the tenant relocates into a replacement dwelling. Actual expenses may be reimbursed, or an advance / reimbursement may be based on the Federal Highway Administration's Fixed Residential Moving Cost Schedule.

Post-Settlement Transfer of Property Interest

The community understands that transfer of property interest will only be considered if the transferee meets the requirements stated in 44 CFR §80.19(b). After acquiring the property interest, the community (including successors in interest) shall convey any interest in the property only if the FEMA Region VII Regional Administrator, through the State of Iowa, gives prior written approval of the transfer and the transferee.

The transferee must be another public entity or a qualified conservation organization. A qualified conservation organization means an organization with a conservation purpose where the organization maintained that status for at least 2 years prior to the opening of the grant

application period that resulted in the transfer of the property interest to the community, pursuant to §170(h) (3) and (4) of the Internal Revenue Code of 1954, as amended, and the applicable implementing regulations. The transferee must document its status as a qualified conservation organization, where applicable. Any request to convey any interest in the property must include a signed statement from the proposed transferee that it acknowledges and agrees to be bound by the terms of the original mitigation grant conveyance, 44 CFR Part 80 and Hazard Mitigation Grant Program programmatic guidance, and must reference and incorporate the original deed restrictions providing the notice of conditions. The statement must also incorporate a provision for the property interest to revert to the community or State in the event that the transferee ceases to exist or loses its eligible status as defined in 44 CFR §80.19.

Monitoring Reporting and Inspection

HSEMD and the community will work together to ensure that the property is maintained in accordance with land use regulations. Every 3 years, the community must submit documentation to the FEMA Region VII Regional Administrator, through the State of Iowa, certifying that the community has inspected the property with the month preceding the report and that the property continues to be maintained consistent with the provisions of the grant. The State, FEMA and the community have the right to enter the parcel, with notice, in order to inspect the property to ensure compliance with land use regulations.

Relocation Staff

For the owner-occupants participating in the voluntary acquisition program, the Relocation staff, provided by the Grant Administrator, will present the Notice of Relocation Eligibility in person after the City's offer to purchase is made. They will be available to answer questions at that time and on a phone basis, as needed.

Relocation staff will work with identified tenants if and when investors-owners of residential properties accept Offers to Purchase made by the City.

Records Retention and Audit Requirements

Records will be maintained for a minimum of three years from the date that HSEMD provides written notification to the City that the grant has been closed. Records retention must comply with the 44 Code of Federal Regulations (CFR), Section 13.26. Audit requirements will be in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133 (provisions of June 1997).



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: Mayor Robert M Green and City Council
FROM: Chris Sevy, Planner I
DATE: October 6, 2021
SUBJECT: Greenhill Village Car Wash at 1125 Fountains Way

REQUEST: Site plan review and approval for the Car Wash

PETITIONER: Alex Bower – Robinson Engineering; Wash Properties, LLC

LOCATION: Lot 2 Greenhill Village 5th Addition. The 1.31 acre site is located on the south side of Greenhill Road between Algonquin Drive and Ashworth Drive.

PROPOSAL

The applicant proposes a new Car Wash located at on the south side of Greenhill Road in the middle of the block between Algonquin Drive and Ashworth Drive. This is a drive-thru format with other special service bays and a line of vacuums.

BACKGROUND

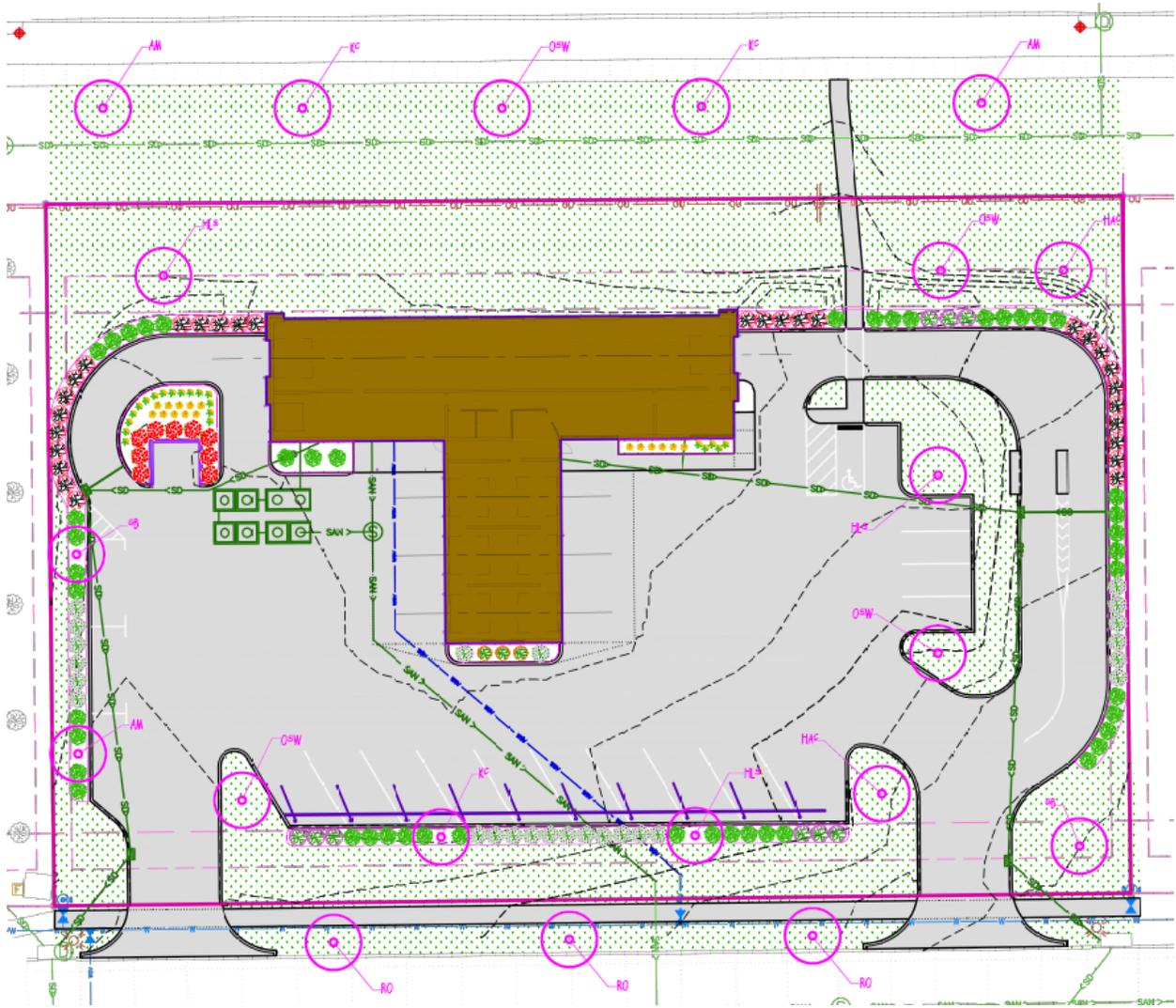
This property is in the Greenhill Village Commercial 5th Addition which is part of a much larger MU Master Plan that was approved in 1998. Said Master Plan was updated twice: once in 2003, and another time in 2018. The Final plat for the 5th Addition was approved and accepted in February 2017. This particular lot includes 1.31 acres of land and is the second of 5 lots to be developed in the Greenhill Village Commercial 5th Addition.

ANALYSIS

This property is located in the MU, Mixed Use Residential District which is intended to integrate residential and neighborhood commercial land uses for the purpose of creating viable, self-supporting neighborhood districts. The property is also located in the HCG Highway Corridor and Greenbelt Overlay Zoning District which is primarily concerned with additional landscaping requirements. A detailed site plan review is required to ensure that the development site satisfies a number of standards. Attention to details such as parking, open green space, landscaping, signage, building design, and other similar factors help to ensure orderly development in the entire area.

Following is a review of the zoning ordinance requirements:

- 1) Use: This site plan includes a drive-thru car wash, some detailing bays, and vacuum stalls. The MU District allows commercial uses that are generally characterized as “neighborhood commercial” intended to serve the surrounding residential area. Examples of appropriate uses listed in the code include grocery, drug store, restaurant, retail shops, gasoline station, bookstore, theatre, household appliance store, etc. While a car wash is not expressly listed, it is important to note that the list is not meant to be exhaustive. It is probable that this car wash would serve the surrounding neighborhood similar to a gas station. Staff finds that this use is appropriate along a major thoroughfare like Greenhill Road and will support the MU district goal of being self-supporting. Also, the Greenhill Village Master Plan was developed to consider the mix of uses, of which this site was identified for commercial uses. **Use is allowed and consistent with the Master Plan.**
- 2) Building Location: The setbacks for this district are 30 feet along Greenhill Road and 20 feet along Fountains Way. All buildings and parking areas must be located outside these setback areas. The site plan indicates that the building and parking areas are 30 feet from Greenhill Road, 20 feet from Fountains Way. The parking areas are also 5 feet from both the east and west property lines (the minimum as per the parking code). **Building and parking setbacks are satisfied.**
- 3) Parking: The parking requirement for the proposed car wash is one stall for every two employees. They anticipate 6 employees which brings the requirement to 3. The applicant is proposing 9 parking stalls in addition to 10 vacuum bays that are also being provided. **The parking requirement is satisfied.**
- 4) Open Green Space/Landscaping: The MU District requires that open green space be provided at the rate of 10% of the total development site area excluding the perimeter setback along Greenhill Road. The development site is 57,274 square feet of land. Exclusive of the setback areas, the open space provided on this is approximately 7,689 square feet or 13.5% of the land. Below is the proposed landscape plan:



Below is a table listing the planting requirements and what is provided:

Landscaping		
Type	Required (pts)	Provided (pts)
Development site	1,719 pts	2,340 pts
Street Trees	446 pts	480 pts
General trees (65% of required points)	1,117 pts	1,120 pts

The open green space, site plantings, street trees, and general trees meet the minimum requirements and are well distributed. The landscape includes a mixture of trees, shrubs, and berm elements distributed throughout the site and around the building. **The landscaping plan is satisfied.**

- 5) **Building Design:** The MU District requires a design review of various elements to ensure architectural compatibility to surrounding structures. These are noted below with a review on how each element is addressed.

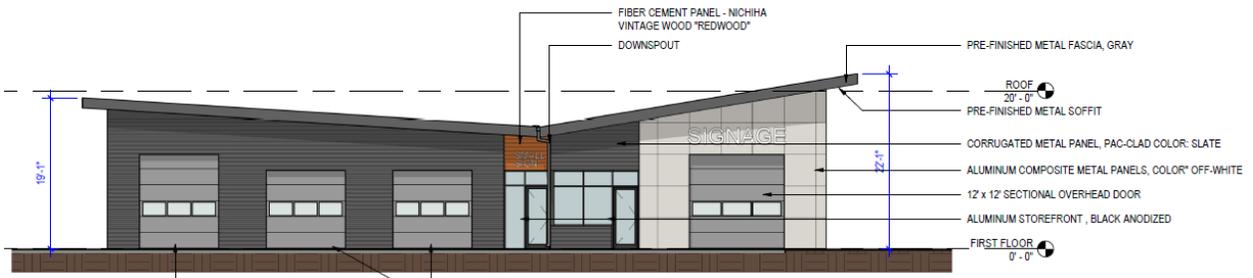
North Elevation



South Elevation



East Elevation



West Elevation



The elements listed in the MU District for review are the following:

1. Proportion in relation to adjacent buildings
2. Roof shape, pitch, & direction
3. Pattern of solids and openings in material and design
4. Materials and texture
5. Color
6. Architectural features

The proposed building has a contemporary industrial design with an overall height that is similar to other adjacent buildings. The slanted roofs and corrugated metal paneling would be relatively unique features in this neighborhood but they appear to complement the industrial

look that the applicant is aiming for. Of particular note are the significant window openings along the front façade that provide views into the interior of the car wash. This provides a unique design for a car wash, which more typically has blank walls with few window openings. Also, the colors and pattern of the design alternate sufficiently to provide visually interesting facades.

- 6) Trash Dumpster Site: There is a dumpster enclosure in the northwest corner of the site. The enclosure wall is made up of 8" by 16" running bond split face CMU that is of the same color as the corrugated metal material on the building. It also has a galvanized steel gate and prefinished metal coping. The dumpster walls are 6 feet tall with landscaping around three sides. **The dumpster location and design provide adequate screening from the public views.**
- 7) Lighting: The lighting plan includes five light poles around the site and along both driveways. Unlike other MU districts, there is no particular lighting plan or design requirement for Greenhill Village. However, these will be required to be downcast and shielded to prevent spillover nuisance light onto adjacent properties.
- 8) Signage: No official details have been provided by the applicant. Signage will only be allowed on two wall surfaces. Signage will be required to be reviewed by the Planning and Zoning Commission and City Council when an official signage application is received.
- 9) Pedestrian and Bicycle Accommodations: A pedestrian connection is provided to the sidewalk on the north. Also, a sidewalk along Fountains Way will be constructed as part of the site plan. There are no bicycle accommodations provided. **Pedestrian and Bike accommodation satisfied.**
- 10) Storm water management: City engineering staff reports that no on-site storm water treatment or detention will be required due to the presence of "area-wide" storm water detention facility south of this site. **A site drainage plan must be reviewed in order to determine that the storm water is collected and conveyed to the area wide detention facility prior to permitting.**

TECHNICAL COMMENTS:

All basic utility services are available to the property from Fountains Way. The property owner/contractor is responsible to extend all utility services to the building. These utility extensions will be reviewed by CFU personnel as part of the building plan review.

The engineering department will review the storm water routing for this project to make sure that the drainage from this site is conveyed to the storm sewer. This review is completed in conjunction with the issuance of the building permits.

STAFF RECOMMENDATION

The Planning and Zoning Commission on October 13, 2021 reviewed the site plan and (with a vote of 5 ayes to 0 nays) recommends approval of the car wash on Lot 2 of the Greenhill Village Commercial 5th Addition subject to the condition that the developer's plan conform to all city staff recommendations and technical requirements. City staff also recommends approval.

PLANNING & ZONING COMMISSION

Discussion 10/13/2021 The first item of business was a site plan review for a Greenhill Village Car Wash. Acting Chair Larson introduced the item and Mr. Sevy provided background information. He explained that the applicant is proposing a new car wash at 1125 Fountains Way on the south side of Greenhill Road, noting that building setbacks and parking requirements are met. He provided renderings of the building design and discussed features of the proposed building. He explained that signage has not been decided but will come back before the Commission for approval. Mr. Sevy showed a landscape plan, noting that minimum requirements are met. Staff is bringing the item forward for discussion and recommends approval. If the Commission has no questions at this time, they may choose to vote on the matter at this meeting.

Mr. Holst made a motion to approve the item. Ms. Saul seconded the motion. The motion was approved unanimously with 5 ayes (Hartley, Holst, Larson, Lynch and Saul), and 0 nays.

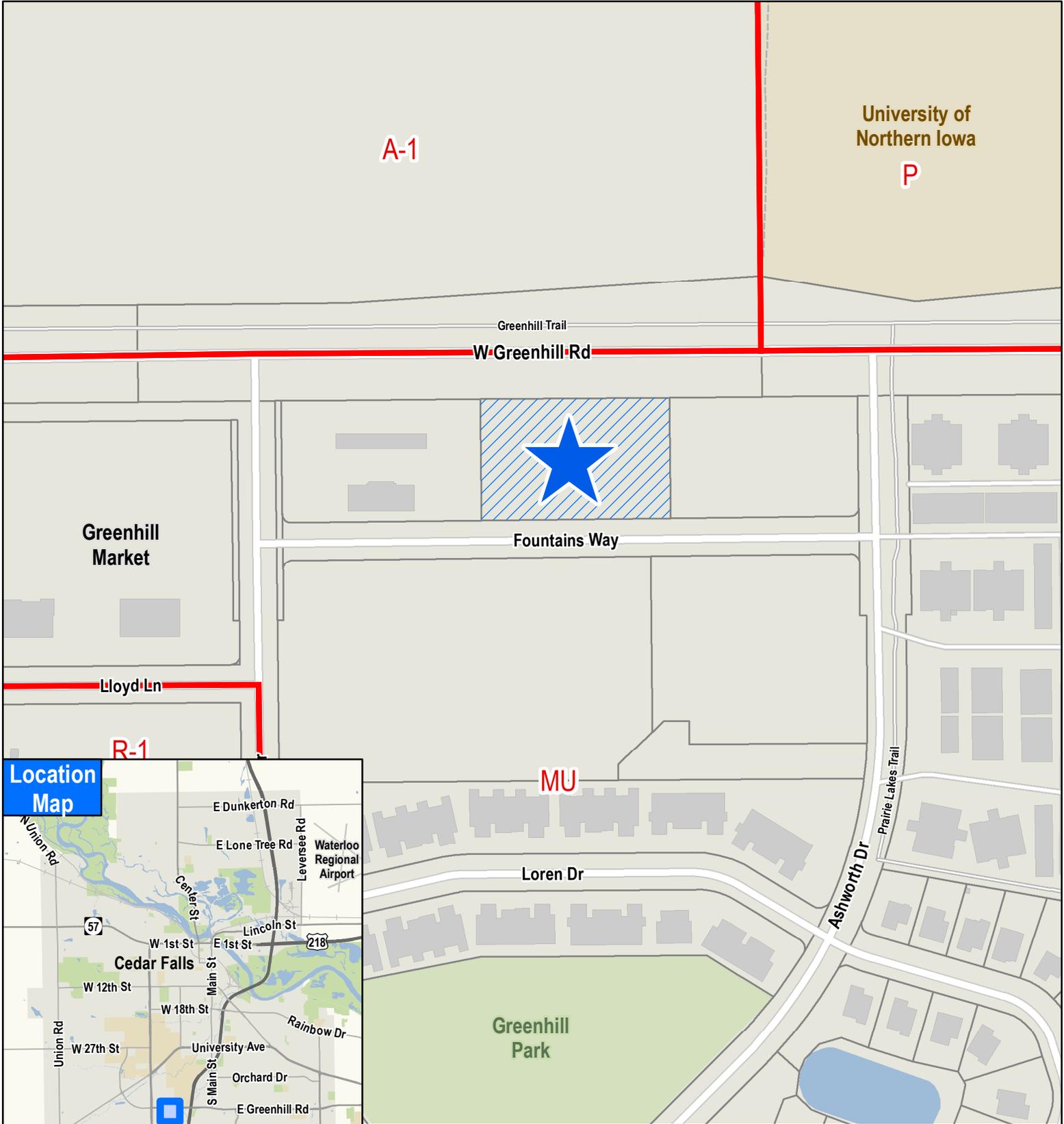
Attachments:

Location Map

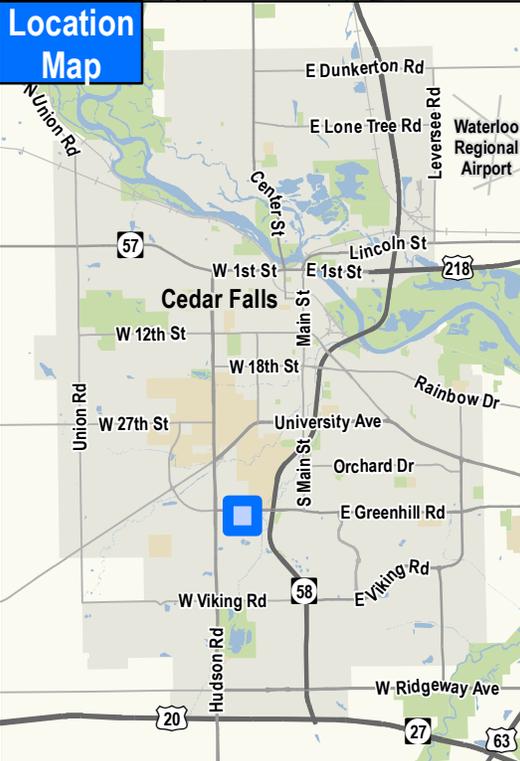
Site Plan

Architectural renderings

Landscaping Plan



Location Map

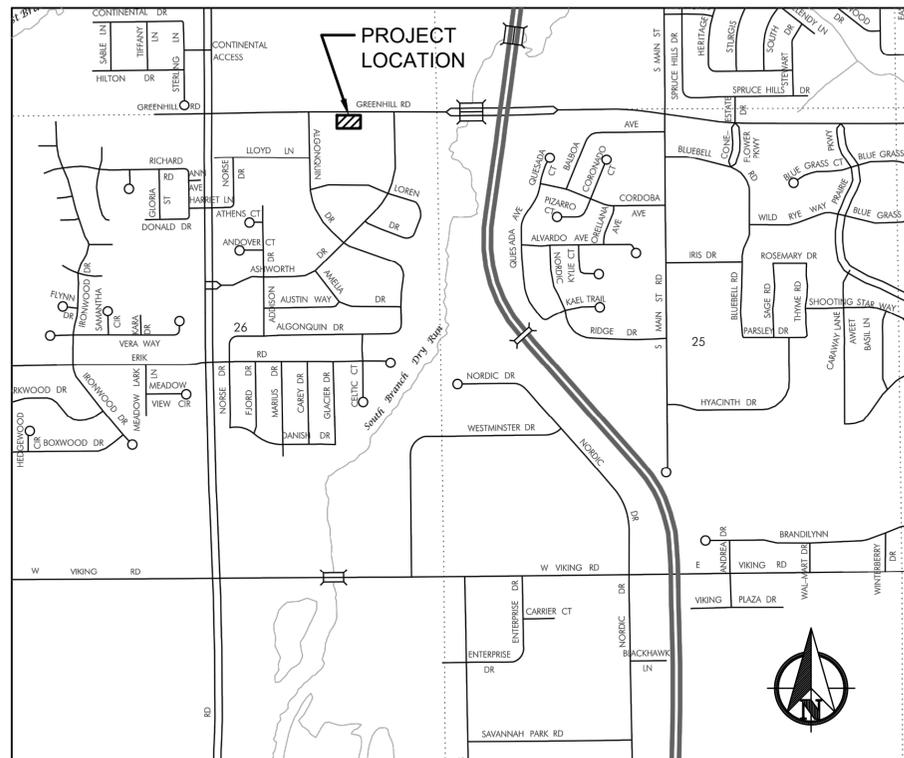
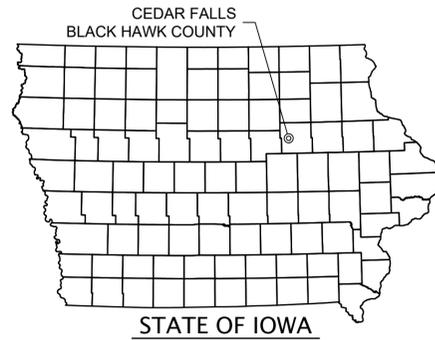


**Greenhill Village Car Wash
Site Plan Review
1125 Fountains Way (SP21-012)**

GREENHILL CARWASH IN THE CITY OF CEDAR FALLS, BLACK HAWK COUNTY, IOWA

NEW COMMERCIAL DEVELOPMENT

PN: 21117



LOCATION MAP
CEDAR FALLS, IOWA
NTS

SHEET INDEX	
SHEET	TITLE
C0.1	TITLE
C0.2	SITE DEVELOPMENT PLAN
C0.3	GENERAL NOTES AND APPLICABLE SPECIFICATIONS
C1.1	UTILITY PLAN
C2.1	PAVING PLAN - WEST
C2.2	PAVING PLAN - EAST
C3.1	SWPPP - INITIAL
C3.2	SWPPP - CONSTRUCTION
C3.3	SWPPP - FINAL STABILIZATION
L1.1	LANDSCAPE PLAN



THE SITE IMPROVEMENTS SHOWN WITHIN THIS PLAN SHALL BE CONSTRUCTED IN CONFORMANCE WITH THE 2021 VERSION OF THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, ALSO KNOWN AS SUDAS (2021), AS AMENDED BY THE CITY OF CEDAR FALLS, AND, IF PROVIDED, PROJECT SPECIFIC SUPPLEMENTAL SPECIFICATIONS.

DEVELOPER

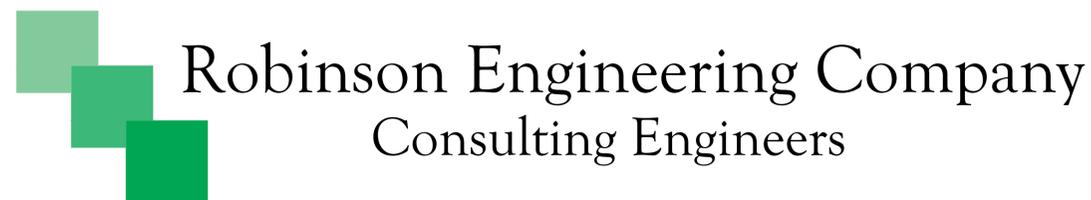
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

GENERAL CONTRACTOR

FRED ROSE, LC
915 TECHNOLOGY PARKWAY
CEDAR FALLS, IOWA 50613

CIVIL ENGINEER

ROBINSON ENGINEERING
819 SECOND STREET NE
INDEPENDENCE, IOWA 50644
319-334-7211
PROJECT CONTACT: ALEX BOWER
ENGINEER: MONICA SMITH



819 Second Street NE
Independence, Iowa 50644
319-334-7211

C0.1

10/06/2021
SUBMITTAL 2

	I hereby certify that this Engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Iowa.	
	MONICA M. SMITH	LICENSE NO. 15074
	Signature _____	Date _____
	My renewal date is <u>December 31, 2021</u>	
Pages or sheets covered by this seal: 'C' SHEETS		

SITE DEVELOPMENT PLAN GREENHILL CARWASH

SITE ADDRESS
FOUNTAINS WAY, CEDAR FALLS, IOWA
LOT 2, GREENHILL VILLAGE COMMERCIAL 5th ADDITION

PARCEL ID:
891426229002

OWNER
GREENHILL VILLAGE COMMERCIAL, LLC
211 1st Ave SE Suite A
Cedar Rapids IA 52403

DEVELOPER
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

ZONING
MU-MIXED USE RESIDENTIAL DISTRICT

LOT SIZE
57,274 SF / 1.31 ACRES

SETBACK REQUIREMENTS
FRONT: 30' (LANDSCAPE AREA, GREENHILL ROAD PER PLAT)
REAR: 20' (LANDSCAPE AREA, FOUNTAINS WAY PER PLAT)
SIDE: 5' (PARKING)

LOT USE
EXISTING
BUILDING FOOTPRINT: N/A
TOTAL PAVEMENT & SIDEWALKS: N/A
TOTAL VEGETATED SURFACE: 57,274 S.F. (100%)

PROPOSED (42,427 SF - AREA EXCLUSIVE OF LANDSCAPE SETBACKS)
BUILDING FOOTPRINT: 6,182 S.F. (14.6%)
TOTAL PAVEMENT & SIDEWALKS: 28,963 S.F. (67.3%)
TOTAL VEGETATED SURFACE: 7,689 S.F. (18.1%)

PARKING
REQUIRED PER SEC. 26-220, (a), 2, b.
2. Automatic carwash. Five stacking spaces for each washing bay, one stacking space for each vacuuming unit, plus one parking space for every two employees

CALCULATIONS:
PARKING - 6 EMP / 2 = 3 SPACES
STACKING - INNER LOOP 170 LF / 20 = 8 STACK
OUTER LOOP 145 LF / 20 = 6 STACK
WASH BAY TOTAL = 14 STACKING
DETAIL BAY 62 LF / 20 * 3 BAYS = 9 STACKING
VACUUM BAY: 10 PROVIDED TO ALLEVIATE NEED FOR STACKING
REQUIRED PARKING = 3 SPACES
PROVIDED PARKING = 9 SPACES

PROPOSED EMPLOYEES
MAX SHIFT PROJECTED = 6 EMPLOYEES

FLOOD PLAIN
N/A

STORM WATER MANAGEMENT
REGIONAL

Robinson Engineering Company
Consulting Engineers

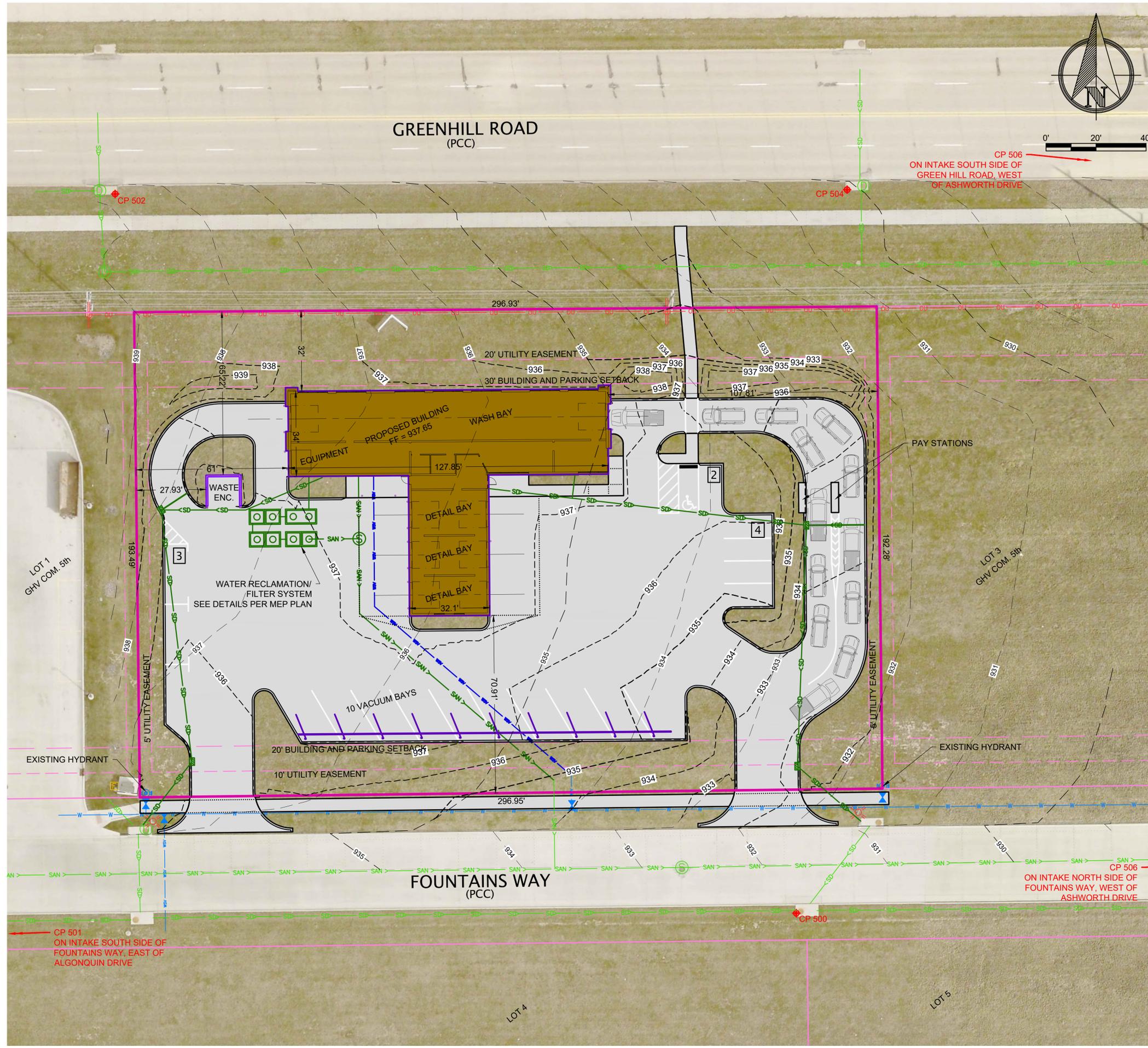
819 Second Street NE
Independence, Iowa 50644
319.334.7211

SITE DEVELOPMENT PLAN

GREENHILL CARWASH
PN: 21117
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

C0.2

10/06/2021
SUBMITTAL 2



PROJECT CONTROL

CP 500	N-3646224.18	E-5202023.87	Z-932.22	MAG NAIL
CP 501	N-3646217.30	E-5201481.76	Z-940.12	MAG NAIL
CP 502	N-3646511.01	E-5201751.52	Z-938.85	MAG NAIL
CP 504	N-3646512.77	E-5202044.19	Z-930.14	MAG NAIL
CP 505	N-3646514.78	E-5202323.73	Z-922.03	MAG NAIL
CP 506	N-3646265.15	E-5202315.32	Z-926.18	MAG NAIL

TRAFFIC CONTROL

- CONTRACTOR SHALL BE RESPONSIBLE FOR PERFORMING ALL TRAFFIC CONTROL MEASURES IN ACCORDANCE WITH ALL APPLICABLE JURISDICTIONAL REQUIREMENTS.

GENERAL NOTES

- ALL WORK SHALL CONFORM TO AND BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CODES AND ORDINANCES.
- THE SITE IMPROVEMENTS SHOWN WITHIN THIS PLAN SHALL BE CONSTRUCTED IN CONFORMANCE WITH THE 2021 VERSION OF THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, ALSO KNOWN AS SUDAS (2021) AS AMENDED BY THE CITY OF CEDAR FALLS UNLESS SPECIFICALLY STATED OTHERWISE IN THESE PLANS, THE PROJECT MANUAL (IF APPLICABLE), OR CITY AND OTHER APPLICABLE ORDINANCES. THIS INCLUDES, IF PROVIDED, PROJECT SPECIFIC SUPPLEMENTAL SPECIFICATIONS.
- ANY QUANTITIES SHOWN ON THE CIVIL SHEETS (C#.#) ARE TO ASSIST THE BIDDER. THE BIDDER/CONTRACTOR SHALL MAKE A FINAL DETERMINATION OF THE QUANTITIES REQUIRED TO COMPLETE THE WORK AND THE BID SHALL BE ON THE BASIS OF THE BIDDER/CONTRACTOR'S OWN CALCULATIONS. ANY COMMENT RELATED TO QUANTITY OR PAYMENT ON THE CIVIL SHEETS IS SOLELY PROVIDED TO ASSIST THE BIDDER/CONTRACTOR IN THE PREPARATION OF BIDDING AND SHALL NOT BE CAUSE FOR CHANGE ORDER REQUEST.
- CONSTRUCTION SURVEY FOR THIS PROJECT SHALL BE PROVIDED BY THE CONTRACTOR.
- THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE ENGINEERING DEPARTMENTS AND UTILITY COMPANIES PRIOR TO CONSTRUCTION. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO AVOID DAMAGE TO ANY EXISTING UTILITY. IOWA CODE 480, UNDERGROUND FACILITIES INFORMATION, REQUIRES NOTICE TO IOWA ONE CALL (1-800-292-8989) NOT LESS THAN 48 HOURS BEFORE EXCAVATION, EXCLUDING WEEKENDS AND LEGAL HOLIDAYS.
- THE LOCATION OF EXISTING UNDERGROUND UTILITIES AND ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL, AT ITS OWN EXPENSE, LOCATE AND DETERMINE THE UNDERGROUND UTILITIES ON THE PROJECT SITE. THE CONTRACTOR ASSUMES RESPONSIBILITY FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR BY THE CONTRACTOR'S FAILURE TO LOCATE AND PRESERVE ANY UNDERGROUND UTILITIES.
- THE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO BIDDING TO BECOME FULLY FAMILIAR WITH THE EXISTING CONDITIONS OF THE SITE. FAILURE TO VISIT THE SITE SHALL NOT RELIEVE THE CONTRACTOR FROM PERFORMING THE WORK IN ACCORDANCE WITH THESE DRAWINGS.
- THE CONTRACTOR SHALL VERIFY AT THE SITE, ALL DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS, AND SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES, OMISSIONS, AND/OR CONFLICT PRIOR TO PROCEEDING WITH THE WORK.
- DRAWING DIMENSIONS SHALL GOVERN OVER SCALING OF DRAWINGS. LARGE SCALE DRAWINGS SHALL GOVERN OVER SMALL SCALE DRAWINGS. NOTES AND DETAILS ON THE DRAWINGS SHALL APPLY TO ALL SIMILAR CONDITIONS WHETHER THEY ARE REPEATED OR NOT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING FACILITIES OUTSIDE THE CONSTRUCTION LIMITS RESULTING FROM NEGLIGENCE.
- CONTRACTOR SHALL PROTECT EXISTING FACILITIES, BUILDINGS, AND OTHER APPURTENANCES NOT TO BE REMOVED FROM THE SITE DURING THE CONSTRUCTION ACTIVITIES.
- CONTRACTOR SHALL CONFINE WORK TO THE CONSTRUCTION LIMITS AND EASEMENTS PROVIDED OR EASEMENTS OBTAINED. COPIES OF ANY EASEMENTS THE CONTRACTOR OBTAINS FOR CONSTRUCTION WORK ON THIS PROJECT SHALL BE PROVIDED TO THE OWNER.
- CONTRACTOR SHALL NOT INTERRUPT ACCESS TO OTHER PROPERTIES, WHERE INGRESS/EGRESS IS PERMITTED, DURING CONSTRUCTION.
- CONTRACTOR SHALL INSTALL INITIAL EROSION CONTROL MEASURES FOR INSPECTION BY THE CITY PRIOR TO EARTH MOVING ACTIVITIES.
- CONTRACTOR SHALL COORDINATE TEMPORARY DISRUPTION OF UTILITY SERVICES WITH THE CITY OF FAIRFIELD, AFFECTED UTILITY COMPANIES, AND/OR AFFECTED PROPERTY OWNERS WHEN UTILITY SERVICES ARE INTERRUPTED DUE TO CONSTRUCTION ACTIVITIES ON THIS PROJECT.
- TYPE A COMPACTION SHALL BE REQUIRED FOR EXCAVATION/EMBANKMENT WORK ON THIS PROJECT. ADDITIONAL COMPACTION REQUIREMENTS MAY BE REQUIRED FOR BUILDING CONSTRUCTION. REFER TO APPLICABLE SPECIFICATIONS FOR THAT WORK.
- THIS PLAN REFERENCES NYLOPLAST STRUCTURES WITH THE INTENT TO SPECIFY AN ENGINEERED PVC STRUCTURE AND IS NOT INTENDED TO INDICATE A SPECIFIC BRAND IS REQUIRED. STRUCTURES SHALL BE NYLOPLAST BRAND OR EQUIVALENT. NYLOPLAST IS A BRAND NAME AFFILIATED WITH ADS PIPE.
- PROPOSED LINework IS PROVIDED IN .DWG FORMAT AND THE EXISTING AND PROPOSED SURFACES ARE PROVIDED IN .XML FORMAT FOR BIDDING PURPOSES. NO OTHER ELECTRONIC DATA WILL BE PROVIDED FOR BIDDING PURPOSES. ALL ENTITIES WHO CHOSE TO USE THESE ELECTRONIC DOCUMENTS WEATHER ISSUED FOR BIDDING OR ISSUED DURING CONSTRUCTION SHALL ASSUME RESPONSIBILITY FOR ENSURING ITS ACCURACY TO THE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.
- THE CONTRACTOR WILL BE PROVIDED WITH THE STORM WATER POLLUTION PREVENTION PLAN AND ACCOMPANYING NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT NUMBER 2 (SWPPP) DOCUMENTS. CONTRACTOR SHALL BE RESPONSIBLE FOR SWPPP MANAGEMENT, INSPECTIONS, EXECUTION, AND REMOVAL OF DEVICES. IN ADDITION, CONTRACTOR SHALL SUBMIT 'NOTICE OF DISCONTINUATION' TO THE IOWA DNR AT TIME SITE IS CONSIDERED FULLY ESTABLISHED, SUBJECT TO CITY APPROVAL.

APPLICABLE SUDAS SECTIONS:

Iowa Statewide Urban Design and Specifications (SUDAS) is available publicly at <https://iowasudas.org>

The following specifications sections are brought to the attention of the contractor for work on this project. Exclusion from this list shall not exempt other sections from applicability to work on this project. For all items called out in subsection 1.08 MEASUREMENT AND PAYMENT, '1. Measurement:' and '2. Payment:' shall be excluded. '3. Includes:' shall still apply to all sections. Any reference to 'Unit price' or similar context shall refer to The Contract arrangement for payment in the Project Manual for this project. EXAMPLE: where a 6" Gate valve is called out in the Plans all incidentals under Division 5, Section 5020, Part 1, Sub Section 1.08, A., 3, shall apply.

DIVISION 2: Earthwork

2010: Earthwork, Subgrade, and Subbase

DIVISION 3: Trench Excavation and Backfill

3010: Trench Excavation and Backfill
3020: Trenchless Construction (Boring, Jacking, and Tunneling)

DIVISION 4: Sewers and Drains

4010: Sanitary Sewers
4020: Storm Sewers
4060: Cleaning, Inspection, and Testing of Sewers

DIVISION 5: Water Mains and Appurtenances

5010: Pipe Fittings
5020: Valves, Fire Hydrants, and Appurtenances
5030: Testing and Disinfection

DIVISION 6: Structures for Sanitary and Storm Sewers

6010: Structures for Sanitary and Storm Sewers
6030: Cleaning, Inspection, and Testing of Structures

DIVISION 7: Streets and Related Work

7010: Portland Cement Concrete Pavement
7030: Sidewalks, Shared Used Paths, and Driveways

DIVISION 8: Traffic Control

8020: Pavement Markings
8030: Temporary Traffic Control

DIVISION 9: Site Work and Landscaping

9010: Seeding
9030: Plant Material and Planting
9040: Erosion and Sediment Control
9060: Chain Link Fence

Division 11: Miscellaneous

11,010: Construction Survey
11,050: Concrete Washout

APPLICABLE SUDAS DETAILS:

Iowa Statewide Urban Design and Specifications (SUDAS) is available publicly at <https://iowasudas.org>

The following details are brought to the attention of the contractor for work on this project. Exclusion from this list shall not exempt other details from applicability to site work on this project.

DIVISION 2: Earthwork

2010.101 - DETAILS OF EMBANKMENTS AND REBUILDING EMBANKMENTS
2010.102 - DESIGNATION OF ROADWAY EARTHWORK ITEMS

DIVISION 3: Trench Excavation and Backfill

3010.101 - Trench Bedding and Backfill Zones
3010.103 - Flexible Gravity Pipe Trench Bedding
3010.104 - Pressure Pipe Trench Bedding

DIVISION 4: Sewers and Drains

4010.201 - Sanitary Sewer Service Stub
4010.203 - Sanitary Sewer Cleanout
4020.211 - Storm sewer Pipe Connections

DIVISION 5: Water Mains and Appurtenances

5010.101 - Thrust Blocks
5010.102 - Tracer System
5010.901 - Minimum Clearance Between Water Service and Structure
5020.201 - Fire Hydrant Assembly

DIVISION 7: Streets and Related Work

7010.101 - Joints
7010.102 - PCC Curb Details [6" Standard Curb]
7010.904 - Typical Jointing Layout
7030.102 - Concrete Driveway, Type B [With Radii]
7030.202 - Curb Details for Class A Sidewalk [Detail 3]

DIVISION 8: Traffic Control

8030-102 - Work off of Pavement with Minor Encroachment onto Traveled Way
8030.104 - Lane Closure on Low Volume Street (Self-Regulating)

DIVISION 9: Site Work and Landscaping

9030.101 - Planting Pit
9030.102 - Tree Staking, Guying, And Wrapping
9040.102 - Filter Berm and Filter Sock
9040.103 - Rolled Erosion Control Product (RECP) Installation on Slopes
9040.104 - Rolled Erosion Control Product (RECP) Installation in Channel
9040.105 - Rip Rap for Pipe Outlet onto Flat Ground
9040.111 - Rap Rap Apron for Pipe Outlet into Channel
9040.114 - Sediment Basin with Emergency Spillway
9040.119 - Silt Fence
9040.120 - Stabilized Construction Entrance
9060.101 - Chain Link Fence
9060.102 - Chain Link Gate

Robinson Engineering Company
Consulting Engineers

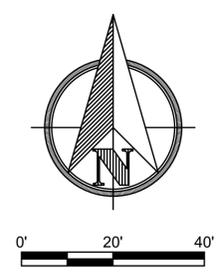
819 Second Street NE
Independence, Iowa 50644
319.334.7211

GENERAL NOTES AND
APPLICABLE SPECIFICATIONS

GREENHILL CARWASH
PN: 21117
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

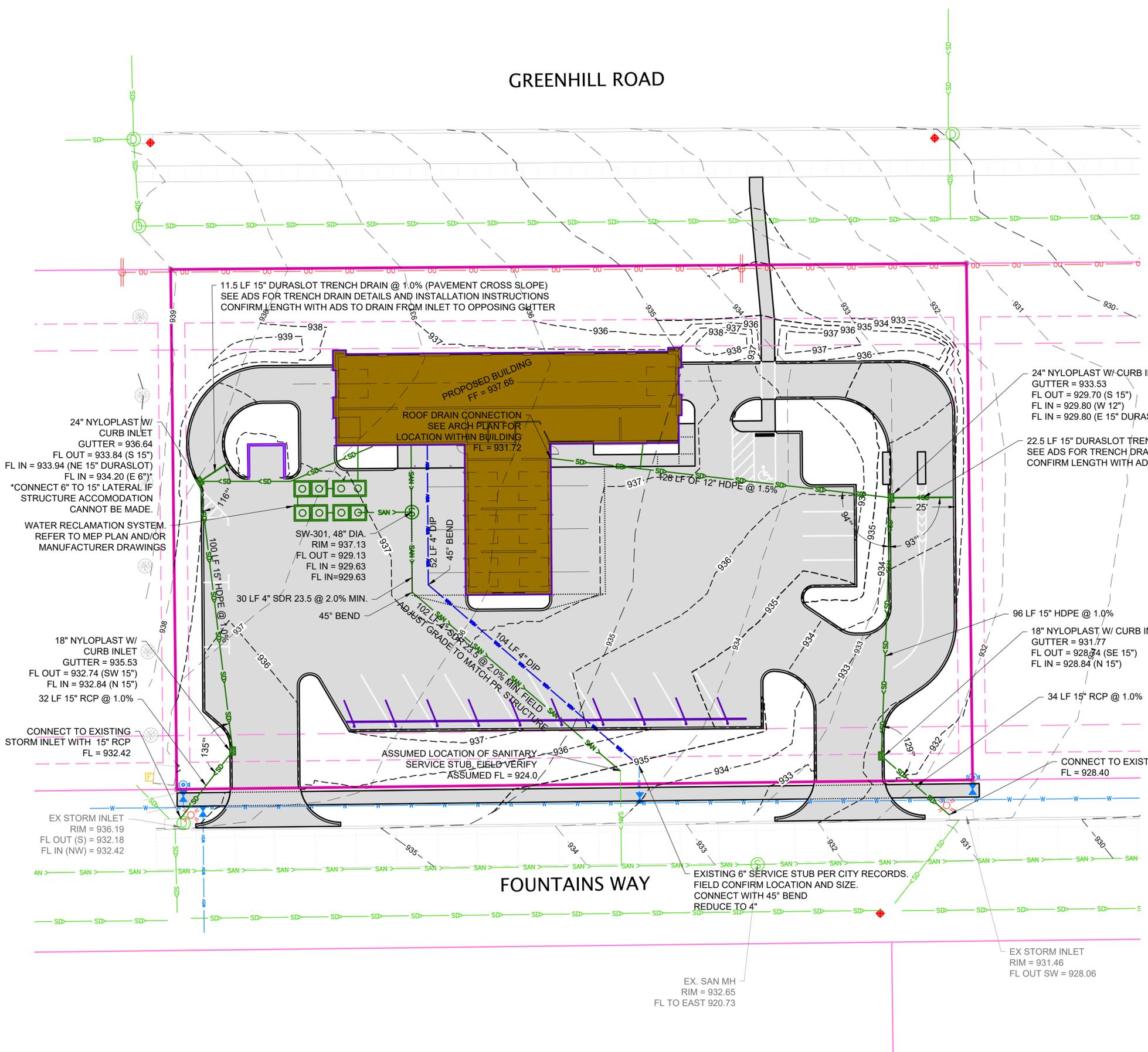
C0.3

10/06/2021
SUBMITTAL 2



GREENHILL ROAD

FOUNTAINS WAY



STORM PIPE LEGEND

- NON PERFORATED STORM PIPE
- PERFORATED STORM PIPE

NOTES:

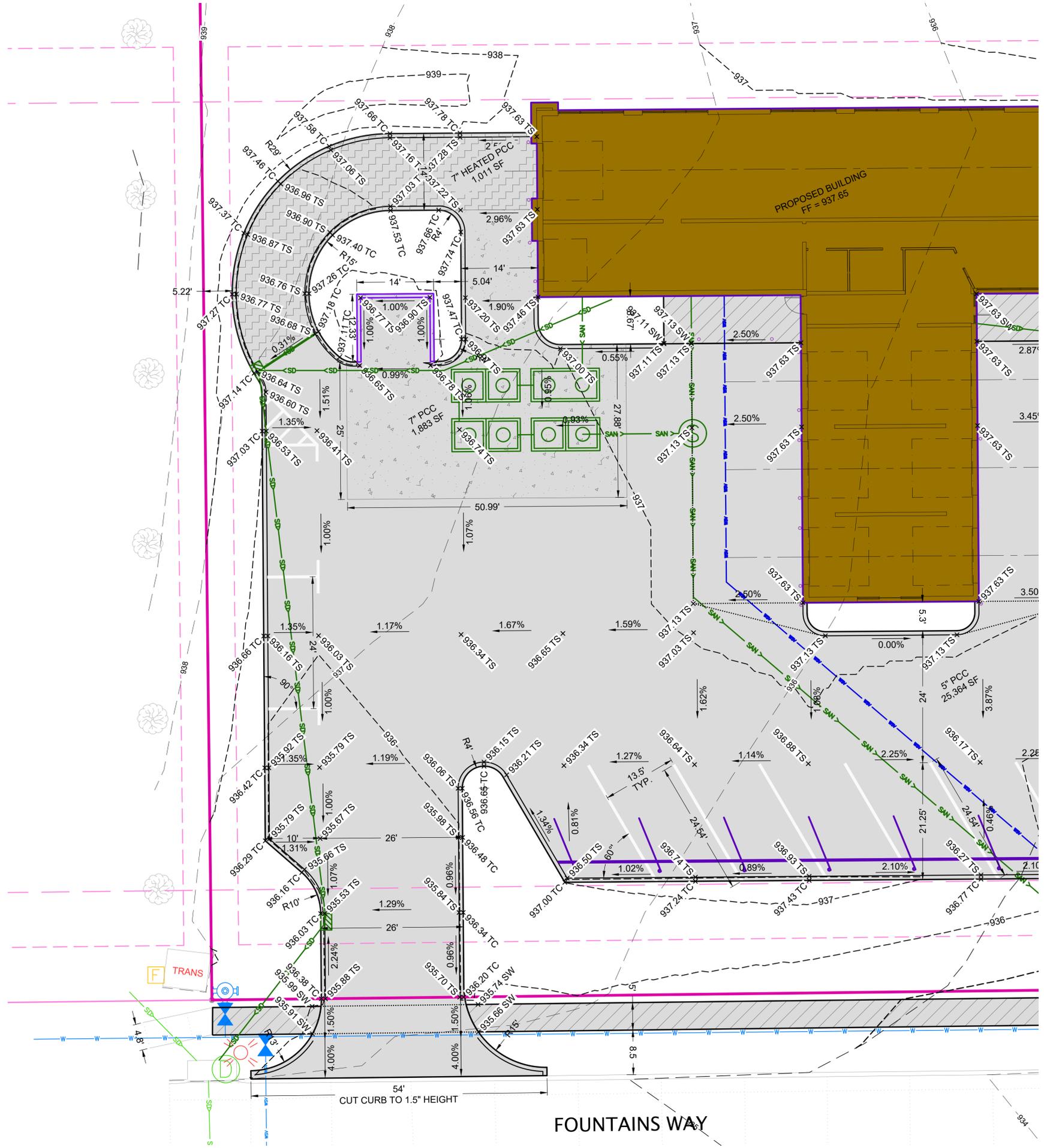
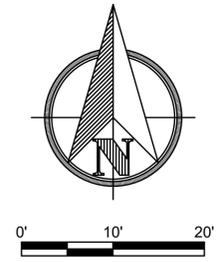
- ALL HDPE DRAINAGE PIPE SHALL BE OF DUAL WALL CONSTRUCTION UNLESS SPECIFICALLY SPECIFIED OTHERWISE.
- STORM PIPING SHALL BE RCP WHERE PLACED WITHIN CITY RIGHT OF WAY.
- WATER LINE SHALL BE BURIED TO MAINTAIN 6' COVER.
- CONTRACTOR SHALL FIELD VERIFY LOCATION, ELEVATION, AND MATERIAL OF ALL WATER, STORM, AND SANITARY CONNECTIONS.
- CONFIRM WATER SERVICE ENTRANCE LOCATION TO BUILDING WITH ARCHITECTURAL AND MECHANICAL PLANS.
- COORDINATE CONNECTION TO MUNICIPAL WATER MAIN WITH CEDAR FALLS UTILITIES STAFF.
- SANITARY SERVICE SHALL BE INSTALLED WITH TRACER WIRE. PLACE TRACER STATION AT CLEAN OUT WHERE SERVICE EXISTS BUILDING.
- PLACE LIGHT POLES 3' CLEAR FROM EDGE PAVING/BACK OF CURB.

UTILITY PLAN

GREENHILL CARWASH
PN: 21117
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

C1.1

10/06/2021
SUBMITTAL 2



HATCHING LEGEND

	PCC SIDEWALK, 5" PCC ON 4" MODIFIED SUBBASE
	PCC PAVEMENT, 5" PCC ON 6" MODIFIED SUBBASE
	PCC PAVEMENT, 7" PCC ON 6" MODIFIED SUBBASE
	HEATED PCC PAVEMENT, 7" PCC ON 6" MODIFIED SUBBASE

PAVEMENT NOTES:

1. SIDEWALKS ARE DESIGNED AT 1.5% CROSS SLOPE OR LESS. AS CONSTRUCTED CROSS SLOPS SHALL NOT EXCEED 2%.
2. LONGITUDINAL SLOPE OF WALKS SHALL NOT EXCEED 5% (1:20) UNLESS AT CURB RAMPS IN WHICH CASE THE LONGITUDINAL SLOPE SHALL NOT EXCEED 8.3% (1:12). CARE SHALL BE TAKEN TO INSTALL WALKS IN ACCORDANCE WITH THE SURFACE DESIGN HEREIN.
3. END STALLS ARE 10' WIDE MEASURED FROM BACK OF CURB TO CENTER PAVEMENT MARKING. STANDARD STALLS ARE 9' WIDE MEASURED CENTER TO CENTER OF PAVEMENT MARKING. HANDICAP STALLS ARE AS NOTED.
4. PROVIDE AND INSTALL HANDICAP PARKING SIGNS. SIGNS SHALL BE ALUMINUM ON GALVANIZED STEEL SQUARE TUBE UNLESS MOUNTED TO BUILDING.

Robinson Engineering Company
Consulting Engineers

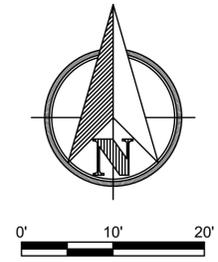


819 Second Street NE
Independence, Iowa 50644
319.334.7211

PAVING PLAN - WEST

GREENHILL CARWASH
PN: 21117
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

C2.1
10/06/2021
SUBMITTAL 2



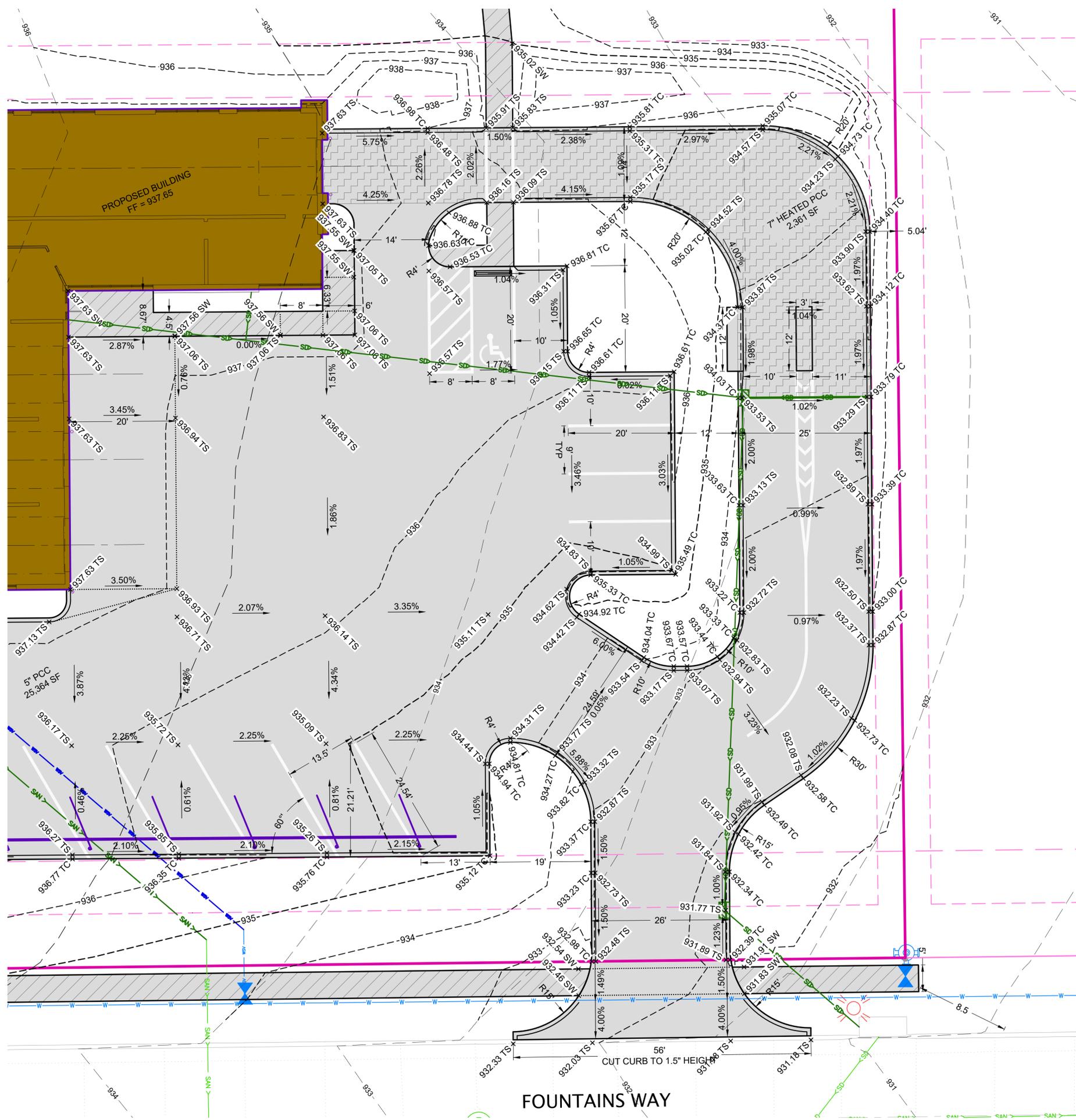
Robinson Engineering Company
Consulting Engineers

819 Second Street NE
Independence, Iowa 50644
319.334.7211

PAVING PLAN - EAST

GREENHILL CARWASH
PN: 21117
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

C2.2
10/06/2021
SUBMITTAL 2



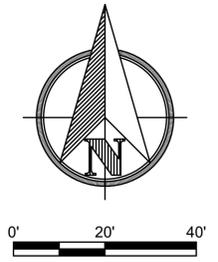
HATCHING LEGEND

- PCC SIDEWALK, 5" PCC ON 4" MODIFIED SUBBASE
- PCC PAVEMENT, 5" PCC ON 6" MODIFIED SUBBASE
- PCC PAVEMENT, 7" PCC ON 6" MODIFIED SUBBASE
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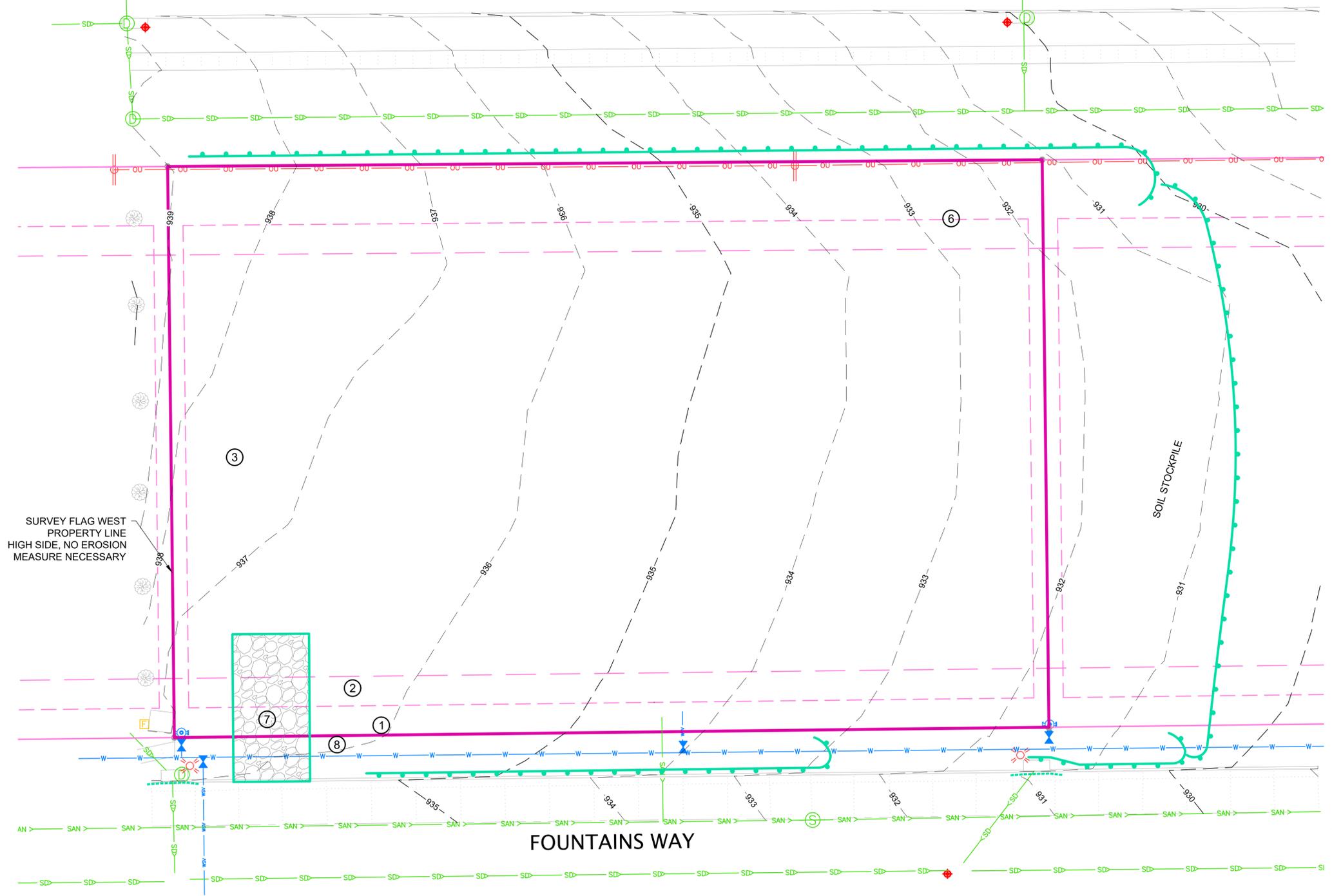
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4. PROVIDE AND INSTALL HANDICAP PARKING SIGNS. SIGNS SHALL BE ALUMINUM ON GALVANIZED STEEL SQUARE TUBE UNLESS MOUNTED TO BUILDING.

FOUNTAINS WAY



GREENHILL ROAD



KEY

- ① SWPPP BOX
- ② PORTABLE SANITARY FACILITY
- ③ CONSTRUCTION DUMPSTER
- ④ CONSTRUCTION PARKING
- ⑤ CONSTRUCTION TRAILER
- ⑥ MATERIAL STORAGE
- ⑦ STABILIZED CONSTRUCTION ENTRANCE COMPLY WITH SUDAS 9040.12
- ⑧ CONCRETE WASHOUT

LEGEND

- PAVEMENT
 - TOPSOIL, SEEDING, AND MULCHING (MAY INCLUDE LANDSCAPING, REFER TO LANDSCAPING PLAN)
 - GRANULAR SURFACING PERMANENT OR TEMPORARY
 - EROSION MULCHING
 - TEMPORARY ROLLED EROSION CONTROL PRODUCT
 - INLET PROTECTION - SILT BAG
 - INLET PROTECTION - SOCK
 - 9" - FILTER SOCK, MULCH FILL**
 - SILT FENCE
- ** MAY SUBSTITUTE WITH SILT FENCE OR MULCH BERM WHERE PERMITTED

NOTES:

1. NOT ALL KEY AND/OR LEGEND ITEMS MAY BE USED AND SHOWN ON THIS PLAN. THEY ARE AVAILABLE FOR USE IF NEEDED.
2. PORTABLE SANITARY FACILITY SHALL BE STAKED DOWN TO WITHSTAND ANY ANTICIPATED WINDS
4. STABILIZATION MEASURES SHALL BE INITIATED IMMEDIATELY ON ANY EXPOSED SOILS IF EARTH DISTURBING ACTIVITIES HAVE CEASED TEMPORARILY OR PERMANENTLY AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
5. ADDITIONAL AND MORE COMPREHENSIVE DETAILS AND INSTRUCTIONS CONTAINED WITHIN THE SWPPP DOCUMENT
6. CONCRETE SLURRY GENERATED BY WET SAWING SHALL BE VACUUMED OR UTILIZE OTHER ACCEPTABLE CONTAINMENT METHOD TO CAPTURE AND DISPOSE OF THE MATERIAL IN ACCORDANCE WITH APPLICABLE LAWS.

SURVEY FLAG WEST PROPERTY LINE HIGH SIDE, NO EROSION MEASURE NECESSARY

SOIL STOCKPILE

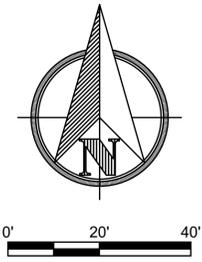
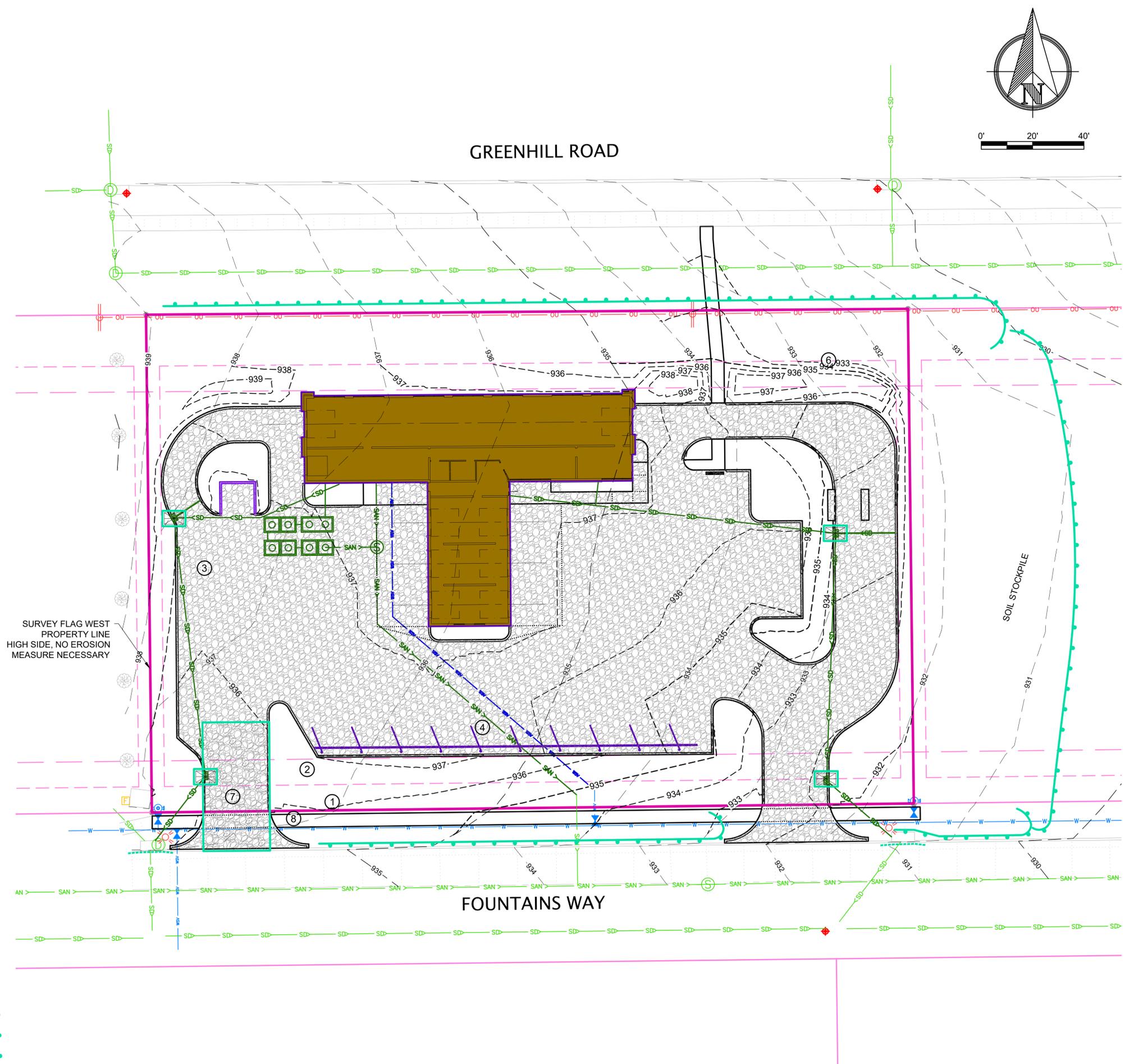
FOUNTAINS WAY

SWPPP - INITIAL

GREENHILL CARWASH
PN: 21117
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

C3.1

10/06/2021
SUBMITTAL 2



- KEY**
- ① SWPPP BOX
 - ② PORTABLE SANITARY FACILITY
 - ③ CONSTRUCTION DUMPSTER
 - ④ CONSTRUCTION PARKING
 - ⑤ CONSTRUCTION TRAILER
 - ⑥ MATERIAL STORAGE
 - ⑦ STABILIZED CONSTRUCTION ENTRANCE COMPLY WITH SUDAS 9040.12
 - ⑧ CONCRETE WASHOUT

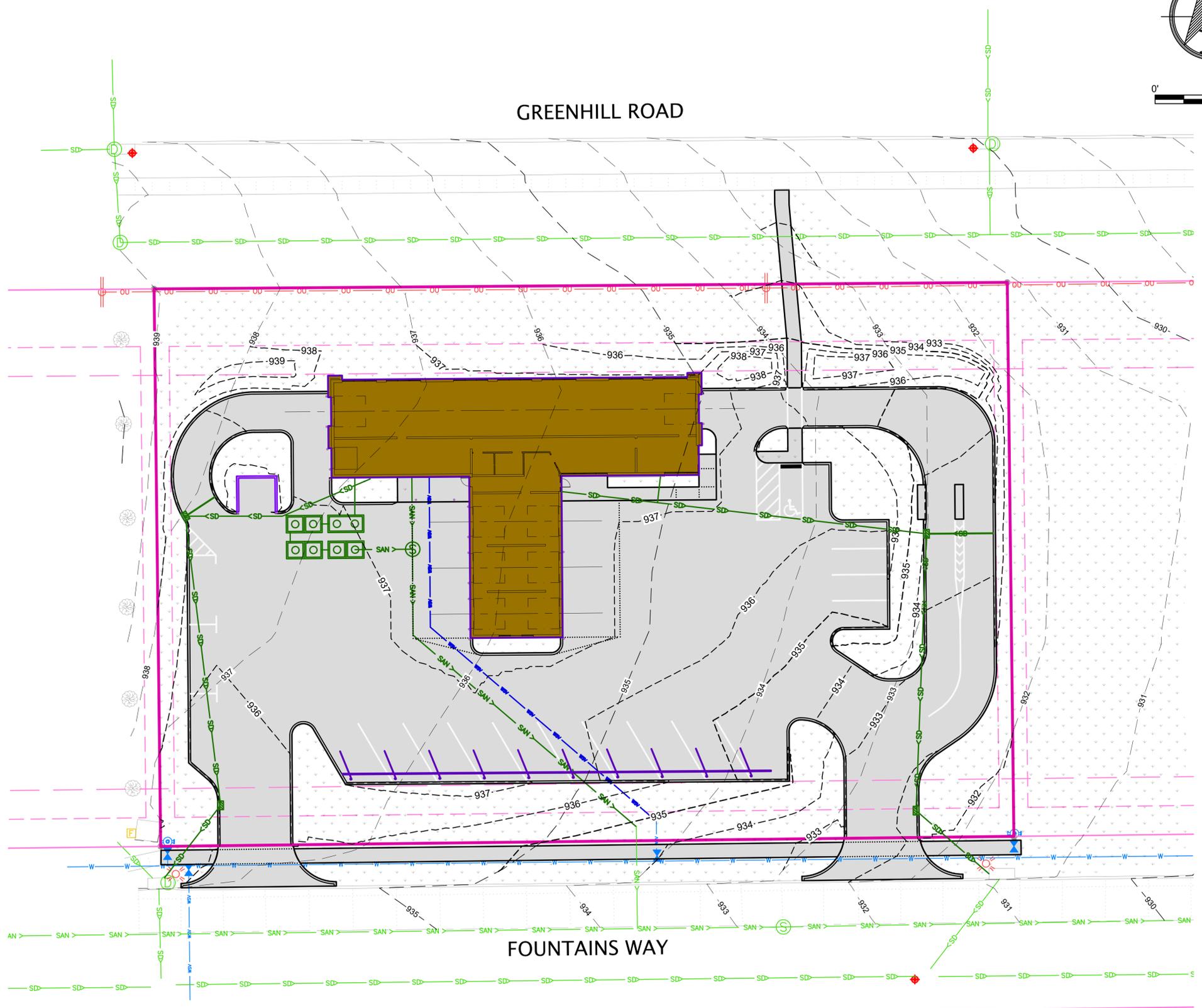
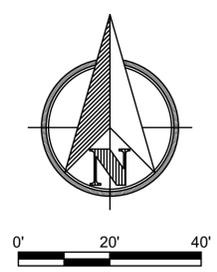
- LEGEND**
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 - INLET PROTECTION - SILT BAG
 - INLET PROTECTION - SOCK
 - 9" - FILTER SOCK, MULCH FILL**
 - SILT FENCE
- ** MAY SUBSTITUTE WITH SILT FENCE OR MULCH BERM WHERE PERMITTED

- NOTES:**
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 5. ADDITIONAL AND MORE COMPREHENSIVE DETAILS AND INSTRUCTIONS CONTAINED WITHIN THE SWPPP DOCUMENT
 6. CONCRETE SLURRY GENERATED BY WET SAWING SHALL BE VACUUMED OR UTILIZE OTHER ACCEPTABLE CONTAINMENT METHOD TO CAPTURE AND DISPOSE OF THE MATERIAL IN ACCORDANCE WITH APPLICABLE LAWS.

SWPPP - CONSTRUCTION

GREENHILL CARWASH
PN: 21117
WASH PROPERTIES, LLC
3109 VENTURE WAY
CEDAR FALLS, IOWA 50613

C3.2
10/06/2021
SUBMITTAL 2



KEY

- ① SWPPP BOX
- ② PORTABLE SANITARY FACILITY
- ③ CONSTRUCTION DUMPSTER
- ④ CONSTRUCTION PARKING
- ⑤ CONSTRUCTION TRAILER
- ⑥ MATERIAL STORAGE
- ⑦ STABILIZED CONSTRUCTION ENTRANCE COMPLY WITH SUDAS 9040.12
- ⑧ CONCRETE WASHOUT

LEGEND

- PAVEMENT
 - TOPSOIL, SEEDING, AND MULCHING (MAY INCLUDE LANDSCAPING, REFER TO LANDSCAPING PLAN)
 - GRANULAR SURFACING PERMANENT OR TEMPORARY
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ALUMINUM & POLYCARBONATE
OVERHEAD WASH DOORS, TYP.



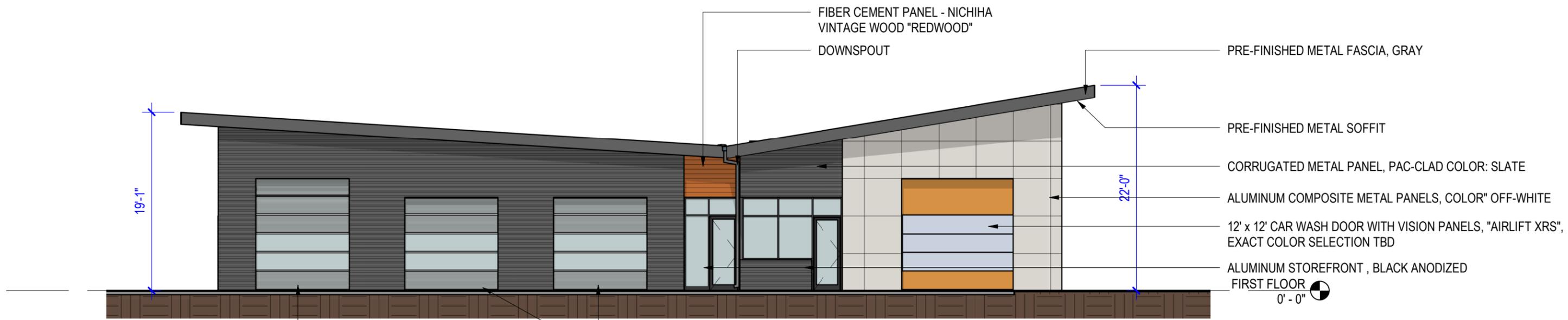
CHANGED OH DOOR TO
HOLLOW METAL DOOR



VIEW FROM NORTHEAST



1 NORTH ELEVATION
3/32" = 1'-0"

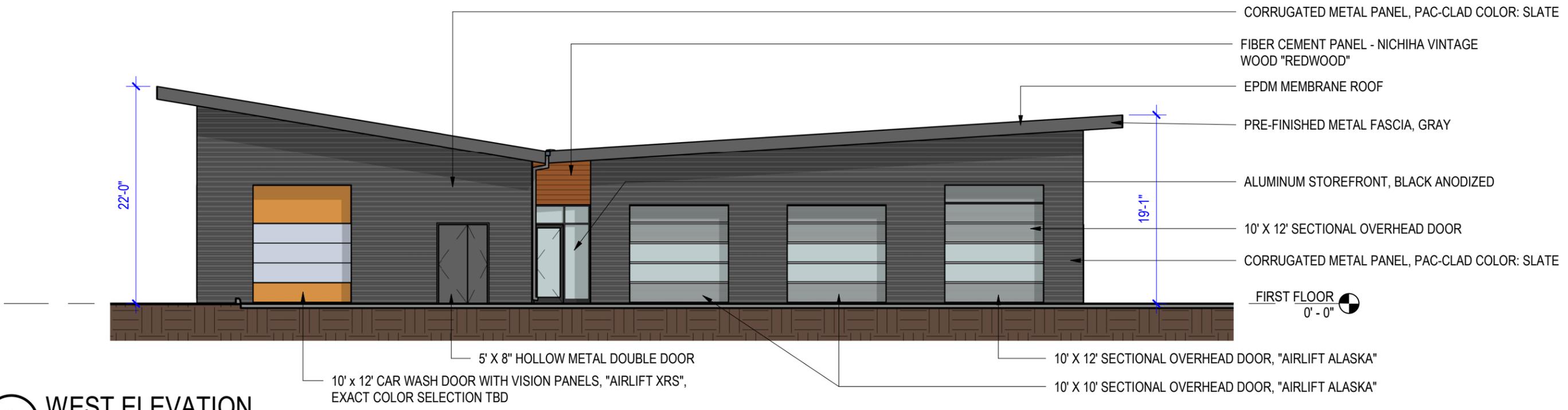


10' x 12' SECTIONAL OVERHEAD DOOR, "AIRLIFT ALASKA"
10' x 10' SECTIONAL OVERHEAD DOOR, "AIRLIFT ALASKA"

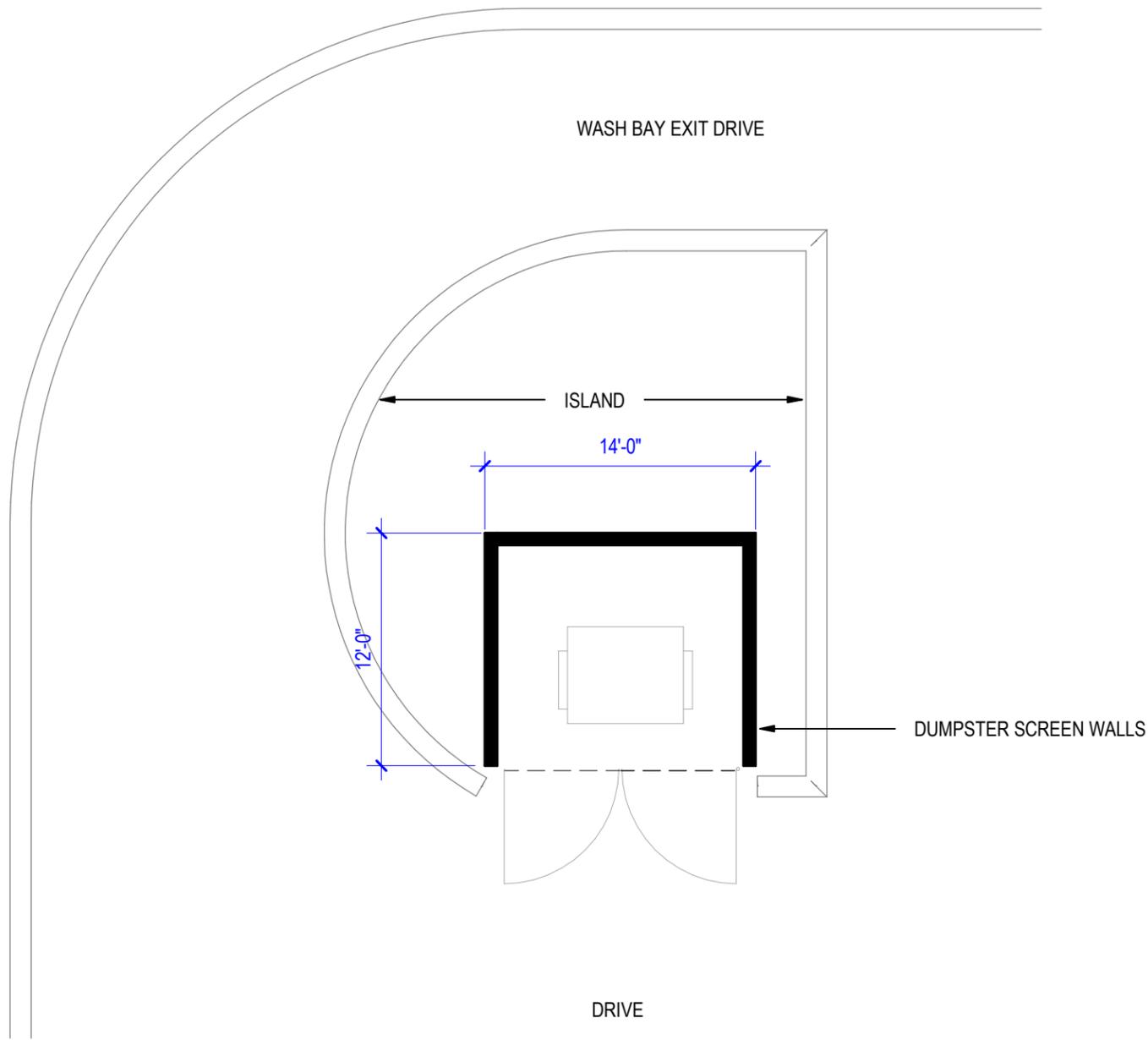
2 EAST ELEVATION
3/32" = 1'-0"



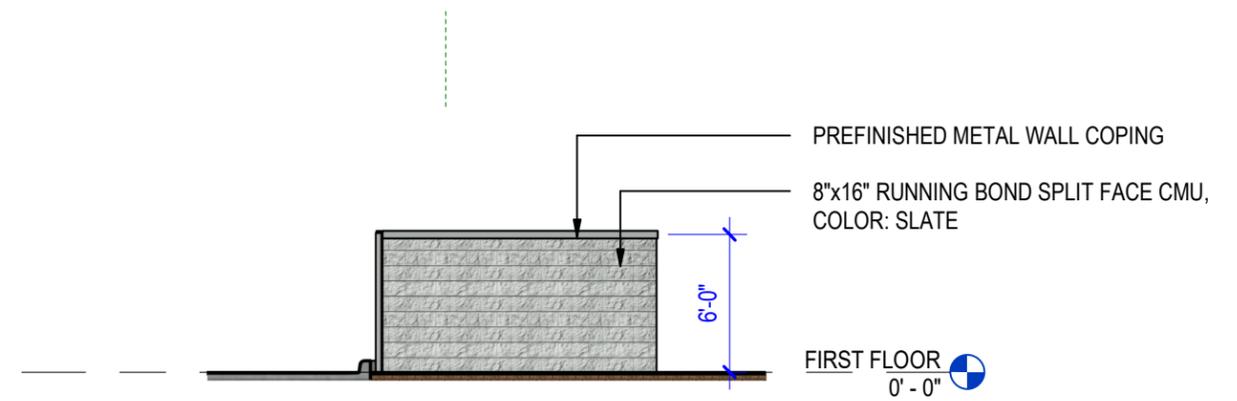
1 SOUTH ELEVATION
3/32" = 1'-0"



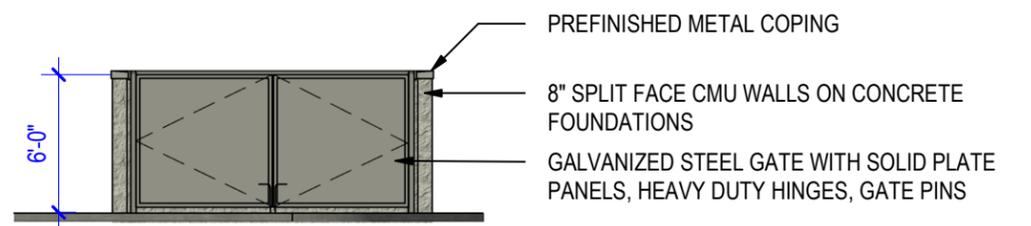
2 WEST ELEVATION
3/32" = 1'-0"



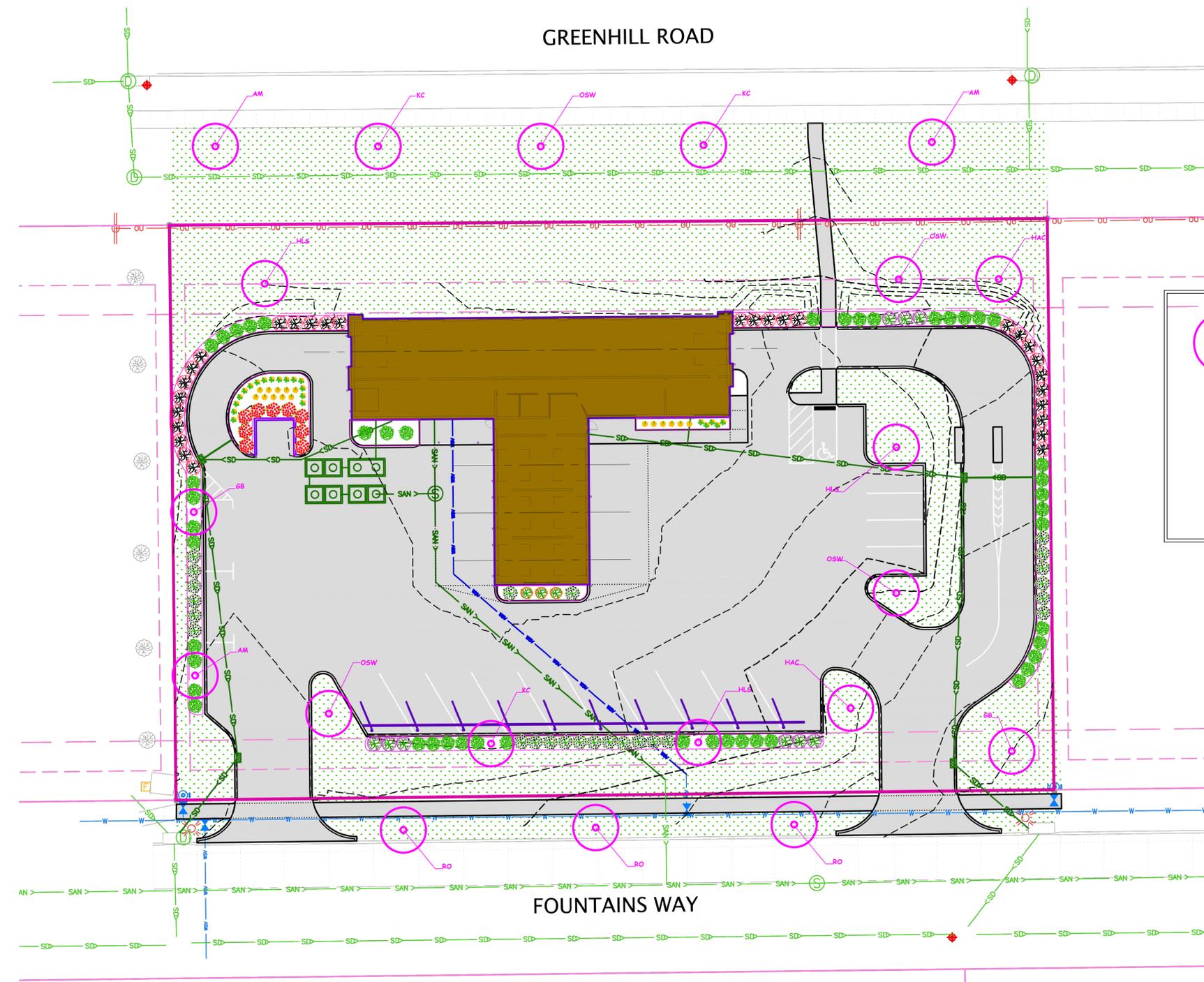
1 DUMPSTER LOCATION
1/8" = 1'-0"



3 DUMPTSER ENCLOSURE SIDE ELEVATION
1/8" = 1'-0"



2 DUMPSTER FRONT ELEVATION



- Deciduous Shade Tree
- Juniper, Sea Green
- Dwarf Burning Bush
- Serviceberry Regent
- Hydrangea, Quick Fire
- Hydrangea, Limelight
- Spirea, Goldmound
- Grass, Karl Foerster
- Daylily, Stella

LANDSCAPE PLAN GREENHILL CARWASH

SITE ADDRESS
FOUNTAINS WAY, CEDAR FALLS, IOWA
LOT 2, GREENHILL VILLAGE COMMERCIAL 5th ADDITION

PARCEL ID:
891426229002

ZONING
MU-MIXED USE RESIDENTIAL DISTRICT

LOT SIZE
57,274 SF / 1.31 ACRES

REQUIREMENTS PER ZONING ORDINANCE (PARAPHRASED):

- A. MIN. OPEN SPACE OF 10% EXCLUDING PERIMETER SETBACK
- B. MIN. 0.03 PTS/SF OF SITE AREA.
57,274 SF * 0.03 PTS/SF = 1,719 POINTS
- C. MIN. 0.75 PTS PER LF OF FRONTAGE
GREENHILL ROAD: 297 LF FRONTAGE * 0.75PTS/LF = 223 PTS
FOUNTAINS WAY: 297 LF FRONTAGE * 0.75PTS/LF = 223 PTS
TOTAL FRONTAGE PTS: 446 PTS
- D. OVERSTORY TREES PLACED ADJACENT TO PARKING AT A RATE OF 1 TREE PER 15 PARKING SPACES OR 1 TREE PER 2500 SF OF PARKING AREA
19 PARKING SPACES (INC. VAC)/ 15 SF = 2 TREES
- E. LANDSCAPING AROUND PERIMETER OF PARKING AREAS.
- F. MINIMUM 65% OF REQUIRED POINTS ARE BE PLACED AS TREES.

OPEN SPACE PROVIDED
TOTAL AREA EXCLUSIVE OF LANDSCAPE SETBACK: 42,427 SF
VEGETATED/LANDSCAPED SURFACE: 7,689 S.F. (18.1%)

MINIMUM ISLAND
AREA OF DRIVES AND PARKING SPACES: 28,963 SF
MINIMUM ISLAND AREA REQUIRED (5%): 1,449 SF OF ISLAND
AREA OF ISLANDS PROVIDED: 3,642 SF

Site Area 1,719 points * 65% points need to be from site trees = 1,117 points
1,117 points / 80 points per tree = 14 site trees
2 of these site trees where placed along Greenhill Rd

	Tree	QTY	Size	Mature Height	Points	Total	
Symbol	Street Trees Greenhill						
	OSW	1	2"	B&B 50'	80	80	
	AM	2	2"	B&B 45'	80	160	
					Total Points Street Trees	240	
Symbol	Street Trees Fountains Way						
	RO	3	2"	B&B 60'	80	240	
					Total Points Street Trees	240	
Symbol	Site Landscaping						
	AM	1	2"	B&B 45'	80	80	
	HAC	2	2"	B&B 50'	80	160	
	OSW	3	2"	B&B 50'	80	240	
	HLS	3	2"	B&B 45'	80	240	
	KC	3	2"	B&B 40'	80	240	
	GB	2	2"	B&B 50'	80	160	
		Juniper Sea Green	47	#5	4'	10	470
		Hydrangea, Lime Light	25	#5	5'	10	250
		Hydrangea, Quick Fire	9	#5	5'	10	90
	Spirea, Goldmound	3	#5	3'	10	30	
	Dwarf Burning Bush	29	#5	5'	10	290	
	Serviceberry Regent	9	#5	5'	10	90	
	Grass, Karl Foerster	16	#1	3'	0	0	
	Daylily, Stella	21	#1	2'	0	0	
					Total Points Site Trees	1120	
					Total Site Points Trees + Shrubs	2340	

Robinson Engineering Company
 Consulting Engineers
 819 Second Street NE
 Independence, Iowa 50644
 319.334.7211

LANDSCAPE PLAN

GREENHILL CARWASH
 PN: 21117
 WASH PROPERTIES, LLC
 3109 VENTURE WAY
 CEDAR FALLS, IOWA 50613



3170 WAGNER ROAD
WATERLOO, IOWA 50703
319.226.6000

L1.1
10/06/2021
SUBMITTAL 2



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-273-8600
 Fax: 319-268-5126
 www.cedarfalls.com

MEMORANDUM

Planning & Community Services Division

TO: Honorable Mayor Robert Green and City Council
FROM: Michelle Pezley, Planner III
DATE: October 25, 2021
SUBJECT: Request to Amend Contract with Eastside Ministerial Alliance, Inc.

In April 2020, the CARES Act was passed in response to COVID-19. The State notified the City in mid-May of 2020 that a portion of the State's CARES Act Community Development Block Grant (CDBG-CV2) funds were anticipated to be proportionally allocated to Entitlement Communities through the Iowa Economic Development Authority (IEDA). The City Council approved the contract with the IEDA in January of 2021.

As part of the budget for the CDBG-CV2, the City allocated \$115,000 for Service Agencies. Of that, Eastside Ministerial Alliance, Inc was awarded \$15,000 to assist in rent/mortgage assistance to households affected by Covid-19.

October 6, 2021, the City received a request from Eastside Ministerial Alliance to amend its contract with the City of Cedar Falls. The request is to remove the provision to assist households that are impacted by COVID-19 pandemic. The request is attached. Eastside Ministerial Alliance Inc discovered that the documentation to show that a household has been impacted by COVID-19 has been a challenge or individuals do not want to disclose their medical records who find themselves at risk of eviction or foreclosure.

Staff finds that preventing homelessness also prevents the spread of COVID-19. The City has already taken this approach with the funds for the CDBG-CV home repair program. HUD uses the language of "to prevent, prepare for, or respond to coronavirus in many of their correspondence on their website regarding the CDGB-CV funds. Staff recommends amending the Eastside Ministerial Alliance, Inc. contract which currently states "provide rent or mortgage assistance to those who are in need of relief due to COVID-19" to say, "provide funds to prevent homelessness, including offering rent/mortgage assistance for qualifying Cedar Falls residents to prevent, prepare for, or respond to COVID-19 pandemic." First Amendment to contract is also attached.

During the Housing Commission meeting on October 12th, the Housing Commission made recommendation of approval of the contract change (4-0 yays).

Staff is available for any questions.

Xc: Stephanie Houk Sheetz, AICP, Community Development Director
 Karen Howard, AICP, Planning & Community Services Manager

FIRST AMENDMENT TO THE SUBRECIPIENT AGREEMENT FOR FEDERALLY FUNDED
PROJECT

This First Amendment to the Subrecipient Agreement for Federally Funded Project is made and entered into this ____ day of _____, 2021, by and between the City of Cedar Falls, Iowa (hereinafter “City”), and **Eastside Ministerial Alliance, Inc** (hereinafter “Agency”).

WHEREAS, the City and the Agency entered into a certain Subrecipient Agreement for Federally Funded Project dated April 19, 2021 which established the terms and conditions whereby providing rent/mortgage assistance for eligible low- and moderate-income residents of Cedar Falls would occur through CDBG funds from CARES-CV2 (hereinafter the “Agreement”); and

WHEREAS, pursuant to the terms of the Agreement, changes in the scope of services or changes in compensation may be made by written amendment; and

WHEREAS, the request to change the scope of how the funding was spent was received by the City on October 6, 2021; and

WHEREAS, amending the Agreement for eligible residents of Cedar Falls is an appropriate use of funds under the CARES Act and is in the best interest of the residents of Cedar Falls.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Section 1 of the Agreement as amended by striking that section out in its entirety and substituting in lieu thereof the following:

Section 1. Funds Awarded. The Local Government shall award the Subrecipient \$15,000 to implement the following CDBG approved project activities: provide funds to prevent homelessness, including offering

rent/mortgage assistance for qualifying Cedar Falls residents to prevent, prepare for, or respond to COVID-19 pandemic.

• The following deliverables are required with the signing of the contract:

- A Duplication of Benefits (DOB) Certification
- Subrogation and Assignment Agreement

• The following deliverables are required quarterly:

- Quarterly report of Duplications of Benefits Certification
- Quarterly performance Report
- Each Individual received assistance CDBG-CV Duplication of Benefits (DOB) Worksheet.

2. The City and Agency hereby acknowledge and agree that all of the terms and conditions of the Agreement including Exhibits, remain the same and are hereby ratified and confirmed, except as otherwise expressly amended in this First Amendment to Subrecipient Agreement for Federally Funded Project.

IN WITNESS WHEREOF, City and Agency have executed this First Amendment to Subrecipient Agreement for Federally Funded Project at Cedar Falls, Iowa, effective as of the date first stated above.

AGENCY:

CITY:

EASTSIDE MINISTERIAL ALLIANCE INC

CITY OF CEDAR FALLS, IOWA

BY: _____

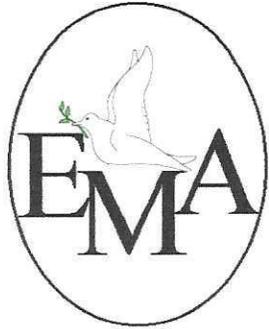
BY: _____

ATTEST: _____

ATTEST: _____

DATE: _____

DATE: _____



Eastside Ministerial Alliance

Chief Executive Officer: Rev. J.R. Burt; Chief Operating Officer: Rev. Marvin Jenkins;

Chief Personnel Officer Rev. Helen Seenster; Chief Financial Officer: Deacon Chuck Lane;

Chief Building Officer: Rev. Lovie Caldwell

EMA Center Executive Director: Shirley D. Greer

Cedar Falls Housing Commission
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613

Dear Commission Members,

The Eastside Ministerial Alliance, Inc. (EMA) requests an amendment to our contract with the City of Cedar Falls for a CDBG-CV #2 grant for emergency rental or mortgage assistance for households at risk of eviction or foreclosure. EMA wishes to amend the contract scope to allow assistance for otherwise qualified households that are not impacted by the COVID-19 pandemic.

The requested change will enable EMA to spend most or all of its CDBG-CV #2 award by the 5/31/2022 deadline. EMA has faced challenges spending CDBG-CV and other COVID-19 related funds due to eligibility gaps and ambiguity in regulatory requirements. Additionally, many of the households most in need of our assistance are hesitant to disclose personal medical information or other documentation required to prove they have been impacted by COVID-19.

Eviction and foreclosure prevention are allowable expenses under CDBG-CV #2 regardless of whether the household has been impacted by COVID-19, since they may be necessary to prevent homelessness. Homeless households are more susceptible to COVID-19 for a variety of reasons, including interrupted access to sanitary facilities, crowding associated with emergency shelters or doubled-up living arrangements, difficulty scheduling medical care, and the generally negative health impacts associated with housing instability.

Thank you for considering our request. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shirley Greer', written in a cursive style.

Shirley Greer
Executive Director


DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
 www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor Robert M. Green and City Council

FROM: Matthew Tolan, EI, Civil Engineer II

DATE: October 25, 2021

SUBJECT: Recreational River Area and Riverbank Improvements Project
 City Project Number: MC-038-3290
 Bid Opening

On Friday, October 15, 2021 at 2:00 p.m. bids were received and opened for the Recreational River Area and Riverbank Improvements Project. A total of three (3) bids were received. The apparent low bidder was TSP Services, Inc. of Redford, Michigan. On October 18, 2021, City staff was notified by a representative of TSP Services that there was an error on the submitted bid. TSP has formally submitted in writing the request to have their bid withdrawn.

	<i>Base Bid</i>	<i>Base Bid + Alt. Nos. 1, 2, and 3</i>
Engineering Estimate	\$3,558,139.00	\$3,758,139.00
TSP Services, Inc.	\$3,678,679.07	\$3,895,012.07
Peterson Contractors, Inc.	\$6,199,575.00	\$6,899,575.00
Boomerang	\$6,492,680.00	\$6,792,680.00

The total estimated cost for the construction of this project is \$3,758,139.00. The City is planning on using General Obligation Bonds, Blackhawk Gaming Grant, Emergency Reserves, Tourism Cash Reserves and Private Donations for the construction of this project. Unfortunately, with the significant separation in the remaining bids being in excess of 73% above the Engineer's Estimate, the Engineering Division is recommending rejecting all bids.

Ongoing conversations with the hired consulting firm, Riverwise Engineering, will occur to discuss the next steps. Once a new project scope of improvements has been established, staff will bring the plans before council for approval.

Xc: Chase Schrage, Public Works Director
 David Wicke, PE, City Engineer

Cedar River Recreational River Area and Riverbank Improvement (#8022790)
 Owner: Cedar Falls IA, City of
 Solicitor: Cedar Falls IA, City of
 10/15/2021 02:00 PM CDT

Section Title	Line Item	Item Description	UoFM	Quantity	Engineer Estimate		TSP Services, Inc		Peterson Contractors Inc		Boomerang	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid	1	Mobilization	Lump Sum	1	\$370,000.00	\$370,000.00	\$158,752.50	\$158,752.50	\$620,000.00	\$620,000.00	\$204,000.00	\$204,000.00
	2	Silt Fencing	Linear Feet	1500	\$6.00	\$9,000.00	\$20.85	\$31,275.00	\$2.50	\$3,750.00	\$3.00	\$4,500.00
	3	Straw Waddle	Linear Feet	300	\$8.00	\$2,400.00	\$29.75	\$8,925.00	\$2.50	\$750.00	\$3.00	\$900.00
	4	Cofferdam Installation and Removal	Lump Sum	7	\$70,000.00	\$490,000.00	\$133,972.98	\$937,810.86	\$380,000.00	\$2,660,000.00	\$70,000.00	\$490,000.00
	5	River Right Access Road	Lump Sum	1	\$85,000.00	\$85,000.00	\$146,940.25	\$146,940.25	\$200,000.00	\$200,000.00	\$40,000.00	\$40,000.00
Structure #2 - Put-in River Right	6	Boulder Fill: Includes excavation/fill, placement, grouting, and backfill.	Cubic Yards Grouted	155	\$250.00	\$38,750.00	\$281.03	\$43,559.65	\$500.00	\$77,500.00	\$2,500.00	\$387,500.00
	7	Concrete - low flow	Cubic Yards Concrete	35	\$275.00	\$9,625.00	\$1,182.02	\$41,370.70	\$1,250.00	\$43,750.00	\$600.00	\$21,000.00
	8	Subgrade - Clean angular 3-8" cobble	Cubic Yards	233	\$75.00	\$17,475.00	\$103.50	\$24,115.50	\$100.00	\$23,300.00	\$60.00	\$13,980.00
Structure #3	9	Boulder Fill: Includes excavation/fill, placement, grouting, and backfill.	Cubic Yards Grouted	140	\$250.00	\$35,000.00	\$234.50	\$32,830.00	\$500.00	\$70,000.00	\$2,500.00	\$350,000.00
	10	Concrete- low flow	Cubic Yards Concrete	22	\$275.00	\$6,050.00	\$1,411.28	\$31,048.16	\$1,400.00	\$30,800.00	\$600.00	\$13,200.00
	11	Subgrade - Clean angular 3-8" cobble	Cubic Yards	105	\$75.00	\$7,875.00	\$198.93	\$20,887.65	\$100.00	\$10,500.00	\$60.00	\$6,300.00
Structure #4	12	Boulder Fill: Includes excavation/fill, placement, grouting, and backfill.	Cubic Yards Grouted	56	\$250.00	\$14,000.00	\$375.43	\$21,024.08	\$500.00	\$28,000.00	\$2,500.00	\$140,000.00
	13	Concrete- low flow	Cubic Yards Concrete	35	\$275.00	\$9,625.00	\$1,152.94	\$40,352.90	\$1,250.00	\$43,750.00	\$600.00	\$21,000.00
	14	Subgrade - Clean angular 3-8" cobble	Cubic Yards	28	\$75.00	\$2,100.00	\$388.18	\$10,869.04	\$100.00	\$2,800.00	\$60.00	\$1,680.00
Structure #5	15	Boulder Fill: Includes excavation/fill, placement, grouting, and backfill.	Cubic Yards Grouted	148	\$250.00	\$37,000.00	\$228.63	\$33,837.24	\$500.00	\$74,000.00	\$2,500.00	\$370,000.00
	16	Concrete- low flow	Cubic Yards Concrete	28	\$275.00	\$7,700.00	\$1,231.39	\$34,478.92	\$1,400.00	\$39,200.00	\$600.00	\$16,800.00
	17	Subgrade - Clean angular 3-8" cobble	Cubic Yards	369	\$75.00	\$27,675.00	\$96.88	\$35,748.72	\$100.00	\$36,900.00	\$60.00	\$22,140.00
Structure #6 - Take-out River Right	18	Boulder Fill: Includes excavation/fill, placement, grouting, and backfill.	Cubic Yards Grouted	320	\$250.00	\$80,000.00	\$201.01	\$64,323.20	\$500.00	\$160,000.00	\$2,500.00	\$800,000.00
	19	Subgrade - Clean angular 3-8" cobble	Cubic Yards	300	\$75.00	\$22,500.00	\$119.16	\$35,748.00	\$100.00	\$30,000.00	\$60.00	\$18,000.00
Structure #7 - Clay Hole Safety and Recreational Improvements	20	Boulder Fill: Includes excavation/fill, placement, grouting, and backfill.	Cubic Yards Grouted	157	\$250.00	\$39,250.00	\$279.06	\$43,812.42	\$500.00	\$78,500.00	\$2,500.00	\$392,500.00
	21	Concrete- low flow	Cubic Yards Concrete	115	\$275.00	\$31,625.00	\$1,161.70	\$133,595.50	\$1,250.00	\$143,750.00	\$600.00	\$69,000.00
	22	Concrete Demolition, Removal, and Shaping	Lump Sum	1	\$45,000.00	\$45,000.00	\$21,920.00	\$21,920.00	\$40,000.00	\$40,000.00	\$120,000.00	\$120,000.00
23	Subgrade - Clean angular 3-8" cobble	Cubic Yards	393	\$75.00	\$29,475.00	\$90.96	\$35,747.28	\$100.00	\$39,300.00	\$60.00	\$23,580.00	
Structure #8 - Take-out River Left	24	Boulder Fill: Includes excavation/fill, placement, grouting, and backfill.	Cubic Yards Grouted	30	\$250.00	\$7,500.00	\$487.13	\$14,613.90	\$500.00	\$15,000.00	\$2,500.00	\$75,000.00
	25	Concrete- low flow	Cubic Yards Concrete	28	\$275.00	\$7,700.00	\$1,222.46	\$34,228.88	\$1,400.00	\$39,200.00	\$600.00	\$16,800.00
	26	Subgrade - Clean angular 3-8" cobble	Cubic Yards	45	\$75.00	\$3,375.00	\$238.76	\$10,744.20	\$100.00	\$4,500.00	\$60.00	\$2,700.00
Miscellaneous	27	Large Random Boulders, 7' Diameter	Each	23	\$600.00	\$13,800.00	\$1,825.22	\$41,980.06	\$5,000.00	\$115,000.00	\$20,000.00	\$460,000.00
	28	Boat Ramp Terracing	Cubic Yards Grouted	393	\$250.00	\$98,250.00	\$343.73	\$135,085.89	\$500.00	\$196,500.00	\$1,200.00	\$471,600.00
	29	Boat Ramp Area Trails	Cubic Yards Concrete	7	\$275.00	\$1,925.00	\$2,601.43	\$18,210.01	\$1,250.00	\$8,750.00	\$2,000.00	\$14,000.00
	30	Miscellaneous Equipment Hours	hours	200	\$275.00	\$55,000.00	\$264.13	\$52,826.00	\$250.00	\$50,000.00	\$250.00	\$50,000.00
	31	Northeast Parking Lot Repair- Seal Coat	Square Yards	4000	\$7.00	\$28,000.00	\$2.57	\$10,280.00	\$26.00	\$104,000.00	\$10.00	\$40,000.00
Upland	32	Concrete/Rebar River Clean up	Lump Sum	1	\$5,500.00	\$5,500.00	\$29,650.60	\$29,650.60	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00
	33	Concrete Mowbands	Linear Feet	820	\$12.00	\$9,840.00	\$146.51	\$120,138.20	\$55.00	\$45,100.00	\$16.00	\$13,120.00
	34	Removal of Concrete Bike Trail	Square Feet	3100	\$15.00	\$46,500.00	\$4.82	\$14,942.00	\$3.00	\$9,300.00	\$6.00	\$18,600.00
	35	New Concrete Bike Trail	Square Feet	3400	\$15.00	\$51,000.00	\$16.31	\$55,454.00	\$12.50	\$42,500.00	\$6.00	\$20,400.00
	36	Upland Path (6? wide w/curbs)	Square Feet	6000	\$17.00	\$102,000.00	\$15.69	\$94,140.00	\$17.50	\$105,000.00	\$6.00	\$36,000.00
	37	Shoreline Path (4? & 5? wide w/curbs)	Linear Feet	3200	\$17.00	\$54,400.00	\$29.00	\$92,800.00	\$17.50	\$56,000.00	\$30.00	\$96,000.00
	38	Seal Chute	Lump Sum	1	\$15,000.00	\$15,000.00	\$7,004.14	\$7,004.14	\$10,000.00	\$10,000.00	\$2,000.00	\$2,000.00
	39	Specialty Stone @ Upper Plaza	Tons	120	\$320.00	\$38,400.00	\$434.78	\$52,173.60	\$1,000.00	\$120,000.00	\$2,200.00	\$264,000.00
	40	Stone Seat Wall @ Upper Plaza	Tons	56	\$480.00	\$26,880.00	\$192.55	\$10,782.80	\$750.00	\$42,000.00	\$2,200.00	\$123,200.00
	41	Upper Terrace Concrete	Square Feet	1830	\$28.00	\$51,240.00	\$19.99	\$36,581.70	\$100.00	\$183,000.00	\$120.00	\$219,600.00
	42	Synthetic Turf	Lump Sum	1	\$27,000.00	\$27,000.00	\$37,782.85	\$37,782.85	\$25,000.00	\$25,000.00	\$24,000.00	\$24,000.00
	43	Lower Terrace Concrete (turtle)	Square Feet	1250	\$28.00	\$35,000.00	\$44.75	\$55,937.50	\$100.00	\$125,000.00	\$100.00	\$125,000.00
	44	Stone Bank Reinforcement	Tons	1643	\$350.00	\$575,050.00	\$133.61	\$219,521.23	\$15.00	\$24,645.00	\$400.00	\$657,200.00
	45	Wood Bridges	Each	3	\$4,000.00	\$12,000.00	\$26,642.67	\$79,928.01	\$25,000.00	\$75,000.00	\$5,000.00	\$15,000.00
	46	Existing Features Relocation (bollard lights)	Each	3	\$1,400.00	\$4,200.00	\$3,518.33	\$10,554.99	\$2,500.00	\$7,500.00	\$2,000.00	\$6,000.00
	47	Signage 4 large& 5 small	Each	9	\$3,000.00	\$27,000.00	\$7,004.22	\$63,037.98	\$5,000.00	\$45,000.00	\$3,600.00	\$32,400.00
	48	Parking Lot Repair-Seal Coat	Square Yards	4300	\$7.00	\$30,100.00	\$3.28	\$14,104.00	\$26.00	\$111,800.00	\$10.00	\$43,000.00
	49	Add Shower to Shoreline	Each	1	\$5,000.00	\$5,000.00	\$19,700.00	\$19,700.00	\$15,000.00	\$15,000.00	\$6,000.00	\$6,000.00
	50	Benches	Each	3	\$6,000.00	\$18,000.00	\$5,123.67	\$15,371.01	\$9,500.00	\$28,500.00	\$4,800.00	\$14,400.00
	51	Planting (Rip Rap re-use planting pockets)	Square Feet	1973	\$4.00	\$7,892.00	\$51.15	\$100,918.95	\$10.00	\$19,730.00	\$10.00	\$19,730.00
	52	Planting, Trees, Shrubs, Lawns & Seeding	Lump Sum	1	\$60,000.00	\$60,000.00	\$156,357.00	\$156,357.00	\$50,000.00	\$50,000.00	\$78,000.00	\$78,000.00
	53	Irrigation	Lump Sum	1	\$20,000.00	\$20,000.00	\$84,857.00	\$84,857.00	\$60,000.00	\$60,000.00	\$2,850.00	\$2,850.00
	Alt. No. 1	Alt. 1	Lighting at Trees & Bridges	LS	1	\$99,000.00	\$99,000.00	\$66,226.00	\$66,226.00	\$300,000.00	\$300,000.00	\$225,000.00
Alt. No. 2	Alt. 2	River Demobilization	Each	1	\$50,000.00	\$50,000.00	\$65,079.00	\$65,079.00	\$340,000.00	\$340,000.00	\$35,000.00	\$35,000.00
Alt. No. 3	Alt. 3	Project Demobilization	Each	1	\$150,000.00	\$150,000.00	\$85,028.00	\$85,028.00	\$60,000.00	\$60,000.00	\$40,000.00	\$40,000.00
					Contingency:		\$703,462.00					
					Base Bid Total:		\$3,558,139.00					
					Base Bid Total + Alt No. 1 + Alt No. 2 + Alt No. 3:		\$3,758,139.00		\$3,895,012.07		\$6,792,680.00	



October 18, 2021

Proposal I-21060

Mr. Matthew Tolan, EI
City of Cedar Falls
Department of Public Works, Engineering Division
220 Clay Street
Cedar Falls, Iowa 50613

Re: Cedar River Improvements Project Bid.

Dear Mr. Tolan,

It is with deep regret that I write to you today because we have learned that a substantial clerical error was made in our bid for the Cedar River Improvements Project. Specifically, during our post-submittal review of our bid on the subject project, we learned that when our total bid was calculated, we inadvertently failed to include the costs of limestone materials, which are valued at approximately \$200/ton installed. This substantial clerical error appears to have been the result of our software failing to include the cost of the limestone into the total bid value and our failure to catch the clerical error when the bid was submitted to you. However, the fact of our error is, or should have been, readily apparent because the next lowest bidders were nearly double our bid. Moreover, the error is so material in character that there could not be a meeting of the minds, and it would be unconscionable to take advantage of our honest mistake. Therefore, TSP Environmental respectfully withdraws its erroneous bid. This notice is being provided to you immediately so that the status quo is maintained and so that you can move forward with a proper bid from another contractor.

We deeply regret our clerical error, and we apologize for the inconvenience..

Thank you for your prompt attention to this matter.

Sincerely,

TSP Environmental

A handwritten signature in black ink, appearing to read 'Ronald E. Swan, Jr.', is written over the typed name.

Ronald E. Swan, Jr., PE

President

**DEPARTMENT OF PUBLIC WORKS**

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-268-5161
Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor Robert M. Green and City Council

FROM: Brett Armstrong, Civil Engineer I

DATE: October 22, 2021

SUBJECT: 2021 Street Patching Project
City Project Number: RS-000-3275
Contract Documents

Attached for your approval are the Form of Contract; the Performance, Payment, and Maintenance Bonds; Certificates of Insurance; and Form of Proposal with Boulder Contracting, LLC for the construction of the 2021 Street Patching Project.

The Department of Public Works, Engineering Division recommends approving and executing the contract with Boulder Contracting, LLC for the construction of the 2021 Street Patching Project. This project involves the construction of forty-six (46) utility patches on existing City streets. Work shall include roughly 644.32 SY removal and replacement of existing pavement; 118 ton of asphalt patches; 105 LF of concrete curb and gutter; subgrade preparation; and replacement of driveway approaches and pedestrian ramps.

If you have any questions or comments feel free to contact me.

xc: Chase Schrage, Director of Public Works
David Wicke, City Engineer

FORM OF CONTRACT

This Contract entered into in quadruplicate at Cedar Falls, Iowa, this ____ day of _____, 2021, by and between the City of Cedar Falls, Iowa, hereinafter called the Owner, and _____ of _____, hereinafter called the Contractor.

WITNESSETH:

The Contractor hereby agrees to furnish all labor, tools, materials and equipment and construct the public improvement consisting of: 2021 STREET PATCHING PROJECT, Project No. RS-000-3275 all in the City of Cedar Falls, Iowa, ordered to be constructed by the City Council of the City of Cedar Falls, Iowa, by Resolution duly passed on the 7th day of September, 2021 and shown and described in the Plans and Specifications therefore now on file with the City Clerk of said City.

Said improvement shall be constructed strictly in accordance with said Plans and Specifications.

The following parts of the Plans and Specifications for said Project No. RS-000-3275 attached hereto shall be made a part of this contract as fully as though set out herein verbatim:

- a. Resolution ordering construction of the improvement
- b. Plans
- c. Notice of Public Hearing on Plans and Specifications
- d. Notice to Bidders
- e. Instructions to Bidders
- f. Supplemental Conditions
- g. General Conditions
- h. Project Specifications
- i. Form of Proposal
- j. Performance, Payment, and Maintenance Bond
- k. Form of Contract
- l. Non-collusion Affidavit of Prime Bidder

m. Bidders Status Form

In Witness whereof, this Contract has been executed in quadruplicate on the date first herein written.


Contractor Boulder Contracting, LLC.

CITY OF CEDAR FALLS, IOWA

By _____
Robert M. Green, Mayor

Attest: _____
Jacqueline Danielsen, MMC
City Clerk

Performance, Payment and Maintenance Bond

SURETY BOND NO. 130884P

KNOW ALL BY THESE PRESENTS:

That we, Boulder Contracting, LLC, as Principal (hereinafter the "Contractor" or "Principal" and Westfield Insurance Company as Surety are held and firmly bound unto CITY OF CEDAR FALLS, IOWA, as Obligee (hereinafter referred to as "the Owner"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of One Hundred Sixty One Thousand One Hundred Ninety Seven & 60/100 Dollars (\$ 161,197.60), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Owner, bearing date the _____ day of _____, 2021, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

**2021 STREET PATCHING Project
Paving/ Subdrainage
Project RS-000-3275**

To faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Owner from all outlay and expense incurred by the Owner by reason of the Contractor's default or failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Owner is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.

3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:
- A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of 2 year (s) from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
 - B. To keep all work in continuous good repair; and
 - C. To pay the Owner's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Owner all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Owner at the time such work was accepted.

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:
- A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
 - B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
 - C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That is used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Owner including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorney's fees (including overhead expenses of the Owner's staff attorneys), and all costs and expenses of litigation as they are incurred by the Owner. It is intended the Contractor and Surety will defend and indemnify the Owner on all claims made against the Owner on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Owner will be

fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Owner incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Owner whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in the Iowa District Court for Black Hawk County, State of Iowa. If legal action is required by the Owner to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Owner, the Contractor and the Surety agree, jointly, and severally, to pay the Owner all outlay and expense incurred therefor by the Owner. All rights, powers, and remedies of the Owner hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Owner, by law. The Owner may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. RS-000-3275

Witness our hands, in triplicate, this _____ day of _____, 2021.

Surety Countersigned By:

Juliana Bartlett
Signature of Agent

Juliana Bartlett
Printed Name of Agent

LMC Insurance & Risk Management
Company Name

4200 University Ave., Ste. 200
Company Address

West Des Moines, Iowa 50266
City, State, Zip Code

(515) 244-0166
Company Telephone Number

FORM APPROVED BY:

Attorney for Owner

PRINCIPAL:

Boulder Contracting, LLC
Contractor

By: [Signature]
Signature

OWNER
Title

SURETY:

Westfield Insurance Company
Surety Company

By: [Signature]
Signature Attorney-in-Fact Officer

Joseph I. Schmit, Attorney-in-Fact
Printed Name of Attorney-in-Fact Officer

LMC Insurance & Risk Management
Company Name

4200 University Ave., Ste. 200
Company Address

West Des Moines, Iowa 50266
City, State, Zip Code

(515) 244-0166
Company Telephone Number

NOTE:

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.

General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint MARK E. KEAIRNES, JOSEPH I. SCHMIT, JEFFREY R. BAKER, JILL SHAFFER, GREG T. LAMAIR, NANCY D. BALTUTAT, PATRICK K. DUFF, CHRISTOPHER R. SEIBERLING, JOINTLY OR SEVERALLY

of WEST DES MOINES and State of IA its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 07th day of JUNE A.D., 2016 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

By: Dennis P. Baus

Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 07th day of JUNE A.D., 2016 , before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this day of A.D., 2021 .



Frank A Carrino Secretary Frank A. Carrino, Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD)
09/30/2

Item 28.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy & Assoc - CR 201 First Street SE, Suite 700 Cedar Rapids, IA 52401	1-800-300-0325	CONTACT NAME: Shelby Greiner PHONE (A/C No. Ext): 319-896-7702 E-MAIL ADDRESS: sgreiner@holmesmurphy.com	FAX (A/C, No):
INSURED Boulder Contracting, LLC 606 E. 1st St. Grundy Center, IA 50638		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Bitco General Insurance Corporation	20095
		INSURER B: TRAVELERS PROP CAS CO OF AMER	25674
		INSURER C: Bitco National Insurance Company	20109
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 63402680

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CLP 3706095	06/01/21	06/01/22	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CAP 3706096	06/01/21	06/01/22	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP1S914579	06/01/21	06/01/22	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	WC 3706094	06/01/21	06/01/22	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Cedar Falls, Iowa is an additional insured on the general liability and auto liability on a primary and non-contributory basis as required by written contract with the insured, per policy terms and conditions. The general Liability, Auto Liability, and Workers Compensation includes a Waiver of Subrogation as required by written contract with the insured, per policy terms and conditions.

Project: RS-000-3275

Excluded Officers: Luke Kjormoe & Kimberly Lynch

CERTIFICATE HOLDERCity of Cedar Falls
Department of Public Works

220 Clay Street

Cedar Falls, IA 50613

USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)
kdevriescr
63402680

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**FORM OF PROPOSAL
2021 STREET PATCHING PROJECT
PROJECT NO.
RS-000-3275
CITY OF CEDAR FALLS, IOWA**

To the Mayor and City Council
City of Cedar Falls, Iowa

The undersigned hereby certifies that Boulder Contracting, LLC. have personally and carefully examined the specifications, general conditions, and form of contract annexed hereto. Having made such examination, the undersigned hereby proposes to construct the improvements for the 2021 STREET PATCHING PROJECT in accordance with the plans and specifications on file in the office of the City Clerk, the published Notice to Bidders and the Form of Contract, herewith, complying with all the laws of the State of Iowa, and the Rules, Regulations and Ordinances of the City of Cedar Falls, and to the satisfaction of the City Council of the City of Cedar Falls, Iowa, including the guaranteeing of this Project for a period of two (2) years from the date of final acceptance thereof at the following prices, to-wit:

BID ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Removal of Pavement	S.Y.	530.4	\$30.00	\$15,912.00
2	Removal of Curb & Gutter	L.F.	74.5	\$12.00	\$894.00
3	Removal of Driveway	S.Y.	13.2	\$25.00	\$330.00
4	Removal of Sidewalk	S.Y.	18	\$11.00	\$198.00
5	Saw Cutting for Removals	L.F.	1598.2	\$7.00	\$11,187.40

BID ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENDED PRICE
6	Excavation, Class 10, Unstable Material	C.Y.	172.5	\$30.00	\$5,175.00
7	Curb, P.C.C., 7 In. 2.0 Ft. Width, Type "C" Class III	L.F.	53.1	\$50.00	\$2,655.00
8	Curb, P.C.C., 7 In. 2.5 Ft. Width, Type "C", Class III	L.F.	33	\$65.00	\$2,145.00
10	Modified Subbase	C.Y.	172.5	\$75.00	\$12,937.50
11	Topsoil, Furnish & Spread	C.Y.	1.9	\$475.00	\$902.50
12	Hydraulic Seeding	S.Y.	17.6	\$75.00	\$1,320.00
13	Driveway, P.C.C., 6 In., Class "C"	S.Y.	13.2	\$121.00	\$1,597.20
14	Sidewalk, P.C.C., 4 In., Class "C"	S.Y.	17.6	\$90.00	\$1,584.00
16	Pedestrian Ramps, Detectable Warning	S.F.	8.0	\$40.00	\$320.00
17	Utility Patch, P.C.C., Type "C" Class III	S.Y.	517.22	\$105.00	\$54,308.10
18	Utility Patch, HMA (ST) Surf., ½", PG58-28S	TONS	91.7	\$235.00	\$21,549.50
19	Compaction of Subgrade	S.Y.	530.4	\$6.00	\$3,182.40
20	Traffic Control	L.S.	1.00	\$25,000.00	\$25,000.00
				TOTAL BID	\$161,197.60

Bidders may not independently bid on selective items of work. In this project, all items constitute one indivisible work that will be let to one bidder. A unit price shall be submitted for each of the items (Items 1-20). The successful bidder will be determined by evaluating the Total Bid shown above. Failure to submit a bid on any item shall be just cause for disqualification of the entire proposal. Unit bids must be filled in ink, typed or computer generated, or the bid will be rejected. The Owner reserves the right to delete any part or all of any item.

The Owner reserves the right to reject any and all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The Owner further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. The Owner may also reject the bid of any bidder if the Owner believes that it would not be in the best interest of the project to make an award to that bidder. The Owner also reserves the right to waive all informalities not involving price, time or changes in the work.

If written notice of approval of award is mailed, telegraphed or delivered to the undersigned within forty-five (45) calendar days after the opening thereof, or any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bond within ten (10) calendar days after the Contract is presented to the Contractor for signature, and start work within ten (10) calendar days after the date as set forth in the written Notice to Proceed.

Bid Security in the sum of 10% in the form of BID BOND, is submitted herewith in accordance with the Instructions to Bidders.

The bidder is prepared to submit a financial and experience statement upon request.

The bidder has received the following Addendum or Addenda:

Addendum No. II 1 Date 9/21/21

The bidder has filled in all blanks on this Proposal.

Note: The Penalty for making false statements in offers is prescribed in 18 U.S.A., Section 1001.

Name of bidder

BOULDER CONTRACTING, LLC.

6006 E. 1ST ST., PO BOX 310

Official Address

GRUNDY CENTER, IA 50638



By _____

OWNER

Title _____

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: 1 / 1 / 10 to 1 / 1 / 20 Address: 26709 N. AVENUE

City, State, Zip: GRANDY CENTER, IA 50638

Dates: 1 / 1 / 20 to CURRENT Address: 1006 E 1ST ST

City, State, Zip: GRANDY CENTER, IA 50638

Dates: / / to / / Address:

You may attach additional sheet(s) if needed. City, State, Zip:

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: BOULDER CONTRACTING, LLC

Signature:  Date: 10/1/21

You must submit the completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156.

This form has been approved by the Iowa Labor Commissioner.

309-6001 02-14

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- Yes No My business is currently registered as a contractor with the Iowa Division of Labor.
- Yes No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- Yes No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- Yes No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- Yes No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- Yes No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- Yes No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- Yes No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- Yes No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

309-6001 02-14

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER
PROJECT NO. RS-000-3275

STATE OF Iowa ss

COUNTY OF GRUNDY

LUKE KJORMOE, being first duly sworn, deposes and says that:

(1) We are OWNER of agent) (Owner), partner, officer, representative, or

BOULDER CONTRACTING, LLC, the Bidder that has submitted the attached bid:

(2) We are fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid:

(3) Such bid is genuine and is not a collusive or sham bid:

(4) Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or, to fix any overhead, profit or cost element of the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Cedar Falls, Iowa, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

Signed [Signature]
Title OWNER

Subscribed and sworn to before me

this 4th day of OCTOBER, 2021

DAVID CAPSOPOULOS [Signature]

P.M. ESTIMATOR
Title

My Commission expires 5/16/2023





DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
 www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor Robert M. Green and City Council

FROM: Brett Armstrong, Civil Engineer I

DATE: October 25, 2021

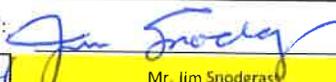
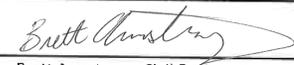
SUBJECT: 2020 Permeable Alley Project
 Project No. ST-000-3225
 Project Final Acceptance

The 2020 Permeable Alley Project is completed and ready for final acceptance. This project involved the construction of two (2) permeable alleys. The purpose of these permeable alleys is to infiltrate storm water runoff with the goal of improving the water quality in Dry Run Creek. This project was under contract with Benton’s Sand and Gravel of Cedar Falls, Iowa. Attached please find the following final documents:

- Final Pay Estimate (releases retainage)
- Final Breakdown of Costs
- Copy of Maintenance Bond, Benton’s Sand and Gravel

The following lien waivers have been received, reviewed by the Engineering Division, and are on file with the City Clerk:

<p><u>Benton’s Sand and Gravel Suppliers:</u> <i>BMC Aggregates</i> <i>Leymaster Tile Company</i></p>	<p><u>Benton’s Sand and Gravel subcontractors:</u> <i>Matthias Landscaping Company</i> <i>Aspro, Inc.</i> <i>Service Signing Company</i> <i>K. Cunningham Construction</i> <i>Benton’s Ready Mix Concrete</i></p>
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	CONTRACTOR'S APPLICATION FOR PAYMENT	No. 9	Pay Application
2020 Permeable Alley Project		Application Period: 12/19/20 to 01/01/21	Application Date: 01/01/21
Project Number: ST-000-3225		To (Owner): City of Cedar Falls	Via (Engineer): Brett Armstrong
Contract Completion Date: 10/07/20		From (Contractor): Benton's Sand and Gravel	Civil Engineer I
Change Order Summary			
Approved Change Orders:			
Number	Additions (a)	Deductions (b)	
1	\$ -	\$ -	
2	\$ -	\$ -	
3	\$ -	\$ -	
4	\$ -	\$ -	
5	\$ -	\$ -	
6	\$ -	\$ -	
7	\$ -	\$ -	
8	\$ -	\$ -	
9	\$ -	\$ -	
10	\$ -	\$ -	
11	\$ -	\$ -	
12	\$ -	\$ -	
13	\$ -	\$ -	
14	\$ -	\$ -	
15	\$ -	\$ -	
Totals	\$ -	\$ -	
Net Change by Change Orders			
(a) + (b) = (c)		\$ -	
Contractor's Certification			
The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such are covered by a Bond acceptable to Owner indemnifying Owner against such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.			
By (Contractor): 			
Date: 10/14/21		Mr. Jim Snodgrass	
1. ORIGINAL CONTRACT PRICE \$ <u>208,076.62</u>			
2. NET CHANGE BY CHANGE ORDERS (c) \$ <u>-</u>			
3. CURRENT CONTRACT PRICE \$ <u>208,076.62</u>			
4. TOTAL COMPLETED AND STORED TO DATE			
(Total Column F on Progress Estimate) \$ <u>219,264.25</u>			
5. RETAINAGE			
a. 0% x \$ <u>219,264.25</u> Work Completed \$ <u>-</u>			
b. 5% x \$ <u>-</u> Stored Materials \$ <u>-</u>			
c. Total Retainage (Line 5a + Line 5b) \$ <u>-</u>			
6. LIQUIDATED DAMAGES CHARGED THIS APPLICATION			
0 Days x <u>-</u> Per Day \$ <u>-</u>			
7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c - Line 6) \$ <u>219,264.25</u>			
8. LESS PREVIOUS PAYMENTS (Line 7 From Prior Application) \$ <u>208,301.03</u>			
9. AMOUNT DUE THIS APPLICATION \$ <u>10,963.22</u>			
10. BALANCE TO DATE, PLUS RETAINAGE (Line 7 + Line 5c) \$ <u>219,264.25</u>			
11. % OF COMPLETION			
Original Contract Price (Line 10 ÷ Line 1)		105%	
Current Contract Price (Line 10 ÷ Line 3)		105%	
Payment of: \$		10,963.22	
(Line 9 or Other: Attach Explanation if Other Amount)			
Is Respectfully Submitted:			
		Brett Armstrong, Civil Engineer I	
		10/18/2021	
		Date	

CONTRACTOR'S APPLICATION FOR PAYMENT

No. 9

2020 Permeable Alley Project
 Project Number: ST-000-3225
 Contract Completion Date: 10/07/20

Application Period: 12/19/20 to 01/01/21
 To (Owner): City of Cedar Falls
 From (Contractor): Benton's Sand and Gravel

Application Date: 01/01/21
 Via (Engineer): Brett
 Civil Engineer I

Item 29.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Bid Item Number	Description	Unit	Bid Quantity	Unit Price	Bid Value	Previous Pay Application Quantities	Current Pay Application Quantities	Current Pay Application Value (E x H)	Estimated Quantity Installed (G + H)	Total Completed Value (E x J)	Value of Materials Presently Stored (Column M on Stored Materials)	Total Completed and Stored to Date (K + L)	% Original Contract (M + F)	Balance to Date (F - M)	Item Completed
1	TOPSOIL, FURNISH & SPREAD	C.Y.	80.00	\$ 40.00	\$ 3,200.00	80.00	-	\$ -	80.00	\$ 3,200.00	\$ -	\$ 3,200.00	100%	\$ -	
2	EXCAVATION, CLASS 10, ROADWAY WASTE	C.Y.	589.00	\$ 15.00	\$ 8,835.00	589.00	-	\$ -	589.00	\$ 8,835.00	\$ -	\$ 8,835.00	100%	\$ -	
3	MODIFIED SUBBASE 12"	S.Y.	36.00	\$ 18.00	\$ 648.00	36.00	-	\$ -	36.00	\$ 648.00	\$ -	\$ 648.00	100%	\$ -	
4	SUBDRAIN CLEANOUT, TYPE A-1, 6"	EACH	4.00	\$ 500.00	\$ 2,000.00	4.00	-	\$ -	4.00	\$ 2,000.00	\$ -	\$ 2,000.00	100%	\$ -	
5	VALVE EXTENSION	EACH	2.00	\$ 175.00	\$ 350.00	2.00	-	\$ -	2.00	\$ 350.00	\$ -	\$ 350.00	100%	\$ -	
6	CURB & GUTTER, 7" P.C.C., 2.5' WIDE	L.F.	72.00	\$ 46.20	\$ 3,326.40	72.00	2.50	\$ 115.50	74.50	\$ 3,441.90	\$ -	\$ 3,441.90	103%	\$ (115.50)	
7	REMOVAL OF DRIVEWAY	S.Y.	125.10	\$ 9.00	\$ 1,125.90	125.10	-	\$ -	125.10	\$ 1,125.90	\$ -	\$ 1,125.90	100%	\$ -	
8	REMOVAL OF SIDEWALK	S.Y.	88.30	\$ 9.00	\$ 794.70	88.30	-	\$ -	88.30	\$ 794.70	\$ -	\$ 794.70	100%	\$ -	
9	SIDEWALK, 6" P.C.C.	S.Y.	88.30	\$ 101.33	\$ 8,947.44	88.30	5.19	\$ 525.90	93.49	\$ 9,473.34	\$ -	\$ 9,473.34	106%	\$ (525.90)	
10	DRIVEWAY, 6" P.C.C.	S.Y.	289.00	\$ 79.28	\$ 22,911.92	306.00	83.41	\$ 6,612.74	389.41	\$ 30,872.42	\$ -	\$ 30,872.42	135%	\$ (7,960.50)	
11	DRIVEWAY, GRANULAR, 1" ROADSTONE	S.Y.	33.00	\$ 6.75	\$ 222.75	61.00	-	\$ -	61.00	\$ 411.75	\$ -	\$ 411.75	185%	\$ (189.00)	
12	PATCH, COMPOSITE HMA / P.C.C.	S.Y.	26.70	\$ 300.00	\$ 8,010.00	26.70	7.97	\$ 2,391.00	34.67	\$ 10,401.00	\$ -	\$ 10,401.00	130%	\$ (2,391.00)	
13	REMOVAL OF CURB & GUTTER	L.F.	72.00	\$ 10.00	\$ 720.00	72.00	-	\$ -	72.00	\$ 720.00	\$ -	\$ 720.00	100%	\$ -	
14	ENGINEERING FABRIC	S.Y.	1,347.10	\$ 4.00	\$ 5,388.40	1,347.10	-	\$ -	1,347.10	\$ 5,388.40	\$ -	\$ 5,388.40	100%	\$ -	
15	UNDERDRAIN, 6" PLASTIC PERFORATED, TYPE S	L.F.	954.00	\$ 10.00	\$ 9,540.00	954.00	-	\$ -	954.00	\$ 9,540.00	\$ -	\$ 9,540.00	100%	\$ -	
16	STORAGE AGGREGATE, 8"	S.Y.	1,154.70	\$ 12.25	\$ 14,145.08	1,154.70	-	\$ -	1,154.70	\$ 14,145.08	\$ -	\$ 14,145.08	100%	\$ -	
17	FILTER AGGREGATE, 4"	S.Y.	1,154.70	\$ 6.10	\$ 7,043.67	1,154.70	-	\$ -	1,154.70	\$ 7,043.67	\$ -	\$ 7,043.67	100%	\$ -	
18	PERMEABLE INTERLOCKING PAVERS, CLAY BRICK	S.F.	3,392.90	\$ 11.75	\$ 39,866.58	3,392.90	-	\$ -	3,392.90	\$ 39,866.58	\$ -	\$ 39,866.58	100%	\$ -	
19	PCC EDGE RESTRAINT, 6" CONCRETE SLAB, 4' WIDE	S.Y.	776.90	\$ 57.23	\$ 44,467.99	776.90	0.10	\$ 5.72	777.00	\$ 44,467.71	\$ -	\$ 44,467.71	100%	\$ (5.72)	
20	TRAFFIC CONTROL	L.S.	1.00	\$ 1,995.00	\$ 1,995.00	1.00	-	\$ -	1.00	\$ 1,995.00	\$ -	\$ 1,995.00	100%	\$ -	
21	HYDRAULIC SEEDING	S.F.	4,260.00	\$ 0.38	\$ 1,618.80	4,260.00	-	\$ -	4,260.00	\$ 1,618.80	\$ -	\$ 1,618.80	100%	\$ -	
22	WATTLE, STRAW, 9"	L.F.	1,870.00	\$ 5.00	\$ 9,350.00	1,870.00	-	\$ -	1,870.00	\$ 9,350.00	\$ -	\$ 9,350.00	100%	\$ -	
23	INLET PROTECTION DEVICE	EACH	9.00	\$ 325.00	\$ 2,925.00	9.00	-	\$ -	9.00	\$ 2,925.00	\$ -	\$ 2,925.00	100%	\$ -	
24	INLET PROTECTION DEVICE, MAINTENANCE	EACH	9.00	\$ 100.00	\$ 900.00	9.00	-	\$ -	9.00	\$ 900.00	\$ -	\$ 900.00	100%	\$ -	
25	MOBILIZATION	L.S.	1.00	\$ 9,750.00	\$ 9,750.00	1.00	-	\$ -	1.00	\$ 9,750.00	\$ -	\$ 9,750.00	100%	\$ -	
Totals					\$ 208,076.62			\$ 9,650.87		\$ 219,264.25	\$ -	\$ 219,264.25		\$ (11,187.63)	

Performance, Payment, and Maintenance Bond

SURETY BOND NO. S016605

KNOW ALL BY THESE PRESENTS:

That we, Benton's Sand & Gravel Inc, as Principal (hereinafter the "Contractor" or "Principal" and Employers Mutual Casualty Company as Surety are held and firmly bound unto CITY OF CEDAR FALLS, IOWA, as Obligee (hereinafter referred to as "the Owner"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of Two Hundred Eight Thousand One Hundred Forty Four Dollars & 62/100 (\$ 208,144.62), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Owner, bearing date the _____ day of _____, 2020, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

**2020 Permeable Alley Project
Paving / Pavers / Storm Sewer
Project ST-000-3225**

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Owner from all outlay and expense incurred by the Owner by reason of the Contractor's default or failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Owner is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. **MAINTENANCE:** The Contractor and the Surety on this Bond hereby agree, at their own expense:

- A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of 2 year (s) from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
- B. To keep all work in continuous good repair; and
- C. To pay the Owner's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Owner all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Owner at the time such work was accepted.

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
- B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Owner including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the Owner's staff attorneys), and all costs and expenses of litigation as they are incurred by the Owner. It is intended the Contractor and Surety will defend and indemnify the Owner on all claims made against the Owner on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Owner will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Owner incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Owner whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in the Iowa District Court for Polk County, State of Iowa. If legal action is required by the Owner to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Owner, the Contractor and the Surety agree, jointly, and severally, to pay the Owner all outlay and expense incurred therefor by the Owner. All rights, powers, and remedies of the Owner hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Owner, by law. The Owner may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. ST-000-3225

Witness our hands, in triplicate, this _____ day of _____, 2020.

Surety Countersigned By:

Jill Shaffer
Signature of Agent

Jill Shaffer
Printed Name of Agent

LMC Insurance & Risk Management
Company Name

4200 University Avenue #200
Company Address

West Des Moines, IA 50266
City, State, Zip Code

515-244-0166
Company Telephone Number

FORM APPROVED BY:

Attorney for Owner

PRINCIPAL:

Benton's Sand & Gravel Inc
Contractor

By: Jan D Snodgrass
Signature
IA
Title

SURETY:

Employers Mutual Casualty Company
Surety Company

By: Jill Shaffer
Signature Attorney-in-Fact Officer

Jill Shaffer
Printed Name of Attorney-in-Fact Officer

Employers Mutual Casualty Company
Company Name

PO Box 712
Company Address

Des Moines, IA 50306
City, State, Zip Code

515-280-2511
Company Telephone Number

NOTE:

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.



P.O. Box 712 • Des Moines, Iowa 50306-0712

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

- 1. Employers Mutual Casualty Company, an Iowa Corporation
- 2. EMCASCO Insurance Company, an Iowa Corporation
- 3. Union Insurance Company of Providence, an Iowa Corporation
- 4. Illinois EMCASCO Insurance Company, an Iowa Corporation
- 5. Dakota Fire Insurance Company, a North Dakota Corporation
- 6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

JILL SHAFFER

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the following Surety Bond(s):

Surety Bond Principal:
Number Benton's Sand & Gravel

S016605

In an amount not exceeding Ten Million Dollars\$10,000,000.00

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

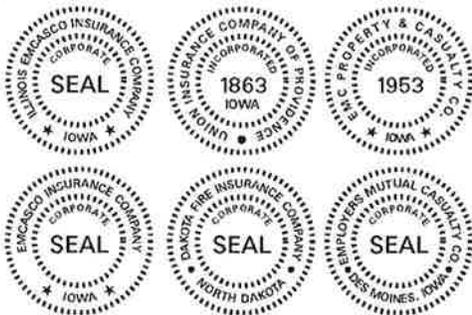
AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 1st day of July, 2018.

Seals



Bruce G. Kelley
 Bruce G. Kelley, CEO, Chairman of Companies 2, 3, 4, 5 & 6; President of Companies 1, 2 & 6; Treasurer of Companies 1, 2, 3, 4 & 6

Todd Strother
 Todd Strother
 Senior Vice President

On this 1st day of July, 2018 before me a Notary Public in and for the State of Iowa, personally appeared Bruce G. Kelley and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President and Treasurer, and/or Senior Vice President, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Bruce G. Kelley and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2022.

Kathy Loveridge
 Notary Public in and for the State of Iowa



CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 1st day of July, 2018, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this _____ day of _____.

J D Clough
 Vice President

LIEN WAIVER

State of Iowa

County of Black Hawk

WHEREAS, we the undersigned, K. Cunningham Construction have been

Employed by Benton's Sand & Gravel to furnish materials and/or

Labor for the project known as 2020 Permeable Alley, Project ST-000-3225.

NOW THEREFORE, KNOW YE THAT WE, the undersigned, for goods and valuable consideration, do hereby waive and release any and all lien or right of lien on said above described project and premises under the Law, in relation to Mechanics' Liens, on account of labor and materials, or both, furnished by the undersigned for the Project.

We, the undersigned, have received \$ 87,070.07 certified to be the balance due the undersigned for the period ending 12/31/2020, for all labor, materials, services, and equipment furnished by the undersigned to or on account of the said project.

GIVEN UNDER our hand and seal this 28th day of April, 2021.

Company Name: K. Cunningham Construction Co., Inc.

By: [Signature]
(Signature)

Its: President
(Title)

LIEN WAIVER

State of Iowa

County of Black Hawk

WHEREAS, we the undersigned, BMC Aggregates have been

Employed by Benton's Sand & Gravel, Inc. to furnish materials and/or

Labor for the project known as 2020 Permeable Alley Project, #ST-000-3225.

NOW THEREFORE, KNOW YE THAT WE, the undersigned, for goods and valuable consideration, do hereby waive and release any and all lien or right of lien on said above described project and premises under the Law, in relation to Mechanics' Liens, on account of labor and materials, or both, furnished by the undersigned for the Project.

We, the undersigned, have received \$ 16,401.29 certified to be the balance due the undersigned for the period ending 11-30-20, for all labor, materials, services, and equipment furnished by the undersigned to or on account of the said project.

GIVEN UNDER our hand and seal this 5th day of January, 2021.

Company Name: BMC Aggregates L.C.

By: [Signature]
(Signature)

Its: Managing Member
(Title)

Item 29.

LIEN WAIVER

State of Iowa

County of Black Hawk

WHEREAS, we the undersigned, Matthias Landscaping Co have been

Employed by Benton's Sand & Gravel, Inc. to furnish materials and/or

Labor for the project known as 2020 Permeable Alley Project, #ST-000-3225.

NOW THEREFORE, KNOW YE THAT WE, the undersigned, for goods and valuable consideration, do hereby waive and release any and all lien or right of lien on said above described project and premises under the Law, in relation to Mechanics' Liens, on account of labor and materials, or both, furnished by the undersigned for the Project.

We, the undersigned, have received \$ 37,525.14 certified to be the balance due the undersigned for the period ending 12-31-20, for all labor, materials, services, and equipment furnished by the undersigned to or on account of the said project.

GIVEN UNDER our hand and seal this 4th day of Jan., 2021.

Company Name: Matthias Landscaping Co.

By: [Signature]
(Signature)

Its: President
(Title)

LIEN WAIVER

State of Iowa

County of Black Hawk

WHEREAS, we the undersigned, Aspro, Inc. have been

Employed by Benton's Sand & Gravel, Inc. to furnish materials and/or

Labor for the project known as 2020 Permeable Alley Project, #ST-000-3225.

NOW THEREFORE, KNOW YE THAT WE, the undersigned, for goods and valuable consideration, do hereby waive and release any and all lien or right of lien on said above described project and premises under the Law, in relation to Mechanics' Liens, on account of labor and materials, or both, furnished by the undersigned for the Project.

We, the undersigned, have received \$ 1,262.48 certified to be the balance due the undersigned for the period ending 11-30-20, for all labor, materials, services, and equipment furnished by the undersigned to or on account of the said project.

GIVEN UNDER our hand and seal this 7th day of January, 2021.

Company Name: Aspro Inc.

By: Christy Johnson
(Signature)

Its: Office Manager
(Title)

LIEN WAIVER

State of Iowa

County of Black Hawk

WHEREAS, we the undersigned, Leymaster Tile Co. have been

Employed by Benton's Sand & Gravel, Inc. to furnish materials and/or

Labor for the project known as 2020 Permeable Alley Project, #ST-000-3225.

NOW THEREFORE, KNOW YE THAT WE, the undersigned, for goods and valuable consideration, do hereby waive and release any and all lien or right of lien on said above described project and premises under the Law, in relation to Mechanics' Liens, on account of labor and materials, or both, furnished by the undersigned for the Project.

We, the undersigned, have received \$ 1,568.73 certified to be the balance due the undersigned for the period ending 11-30-20, for all labor, materials, services, and equipment furnished by the undersigned to or on account of the said project.

GIVEN UNDER our hand and seal this 10 day of January, 2021.

Company Name: Leymaster Tile LLC

By: [Signature]
(Signature)

Its: Owner
(Title)

LIEN WAIVER

State of Iowa

County of Black Hawk

WHEREAS, we the undersigned, Service Signing Co have been

Employed by Benton's Sand & Gravel, Inc. to furnish materials and/or

Labor for the project known as 2020 Permeable Alley Project, #ST-000-3225.

NOW THEREFORE, KNOW YE THAT WE, the undersigned, for goods and valuable consideration, do hereby waive and release any and all lien or right of lien on said above described project and premises under the Law, in relation to Mechanics' Liens, on account of labor and materials, or both, furnished by the undersigned for the Project.

We, the undersigned, have received \$ 1805.00 certified to be the balance due the undersigned for the period ending 12-31-20, for all labor, materials, services, and equipment furnished by the undersigned to or on account of the said project.

GIVEN UNDER our hand and seal this 18 day of January, 2021.

Company Name: Service Signing LC

By: Cristi Hagedorn
(Signature)

Its: Office Manager
(Title)

LIEN WAIVER

State of IOWA

County of BLACK HAWK

WHEREAS, we the undersigned, BENTON'S READY MIX CONCRETE have been

Employed by BENTON'S SAND & GRAVEL, INC. to furnish materials and/or

Labor for the project known as 2020 PERMEABLE ALLEY.

NOW THEREFORE, KNOW YE THAT WE, the undersigned, for goods and valuable consideration, do hereby waive and release any and all lien or right of lien on said above described project and premises under the Law, in relation to Mechanics' Liens, on account of labor and materials, or both, furnished by the undersigned for the Project.

We, the undersigned, have received \$ 172.35 certified to be the balance due the undersigned for the period ending 12/31/20, for all labor, materials, services, and equipment furnished by the undersigned to or on account of the said project.

GIVEN UNDER our hand and seal this _____ day of _____, 20____.

Company Name: Benton Concrete

By: 
(Signature)

Its: Dispatcher
(Title)



DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM Engineering Division

TO: Honorable Mayor Robert M Green and City Council

FROM: David Wicke, PE - City Engineer

DATE: October 22, 2021

SUBJECT: Professional Services Agreement, Snyder & Associates, Inc.
 2019 Engineering Services - Supplemental Agreement No. 4A
 West Viking Industrial Park Expansion – Phase I
 City Project No. SU-364-3189

Please find attached Supplemental Agreement No. 4A to the Professional Services Agreement between the City of Cedar Falls and Snyder & Associates, Inc. for 2019 Engineering Services. This supplemental agreement includes the revisions to the development of the site to include, preliminary and final platting, grading, pond relocations, drainage modifications, adjustments to roadway and infrastructure alignments and configurations, and geotechnical services.

The City of Cedar Falls entered into a Professional Services Agreement with Snyder & Associates, Inc. for the 2019 Engineering Services on December 3, 2018. Funding for the Supplemental Agreement No. 4A will be provided by the Industrial Park TIF funds in the amount of \$88,350. This project is included in the City of Cedar Falls' Capital Improvements Program.

The Department of Public Works, Engineering Division requests your consideration and approval of the Supplemental Agreement No. 4A with Snyder & Associates, Inc. for services for the West Viking Industrial Park Expansion - Phase I.

If you have any questions or comments, feel free to contact me.

xc: Chase Schrage, Director of Public Works



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 www.cedarfalls.com

*Administration Division ♦ Community Services Division ♦ Planning Division
 Phone: 319-273-8606 Fax: 319-273-8610*

*Engineering Division ♦ Inspection Services Division
 Phone: 319-268-5161 Fax: 319-268-5197*

SUPPLEMENTAL AGREEMENT NO. 4A

2019 Engineering Services Cedar Falls, Iowa City Project Number EN-000-3174

WHEREAS, a Professional Services Agreement was entered into by the City of Cedar Falls, Iowa (CLIENT), and Snyder & Associates, Inc. (CONSULTANT), of Cedar Rapids, Iowa, dated December 3, 2018 for the municipal engineering support services; and

WHEREAS, Supplemental Agreement No. 4 was approved on March 18, 2019 for development of an expansion to the Industrial Park, and

WHEREAS, the CLIENT and CONSULTANT desire to amend the previous agreement to include Scope of Services and Compensation for additional items required as a part of the 2019 Engineering Services,

NOW THEREFORE, it is mutually agreed to amend the original Professional Services Agreement by adding the following items:

I. SCOPE OF SERVICES

The Scope of Services and basis for Compensation derivation are as follows:

- A. The CONSULTANT shall complete additional design work following the submittal of Final Plans on or about April 2021, based on CLIENT requested major revisions pertaining to the inclusion of needs to accommodate new future development opportunities including:
 1. Overall grading revisions to accommodate new development requests, included a 250,000 SF pad.
 2. Pond relocation to SE quadrant, re-use of existing industrial park pond, and adjustment of lot lines to accommodate new pond arrangements.
 3. Drainage report revisions and site drainage modeling revisions.
 4. Profile adjustments of roadway as necessary to accommodate the requested changes in future development configurations.
 5. Utility adjustments, including storm sewer, utility stubs, and shifting the water main to the other side of street.
 6. Extension of streets and utilities to accommodate the requested changes in future development configurations.
 7. Review grading on south property (not City owned) to Ridgeway Avenue for future development expansion.
 8. Additional soil borings for pad ready site conditions determination and earthwork needs.
 9. Associated preliminary and final platting adjustments.

10. Preparation of final deliverable plans and contract documents associated with all of the above changes since the previous deliverable.

B. The Bid letting should generally take place on or before December 14, 2021, with construction to be complete by October 2022.

II. COMPENSATION

Compensation for this scope of Services shall be on an hourly basis in accordance with the hourly fees and other direct expenses in effect at the time the services are performed. Total compensation is a not to exceed fee of Eighty-eight thousand three hundred and fifty dollars (\$88,350).

III. In all other aspects, the obligations of the CLIENT and CONSULTANT shall remain as specified in the Professional Services Agreement dated December 3, 2018, as supplemented.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year written below.

APPROVED FOR CLIENT

APPROVED FOR CONSULTANT

By: _____

By: Lindsay Beaman

Printed Name: _____

Printed Name: Lindsay Beaman

Title: _____

Title: Business Unit Leader

Date: _____

Date: 10/22/2021

October 15, 2021



Snyder & Associates, Inc.
5005 Bowling Street SW, Suite A
Ankeny, Iowa 50023

Attn: Mr. Eric Cannon, P.E.
P: (515) 964 2020
E: ecannon@snyder-associates.com

Re: Supplemental Proposal for Preliminary Geotechnical Engineering Services
Kubica Site Development
Union Road
Cedar Falls, Iowa
Terracon Proposal No. P13215082

Dear Mr. Cannon:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this supplemental proposal to Snyder & Associates, Inc. (Snyder) to provide additional preliminary Geotechnical Engineering services for the above reference project. The following are exhibits to the enclosed Supplement to the Agreement for Services that comprise Terracon's proposal for this project.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location
Exhibit E	Anticipated Exploration Plan

Our lump sum fee to perform the Scope of Services described in this proposal is \$13,350. Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and returning a 'pdf' file of the attached Task Order to Jason.Heinz@terracon.com.

Sincerely,

Terracon Consultants, Inc.

Gregory M. Decker, E.I.
Staff Engineer

Jason P. Heinz, P.E.
Department Manager
Geotechnical Services

SUPPLEMENT TO AGREEMENT FOR SERVICES

CHANGE TO
SCOPE OF SERVICES AND FEES

This SUPPLEMENT to AGREEMENT FOR SERVICES to the original Agreement for Services (original Agreement dated 05/09/2019, Agreement reference number P13195013R) is between Snyder & Associates Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

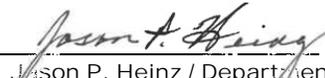
1. Scope of Services. The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

Refer to Terracon Supplemental Proposal No. P13215082 dated October 15, 2021.

2. Compensation. Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

Refer to Terracon Supplemental Proposal No. P13215082 dated October 15, 2021.

All terms and conditions of the Agreement for Services shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: Terracon Consultants, Inc.
By:  Date: 10/15/2021
Name/Title: Jason P. Heinz / Department Manager / Geotechnical Services
Address: 3105 Capital Way, Ste 5
Cedar Falls, IA 50613-7030
Phone: (319) 277-4016 Fax: (319) 277-4320
Email: Jason.Heinz@terracon.com

Client: Snyder & Associates Inc
By:  Date: 10/18/2021
Name/Title: Lindsay Beaman/Business Unit Leader
Address: 5005 Bowling St SW - Suite A
Cedar Rapids, IA 52404
Phone: (319) 362-9394 Fax: _____
Email: lbeaman@snyder-associates.com

EXHIBIT A - PROJECT UNDERSTANDING

Our Scope of Services is based on our understanding of the project as described by Mr. Fred Rose with The Rose Companies and Mr. Eric Cannon with Snyder and the expected site conditions as described below.

Site Location and Anticipated Conditions

Item	Description
Site Location	The project is located east of Union Road in the planned industrial park expansion in Cedar Falls, Iowa. Refer to Exhibit D - Site Location . Latitude: 42.4790°, Longitude: -92.4900°
Existing Improvements	None known
Existing Topography	Based on the topographic site plan provided by Snyder & Associates, contour elevations range from about 990 feet in the southern portion of the subject site to about 960 feet in the northwest corner of the site.
Expected Subsurface Conditions	Our experience in the vicinity of the proposed development indicates subsurface conditions consist of clay soils with stiffnesses increasing with depth. Medium plasticity soils may also be present at the site.

Planned Construction

Item	Description
General Project Description	A pre-engineered metal building with a slab-on-grade and plan area of about 600,000 square feet is planned to be completed in three phases. Grading is planned to occur in two phases. The first phase will include mass grading for the west business park expansion. A second phase of grading will then be performed for the subject site.
Preliminary Finished Floor Elevation	984 feet
Assumed Maximum Loads	<ul style="list-style-type: none"> ■ Columns: 200 kips ■ Walls: 4 kips per linear foot (klf) ■ Slabs: 150 pounds per square foot (psf)
Assumed Maximum Site Grading	<ul style="list-style-type: none"> ■ Cut: 4 feet ■ Fill: 21 feet
Pavements	Paved drives and parking will be constructed for employee parking.

EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

Field Exploration

The field exploration program consists of the following:

Number of Borings	Planned Boring Depth (feet) ¹	Planned Location ²
6	15 to 20	Phase 1 Building
2	15 to 20	Phase 2 Building
3	20 to 25	Phase 3 Building

1. Below the existing ground surface. A total of 205 feet of drilling is planned.
2. Six borings will be located in the Phase 1 building area. Five new borings will be located in both the Phase 2 and 3 building areas. Boring 5 was performed in the Phase 2 building area as part of the original preliminary geotechnical evaluation for the business park expansion.

Boring Layout and Elevations: Terracon will determine the boring locations and stake the locations in the field. Latitudes and longitudes will be obtained by superimposing the site plan onto Google Earth photography. We will use handheld GPS equipment to locate the borings in the field. Our GPS equipment has a minimum horizontal accuracy of about 20 feet. Relative surface elevations at the boring locations will be determined by superimposing the boring locations onto a site-specific topographic site plan. The locations and elevations of the borings should be considered accurate only to the degree implied by these methods. If more accurate boring locations and elevations are desired, we suggest Snyder & Associates stake the boring locations and provide surface elevations at the boring locations to us.

Subsurface Exploration Procedures: Terracon’s exploration team will advance the borings with a rotary drill rig using continuous flight augers. Sampling will be performed using a split-barrel sampler or thin-walled tubes at intervals of 2.5 feet in the upper 15 feet of each boring and intervals of 5 feet thereafter. Groundwater level observations will be made during and after drilling and sampling. Open boreholes will be covered between the time the boring is completed and backfilled.

Terracon’s exploration team will prepare field boring logs as part of standard drilling operations. The field logs will include sampling interval depths, penetration resistances, and other relevant drilling and sampling information. Our field logs also will include visual descriptions of materials encountered during drilling and the exploration team’s interpretation of subsurface conditions between samples. Our engineering staff and the exploration team will communicate during the

exploration. If the soil conditions encountered appear to be unfavorable or marginal, we will modify our subsurface exploration while we are on site. The samples will be containerized and transported to our laboratory for further testing and classification.

Safety: Terracon is currently not aware of environmental concerns at this project site that would create health or safety hazards associated with our subsurface program. Thus, the estimated fee includes our exploration team using standard Personal Protection Equipment (PPE) for geotechnical drilling including hard hats, safety glasses, hearing protection, high visibility vests, and steel-toed boots. Our scope of services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling and/or sampling will be noted on our logs and discussed in our report.

Terracon notifies Iowa One Call to request location and marking of public utilities at least 48 hours prior to performing borings/excavations. We consult with the owner/client regarding potential private utilities, or other underground hazards. Based on the results of this consultation, we consider the need for alternative subsurface exploration methods, as the safety of our exploration team members is a priority.

Any private utilities should be marked by the owner/client prior to commencement of subsurface exploration. Terracon will not be responsible for damage to utilities that are incorrectly marked or not made aware to us. If the owner/client is not able to accurately locate private utilities, Terracon can assist the owner/client by coordinating or subcontracting with a private utility locating service. Fees associated with location and marking of private utilities are considered additional services and are not included in our current scope of services. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

If there are any site restrictions or special site and/or exploration requirements, these should be made known to Terracon prior to commencement of field services.

Site Access and Property Disturbance: We considered that the site and boring locations can be accessed using our ATV-mounted drill rig and 4-wheel drive support truck. Terracon personnel will take reasonable measures to limit the amount of damage to the property. However, some rutting of the ground surface, and/or damage to landscape could occur. Please note that our scope of services and fee do not include services associated with site clearing, wet ground conditions, crop damage, nor repairing existing landscape. If such services are desired by Snyder, we should be notified so we can adjust our scope of services and fee. If borings are performed when crops are planted, a crop damage agreement should be established between Snyder and crop owner(s) prior to subsurface exploration. It is important that Terracon be granted access to the site (or legal right of entry) by the property owner.

We will backfill the boreholes with auger cuttings and bentonite chips upon completion. Our services do not include repair of the site beyond backfilling our boreholes. Any excess auger cuttings will be dispersed in the vicinity of the boreholes. Because backfill material often settles

below the surface after a period, we recommend the boreholes to be periodically checked and backfilled, if necessary.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to aid in our evaluation of the engineering properties of the various soil strata. Exact types and number of tests cannot be defined until completion of field work. Anticipated laboratory testing includes the following:

- Water content
- Dry unit weight
- Unconfined compressive strength
- One-dimensional consolidation (2 tests)
- Liquid and plastic limits (4 tests)
- Organic content

Our laboratory testing program also includes examination of soil samples by an engineer. Based on the material's texture and plasticity, we will describe and classify soil samples in general accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project. Your project will be delivered using our **GeoReport®** system. Upon receipt of authorization, we will provide you and your design team the necessary link and password to access the website. Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan will be posted for review and verification
- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When our geotechnical engineering report has been completed, we will upload it to our **GeoReport®** system website for you and provide a 'pdf' file of it via email. Previous submittals, collaboration, and the report are maintained in our system to allow for future reference and integration into subsequent aspects of our services, as the project goes through final design and construction.

The preliminary geotechnical engineering report will include and/or address the following:

- General site and project description
- Site and Boring Location diagrams
- Stratified boring logs with field and laboratory data
- Subsurface exploration procedures
- Summaries of soil and groundwater conditions observed
- Preliminary geotechnical design recommendations for shallow foundations including:
 - Minimum widths and minimum embedments for frost protection
 - Net allowable bearing pressure
 - Estimated total and differential settlement
- Estimated seismic site class based on the data obtained
- Earthwork recommendations for foundations, floor slabs, and pavements including:
 - Stripping depths
 - Subgrade evaluations
 - Undercut depths, where applicable
 - Suitable on-site and imported fill material types
 - Fill placement and compaction requirements
 - General grading and drainage recommendations
 - General earthwork considerations
 - Considerations for settlement resulting from new fill
- Subsurface drainage recommendations, where applicable
- Frost considerations

EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, we propose a lump sum fee of \$13,350. Unless instructed otherwise, we will submit our invoice(s) to the addressee of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services, as well as its effect on our fee, will be prepared.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field exploration beyond our control, such as weather conditions or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

GeoReport® Delivery	Timeframe from Authorization to Proceed ^{1, 2}
Project Planning	3 days
Site Characterization	21 days
Geotechnical Engineering	31 days

1. Upon receipt of your authorization to proceed, we will activate the schedule component of our **GeoReport®** website with days for the three delivery points shown above.
2. We will maintain a calendar of activities within our **GeoReport®** website. In the event of a need to modify the schedule, the schedule will be updated.

EXHIBIT D – SITE LOCATION

Kubica Site Development ■ Cedar Falls, Iowa
October 15, 2021 ■ Terracon Proposal No. P13215082

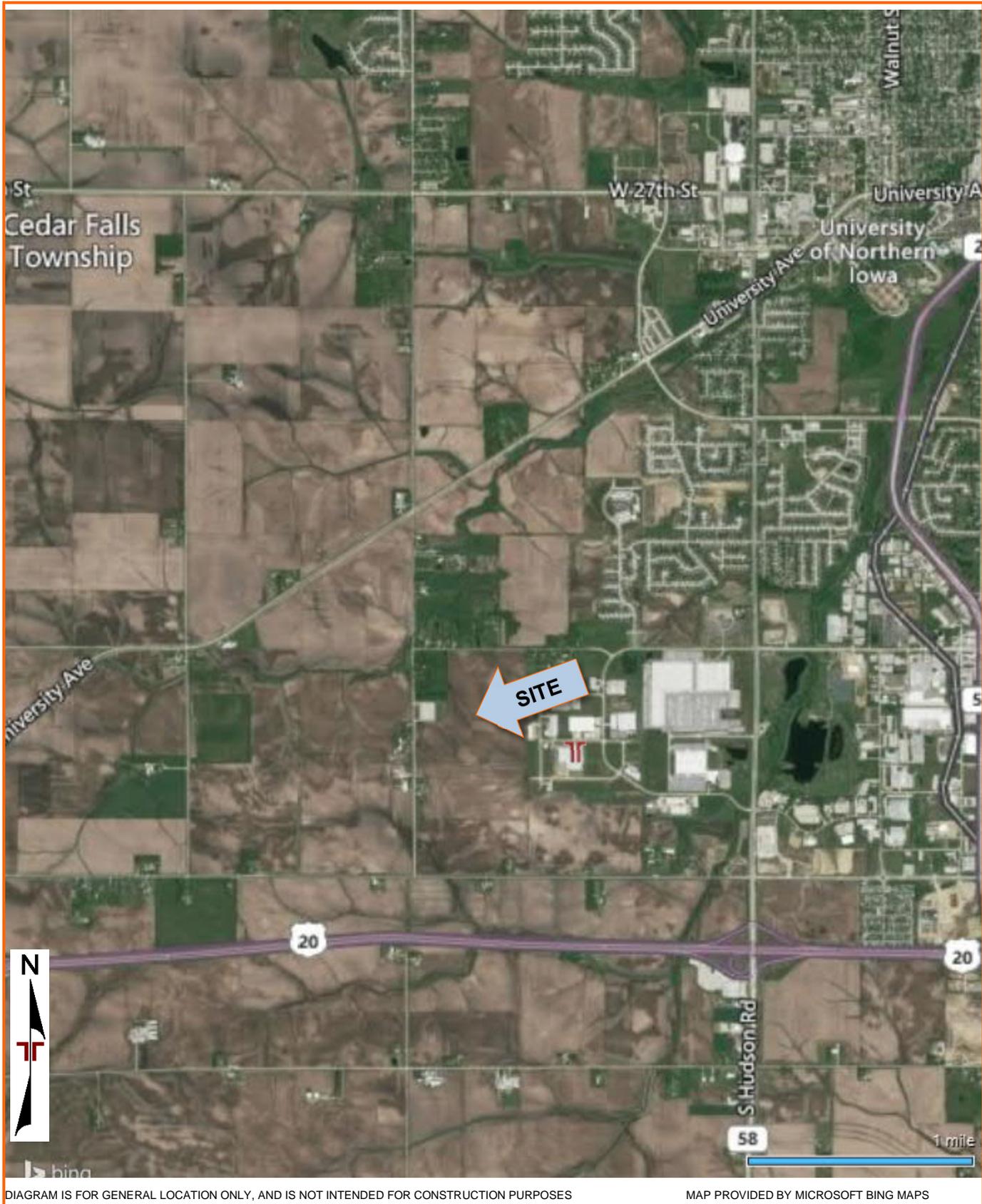
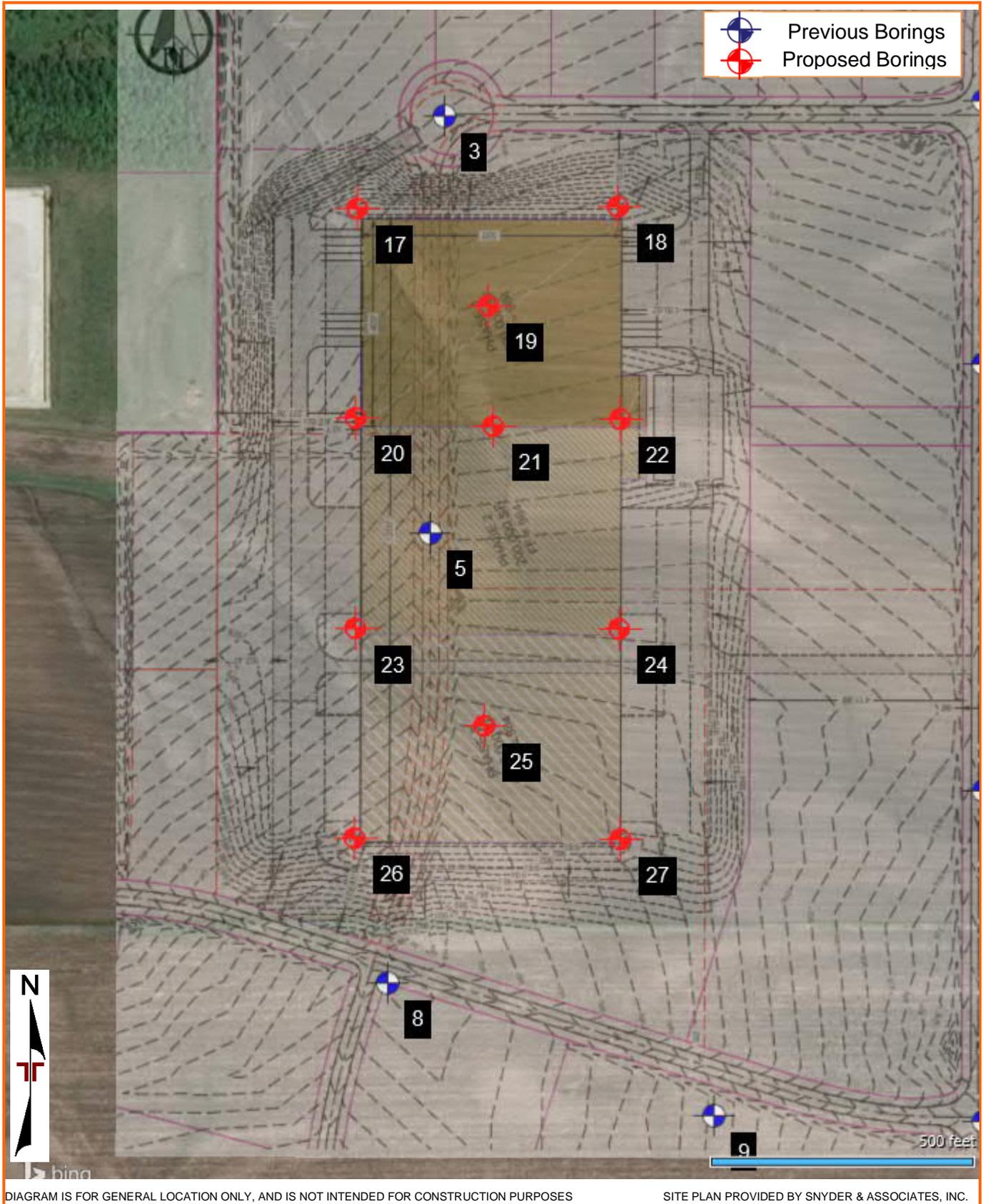


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

EXHIBIT E – ANTICIPATED EXPLORATION PLAN

Kubica Site Development ■ Cedar Falls, Iowa
October 15, 2021 ■ Terracon Proposal No. P13215082





DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM Engineering Division

TO: Honorable Mayor Robert M Green and City Council

FROM: David Wicke, PE - City Engineer

DATE: October 25, 2021

SUBJECT: Professional Services Agreement, AECOM Technical Services, Inc.
 Supplemental Agreement No. 1
 2021 Survey Services
 City Project No. MC-000-3282

Please find the attached Supplemental Agreement No. 1 to the Professional Services Agreement between the City of Cedar Falls and AECOM Technical Services, Inc. that outlines the scope of services and costs for 2021 Survey Services. This Supplemental Agreement provides for design survey and additional construction survey services for several ongoing City projects. Services will include: design survey and construction staking.

The City of Cedar Falls entered into a Professional Services Agreement with AECOM Technical Services, Inc. for general survey services on April 6th, 2021.

The attached Supplemental Agreement includes the services for Survey Services Compensation for the services shall be on an hourly basis and in a total amount not to exceed \$98,500.

The City of Cedar Falls' Land Surveyor position is currently vacant; the City still requires professional land surveying services while the City seeks out candidates to fill the vacant position. The length of this transition is unknown and it is important for the completion of current construction projects and the development and design of future projects that the City has access to professional land surveying services. It was previously estimated that the Land Surveyor position provides approximately \$15,000 a month in survey services. This agreement with AECOM falls in line with that estimate of rates and is intended to cover the next few months.

The Department of Public Works, Engineering Division requests your consideration and approval of this Supplemental Agreement No. 1 with AECOM Technical Services, Inc. for General Survey Services.

If you have any questions or comments, feel free to contact me.

xc: Chase Schrage, Director of Public Works



AECOM 319-232-6531 tel
501 Sycamore Street 319-232-0271 fax
Suite 222
Waterloo, Iowa 50703
www.aecom.com

Item 31.

**CITY OF CEDAR FALLS, IOWA
SURVEY SERVICES
CITY PROJECT NUMBER: MC-000-3282**

SUPPLEMENTAL AGREEMENT NO. 1

WHEREAS, a Professional Services Agreement was entered into between City of Cedar Falls, 220 Clay Street, Cedar Falls, Iowa, (Client) and AECOM Technical Services, Inc., 501 Sycamore Street, Suite 222, Waterloo, Iowa, (ATS) dated April 6, 2021, for on-call survey as requested by the Client; and

WHEREAS, the Client and ATS now desire to enter into Supplemental Agreement No. 1 for additional on-call survey services and Fiscal Year 2022 design surveys.

NOW THEREFORE, it is mutually agreed to amend the original Professional Services Agreement as follows:

I. Project Description

The project includes on-call survey as requested by the Client. Anticipated requests include additional 2021 Public Sidewalk Repair and Infill Project construction staking, design survey for the FY22 Timber Drive and West Ridgeway Drive Projects, and design survey for the FY22 and FY23 Alley Projects. Additional on-call survey may also include land surveys, including possible plats of survey and design surveys, as requested by the Client.

II. Scope of Services

The Scope of Services will encompass and include services, materials, equipment, personnel and supplies necessary to provide construction staking (requiring 48-hour advance notice), design surveys noted above, land surveys, including plats of survey and other design survey, as requested by the Client. For this on-call survey services agreement, it was assumed approximately 900 hours of survey services could be requested, as needed, by the Client.

III. Compensation

Compensation for the above services will be on an hourly basis in accordance with Part VI of the original agreement and shall be integrated with the fees in the original agreement. Total compensation is an estimated fee of Ninety-Eight Thousand Five Hundred Dollars (\$98,500.00).

IV. In all other respects, the obligations of the Client and ATS shall remain as specified in the Professional Services Agreement dated April 6, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement No. 1 as of the dates shown below:

CITY OF CEDAR FALLS

By _____ Date _____
Robert M. Green
Mayor

AECOM TECHNICAL SERVICES, INC.

By  _____ Date October 22, 2021
Douglas W. Schindel, PE
Associate Vice President

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DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM Engineering Division

TO: Honorable Mayor Robert M Green and City Council

FROM: David Wicke, PE - City Engineer

DATE: October 21, 2021

SUBJECT: Professional Services Agreement, AECOM Technical Services, Inc.
 Supplemental Agreement No. 1
 W. 27th Street Reconstruction Project
 City Project No. RC-000-3240

Please find the attached Supplemental Agreement No. 1 to the Professional Services Agreement between the City of Cedar Falls and AECOM Technical Services, Inc. for W. 27th Street Reconstruction Engineering Services. This supplemental agreement provides for additional grading, paving and traffic signal, construction administration, and staking services for the construction of the project. Services will include: additional design survey, grading, paving, platting, boundary survey, control points and benchmarks, construction staking, monument preservation, sanitary sewer easement and wetland staking, and the establishment of a tapping fee for the sanitary sewer extension.

The City of Cedar Falls entered into a Professional Services Agreement with AECOM Technical Services, Inc. for the W. 27th Street Reconstruction Project on July 6, 2020. The construction project will utilize General Obligation Bonds, Street Construction Funds, Local Option Sales Tax Funds, and funds from the Cedar Falls School District.

The attached supplemental agreement includes the services for W. 27th Street Reconstruction Project. Compensation for the services shall be on an hourly basis and in a total amount not to exceed \$242,900.

The Department of Public Works, Engineering Division requests your consideration and approval of this Supplemental Agreement No. 1 with AECOM Technical Services, Inc. for services for the W. 27th Street Reconstruction Project.

If you have any questions or comments, feel free to contact me.

xc: Chase Schrage, Director of Public Works

**WEST 27TH STREET RECONSTRUCTION
CEDAR FALLS, IOWA
CITY PROJECT NUMBER: RC-000-3240**

SUPPLEMENTAL AGREEMENT NO. 1

WHEREAS, a Professional Services Agreement was entered into between City of Cedar Falls, 220 Clay Street, Cedar Falls, Iowa, (Client) and AECOM Technical Services, Inc., 501 Sycamore Street, Suite 222, Waterloo, Iowa, (ATS) dated July 7, 2020, for West 27th Street Reconstruction; and

WHEREAS, the Client and ATS now desire to enter into Supplemental Agreement No. 1 for additional plan preparation, legal description for establishment of tapping fee area and construction survey.

NOW THEREFORE, it is mutually agreed to amend the original Professional Services Agreement as follows:

I. Project Description

The project includes two divisions. Division 1 consists of the reconstruction of West 27th Street between the western edge of the Cedar Falls High School (CFHS) property and Hudson Road, a distance of approximately 4,500'. This project includes extension of the existing northbound left-turn lane and the addition of a southbound right-turn lane on Hudson Road at the 27th Street intersection. The Traffic Impact Study completed May 2020 for the West 27th Street Corridor will be used to assist in determining recommended roadway improvements, along with input from the City of Cedar Falls and the Cedar Falls Community School District. This project also includes extension of the existing 16" water main across the frontage of the CFHS property.

Division 2 consists of providing projections of sanitary sewer flows, sewer sizing, preparing plans, specifications and contract documents for the sanitary sewer extension. This proposed sanitary sewer will serve the new high school site, West Fork Development and portions of the surrounding area. Providing sanitary sewer service to the trailer court to the west will also be evaluated with this project and included with the sizing of the sanitary sewer if requested by the City. The proposed sewer will connect to the existing W. Branch Dry Run Creek Sanitary Sewer south of West 27th Street and extend north about 1,500' across West 27th Street to just west of the proposed Cedar Falls High School location.

II. Scope of Services

Division 1 - West 27th Street Reconstruction

The Scope of Services will encompass and include services, materials, equipment, personnel and supplies necessary to provide additional design services for the project defined above. The Scope of Services for the additional services is further defined by the following tasks:

Additional Design Survey (Task 1)

The following task leads to the completion of the additional survey work required for the traffic signal system and UNI driveway:

Task 1 - Additional Survey and Base Mapping

Additional Grading, Paving, and Traffic Signal Plans (Tasks 2-9)

These tasks include developing preliminary and finals plans for the additional grading, paving and traffic signal plans and specifications for the West 27th Street Reconstruction Project. The following tasks lead to the completion and submittal of the additional design items for the project. The additional work includes tabulations, quantities, project limit extension, sidewalk extension, ADA design, UNI driveway plan profile sheets, traffic signal removal and replacement sheets, and technical specifications. The following specific tasks lead to the completion of the final grading, paving and traffic signal plans:

Task 2 - Additional Tabulations and Quantities (C-Sheets)

Task 3 - UNI Driveway Plan and Profile Sheet (E-Sheet)

Task 4 - Additional Erosion Control Sheet (EC-Sheet)

Task 5 - Additional ROW Sheets (H-Sheets)

Task 6 - Traffic Signal Removal and Replacement Plans and Details (N-Sheets)

Task 7 - Temporary Traffic Signal Plans and Details (N-Sheets)

Task 8 - Additional ADA Sidewalk Details (S-Sheets)

Task 9 - Traffic Signal Specifications

Property Acquisition (Tasks 10-11)

The following tasks are for the completion of the additional work to prepare temporary acquisition plats for the UNI driveway:

Task 10 - Property Boundary Survey

Task 11 - Preparation of Acquisition Plats

Grant Application (Task 12)

The following task includes preparation and calculations for the application of the Iowa DOT Clean Air Grant.

Task 12 - Clean Air Grant Application and Calculations

Construction Staking (Tasks 13-15)

These tasks include providing construction staking during the construction phase of the project. The tasks are further defined as follows:

Task 13 - Project Management and Administration. The project administration task includes coordinating crews and equipment, quality control checks as needed throughout the project and administrative tasks.

Task 14 - Attend a preconstruction conference held by Client and attended by representatives of the Contractor, Client, Consultant and affected utilities.

Task 15 - Provide construction staking for horizontal and vertical controls for the project as follows:

- Set Project Control
- Set Stakes for Erosion Control & Wetlands
- Set Project Control for GPS Grading
- Set Stakes for Storm Sewer
- Set Stakes for Water Main
- Set Stakes for Paving

- Set Stakes for Trail Paving
- Set Stakes for Sidewalks
- Set Stakes for Retaining Wall
- Set Stakes for Lighting
- Set Stakes for Traffic Signals
- Set Stakes for Type A Signs
- Set Stakes for Landscaping
- Set Stakes for Right-of-Way

Monument Preservation (Tasks 16-17)

The following tasks provide resetting property corners and section corners after construction.

Task 16 - Monument Preservation Plat Preparation & Recording

Task 17 - Monument Preservation Locating & Placement

Division 2 - Sanitary Sewer Extension Project

The Scope of Services will encompass and include services, materials, equipment, personnel, and supplies necessary to provide benchmarks and construction staking, legal description for the establishment of tapping fee area and plan set preparation for the Division 2, Sanitary Sewer Extension Project. The Scope of Services is further described by the following tasks:

Construction Staking (Tasks 18 - 22)

Task 18 - Project Management and Administration. The project administration task includes coordinating crews and equipment, quality control checks as needed throughout the project and administrative tasks.

Task 19 - Attend a preconstruction conference held by Client and attended by representatives of the Contractor, Client, Consultant and affected utilities.

Task 20 - Control Points and Benchmarks. Establish project control points and bench marks for use throughout the project.

Task 21 - Sanitary Sewer, Easement and Wetland Staking. Set the following construction stakes upon request of contractor:

- One lath at the easement corners, and every 500 feet along the easement lines for the perimeter of the project limits.
- Three lath defining the wetland area to avoid disruption to this area.
- One lath at the center of each manhole, and two offset stakes with lath at each sanitary manhole. The lath will note the rim cut/fill and each pipe flowline (FL) cut/fill.
- One offset stake and lath every 50 feet along each pipe and will note the pipe flowline (FL) cut/fill on the lath.

Task 22 - Mark Pavement Removal Limits. Mark the 27th Street pavement removal limits with paint.

Legal Description for the Establishment of Tapping Fee Area (Task 23)

This task includes preparation of a legal description and exhibit for the establishment of the sanitary sewer service area tapping fee.

Task 23 - Legal Description and Exhibit

Sanitary Sewer Plans (Tasks 24 - 28)

These tasks include preparation of a preliminary and final plan set for the Division 2, Sanitary Sewer Extension Project separately from the W. 27th Street Reconstruction plans and specifications.

Task 24 - Title and Legend Sheets

Task 25 - Typical Sections and Details

Task 26 - Erosion Control Plan Sheets

Task 27 - Staging and Traffic Control Plan

Task 28 - Specifications

Exclusions:

The following items are not included in this scope, but may be added by supplemental agreement:

- Resetting of damaged control point benchmarks, stakes and/or lath
- Construction inspection and administration

III. Compensation

Compensation for the above services will be on an hourly basis in accordance with Part VI of the original agreement and shall be integrated with the fees for Divisions 1 and 2 in the original agreement. The estimated fees for these services are as follows:

Division 1

Additional Roadway Services	\$224,000.00
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Division 2

Additional Sanitary Sewer Services	<u>\$ 18,900.00</u>
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Total	<u>\$242,900.00</u>
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IV. In all other respects, the obligations of the Client and ATS shall remain as specified in the Professional Services Agreement dated July 7, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement No. 1 as of the dates shown below:

CITY OF CEDAR FALLS

By _____ Date _____
Robert M. Green
Mayor

AECOM TECHNICAL SERVICES, INC.

By  _____ Date October 22, 2021
Douglas W. Schindel, P.E.
Associate Vice President

O:\Administration\AGREE\SUPPLE\SA1 CF 27th Street Sanitary Sewer.docx

**EXHIBIT
W. 27TH STREET RECONSTRUCTION
CITY PROJECT NUMBER: RC-000-3240
SUPPLEMENTAL AGREEMENT NO. 1 ADDITIONAL INFORMATION**

CONSTRUCTION STAKING AND ADDITIONAL SERVICES COST BREAKDOWN

Division 1 - W. 27th Street Reconstruction	
Additional Design Survey	\$ 8,000.00
Additional Grading, Paving and Traffic Signal Plans	\$ 50,000.00
Additional Platting & Boundary Survey	\$ 6,000.00
Grant Application	\$ 6,000.00
Construction Staking	\$134,000.00
Monument Preservation	\$ 20,000.00
Division 2 – Sanitary Sewer Improvements	
Sanitary Sewer Additional Services (Plan Preparation, Tapping Fee Documentation and Construction Staking)	\$ 18,900.00
TOTAL SUPPLEMENTAL AGREEMENT NO. 1	<u>\$242,900.00</u>

**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: Honorable Mayor Robert Green and City Council
FROM: Michelle Pezley, Planner III
DATE: October 20, 2021
SUBJECT: Request to set date of public hearing reviewing the FFY20 Community Development Block Grant and HOME Programs Consolidated Annual Performance and Evaluation Report (CAPER)

As a requirement from HUD, the Community Development Department would like to request that a public hearing be held on Monday, November 15, 2021 to review the FFY20 Community Development Block Grant and HOME Program Consolidated Annual Performance and Evaluation Report. The report contains the progress made on Community Development Block Grant funded activities from July 1, 2020 through June 30, 2021 (Federal Fiscal Year 2020). The report will also include the additional funding the City received from CARES Act.

Per the adopted CDBG Citizen Participation Plan, notice of a 15-day review period is required and a notice was published on October 27th in anticipation of scheduling a public hearing on November 15, 2021.

If you have any questions, please contact the Community Development Department.

Xc: Stephanie Houk Sheetz, AICP, Community Development Director
Karen Howard, AICP, Planning & Community Services Manager

**ADMINISTRATION**

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

MEMORANDUM

TO: Honorable Mayor Robert M. Green and City Council
FROM: Shane Graham, Economic Development Coordinator
DATE: October 21, 2021
SUBJECT: Partial Property Tax Exemption for The Vault, LLC
6100 Production Drive in the Cedar Falls Industrial Park

Staff would like to request that City Council set a date of public hearing for the above referenced project that was approved by a Development Agreement in December 2019. The requested date of public hearing will be November 15, 2021. Additional information regarding the partial property tax exemption and project construction status will be provided to City Council prior to the public hearing.

If you have any questions regarding this project, please feel free to contact me.

Prepared by: Shane Graham, Economic Development Coordinator, 220 Clay Street, Cedar Falls, IA 50613 (319) 273-8600

RESOLUTION NO. _____

RESOLUTION SETTING PUBLIC HEARING AND DIRECTING PUBLICATION OF NOTICE OF PUBLIC HEARING ON A PROPOSED ORDINANCE GRANTING A PARTIAL PROPERTY TAX EXEMPTION TO THE VAULT, LLC, FOR A NEW INDUSTRIAL USE STORAGE/OFFICE FACILITY CONSTRUCTED AT 6100 PRODUCTION DRIVE, CEDAR FALLS, IOWA

WHEREAS, a request was submitted by The Vault, LLC, to the City Council of the City of Cedar Falls, Iowa, to adopt an Ordinance granting a partial property tax exemption to The Vault, LLC, in connection with an industrial use storage/office facility constructed at 6100 Production Drive, Cedar Falls, Iowa, and

WHEREAS, the City Council has determined that a public hearing should be scheduled on said request, and notice of said public hearing should be published as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

1. That the request of The Vault, LLC, to pass an Ordinance granting a partial property tax exemption to The Vault, LLC, in connection with an approximate 27,500 square foot industrial use storage/office facility constructed on property located at 6100 Production Drive, Cedar Falls, Iowa, more particularly described as follows:

Lot 1, West Viking Road Industrial Park Phase I, City of Cedar Falls, Black Hawk County, Iowa. (Contains 2.70 acres more or less),

is hereby scheduled for public hearing to be held on the 15th day of November 2021, at 7:00 p.m., in the Council Chambers in the City Hall of the City of Cedar Falls, Iowa; and

2. That the City Clerk is hereby authorized and directed to publish notice of said public hearing in the Waterloo-Cedar Falls Courier once, not less than four (4) nor more than twenty (20) days before the date of said hearing.

INTRODUCED AND ADOPTED this 1st day of November 2021.

Robert M. Green, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk

CERTIFICATE

STATE OF IOWA)
) ss:
COUNTY OF BLACK HAWK)

I, Jacqueline Danielsen, MMC, City Clerk of the City of Cedar Falls, Iowa,
hereby certify that the above and foregoing is a true and correct typewritten copy of
Resolution Number _____ duly and legally adopted by the City Council of said City on
the _____ day of _____, 2021.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the
official seal of the City of Cedar Falls, Iowa, this _____ day of _____, 2021.

Jacqueline Danielsen, MMC, City Clerk

Prepared by: Shane Graham, Economic Development Coordinator, 220 Clay Street, Cedar Falls, IA 50613, (319) 273-8600

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A PARTIAL PROPERTY TAX EXEMPTION OF THE
ACTUAL VALUE ADDED TO REAL ESTATE BY NEW CONSTRUCTION
CONSISTING OF A 27,500 SQUARE FOOT INDUSTRIAL USE STORAGE/OFFICE
FACILITY CONSTRUCTED ON PROPERTY OWNED BY THE VAULT, LLC,
LOCATED AT 6100 PRODUCTION DRIVE, CEDAR FALLS, IOWA

WHEREAS, the City Council of the City of Cedar Falls, Iowa, has by ordinance provided a partial exemption from property taxation of the actual value added to real estate by certain new construction, as authorized in Section 427B.1, Code of Iowa, with said exemption being provided for in Division 2, Partial Exemptions for Industrial Property, of Article II, Tax Exemptions, of Chapter 21, Taxation, of the Code of Ordinances of the City of Cedar Falls, Iowa; and

WHEREAS, The Vault, LLC, will complete and own an approximate 27,500 square foot industrial use storage/office facility by December 31, 2021, constructed on property owned by The Vault, LLC, located at 6100 Production Drive, Cedar Falls, Iowa, and has requested a partial property tax exemption as provided in the Iowa Code and the Cedar Falls Code of Ordinances; and

WHEREAS, the City Council conducted a public hearing on the proposal for said exemption on the 15th day of November, 2021, and more than thirty (30) days have elapsed since the date of public hearing, as required by Section 427B.1, Code of Iowa; and

WHEREAS, the City Council deems it appropriate pursuant to state law and city ordinance to grant said exemption.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. The City Council of the City of Cedar Falls, Iowa, by this Ordinance hereby grants a partial exemption from property taxation of the actual value added to real estate by new construction of an approximate 27,500 square foot industrial use

storage/office facility to be constructed by The Vault, LLC, on property owned by The Vault, LLC, located at 6100 Production Drive, Cedar Falls, Iowa, legally described as:

Lot 1, West Viking Road Industrial Park Phase I, City of Cedar Falls, Black Hawk County, Iowa. (Contains 2.70 acres more or less),

by December 31, 2021, to the extent and upon the terms and conditions provided for in Sections 427B.1 through 427B.7 of the Code of Iowa, and Sections 21-48 through 21-57 of the Code of Ordinances of the City of Cedar Falls, Iowa. Responsibility for the proper and timely filing of an application for exemption with the Black Hawk County Assessor is that of the property owner. The amount of actual value added which is eligible to be exempt from taxation shall be as follows:

1. For the first assessment year after the Minimum Improvements are fully assessed, 75% exemption of the actual value added.
2. For the second assessment year after the Minimum Improvements are fully assessed, 60% exemption of the actual value added.
3. For the third assessment year after the Minimum Improvements are fully assessed, 45% exemption of the actual value added.
4. For the fourth assessment year after the Minimum Improvements are fully assessed, 30% exemption of the actual value added.
5. For the fifth assessment year after the Minimum Improvements are fully assessed, 15% exemption of the actual value added.

INTRODUCED: _____ November 15, 2021

1ST CONSIDERATION: _____ November 15, 2021

2ND CONSIDERATION: _____

3RD CONSIDERATION: _____

ADOPTED: _____

Robert M. Green
Mayor

ATTEST:

Jacqueline Danielsen, MMC, City
Clerk



DEPARTMENT OF PUBLIC WORKS

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM Engineering Division

TO: Honorable Mayor Robert M. Green and City Council

FROM: Ben Claypool, Civil Engineer II, PhD, EI

DATE: October 25, 2021

SUBJECT: Greenhill Road and South Main Street Intersection Improvement Project
 Project No. RC-173-3228
 Request for PS&E Approval

Submitted within for City Council approval are the Plans, Specifications, and Estimate of Costs and Quantities for the Greenhill Road and South Main Street Intersection Improvement Project.

We recommend setting Monday, November 15th, 2021 at 7:00 p.m. as the date and time for the public hearing on this project and Friday, November 19th, 2021 at 2:00 p.m. as the date and time for receiving and opening bids. We also request that the Notice to Bidders be published by November 5th, 2021. The Plans and Specifications will be ready for distribution to contractors on November 3rd, 2021, allowing more than two (2) weeks of review before contract letting.

This project generally consists of improvements to the S Main St. and Greenhill Road intersection in the form of a newly constructed roundabout in place of the existing traffic signal. This will include 10555 sy of new pavement, 350 sy of sidewalk/trail, retaining wall and fencing, 1156 lf of storm sewer, 1340 lf of water main, landscaping, and roadway lighting.

The total estimated cost for the construction of this project is \$3,347,400.00. The project will be funded utilizing General Obligation funds, Local Option Sales Tax, Traffic Safety Improvement Funding (State Funds), and Cedar Falls Utilities funding sources.

The Plans, Specifications, and Estimate of Costs and Quantities are available for your review at the City Clerk's office or the Engineering Division of the Community Development Department.

xc: David Wicke, City Engineer
 Chase Schrage, Director of Public Works

Greenhill Road and South Main Street Intersection Improvements
Opinion of Probable Construction Costs
Quantities - 10/22/2021
Project Number - 1201800

ITEM NO.	ITEM CODE	ITEM	UNIT	UNIT PRICE	TOTAL QUANTITY	TOTAL PRICE
1	2010-C-0	Clearing and Grubbing	LS	\$ 6,500.00	1	\$ 6,500.00
2	2010-D-2	Topsoil, Compost Amended	CY	\$ 85.00	80	\$ 6,800.00
3	2010-D-1	Topsoil, Strip, Stockpile and Respread	CY	\$ 15.00	812	\$ 12,172.50
4	2010-D-3	Topsoil, Off-site	CY	\$ 35.00	233.25926	\$ 8,164.07
5	2010-E-0	Excavation, Class 10	CY	\$ 8.00	7500	\$ 60,000.00
6	2010-F-0	Below Grade Excavation (Core Out)	SY	\$ 35.00	1250	\$ 43,750.00
7	2010-G-0	Subgrade Preparation	SY	\$ 3.50	11285	\$ 39,497.50
8	2010-I-0	Subbase, 12", Modified	SY	\$ 15.00	11285	\$ 169,275.00
9	2010-L-0	Compaction Testing	LS	\$ 3,500.00	1	\$ 3,500.00
10	3010-F-0	Trench Compaction Testing	LS	\$ 3,500.00	1	\$ 3,500.00
11	4020-A-1	Storm Sewer, Trenched, RCP Class III, 18"	LF	\$ 75.00	918	\$ 68,872.50
12	4020-A-1	Storm Sewer, Trenched, RCP Class III, 24"	LF	\$ 95.00	208	\$ 19,788.50
13	4020-D-0	Removal of Storm Sewer, RCP, 30" or Less	LF	\$ 20.00	813	\$ 16,260.00
14	4030-B-0	Pipe Apron, RCP, 24"	EA	\$ 2,000.00	1	\$ 2,000.00
15	4040-A-0	Subdrain, Perforated, 6"	LF	\$ 10.00	3410	\$ 34,100.00
16	4040-C-0	Subdrain Cleanout, Type B	EA	\$ 950.00	8	\$ 7,600.00
17	4040-D-0	Subdrain Outlets and Connections, 6"	EA	\$ 650.00	18	\$ 11,700.00
18	5010-A-1	Water Main, Trenched, Class 52 DIP, 12"	LF	\$ 90.00	854.32	\$ 76,888.80
19	5010-A-2	Water Main, Trenchless, Class 52 DIP, 12"	LF	\$ 200.00	202.9	\$ 40,580.00
20	5010-C-2	Fitting, DIP	LB	\$ 11.00	5865	\$ 64,515.00
21	5020-A-0	Gate Valve, DIP, 12"	EA	\$ 2,500.00	7	\$ 17,500.00
22	5020-D-0	Flushing Device (Blowoff), 12"	EA	\$ 2,000.00	2	\$ 4,000.00
23	5020-C-0	Fire Hydrant Assembly	EA	\$ 5,500.00	3	\$ 16,500.00
24	5020-I-0	Fire Hydrant Assembly Removal	EA	\$ 2,500.00	1	\$ 2,500.00
25	5020-J-0	Removal of Valve, 12"	EA	\$ 500.00	4	\$ 2,000.00
26	6010-A-0	Manhole, SW-401, 48"	EA	\$ 3,750.00	2	\$ 7,500.00
27	6010-B-0	Intake, SW-507	EA	\$ 5,600.00	2	\$ 11,200.00
28	6010-B-0	Intake, SW-508	EA	\$ 5,500.00	7	\$ 38,500.00
29	6010-B-0	Intake, SW-510	EA	\$ 7,200.00	2	\$ 14,400.00
30	6010-B-0	Intake, SW-541	EA	\$ 6,700.00	2	\$ 13,400.00
31	6010-H-0	Remove Manhole	EA	\$ 800.00	2	\$ 1,600.00
32	6010-H-0	Remove Intake	EA	\$ 800.00	8	\$ 6,400.00
33	7010-A-0	Pavement, PCC, 9"	SY	\$ 60.00	10821	\$ 649,260.00
34	7010-I-0	PCC Pavement Samples and Testing	LS	\$ 3,500.00	1	\$ 3,500.00
35	7020-B-0	Temporary Pavement	SY	\$ 50.00	540	\$ 27,000.00
36	7030-A-0	Removal of Sidewalk / Shared Use Path	SY	\$ 14.00	1824	\$ 25,536.00
37	7030-A-0	Removal of Driveway	SY	\$ 9.00	151	\$ 1,359.00
38	7030-C-0	Shared Use Path, PCC, 6"	SY	\$ 45.00	1277	\$ 57,457.00
39	7030-D-0	Special Subgrade Preparation for Shared Use Path	SY	\$ 3.00	2464	\$ 7,392.53
40	7030-E-0	Sidewalk, PCC, 5"	SY	\$ 52.00	414	\$ 21,518.76
41	7030-F-0	Unit Pavers with Bituminous Setting Bed	SF	\$ 25.00	3850	\$ 96,250.00
42	7030-F-0	Unit Pavers with Granular Base	SF	\$ 18.00	4500	\$ 81,000.00
43	7030-G-0	Detectable Warning	SF	\$ 45.00	360	\$ 16,200.00
44	7030-H-1	Driveway, Paved, PCC, 6"	SY	\$ 59.00	140	\$ 8,260.00
45	7040-H-0	Pavement Removal	SY	\$ 8.00	9470	\$ 75,760.00
46	7040-I-0	Curb and Gutter Removal	LF	\$ 8.00	250	\$ 2,000.00
47	8020-F-0	Temporary Pavement Markings	STA	\$ 105.00	78	\$ 8,148.00
48	8020-C-0	Painted Pavement Markings, Durable	STA	\$ 85.00	150	\$ 12,789.19
49	8020-G-0	Painted Symbols and Legends	EA	\$ 220.00	20	\$ 4,400.00
50	8020-K-0	Pavement Markings Removed	STA	\$ 40.00	51	\$ 2,045.00
51	8020-M-0	Grooves Cut for Pavement Markings	STA	\$ 85.00	150	\$ 12,789.19
52	8020-N-0	Grooves Cut for Symbols and Legends	EA	\$ 150.00	20	\$ 3,000.00
53	8030-A-0	Temporary Traffic Control	LS	\$ 50,000.00	1	\$ 50,000.00
54	8030-B-0	Portable Dynamic Message Signs (PDMS)	DAY	\$ 50.00	70	\$ 3,500.00
55	8030-C-0	Flaggers	DAY	\$ 550.00	80	\$ 44,000.00
56	8040-SP-1	Type A Sign, Sheet Aluminum	SF	\$ 25.00	219.25	\$ 5,481.25
57	8040-SP-2	Steel 2" X 2" Perforated 14-Gauge Square Tubing Post	LF	\$ 12.00	723	\$ 8,676.00

58	8040-SP-3	Removal of Signs and Posts	EA	\$ 75.00	20	\$ 1,500.00
59	9010-B-0	Hydraulic Seeding, Seeding, Fertilizing, and Mulching	AC	\$ 4,000.00	1.75	\$ 7,000.00
60	9030-B-0	Trees with Warranty, Deciduous	EA	\$ 500.00	3	\$ 1,500.00
61	9030-B-0	Trees with Warranty, Evergreen	EA	\$ 500.00	3	\$ 1,500.00
62	9030-B-0	Plants with Warranty, Shrub	EA	\$ 50.00	20	\$ 1,000.00
63	9030-B-0	Plants with Warranty, Ornamental Grass	EA	\$ 30.00	777	\$ 23,310.00
64	9030-B-0	Plants with Warranty, Perennial	EA	\$ 15.00	134	\$ 2,010.00
65	9035-SP-1	River Rock Mulch	CY	\$ 100.00	30	\$ 3,000.00
66	9035-SP-2	Shredded Hardwood Mulch	CY	\$ 45.00	10	\$ 450.00
67	9035-SP-3	Metal Edging	LF	\$ 10.00	200	\$ 2,000.00
68	9035-SP-4	Limestone Edging	LF	\$ 15.00	115	\$ 1,725.00
69	9040-D-1	Filter Sock, Compost, 12"	LF	\$ 3.50	3018	\$ 10,563.00
70	9040-D-2	Removal of Filter Sock, Compost, 12"	LF	\$ 1.00	3018	\$ 3,018.00
71	9040-E-0	Temporary RECP, Type 2	SY	\$ 15.00	1643	\$ 24,645.00
72	9040-J-0	Rip Rap, Class D, 24" Thickness	TON	\$ 50.00	30	\$ 1,500.00
73	9040-N-1	Silt Fence	LF	\$ 2.00	1117	\$ 2,234.00
74	9040-N-2	Silt Fence, Removal of Sediment	LF	\$ 2.00	1117	\$ 2,234.00
75	9040-N-3	Silt Fence, Removal of Device	LF	\$ 1.00	1117	\$ 1,117.00
76	9040-T-1	Inlet Protection Device, Filter Sock	EA	\$ 125.00	18	\$ 2,250.00
77	9040-T-2	Inlet Protection Device, Maintenance	EA	\$ 300.00	36	\$ 10,800.00
78	9060-A-0	Chain Link Fence, Metal, 4'	LF	\$ 50.00	12	\$ 600.00
79	9060-A-1	Screen Fence, Vinyl, 8'	LF	\$ 157.00	1843	\$ 289,351.00
80	9060-E-0	Removal of Chain Link Fence	LF	\$ 5.00	148	\$ 740.00
81	9060-E-0	Removal of Wood Fence	LF	\$ 5.00	1594	\$ 7,970.00
82	9070-SP-1	Cast Stone Walls	LS	\$ 70,000.00	1	\$ 70,000.00
83	9070-SP-2	Limestone Columns	LS	\$ 45,000.00	1	\$ 45,000.00
84	9072-A-0	Combined Concrete Sidewalk and Retaining Wall	CY	\$ 1,950.00	150	\$ 292,500.00
85	9085-SP-1	Removal and Reinstallation of Bench	LS	\$ 3,000.00	1	\$ 3,000.00
86	9090-SP-1	Roadway Lighting	LS	\$ 115,000.00	1	\$ 115,000.00
87	10,010-A	Removal of Traffic Signal	LS	\$ 25,000.00	1	\$ 25,000.00
88	11,010-A	Construction Survey	LS	\$ 20,000.00	1	\$ 20,000.00
89	11,020-A	Mobilization	LS	\$ 150,000.00	1	\$ 150,000.00
90	11,030-A-0	Maintenance of Postal Service	LS	\$ 1,500.00	1	\$ 1,500.00
91	11,030-B-0	Maintenance of Solid Waste Collection	LS	\$ 1,500.00	1	\$ 1,500.00
92	11,050-A-0	Concrete Washout	LS	\$ 4,000.00	1	\$ 4,000.00

CONSTRUCTION SUBTOTAL	\$ 3,188,000.00
CONTINGENCY (5%)	\$ 159,400.00
TOTAL	\$ 3,347,400.00

*The Architect/Engineer, as a design professional familiar with the construction industry, has prepared this opinion of the Probable Cost of Construction. It is recognized, however, that neither the Architect/Engineer nor the Owner has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, the Architect/Engineer cannot and does not warrant or represent which bids or negotiated prices will not vary from the Probable Cost of Construction.



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
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 www.cedarfalls.com

MEMORANDUM

Inspection Services Division

TO: Honorable Mayor Robert Green & City Council

FROM: Jamie Castle, AIA
 Building Official

DATE: October 22, 2021

SUBJECT: Set Public Hearing Date for Condemnation of Property
 315 E Dunkerton Road

On October 14, 2021 the Condemnation Committee, selected by Mayor Green, inspected 315 E Dunkerton Road as per City Code Ordinance 7-20(14) IBC 116.3 *Procedure for Condemnation and Removal*. Per the ordinance, the Mayor shall appoint three council members to inspect along with the building official, fire chief, and county health officer and report their findings to the City Council. If the Committee reports the building is unsafe or dangerous the matter shall be set down for hearing at the next regular meeting of the Council.

The appointed Committee consisted of Council members Susan deBuhr, Mark Miller, and Frank Darrah, as well as Building Official Jamie Castle, Fire Chief John Bostwick, and County Health Officer Eric Heinen. Also at the inspection were Community Development Director Stephanie Houk Sheetz and County Health Officer Jared Parmater. The owner of the property and a family friend were also on site at the time of the inspection. The inspection occurred under an administrative search warrant at 11:00 am on October 14, 2021.

Nuisance history of 315 E Dunkerton Road:

- This property has been an ongoing nuisance for debris and exterior storage. It has been cleaned several times by family friends and by city staff.
- The first nuisance violation in our current violation system is April 2017.
- September 21, 2020 a violation notice was sent to the owner regarding excessive garbage and exterior storage on the property.
- Second and final notice sent November 20, 2021 after no progress had been made to clean the property.
- Citation served to owner on December 21, 2020 – violation §15-2(22)

- Court order served January 21, 2021. Owner ordered to abate the nuisance within 15 days.
- City's contractors partially abated the nuisance on February 26, 2021. The grounds were partially frozen and the work was not able to be fully completed.
- During the clean-up it was noted that the property owner was entering the home through a bedroom window and basement storm door with constricted access. The Building Official and Fire Chief met the owner on site to discuss the conditions of the home. The owner did not allow them in the structure but did admit to not being able to enter her home safely. At that time the home was placard with a dangerous building notice on March 1, 2021. The owner was verbally directed as to what steps would have to be taken to occupy the home again. A follow up letter was also sent. City Staff confirmed multiple times that the homeowner she would have a safe place to stay while unable to occupy the home. City Staff also provided homeowner with a few outreach options if she required them.
- On April 1, 2021 after no progress had been made, the Fire Chief sent a letter to the owner explaining the concerns the fire department faced if her property caught fire. She was told that until the house was cleaned and made safe fire fighters would be directed not to enter the home if there were a fire due to the hazardous situation for any response.
- June 23, 2021 the city returned to the property to finish abating the property. At that time the property adjacent to 315 E Dunkerton was also cleared as garbage and debris had been stored there also. Five, 6-yard dumpsters were used to clear the exterior debris.
- Over the next few months, the Building Official returned to the property to determine what progress was made. Very little had been removed from the home and additional debris was filling the yard.
- Complaints from neighbors continued to be submitted to Code Enforcement regarding smell and concerns for the occupant.
- After 7 months of very little forward movement to clean the property, the Building Official and Community Development Director requested the Mayor select a condemnation committee.

Results of Condemnation Inspection:

Exterior:

- Multiple dead trees on the property. Violation of §15-2(20)
- A significant amount of trash and other debris throughout the property. Violation of §15-2(2)
- Multiple containers filled with stagnant water. Violation of §15-2(5)
- The owner's food storage was outside in a truck tool box. The food was covered with bugs and possible animal droppings.
- RV parked in backyard. Completely filled with storage. Violation of §15-2(22), 15-2(38), 15-2(41), 26-220(e)

Interior:

- The property has been neglected and is beginning to deteriorate. The front door was not on its hinges and had to be lifted and moved to enter the home. Violation of §15-2(24)
- The home is insanitary. Violation of §7-20(14)
 - The home is completely filled with trash and other debris. Due to concerns of life safety we were unable to enter the home. Items were piled to the ceiling.
 - An extreme, foul odor came from the home, upon opening the front door.
 - No indication there was access to plumbing or potable water in the home or on the property.
- The home is unsafe. Violation of §7-20(14)
 - The home is filled with no clear path of egress to any door within the home. Violation of IRC R311.1
 - Several of the doors and windows were blocked and not operable or egressable. Violation of IRC R310 and IRC R311 and §15-2(31)(g)
 - The owner said she entered the home through the basement door. When looking for the door it was a storm cellar entrance with a lot of debris blocking the path. Violation R311.7
 - Storage of items is excessive and almost touches the ceiling. Violation of IFC 315.3

Accessory buildings:

- All accessory buildings (4) were packed full of trash and storage. Doors were inoperable due to the amount of storage packed into the buildings. Violation of IFC 315.3
- The exterior of the buildings are damaged, deteriorating, in need of repair. Violation of §15-2(31)(h) and §15-2(31)(j)

315 E Dunkerton Rd Photos:







Recommendation:

The Department of Community Development requests a public hearing be scheduled for November 15, 2021 to address the proposed condemnation of 315 E Dunkerton Road. During the public hearing, the owner(s) or person in possession shall be given the opportunity to show cause why the dwelling and accessory buildings should not be declared a nuisance for demolition. If the City Council decides that the building is dangerous, is a fire hazard, is unfit for human habitation, or is dangerous to life and health, then Council may declare the building to be a nuisance and order it to be abated within a specified time. Staff's recommendation is to demolish the home and accessory structures due to the excessive storage making the home unsafe and the resulting disrepair and the structural deficiencies. Council's determination is related to the structure only as the condemnation ordinance is specific to the structures on the property. The exterior storage will be addressed through the normal nuisance procedure. The costs for abatement, legal expenses, and staff time would be assessed to the property.



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
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MEMORANDUM

Inspection Services Division

TO: Honorable Mayor Robert Green & City Council

FROM: Jamie Castle, AIA
 Building Official

DATE: October 22, 2021

SUBJECT: Set Public Hearing Date for Condemnation of Property
 1227 W 22nd Street

On October 14, 2021 the Condemnation Committee, selected by Mayor Green, inspected 1227 W 22nd Street as per City Code Ordinance 7-20(14) IBC 116.3 *Procedure for Condemnation and Removal*. Per the ordinance, the Mayor shall appoint three council members to inspect along with the building official, fire chief, and county health officer and report their findings to the City Council. If the Committee reports the building is unsafe or dangerous the matter shall be scheduled for a hearing at the next regular meeting of the Council.

The appointed Committee consisted of Council members Susan deBuhr, Mark Miller, and Frank Darrah, as well as Building Official Jamie Castle, and Fire Chief John Bostwick. Also at the inspection was Community Development Director Stephanie Houk Sheetz. The owner of the property and a family friend were also on site at the time of the inspection. The inspection occurred from the public right-of-way

Nuisance history of 1227 W 22nd Street:

- This property has been an ongoing nuisance for noxious grass and weeds and building maintenance issues.
- In the last 2 ½ years there have been 5 noxious weed violations that have resulted in the city's contractor mowing the property each time. These violations brought the property to city staff's attention.
- City staff attempted to work with family to resolve the maintenance items but no progress was made. At that time the violation status was started.
- Building Maintenance violation notice was sent to address broken stairs and door, general upkeep, and the overgrowth of vines entering the home on June 18, 2021.

- July 8, 2021 a second violation notice was sent. No response was received to either letter.

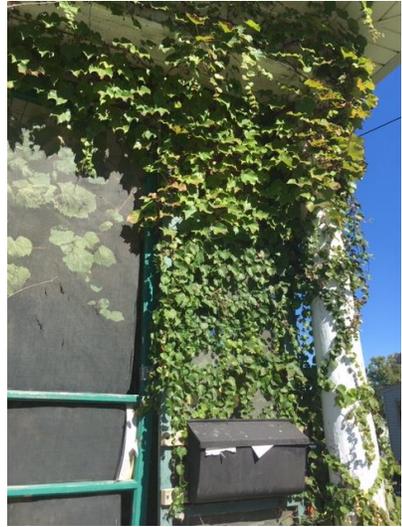
Results of Condemnation Inspection:

Exterior Structure:

- Multiple dead trees on the property. Violation of §15-2(20)
- Fascia missing from several areas. Violation of §15-2(31)(c)
- Foundation damaged and deteriorating. Violation of §15-2(31)(e)
- Screen doors damaged and off the hinges. Violation of §15-2(31)(f)
- Front stairs damaged and/or missing. Many of the landing decking boards warped and damaged. Violation of §15-2(31)(g)
- Weeds and vines have overgrown and penetrated the front porch screens and windows creating a hazardous condition for egress. Structural deterioration appears to have occurred due to the overgrowth. Violation of §15-2(31)(g)
- Property is vacant. Violation of §15-2(31)(m)

1227 W 22nd Street Photos:





Recommendation:

The Department of Community Development requests a public hearing be scheduled for November 15, 2021 to address the proposed condemnation of 1227 W 22nd Street. During the public hearing, the owner(s) or person in possession shall be given the opportunity to show cause why the dwelling and accessory buildings should not be declared a nuisance for demolition. If the City Council decides that the building is dangerous, is a fire hazard, is unfit for human habitation, or is dangerous to life and health, then Council may declare the building to be a nuisance and order it to be abated within a specified time. Staff's recommendation is to demolish the home and accessory structures due to the extended time vacant which resulted in disrepair and structural deficiencies. Council's determination is related to the structure. The costs for abatement, legal expenses, and staff time would be assessed to the property.



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
 220 Clay Street
 Cedar Falls, Iowa 50613
 Phone: 319-268-5161
 Fax: 319-268-5197
 www.cedarfalls.com

MEMORANDUM

Inspection Services Division

TO: Honorable Mayor Robert Green & City Council

FROM: Jamie Castle, AIA
 Building Official

DATE: October 26, 2021

SUBJECT: Resetting Hearing Date for Condemnation of Property
 710 W 13th Street

On October 8, 2021 the Condemnation Committee, selected by Mayor Green, inspected 710 W 13th Street as per City Code Ordinance 7-20(14) IBC 116.3 *Procedure for Condemnation and Removal*. Per the ordinance, the Mayor shall appoint three council members to inspect along with the building official, fire chief, and county health officer and report their findings to the City Council. If the Committee reports the building is unsafe or dangerous the matter shall be set down for hearing at the next regular meeting of the Council.

The appointed Committee consisted of Council members Susan deBuhr, Mark Miller, and Frank Darrah, as well as Building Official Jamie Castle, Fire Chief John Bostwick, and County Health Officer Eric Heinen. Also at the inspection were Community Development Director Stephanie Houk Sheetz, Councilman Dave Sires (on site for a short period), Mayor Rob Green, and Public Works Supervisor Mike Soppe. The inspection occurred under an administrative search warrant at 11:00 am on October 8, 2021.

Nuisance history of 710 W 13th:

- Complaints regarding the property submitted to Inspection Services in September 2020.
- September 15, 2020 a nuisance notice was sent to the property to remove two inoperable vehicles along with the junk and debris in the front of the property.
- Over the following 3 months, the city was in contact with the conservator who promised to clean the property.
- April 12, 2021 a second nuisance notice was sent as no progress had been made in cleaning up the property.

- May 14, 2021 the City received a notice from the conservator informing city staff that Lloyd Hodges was deceased.
- The property continued to deteriorate while the city worked to find whoever was legally in charge of the property.
- Multiple complaints continued to be submitted to Inspection Services, Councilmembers, and the Mayor.
- August 30, 2021 city staff responded to a complaint regarding the nuisance and a smoke alarm. City staff inspected and found there was no concern of fire, but the nuisance was significant.
- Building Official, Jamie Castle, met with the neighbors at 713 W 14th Street. The neighbor allowed access to view 710 W 13th. From the adjacent property the storage issues were viewable but extent of the problem couldn't be determined.
- City Staff contacted Black Hawk County Health to seek assistance with determining the extent of the nuisance and public health concerns.
- October 3, 2021 a similar complaint to the August 30th one was submitted to Fire Rescue Division. Again, there was no concern of fire but continued concern regarding the nuisance.
- October 6, 2021 the city requested and received a warrant to investigate the property for health, safety, and nuisance issues.
- October 6, 2021 at recommendation of the Community Development Department, Mayor Green appointed the Condemnation Committee.
- October 8, 2021 Committee inspected the property.

Results of Condemnation Inspection:

Exterior:

- 2 inoperable and unregistered vehicles on the property. Violation of Code of Ordinances §15-35
- 7 dead trees, 3 of which are Ash trees have been deemed an immediate hazard to the adjacent structures and are to be removed immediately. Violation of §15-2(20)
- Multiple dead animals, trash, and other debris. The debris under the porch is piled almost 6'-0" high. Violation of §15-2(2)
- Multiple containers filled with stagnant water. Violation of §15-2(5)
- Dense growth of noxious weeds throughout the entire backyard and side yard. Violation of §15-2(18) and §15-2(21)
- Evidence of vermin, including but not limited to mice and raccoons. Violation of §15-2(19)
- Excessive amounts of storage in the backyard and side yard. This includes refrigerators, building supplies, tires, animal cages, construction equipment and supplies. Violation of §15-2(22)

Interior:

- The property has been neglected and is beginning to deteriorate. Violation of §15-2(24)

- The home is insanitary. Violation of §7-20(14)
 - Garbage was strewn throughout the house. Most floors, counters, and furnishings were covered in garbage. Some was rotting food.
 - Animal feces were found from multiple animals including mice and raccoons.
 - Bathrooms and kitchen are inaccessible and fixtures were covered and unusable.
- The home is unsafe. Violation of §7-20(14)
 - The home is filled with no clear path of egress to any door within the home. Violation of IRC R311.1
 - Floors have deteriorated. Multiple areas had holes through the floor sheathing.
 - Several of the doors and windows were blocked and not operable or egressable. Violation of IRC R310 and IRC R311 and §15-2(31)(g)
 - Stairs to upper floor and basement were filled with debris and storage blocking the egress path. Violation R311.7
 - Storage of items on second floor is excessive and almost touches the ceiling. Violation of IFC 315.3

Accessory buildings:

- All accessory buildings were packed full of trash and storage. Violation of IFC 315.3
- The exterior of the buildings are damaged, deteriorating, in need of repair. Violation of §15-2(31)(h) and §15-2(31)(j)

710 W 13th Street Photos:







Recommendation:

The Department of Community Development requests a condemnation hearing be scheduled for November 15, 2021 to address the proposed condemnation of 710 W 13th Street. Initially we had asked the set the hearing for November 1, 2021. The date needs to be rescheduled to provide city staff an opportunity to officially notify the recently appointed Administrator of the Estate. During the hearing, the owner(s) or person in possession shall be given the opportunity to show cause why the dwelling and accessory buildings should not be declared a nuisance for demolition. If the City Council decides that the building is dangerous, is a fire hazard, is unfit for human habitation, or is dangerous to life and health, then Council may declare the building to be a nuisance and order it to be abated within a specified time. Staff's recommendation is to demolish the home and accessory structures due to the extended vacancy and the resulting disrepair, and the structural deficiencies viewed while onsite. Council's determination is related to the structure only as the condemnation ordinance is specific to the structures on the property. The exterior storage will be addressed through the normal nuisance procedure. The costs for abatement, legal expenses, and staff time would be assessed to the property.



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MEMORANDUM

Inspection Services Division

TO: Honorable Mayor Robert Green & City Council

FROM: Jamie Castle, AIA
 Building Official

DATE: October 26, 2021

SUBJECT: Resetting Hearing Date for Condemnation of Property
 1303 Walnut Street

On October 8, 2021 the Condemnation Committee, selected by Mayor Green, inspected 1303 Walnut Street as per City Code Ordinance 7-20(14) IBC 116.3 *Procedure for Condemnation and Removal*. Per the ordinance, the Mayor shall appoint three council members to inspect along with the building official, fire chief, and county health officer and report their findings to the City Council. If the Committee reports the building is unsafe or dangerous the matter shall be set down for hearing at the next regular meeting of the Council.

The appointed Committee consisted of Council members Susan deBuhr, Mark Miller, and Frank Darrah, as well as Building Official Jamie Castle, Fire Chief John Bostwick, and County Health Officer Eric Heinen. Also at the inspection were Community Development Director Stephanie Houk Sheetz, Mayor Rob Green, and Public Works Supervisor Mike Soppe. The inspection occurred under an administrative search warrant at 11:00 am on October 8, 2021.

Nuisance history of 1303 Walnut Street:

- 2017 – Nuisance letter sent regarding building maintenance, junk cars and illegal exterior storage.
- 2019 – Nuisance letter sent regarding trash, illegal exterior storage, junk cars. (Pictures show the property in the same condition as 2017.)
- Complaints regarding the property submitted to Inspection Services in September 2020.
- July 7, 2020 a nuisance notice was sent to the property regarding grass and weeds and excessive overgrowth. Additional notice sent 7/22/2020 and 7/29/2020

- After no response, the City's contractor mowed and trimmed trees on August 6, 2020.
- September 15, 2020 a nuisance notice was sent for illegal exterior storage and junk vehicles.
- Over the following 3 months, the city was in contact with the conservator who promised to clean and repair the property.
- April 12, 2021 a second nuisance notice was sent as no progress had been made in cleaning up the property.
- May 14, 2021 the City received a notice from the conservator informing city staff that Lloyd Hodges was deceased.
- The property continued to deteriorate while the city worked to find whoever was legally in charge of the property.
- Multiple complaints continued to be submitted to Inspection Services, Councilmembers, and the Mayor.
- August 30, 2021 city staff responded to a complaint regarding the nuisance at the adjacent property and reviewed the property at 1303 Walnut Street at the same time.
- Building Official, Jamie Castle, met with the neighbors at 713 W 14th Street. The neighbor allowed access to view 710 W 13th. From the adjacent property the storage issues were viewable but extent of the problem couldn't be determined.
- City Staff contacted Black Hawk County Health to seek assistance with determining the extent of the nuisance and public health concerns.
- October 6, 2021 the city requested and received a warrant to investigate the property for health, safety, and nuisance issues.
- October 6, 2021 at recommendation of the Community Development Department, Mayor Green appointed the Condemnation Committee.
- October 8, 2021 Committee inspected the property.

Results of Condemnation Inspection:

Exterior:

- 3 inoperable and unregistered vehicles on the property. Violation of §15-35
- 7 dead trees, 3 of which are Ash trees have been deemed an immediate hazard to the adjacent structures and are to be removed immediately. Violation of §15-2(20)
- Front porch roof and soffit are damaged and deteriorating. Violation of §15-2(31)(a) and §15-2(31)(g)
- Multiple dead animals, trash, and other debris. Violation of §15-2(2)
- Multiple containers filled with stagnant water. Violation of §15-2(5)
- Dense growth of noxious weeds throughout the entire backyard and side yard. Violation of §15-2(18) and §15-2(21)
- Evidence of vermin, including but not limited to mice and raccoons. Violation of §15-2(19)

- Excessive amounts of storage in the backyard and side yard. This includes refrigerators, building supplies, tires, animal cages, construction equipment and supplies. Violation of §15-2(22)

Interior:

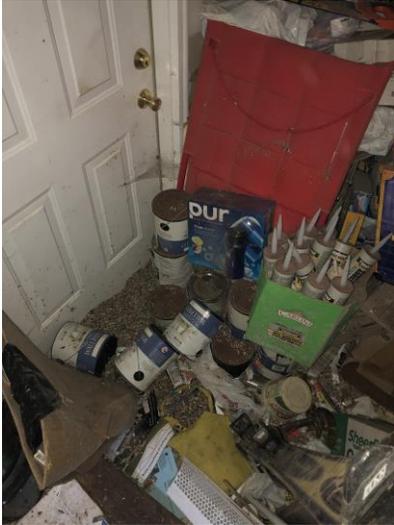
- The property has been neglected and is beginning to deteriorate. Violation of §15-2(24)
- The home is insanitary. Violation of §7-20(14)
 - The small area staff was able to view had garbage on the floor and stairs. Including spilled and chewed on animal food bags. Animal feces were found from multiple animals including mice and raccoons.
 - Staff was only able to access a small portion of the home as there was a large amount of storage and debris blocking the doors. Violation of IRC R311.1
- The home is unsafe. Violation of §7-20(14)
 - The home is filled with no clear path of egress to any door within the home. Violation of IRC R311.1
 - Stairs were inaccessible due to storage and debris on them. Structural stability questionable and to be reviewed closer. Violation R311.7
 - Most of the doors and windows were blocked and not operable nor was there ability for egress. Violation of IRC R310 and IRC R311 and §15-2(31)(g)
 - Storage of items on second floor is excessive and almost touches the ceiling. Violation of IFC 315.3

Accessory buildings:

- All accessory buildings were packed full of trash and storage. Violation of IFC 315.3
- The exterior of the buildings are damaged, deteriorating, in need of repair. Violation of §15-2(31)(h) and §15-2(31)(j)

1303 Walnut Street Photos:





Recommendation:

The Department of Community Development requests a condemnation hearing be scheduled for November 15, 2021 to address the proposed condemnation of 1303 Walnut Street. Initially we had asked the set the hearing for November 1, 2021. The date needs to be rescheduled to provide city staff an opportunity to officially notify the recently appointed Administrator of the Estate. During the hearing, the owner(s) or person in possession shall be given the opportunity to show cause why the dwelling and accessory buildings should not be declared a nuisance for demolition. If the City Council decides that the building is dangerous, is a fire hazard, is unfit for human habitation, or is dangerous to life and health, then Council may declare the building to be a nuisance and order it to be abated within a specified time. Staff's recommendation is to demolish the home and accessory structures due to the extended vacancy and the resulting disrepair, and the structural deficiencies viewed while onsite. Council's determination is related to the structure only as the condemnation ordinance is specific to the structures on the property. The exterior storage will be addressed through the normal nuisance procedure. The costs for abatement, legal expenses, and staff time would be assessed to the property.

Daily Invoices for Council Meeting 11/1/21

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 CITY OF CEDAR FALLS

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Item 40.

GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	-----TRANSACTION----- NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 101 GENERAL FUND										
101-1028-441.89-82 MISCELLANEOUS SERVICES / SECTION 105										
607		03/22 AP		09/08/21	0005812	ISOLVED BENEFIT SERVICES, INC		707.25		10/13/21
		ACCOUNT CORRECTION				CAFE ADMIN FEE-AUG'21				
607		03/22 AP		08/06/21	0005761	ISOLVED BENEFIT SERVICES, INC		700.35		10/13/21
		ACCOUNT CORRECTION				CAFE ADMIN.FEE-JUL'21				
		ACCOUNT TOTAL					.00	1,407.60		1,407.60-
101-1038-441.89-82 MISCELLANEOUS SERVICES / SECTION 105										
607		03/22 AP		09/08/21	0005812	ISOLVED BENEFIT SERVICES, INC	707.25			10/13/21
		CAFE ADMIN FEE-AUG'21								
607		03/22 AP		08/06/21	0005761	ISOLVED BENEFIT SERVICES, INC	700.35			10/13/21
		CAFE ADMIN.FEE-JUL'21								
		ACCOUNT TOTAL					1,407.60	.00		1,407.60
101-1061-423.89-29 MISCELLANEOUS SERVICES / NEWSPAPERS										
619		04/22 AP		09/28/21	0396292	COURIER COMMUNICATIONS	579.00			10/18/21
		NEWSPAPER SUBSCRIPTION				10/7/21-10/5/22				
		ACCOUNT TOTAL					579.00	.00		579.00
101-2205-432.88-17 OUTSIDE AGENCIES / CEDAR FALLS BAND										
619		04/22 AP		10/14/21	0396289	CEDAR FALLS MUNICIPAL BAND	14,147.04			10/18/21
		PROPERTY TAX PAYMENT								
		ACCOUNT TOTAL					14,147.04	.00		14,147.04
101-2245-442.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD)										
637		04/22 AP		10/15/21	0396301	ATODARIA, JAYDEVSIINH	605.41			10/20/21
		RMB:TRAVEL-APA CONFERENCE				DES MOINES				
		ACCOUNT TOTAL					605.41	.00		605.41
101-2253-423.85-01 UTILITIES / UTILITIES										
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	5,843.75			10/22/21
		UTILITIES THRU 10/01/21								
		ACCOUNT TOTAL					5,843.75	.00		5,843.75
101-2253-423.85-05 UTILITIES / THE FALLS POOL UTILITIES										
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	1,296.10			10/22/21
		UTILITIES THRU 10/01/21								
		ACCOUNT TOTAL					1,296.10	.00		1,296.10

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GROUP	PO	ACCTG	----TRANSACTION----			DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER	DESCRIPTION		BALANCE
								POST DT
FUND 101 GENERAL FUND								
101-2280-423.85-01						UTILITIES / UTILITIES		
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	850.34	10/22/21
						UTILITIES THRU 10/01/21		
						ACCOUNT TOTAL	850.34	850.34
101-4511-414.83-05						TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD)		
637		04/22 AP		09/24/21	0396309	YATES, KELLI	145.27	10/20/21
						RMB:TRVL.-FIRE INSTRUCT.1 ALTOONA		
						ACCOUNT TOTAL	145.27	145.27
101-4511-414.85-01						UTILITIES / UTILITIES		
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	1,581.16	10/22/21
						UTILITIES THRU 10/01/21		
						ACCOUNT TOTAL	1,581.16	1,581.16
101-5521-415.72-01						OPERATING SUPPLIES / OPERATING SUPPLIES		
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	140.47	10/22/21
						UTILITIES THRU 10/01/21		
						ACCOUNT TOTAL	140.47	140.47
101-5521-415.72-20						OPERATING SUPPLIES / OFFICERS EQUIPMENT		
637		04/22 AP		08/13/21	0396303	HARRENSTEIN, JEFFREY	119.93	10/20/21
						RMB:OPT.EQUIP.-TACO POUCH HIGH SPEED GEAR		
						ACCOUNT TOTAL	119.93	119.93
101-5521-415.83-05						TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD)		
637		04/22 AP		10/12/21	0396302	BECKNER, MARTIN	165.55	10/20/21
						RMB:MEALS-FIREAMS TRNG. RAYMOND		
637		04/22 AP		10/11/21	0396306	SCHWAN, KENDALL	12.30	10/20/21
						RMB:MEAL-FIREAMS RECERT. JOHNSTON		
						ACCOUNT TOTAL	177.85	177.85
101-5521-415.89-40						MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE		
637		04/22 AP		10/06/21	0396305	PULS, NICHOLAS P.	139.10	10/20/21
						RMB:UNIFORM ALLOWANCE SCHEELS		
637		04/22 AP		10/05/21	0396304	HOWARD, MARK A.	42.80	10/20/21
						RMB:UNIFORM ALLOWANCE SCHEELS		
						ACCOUNT TOTAL	181.90	181.90

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GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	TRANSACTION NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 101 GENERAL FUND										
101-6616-446.85-01						UTILITIES / UTILITIES				
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	9,054.73			10/22/21
						UTILITIES THRU 10/01/21				
						ACCOUNT TOTAL	9,054.73	.00	9,054.73	
101-6623-423.85-01 UTILITIES / UTILITIES										
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	979.34			10/22/21
						UTILITIES THRU 10/01/21				
						ACCOUNT TOTAL	979.34	.00	979.34	
101-6625-432.81-44 PROFESSIONAL SERVICES / USGS RIVER GAUGE										
619		04/22 AP		10/01/21	0396291	CENTURYLINK	61.29			10/18/21
						CEDAR RIVER GAUGE-SEPT'21				
						ACCOUNT TOTAL	61.29	.00	61.29	
101-6633-423.83-06 TRANSPORTATION&EDUCATION / EDUCATION										
619		04/22 AP		10/13/21	0396297	IOWA SOCIETY OF AMERICAN FORE	70.00			10/18/21
						REG:FALL SAF MTG-B.MORRIS				
619		04/22 AP		10/13/21	0396297	IOWA SOCIETY OF AMERICAN FORE	70.00			10/18/21
						REG:FALL SAF MTG-R.RIEGER				
						DECORAH 10/20-10/21/21				
						DECORAH 10/20-10/21/21				
						ACCOUNT TOTAL	140.00	.00	140.00	
101-6633-423.85-01 UTILITIES / UTILITIES										
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES	1,080.73			10/22/21
						UTILITIES THRU 10/01/21				
						ACCOUNT TOTAL	1,080.73	.00	1,080.73	
						FUND TOTAL	38,391.91	1,407.60	36,984.31	
FUND 203 TAX INCREMENT FINANCING										
203-0000-487.50-05 TRANSFERS OUT / TRANSFERS - TIF										
619		04/22 AP		10/14/21	0396293	DEBT SERVICE	1,073,278.89			10/18/21
						PROPERTY TAX PAYMENT				
619		04/22 AP		10/14/21	0396288	CAPITAL PROJECTS FUND	915,042.96			10/18/21
						PROPERTY TAX PAYMENT				
619		04/22 AP		10/14/21	0396288	CAPITAL PROJECTS FUND	8,252.55			10/18/21
						PROPERTY TAX PAYMENT				
619		04/22 AP		10/14/21	0396288	CAPITAL PROJECTS FUND	48,687.08			10/18/21
						PROPERTY TAX PAYMENT				

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GROUP	PO	ACCTG	-----TRANSACTION-----			DEBITS	CREDITS	CURRENT
NBR	NBR	PER.	CD	DATE	NUMBER			BALANCE
								POST DT
FUND 203 TAX INCREMENT FINANCING								
203-0000-487.50-05 TRANSFERS OUT / TRANSFERS - TIF						continued		
619		04/22 AP		10/14/21	0396288	291,660.89		10/18/21
PROPERTY TAX PAYMENT								
ACCOUNT TOTAL						2,336,922.37	.00	2,336,922.37
FUND TOTAL						2,336,922.37	.00	2,336,922.37
FUND 206 STREET CONSTRUCTION FUND								
206-6637-436.85-01 UTILITIES / UTILITIES								
650		04/22 AP		10/01/21	0396310	1,168.93		10/22/21
UTILITIES THRU 10/01/21								
ACCOUNT TOTAL						1,168.93	.00	1,168.93
206-6647-436.85-01 UTILITIES / UTILITIES								
650		04/22 AP		10/01/21	0396310	670.12		10/22/21
UTILITIES THRU 10/01/21								
ACCOUNT TOTAL						670.12	.00	670.12
FUND TOTAL						1,839.05	.00	1,839.05
FUND 215 HOSPITAL FUND								
FUND 216 POLICE BLOCK GRANT FUND								
FUND 217 SECTION 8 HOUSING FUND								
FUND 223 COMMUNITY BLOCK GRANT								
223-2224-432.88-33 OUTSIDE AGENCIES / NORTHEAST IOWA FOOD BANK								
650		04/22 AP		10/18/21	0004679	4,010.88		10/22/21
IEDA-STATE CARES CV2								
PROJECT#: 022353								
ACCOUNT TOTAL						4,010.88	.00	4,010.88
FUND TOTAL						4,010.88	.00	4,010.88
FUND 224 TRUST & AGENCY								
FUND 242 STREET REPAIR FUND								

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GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	-----TRANSACTION----- NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE POST DT
FUND 254 CABLE TV FUND									
254-1088-431.89-18 MISCELLANEOUS SERVICES / COMMUNITY PROGRAMMING									
619		04/22 AP		10/16/21	0396287	BENSON, ERIC CAMERA OPERATOR	200.00		10/18/21
PROJECT#: 756									
619		04/22 AP		10/16/21	0396294	DEWITT, JASON CAMERA OPERATOR	200.00		10/18/21
PROJECT#: 756									
619		04/22 AP		10/16/21	0396299	STOW, CHRISTIAN CAMERA OPERATOR	200.00		10/18/21
PROJECT#: 756									
619		04/22 AP		10/16/21	0396300	SURMA, JOSEPH EDWARD CAMERA OPERATOR	200.00		10/18/21
PROJECT#: 756									
619		04/22 AP		10/16/21	0396296	HUNT, PHILLIP CAMERA OPERATOR	200.00		10/18/21
PROJECT#: 756									
619		04/22 AP		10/12/21	0396298	SIMPSON, MARK ANNOUNCER	120.00		10/18/21
CF 8TH GRADE FOOTBALL									
ACCOUNT TOTAL							1,120.00	.00	1,120.00
FUND TOTAL							1,120.00	.00	1,120.00
FUND 258 PARKING FUND									
258-5531-435.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE									
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES UTILITIES THRU 10/01/21	15.75		10/22/21
ACCOUNT TOTAL							15.75	.00	15.75
FUND TOTAL							15.75	.00	15.75
FUND 261 TOURISM & VISITORS									
FUND 262 SENIOR SERVICES & COMM CT									
262-1092-423.85-01 UTILITIES / UTILITIES									
650		04/22 AP		10/01/21	0396310	CEDAR FALLS UTILITIES UTILITIES THRU 10/01/21	107.45		10/22/21
ACCOUNT TOTAL							107.45	.00	107.45
FUND TOTAL							107.45	.00	107.45

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 CITY OF CEDAR FALLS

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GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	TRANSACTION NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 291						POLICE FORFEITURE FUND				
FUND 292						POLICE RETIREMENT FUND				
FUND 293						FIRE RETIREMENT FUND				
FUND 294						LIBRARY RESERVE				
FUND 295						SOFTBALL PLAYER CAPITAL				
FUND 296						GOLF CAPITAL				
FUND 297						REC FACILITIES CAPITAL				
FUND 298						HEARST CAPITAL				
FUND 311						DEBT SERVICE FUND				
FUND 402						WASHINGTON PARK FUND				
FUND 404						FEMA				
FUND 405						FLOOD RESERVE FUND				
FUND 407						VISION IOWA PROJECT				
FUND 408						STREET IMPROVEMENT FUND				
FUND 410						CORONAVIRUS LOCAL RELIEF				
FUND 430						2004 TIF BOND				
FUND 431						2014 BOND				
FUND 432						2003 BOND				
FUND 433						2001 TIF				
FUND 434						2000 BOND				
FUND 435						1999 TIF				
FUND 436						2012 BOND				
FUND 437						2018 BOND				
FUND 438						2020 BOND FUND				
FUND 439						2008 BOND FUND				
FUND 443						CAPITAL PROJECTS				
443-1220-431.94-33						CAPITAL PROJECTS / PROPERTY ACQUISITION				
650				04/22	AP 10/01/21 0396310	CEDAR FALLS UTILITIES	195.98			10/22/21
						UTILITIES THRU 10/01/21				
						ACCOUNT TOTAL	195.98	.00	195.98	
						FUND TOTAL	195.98	.00	195.98	
FUND 472						PARKADE RENOVATION				
FUND 473						SIDEWALK ASSESSMENT				
FUND 483						ECONOMIC DEVELOPMENT				
FUND 484						ECONOMIC DEVELOPMENT LAND				
FUND 541						2018 STORM WATER BONDS				
FUND 544						2008 SEWER BONDS				
FUND 545						2006 SEWER BONDS				
FUND 546						SEWER IMPROVEMENT FUND				
FUND 547						SEWER RESERVE FUND				
FUND 548						1997 SEWER BOND FUND				

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FUND 549 1992 SEWER BOND FUND									
FUND 550 2000 SEWER BOND FUND									
FUND 551 REFUSE FUND									
	650	551-6685-436.85-01		04/22	AP 10/01/21 0396310	UTILITIES / UTILITIES CEDAR FALLS UTILITIES	1,538.22		10/22/21
						UTILITIES THRU 10/01/21			
						ACCOUNT TOTAL	1,538.22	.00	1,538.22
						FUND TOTAL	1,538.22	.00	1,538.22
FUND 552 SEWER RENTAL FUND									
	650	552-6655-436.85-01		04/22	AP 10/01/21 0396310	UTILITIES / UTILITIES CEDAR FALLS UTILITIES	9,474.69		10/22/21
						UTILITIES THRU 10/01/21			
						ACCOUNT TOTAL	9,474.69	.00	9,474.69
	650	552-6665-436.83-06		04/22	AP 10/15/21 0396311	TRANSPORTATION&EDUCATION / EDUCATION IOWA WATER ENVIRONMENT ASSOC.	35.00		10/22/21
						REG:ANN. CONF.-ROD SMITH MANCHESTER			
	650	552-6665-436.83-06		04/22	AP 10/15/21 0396311	TRANSPORTATION&EDUCATION / EDUCATION IOWA WATER ENVIRONMENT ASSOC.	35.00		10/22/21
						REG:ANN.CONF.-KEITH LEWIS MANCHESTER			
						ACCOUNT TOTAL	70.00	.00	70.00
	650	552-6665-436.85-01		04/22	AP 10/01/21 0396310	UTILITIES / UTILITIES CEDAR FALLS UTILITIES	17,258.97		10/22/21
						UTILITIES THRU 10/01/21			
						ACCOUNT TOTAL	17,258.97	.00	17,258.97
						FUND TOTAL	26,803.66	.00	26,803.66
FUND 553 2004 SEWER BOND									
FUND 555 STORM WATER UTILITY									
	650	555-6630-432.85-01		04/22	AP 10/01/21 0396310	UTILITIES / UTILITIES CEDAR FALLS UTILITIES	43.32		10/22/21
						UTILITIES THRU 10/01/21			
						ACCOUNT TOTAL	43.32	.00	43.32
						FUND TOTAL	43.32	.00	43.32

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FUND 570 SEWER ASSESSMENT								
FUND 606 DATA PROCESSING FUND								
606-1078-441.81-43 PROFESSIONAL SERVICES / LIBRARY COMPUTER SERVICES								
619		04/22 AP		10/10/21	0396290 CEDAR FALLS UTILITIES	15.00		10/18/21
					LIBRARY DOMAIN NAME			
					STATIC IP ADDRESS			
					ACCOUNT TOTAL	15.00	.00	15.00
606-1078-441.82-10 COMMUNICATION / TELEPHONE HOLDING ACCOUNT								
637		04/22 AP		10/06/21	0396308 U.S. CELLULAR	31.55		10/20/21
					CELL PHONE:10/6-11/5/21			
619		04/22 AP		10/01/21	0396291 CENTURYLINK	72.99		10/18/21
					CITY PHONE SERV.-OCT'21			
					ACCOUNT TOTAL	104.54	.00	104.54
606-1078-441.82-30 COMMUNICATION / FIBER OPTICS								
619		04/22 AP		10/10/21	0396290 CEDAR FALLS UTILITIES	3,320.00		10/18/21
					FIBER POINT:9/11-10/10/21			
					ACCOUNT TOTAL	3,320.00	.00	3,320.00
					FUND TOTAL	3,439.54	.00	3,439.54
FUND 680 HEALTH INSURANCE FUND								
FUND 681 HEALTH SEVERANCE								
FUND 682 HEALTH INSURANCE - FIRE								
FUND 685 VEHICLE MAINTENANCE FUND								
FUND 686 PAYROLL FUND								
686-0000-222.05-00 PAYROLL LIABILITY / OTHER DEDUCTIONS PAYABLE								
637		04/22 AP		10/20/21	0396307 TEAMSTERS LOCAL #238	4,380.32		10/20/21
					UNION DUES-OCTOBER 2021			
					ACCOUNT TOTAL	4,380.32	.00	4,380.32
					FUND TOTAL	4,380.32	.00	4,380.32
FUND 687 WORKERS COMPENSATION FUND								
FUND 688 LTD INSURANCE FUND								
FUND 689 LIABILITY INSURANCE FUND								

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FUND 724 TRUST & AGENCY										
724-0000-487.50-01						TRANSFERS OUT / TRANSFERS TO GENERAL FUND				
619		04/22 AP		10/14/21	0396295	GENERAL FUND	1,003,490.73			10/18/21
						PROPERTY TAX PAYMENT				
						ACCOUNT TOTAL	1,003,490.73	.00	1,003,490.73	
						FUND TOTAL	1,003,490.73	.00	1,003,490.73	
FUND 727 GREENWOOD CEMETERY P-CARE										
FUND 728 FAIRVIEW CEMETERY P-CARE										
FUND 729 HILLSIDE CEMETERY P-CARE										
FUND 790 FLOOD LEVY										
						GRAND TOTAL	3,422,299.18	1,407.60	3,420,891.58	

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GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	----TRANSACTION---- NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT	
FUND 101 GENERAL FUND											
101-1008-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES											
651		05/22 AP		10/21/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	10.50		10/26/21		
		MOUSEPAD									
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	1.42		10/26/21		
		CORRECTION TAPE,PENS									
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	17.39		10/26/21		
		COPY PAPER									
		ACCOUNT TOTAL						29.31	.00	29.31	
101-1008-441.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS											
609		05/22 AP		09/21/21	0000000	INTERNATL.INST.MUNICIPAL CLER	215.00		10/26/21		
		2022 MBR-J DANIELSEN THROUGH 12/31/22									
609		05/22 AP		09/21/21	0000000	INTERNATL.INST.MUNICIPAL CLER	115.00		10/26/21		
		2022 MBR-K KERR THROUGH 12/31/22									
		ACCOUNT TOTAL						330.00	.00	330.00	
101-1026-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES											
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	.42		10/26/21		
		CORRECTION TAPE,PENS									
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	5.80		10/26/21		
		COPY PAPER									
		ACCOUNT TOTAL						6.22	.00	6.22	
101-1028-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES											
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	1.42		10/26/21		
		CORRECTION TAPE,PENS									
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	23.19		10/26/21		
		COPY PAPER									
		ACCOUNT TOTAL						24.61	.00	24.61	
101-1038-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES											
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	.42		10/26/21		
		CORRECTION TAPE,PENS									
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	23.19		10/26/21		
		COPY PAPER									
623		05/22 AP		10/04/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	7.45		10/26/21		
		PUSHPINS, SCISSORS									
		ACCOUNT TOTAL						31.06	.00	31.06	
101-1038-441.81-09 PROFESSIONAL SERVICES / HUMAN RIGHTS COMMISSION											

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FUND 101 GENERAL FUND									
101-1038-441.81-09						PROFESSIONAL SERVICES / HUMAN RIGHTS COMMISSION			continued
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	2.32		10/26/21
ACCOUNT TOTAL							2.32	.00	2.32
101-1038-441.81-53						PROFESSIONAL SERVICES / JOB NOTICES			
651		05/22 AP		09/30/21	0000000	REGISTER MEDIA	479.30		10/26/21
						JOB AD:PUBLIC SAFETY OFFI 9/24/21 DIGITAL ADV			
651		05/22 AP		09/30/21	0000000	REGISTER MEDIA	311.35		10/26/21
						JOB AD:PUBLIC SAFETY OFFI 9/28/21 DIGITAL ADV			
ACCOUNT TOTAL							790.65	.00	790.65
101-1038-441.81-56						PROFESSIONAL SERVICES / EMPLOYEE WELLNESS PROG			
649		05/22 AP		10/06/21	0000000	PRAIRIE YOGI MASSAGE	585.00		10/26/21
						CITY WELLNESS MASSAGES			
ACCOUNT TOTAL							585.00	.00	585.00
101-1038-441.81-99						PROFESSIONAL SERVICES / CIVIL SERVICE COMMISSION			
609		05/22 AP		10/07/21	0000000	COTTINGHAM & BUTLER INSURANCE	275.00		10/26/21
						CLASSIFICATION REVIEW: PUBLIC SAFETY OFFICER			
ACCOUNT TOTAL							275.00	.00	275.00
101-1048-441.71-01						OFFICE SUPPLIES / OFFICE SUPPLIES			
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	.26		10/26/21
						CORRECTION TAPE,PENS			
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	2.32		10/26/21
ACCOUNT TOTAL							2.58	.00	2.58
101-1048-441.81-29						PROFESSIONAL SERVICES / LEGAL CONSULTANTS			
609		05/22 AP		11/01/21	0000000	AHLERS AND COONEY, P.C.	3,900.00		10/26/21
						LEGAL SERVICES-NOV'21			
609		05/22 AP		11/01/21	0000000	SWISHER & COHRT, P.L.C.	2,600.00		10/26/21
						LEGAL SERVICES-NOV'21			
623		05/22 AP		10/01/21	0000000	REDFERN,MASON,LARSEN & MOORE,	627.00		10/26/21
						LGL:GREENHILL VILL.9TH AD 09/17-09/30/21			
PROJECT#:						023006			
ACCOUNT TOTAL							7,127.00	.00	7,127.00

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FUND 101 GENERAL FUND										
101-1048-441.81-30						PROFESSIONAL SERVICES / LEGAL-CODE ENFORCEMENT				
609		05/22 AP		11/01/21	0000000	SWISHER & COHRT, P.L.C. LEGAL SERVICES-NOV'21	1,000.00			10/26/21
		ACCOUNT TOTAL					1,000.00	.00	1,000.00	
101-1118-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT CORRECTION TAPE,PENS	.42			10/26/21
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	1.16			10/26/21
		ACCOUNT TOTAL					1.58	.00	1.58	
101-1158-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT CORRECTION TAPE,PENS	.21			10/26/21
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	1.16			10/26/21
609		05/22 AP		10/12/21	0000000	PARKADE PRINTER, INC. EMERG.OPERATION BOOKLETS	59.50			10/26/21
		ACCOUNT TOTAL					60.87	.00	60.87	
101-1199-441.72-19 OPERATING SUPPLIES / PRINTING										
651		05/22 AP		10/14/21	0000000	COURIER LEGAL COMMUNICATIONS	327.27			10/26/21
651		10/4/21		CC MTG MIN/CLAIMS						
651		05/22 AP		10/08/21	0000000	COURIER LEGAL COMMUNICATIONS CITY HALL REMODEL	19.42			10/26/21
651		05/22 AP		10/08/21	0000000	COURIER LEGAL COMMUNICATIONS PH NTC-PLANS CTYH REMODEL	50.40			10/26/21
651		05/22 AP		10/08/21	0000000	COURIER LEGAL COMMUNICATIONS PH NTC-REZONE 5424 UNIV.	16.80			10/26/21
651		05/22 AP		10/08/21	0000000	COURIER LEGAL COMMUNICATIONS PH NTC-FIRE CODES	19.42			10/26/21
651		05/22 AP		10/08/21	0000000	COURIER LEGAL COMMUNICATIONS PH NTC-BUILDING CODES	77.18			10/26/21
		ACCOUNT TOTAL					510.49	.00	510.49	
101-1199-441.81-02 PROFESSIONAL SERVICES / AUDIT										
609		05/22 AP		10/20/21	0000000	STATE AUDITOR	850.00			10/26/21
609		05/22 AP		10/20/21	0000000	GOVERNMENT FINANCE OFFICERS A FY2021 FILING FEE FY2021 AUDIT AWARD FEE	610.00			10/26/21
		ACCOUNT TOTAL					1,460.00	.00	1,460.00	

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FUND 101 GENERAL FUND										
101-2205-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	2.32			10/26/21
636		05/22 AP		10/11/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER 3X3 POST-ITS	.28			10/26/21
ACCOUNT TOTAL							2.60	.00	2.60	
101-2235-412.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
623		05/22 AP		10/15/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	2.11			10/26/21
623		05/22 AP		10/15/21	0000000	OFFICE EXPRESS OFFICE PRODUCT BATTERIES, FOLDERS	17.52			10/26/21
636		05/22 AP		10/11/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	1.05			10/26/21
623		05/22 AP		10/04/21	0000000	OFFICE EXPRESS OFFICE PRODUCT STAPLES	11.56			10/26/21
ACCOUNT TOTAL							32.24	.00	32.24	
101-2235-412.71-07 OFFICE SUPPLIES / CODE ENFORCEMENT SUPPLIES										
636		05/22 AP		10/07/21	0000000	POLK'S LOCK SERVICE, INC. CODE ENF.-OPEN HOUSE 1303 WALNUT, 710 W 13TH	60.00			10/26/21
ACCOUNT TOTAL							60.00	.00	60.00	
101-2235-412.72-17 OPERATING SUPPLIES / UNIFORMS										
636		05/22 AP		10/12/21	0000000	SERVICEWEAR APPAREL, INC.	3.00			10/26/21
636		05/22 AP		10/12/21	0000000	SERVICEWEAR APPAREL, INC. UNIFORMS PACK CHARGES	130.82			10/26/21
636		05/22 AP		09/15/21	0000000	SERVICEWEAR APPAREL, INC. UNIFORMS-J.CRAIG 5 POLOS, VEST	124.64			10/26/21
636		05/22 AP		09/15/21	0000000	SERVICEWEAR APPAREL, INC. UNIFORMS-J.CASTLE 2 POLOS, 2 SHIRTS, SWEATER	98.67			10/26/21
636		05/22 AP		09/15/21	0000000	SERVICEWEAR APPAREL, INC. UNIFORMS-J.MAI JACKET, 2 POLOS	114.12			10/26/21
636		05/22 AP		09/15/21	0000000	SERVICEWEAR APPAREL, INC. UNIFORMS-J.HENDERSON 6 POLOS	7.00			10/26/21
ACCOUNT TOTAL							478.25	.00	478.25	
101-2245-442.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	17.39			10/26/21
636		05/22 AP		10/11/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	1.49			10/26/21

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FUND 101 GENERAL FUND										
101-2245-442.71-01						OFFICE SUPPLIES / OFFICE SUPPLIES 3X3 POST-ITS				
							18.88	.00	18.88	
continued										
101-2245-442.81-16	636	05/22 AP		10/07/21	0000000	PROFESSIONAL SERVICES / ZONING ORDINANCE FERRELL MADDEN 3184-DWNTWN.VISION & ZONE CITY COUNCIL HEARING PROJECT#: 023184	3,900.00			10/26/21
ACCOUNT TOTAL							3,900.00	.00	3,900.00	
101-2253-423.72-31	649	05/22 AP		09/23/21	0000000	OPERATING SUPPLIES / YOUTH SPORTS EQUIPMENT XPRESSIONS YOUTH BASKETBALL SHIRTS	80.40			10/26/21
649		05/22 AP		09/23/21	0000000	XPRESSIONS	294.80			10/26/21
649		05/22 AP		09/23/21	0000000	XPRESSIONS	556.10			10/26/21
649		05/22 AP		09/23/21	0000000	XPRESSIONS	1,500.80			10/26/21
649		05/22 AP		09/23/21	0000000	XPRESSIONS	1,011.70			10/26/21
ACCOUNT TOTAL							3,443.80	.00	3,443.80	
101-2253-423.73-17	649	05/22 AP		06/28/21	0000000	OTHER SUPPLIES / THE FALLS POOL CHEMICALS ACCO UNLIMITED CORPORATION CHLORINATING SOLUTION	2,321.30			10/26/21
ACCOUNT TOTAL							2,321.30	.00	2,321.30	
101-2253-423.81-01	649	05/22 AP		10/11/21	0000000	PROFESSIONAL SERVICES / PROFESSIONAL SERVICES EPREPSOLUTIONS LLC REPORTS CONSULTING	1,350.00			10/26/21
ACCOUNT TOTAL							1,350.00	.00	1,350.00	
101-2253-423.86-30	649	05/22 AP		10/08/21	0000000	REPAIR & MAINTENANCE / MAINTENANCE & UPKEEP POLK'S LOCK SERVICE, INC. REMOVE BROKEN KEY IN DOOR	55.00			10/26/21
649		05/22 AP		10/01/21	0000000	IOWA WATER MANAGEMENT CORP. (MONTHLY WATER SERVICE	58.00			10/26/21
ACCOUNT TOTAL							113.00	.00	113.00	

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FUND 101 GENERAL FUND										
101-2253-423.86-31 REPAIR & MAINTENANCE / THE FALLS REPAIR & MAINT.										
649		05/22 AP		10/15/21	0000000	CEDAR VALLEY LAWN CARE	348.30		10/26/21	
						IRRIGATION WINTERIZATION				
649		05/22 AP		10/08/21	0000000	BLACK HAWK RENTAL	74.90		10/26/21	
						CONCRETE BUGGY RENTAL				
649		05/22 AP		10/08/21	0000000	BENTON'S READY MIX CONCRETE,	497.00		10/26/21	
						CONCRETE-FALLS AQUATIC				
625		05/22 AP		09/24/21	0000000	BENTON'S READY MIX CONCRETE,	862.75		10/26/21	
						CONCRETE-FALLS AQUATIC				
625		05/22 AP		09/23/21	0000000	BENTON'S READY MIX CONCRETE,	1,190.00		10/26/21	
						CONCRETE-FALLS AQUATIC				
						ACCOUNT TOTAL	2,972.95	.00	2,972.95	
101-2280-423.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
644		05/22 AP		10/14/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	19.29		10/26/21	
						WHITE OUT TAPE				
644		05/22 AP		10/14/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	45.16		10/26/21	
						PENS,BATTERIES,CALENDAR,				
						ACCOUNT TOTAL	64.45	.00	64.45	
101-2280-423.72-70 OPERATING SUPPLIES / CLASSROOM SUPPLIES										
644		05/22 AP		09/22/21	0000000	XPRESSIONS	295.00		10/26/21	
						INSTRUCTOR/STAFF TSHIRTS				
						ACCOUNT TOTAL	295.00	.00	295.00	
101-2280-423.72-71 OPERATING SUPPLIES / GALLERY SUPPLIES										
644		05/22 AP		10/11/21	0000000	SIGNS BY TOMORROW	294.00		10/26/21	
						LABELS FOR MESKWAKI				
644		05/22 AP		09/28/21	0000000	VAN DOREN'S, LLC	55.75		10/26/21	
						PLEXIGLASS AND BACKBOARD				
644		05/22 AP		09/28/21	0000000	VAN DOREN'S, LLC	223.00		10/26/21	
						PLEXIGLASS AND BACKBOARD				
						ACCOUNT TOTAL	572.75	.00	572.75	
101-2280-423.72-72 OPERATING SUPPLIES / PRODUCTS FOR RESALE										
644		05/22 AP		10/11/21	0000000	HACKENMILLER, SUZANNE B BARTL	50.00		10/26/21	
						GUIDE TO FOREST BATHING				
644		05/22 AP		10/11/21	0000000	CHICAGO DISTRIBUTION CENTER		76.80	10/26/21	
						CREDIT TO INV.11130768				
644		05/22 AP		10/08/21	0000000	CHICAGO DISTRIBUTION CENTER	297.58		10/26/21	
						BOOKS				
						ACCOUNT TOTAL	347.58	76.80	270.78	

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FUND 101 GENERAL FUND										
101-2280-423.72-99						OPERATING SUPPLIES / POSTAGE				
644		05/22 AP		10/06/21	0000000	FEDERAL EXPRESS	61.13			10/26/21
						ELLEH DRISCOLL SHIPPING OF ART PIECES				
						ACCOUNT TOTAL	61.13	.00	61.13	
101-2280-423.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES										
644		05/22 AP		10/15/21	0000000	ARAMARK	6.56			10/26/21
						RUG SERVICE				
644		05/22 AP		10/08/21	0000000	ARAMARK	6.56			10/26/21
						RUG SERVICE				
						ACCOUNT TOTAL	13.12	.00	13.12	
101-4511-414.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	2.32			10/26/21
						COPY PAPER				
						ACCOUNT TOTAL	2.32	.00	2.32	
101-4511-414.72-02 OPERATING SUPPLIES / LAUNDRY										
645		05/22 AP		10/15/21	0000000	ARAMARK	13.20			10/26/21
						TOWELS;MATS-PSS BUILDING				
645		05/22 AP		10/08/21	0000000	ARAMARK	13.20			10/26/21
						TOWELS;MATS-PSS BUILDING				
645		05/22 AP		09/10/21	0000000	ARAMARK	7.25			10/26/21
						TOWELS-STATION #1				
645		05/22 AP		09/10/21	0000000	ARAMARK	13.20			10/26/21
						TOWELS;MATS-PSS BUILDING				
645		05/22 AP		09/03/21	0000000	ARAMARK	7.25			10/26/21
						TOWELS-STATION #1				
						ACCOUNT TOTAL	54.10	.00	54.10	
101-4511-414.72-07 OPERATING SUPPLIES / EMS/RESCUE SUPPLIES										
645		05/22 AP		10/07/21	0000000	EMERGENCY MEDICAL PRODUCTS, I	228.00			10/26/21
						HEARTSTART FRX SMART PADS				
						ACCOUNT TOTAL	228.00	.00	228.00	
101-4511-414.72-09 OPERATING SUPPLIES / EQUIPMENT REPAIR										
645		05/22 AP		10/08/21	0000000	SANDRY FIRE SUPPLY, L.L.C.	77.70			10/26/21
						HOSE REPAIR RINGS				
645		05/22 AP		09/17/21	0000000	DUO-SAFETY LADDER CORPORATION	25.93			10/26/21
						511 LADDER REPAIR NEW ALUMINUM END CAPS				

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FUND 101 GENERAL FUND										
101-4511-414.72-09 OPERATING SUPPLIES / EQUIPMENT REPAIR						continued				
ACCOUNT TOTAL							103.63	.00	103.63	
101-4511-414.72-23 OPERATING SUPPLIES / RADIO & MDC FEES										
645		05/22 AP		10/12/21	0000000	BLACK HAWK CO.E911-TREASURER FIRE EDACS FEE;JUL-SEP'21	2,934.37			10/26/21
ACCOUNT TOTAL							2,934.37	.00	2,934.37	
101-4511-414.73-10 OTHER SUPPLIES / HEADQUARTER SUPPLIES										
646		05/22 AP		10/14/21	0000000	FAREWAY STORES INC. #190 PROPANE REFILL	8.49			10/26/21
ACCOUNT TOTAL							8.49	.00	8.49	
101-4511-414.89-40 MISCELLANEOUS SERVICES / UNIFORM ALLOWANCE										
645		05/22 AP		10/13/21	0000000	SHIRT SHACK INC., THE UNI FIRE SHIRTS	147.00			10/26/21
ACCOUNT TOTAL							147.00	.00	147.00	
101-5521-415.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	2.32			10/26/21
ACCOUNT TOTAL							2.32	.00	2.32	
101-5521-415.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
645		05/22 AP		10/15/21	0000000	ARAMARK	13.20			10/26/21
TOWELS;MATS-PSS BUILDING										
646		05/22 AP		10/14/21	0000000	FAREWAY STORES INC. #190 PROPANE REFILL	8.50			10/26/21
645		05/22 AP		10/08/21	0000000	ARAMARK	13.20			10/26/21
TOWELS;MATS-PSS BUILDING										
646		05/22 AP		10/08/21	0000000	DES MOINES STAMP MFG. CO.	28.70			10/26/21
NOTARY STAMP-MIKE HAYES										
646		05/22 AP		10/06/21	0000000	MARTIN BROS.DISTRIBUTING FORKS-PD	83.47			10/26/21
646		05/22 AP		10/03/21	0000000	SHRED-IT USA	60.61			10/26/21
ON-SITE DOC. DESTRUCTION TICKET #8070077560										
646		05/22 AP		10/03/21	0000000	SHRED-IT USA	60.61			10/26/21
ON-SITE DOC. DESTRUCTION TICKET #80653857										
645		05/22 AP		09/10/21	0000000	ARAMARK	13.20			10/26/21
TOWELS;MATS-PSS BUILDING										

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FUND 101 GENERAL FUND									
101-5521-415.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES						continued			
ACCOUNT TOTAL							281.49	.00	281.49
101-5521-415.72-23 OPERATING SUPPLIES / RADIO & MDC FEES									
646		05/22 AP		10/12/21	0000000	BLACK HAWK CO.E911-TREASURER	4,484.60		10/26/21
POL.EDACS FEES;JUL-SEP'21									
ACCOUNT TOTAL							4,484.60	.00	4,484.60
101-5521-415.72-24 OPERATING SUPPLIES / AMMUNITION									
646		05/22 AP		11/25/20	0000000	KIESLER'S POLICE SUPPLY, INC.	802.05		10/26/21
9MM DUTY AMMO									
ACCOUNT TOTAL							802.05	.00	802.05
101-5521-415.81-01 PROFESSIONAL SERVICES / PROFESSIONAL SERVICES									
646		05/22 AP		08/11/21	0000000	DOLLESLAGER, RICK	150.00		10/26/21
PRE-EMPLOYMENT POLYGRAPH ANDREW SNYDER									
ACCOUNT TOTAL							150.00	.00	150.00
101-5521-415.81-58 PROFESSIONAL SERVICES / WITNESS FEES/SUBPOENAS									
651		05/22 AP		09/30/21	0000000	SWISHER & COHRT, P.L.C.	148.85		10/26/21
LGL:TRAFFIC CASES 6/3/21-9/30/21									
ACCOUNT TOTAL							148.85	.00	148.85
101-5521-415.81-70 PROFESSIONAL SERVICES / CONTRACT SERVICES									
646		05/22 AP		10/15/21	0000000	LEADS ONLINE LLC	4,870.00		10/26/21
INVESTIGATION SYSTEM SERV 12/15/21-12/14/22									
ACCOUNT TOTAL							4,870.00	.00	4,870.00
101-5521-415.83-04 TRANSPORTATION&EDUCATION / DUES & MEMBERSHIPS									
646		05/22 AP		10/13/21	0000000	SECRETARY, STATE OF IOWA	30.00		10/26/21
RENEW NOTARY-CHRIS COPP									
ACCOUNT TOTAL							30.00	.00	30.00
101-5521-415.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD)									
646		05/22 AP		10/18/21	0000000	FAREWAY STORES INC. #190	14.64		10/26/21
WATER-TRAINING CLASSES									

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FUND 101 GENERAL FUND										
101-5521-415.83-05 TRANSPORTATION&EDUCATION / TRAVEL (FOOD/MILEAGE/LOD)							continued			
ACCOUNT TOTAL							14.64	.00	14.64	
101-5521-415.83-06 TRANSPORTATION&EDUCATION / EDUCATION										
646		05/22 AP		10/12/21	0000000	IOWA LAW ENFORCEMENT ACADEMY FIREARMS RECERT.-K.SCHWAN	175.00		10/26/21	
ACCOUNT TOTAL							175.00	.00	175.00	
101-5521-415.83-08 TRANSPORTATION&EDUCATION / ACADEMY										
651		05/22 AP		08/11/21	0000000	IOWA PRISON INDUSTRIES PT UNIFORMS-MIXDORF	230.00		10/26/21	
ACCOUNT TOTAL							230.00	.00	230.00	
101-5521-425.81-20 PROFESSIONAL SERVICES / HUMANE SOCIETY										
646		05/22 AP		10/19/21	0000000	CEDAR BEND HUMANE SOCIETY SEP'21 ANIMAL SURRENDER	4,056.00		10/26/21	
ACCOUNT TOTAL							4,056.00	.00	4,056.00	
101-6613-433.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
598		05/22 AP		10/07/21	0000000	OLESON SOD COMPANY	26.40		10/26/21	
633		05/22 AP		10/06/21	0000000	SOD FOR CEMETERY OLESON SOD COMPANY	26.40		10/26/21	
ACCOUNT TOTAL							52.80	.00	52.80	
101-6616-446.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
633		05/22 AP		10/14/21	0000000	OFFICE EXPRESS OFFICE PRODUCT PAPER PRODUCTS	371.99		10/26/21	
PROJECT#:					062506					
598		05/22 AP		10/11/21	0000000	O'DONNELL ACE HARDWARE CARPET SPOT REMOVER	6.69		10/26/21	
PROJECT#:					062511					
633		05/22 AP		10/11/21	0000000	OFFICE EXPRESS OFFICE PRODUCT HAND SOAP	75.98		10/26/21	
PROJECT#:					062507					
633		05/22 AP		10/08/21	0000000	OFFICE EXPRESS OFFICE PRODUCT BATH TISSUE	55.17		10/26/21	
PROJECT#:					062501					
598		05/22 AP		10/07/21	0000000	OFFICE EXPRESS OFFICE PRODUCT HAND SOAP AND SANITIZER	206.94		10/26/21	

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FUND 101 GENERAL FUND										
101-6616-446.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES						continued				
PROJECT#:		062507								
598		05/22 AP		10/05/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	175.66			10/26/21
						TISSUES,TOWELS,SANITIZER				
PROJECT#:		062501								
598		05/22 AP		10/05/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	158.50			10/26/21
						TISSUES,TOWELS,SANITIZER				
PROJECT#:		062503								
598		05/22 AP		10/05/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	84.75			10/26/21
						TISSUES,TOWELS,SANITIZER				
PROJECT#:		062506								
598		05/22 AP		10/05/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	184.16			10/26/21
						TISSUES,TOWELS,SANITIZER				
PROJECT#:		062507								
598		05/22 AP		10/05/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	19.24			10/26/21
						TISSUES,TOWELS,SANITIZER				
PROJECT#:		062509								
						ACCOUNT TOTAL	1,339.08	.00	1,339.08	
101-6616-446.73-06 OTHER SUPPLIES / BUILDING REPAIR										
633		05/22 AP		10/08/21	0000000	POLK'S LOCK SERVICE, INC.	150.00			10/26/21
						DOOR HANDLES FOR CLOSET				
						DOORS				
PROJECT#:		062515								
598		05/22 AP		10/07/21	0000000	O'DONNELL ACE HARDWARE	21.52			10/26/21
						HOSE CLAMPS FOR WATER				
						LINE REPAIR				
PROJECT#:		062514								
631		05/22 AP		10/06/21	0000000	ECHO GROUP, INC.	42.76			10/26/21
						HAND HOLE FOR WATER LINE				
						REPAIR				
PROJECT#:		062515								
631		05/22 AP		10/06/21	0000000	MENARDS-CEDAR FALLS	10.94			10/26/21
						COUPLER AND CLAMPS FOR				
						WATER LINE REPAIR				
PROJECT#:		062515								
631		05/22 AP		10/06/21	0000000	MENARDS-CEDAR FALLS	36.97			10/26/21
						PIPE AND CONNECTORS FOR				
						WATER LINE REPAIR				
PROJECT#:		062514								
631		05/22 AP		10/05/21	0000000	MENARDS-CEDAR FALLS	16.56			10/26/21
						FITTINGS FOR HOTSY WATER				
						LINE REPAIR				
PROJECT#:		062506								
631		05/22 AP		10/05/21	0000000	MENARDS-CEDAR FALLS	10.15			10/26/21
						FITTINGS FOR HOTSY WATER				
						LINE REPAIR				
PROJECT#:		062506								
631		05/22 AP		10/04/21	0000000	MENARDS-CEDAR FALLS	2.99			10/26/21
						FITTINGS AND CLAMPS				
						WATER LINE REPAIR				
PROJECT#:		062515								
631		05/22 AP		10/04/21	0000000	MENARDS-CEDAR FALLS	10.08			10/26/21
						FITTINGS FOR WATER LINE				
						REPAIR				
PROJECT#:		062515								
598		05/22 AP		10/01/21	0000000	PLUMB SUPPLY COMPANY, LLC	38.44			10/26/21

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FUND 101 GENERAL FUND										
101-6616-446.73-06 OTHER SUPPLIES / BUILDING REPAIR						continued				
COUPLING FOR WATER LINE REPAIR										
PROJECT#: 062514										
ACCOUNT TOTAL							340.41	.00	340.41	
101-6616-446.86-02 REPAIR & MAINTENANCE / BUILDINGS & GROUNDS										
633		05/22 AP		10/15/21	0000000	ARAMARK	25.30			10/26/21
PROJECT#: 062506										
598		05/22 AP		10/11/21	0000000	DENNIS C. CHRISTENSEN & SONS, CONCRETE TRIP HAZARD REPR	5,760.00			10/26/21
PROJECT#: 062514										
598		05/22 AP		10/11/21	0000000	DENNIS C. CHRISTENSEN & SONS, CONCRETE RAISING/REPAIR	3,585.00			10/26/21
PROJECT#: 062506										
598		05/22 AP		10/08/21	0000000	ARAMARK	22.70			10/26/21
PROJECT#: 062506										
631		05/22 AP		10/08/21	0000000	ARAMARK	13.00			10/26/21
PROJECT#: 062501										
598		05/22 AP		10/01/21	0000000	CHRISTIE DOOR COMPANY OVERHEAD DOOR, SAFETY	2,691.50			10/26/21
PROJECT#: 062511										
ACCOUNT TOTAL							12,097.50	.00	12,097.50	
101-6625-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
623		05/22 AP		10/15/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	3.15			10/26/21
PROJECT#: 062506										
623		05/22 AP		10/15/21	0000000	BATTERIES, FOLDERS OFFICE EXPRESS OFFICE PRODUCT	17.53			10/26/21
PROJECT#: 062506										
636		05/22 AP		10/11/21	0000000	COPY PAPER OFFICE EXPRESS OFFICE PRODUCT	1.56			10/26/21
PROJECT#: 062506										
623		05/22 AP		10/04/21	0000000	STAPLES OFFICE EXPRESS OFFICE PRODUCT	17.34			10/26/21
PROJECT#: 062506										
ACCOUNT TOTAL							39.58	.00	39.58	
101-6625-432.83-06 TRANSPORTATION&EDUCATION / EDUCATION										
623		05/22 AP		10/12/21	0000000	IOWA DEPT-TRANSPORTATION	120.00			10/26/21
PROJECT#: 062506										
623		05/22 AP		10/12/21	0000000	EROSION RECERT-MCKINNEY IOWA DEPT-TRANSPORTATION	120.00			10/26/21
PROJECT#: 062506										
ACCOUNT TOTAL							240.00	.00	240.00	

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FUND 101 GENERAL FUND										
101-6633-423.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
633		05/22	AP	10/18/21	0000000	STOKES WELDING	63.96			10/26/21
631		05/22	AP	10/15/21	0000000	PRUNERS BLACK HAWK CO.EXTENSION	105.00			10/26/21
633		05/22	AP	10/15/21	0000000	PESTICIDE CLASS KIM A, RYAN R AND TOBY SIRES	15.98			10/26/21
631		05/22	AP	10/13/21	0000000	O'DONNELL ACE HARDWARE EPOXY	752.85			10/26/21
633		05/22	AP	10/13/21	0000000	TREE PLANTING SUPPLIES O'DONNELL ACE HARDWARE	177.84			10/26/21
633		05/22	AP	10/12/21	0000000	RAKES,KNIVES TREE PLANTING SUPPLIES	4.00			10/26/21
633		05/22	AP	10/08/21	0000000	POLK'S LOCK SERVICE, INC. KEYS	19.80			10/26/21
633		05/22	AP	10/07/21	0000000	OUTDOOR & MORE PROPANE FOR PARKS	20.50			10/26/21
633		05/22	AP	10/07/21	0000000	POLK'S LOCK SERVICE, INC. KEYS	275.00			10/26/21
631		05/22	AP	10/04/21	0000000	ZIMCO SUPPLY CO. GRASS SEED	95.72			10/26/21
633		05/22	AP	10/04/21	0000000	MENARDS-CEDAR FALLS 6000 SERIES	54.00			10/26/21
633		05/22	AP	10/04/21	0000000	ZIMCO SUPPLY CO. RESPIRATOR MASKS, CARTG	251.75			10/26/21
598		05/22	AP	10/01/21	0000000	FERTILIZER APPLICATOR LAWN CHEMICALS	37.70			10/26/21
631		05/22	AP	09/30/21	0000000	SERVICEWEAR APPAREL, INC. IVERSON	8.35			10/26/21
598		05/22	AP	09/29/21	0000000	CULLIGAN WATER CONDITIONING WATER JUG 606 UNION RD		37.70		10/26/21
598		05/22	AP	09/29/21	0000000	SERVICEWEAR APPAREL, INC. PARKS UNIFORM CREDIT	69.81			10/26/21
598		05/22	AP	09/28/21	0000000	SERVICEWEAR APPAREL, INC. HOOK	23.27			10/26/21
598		05/22	AP	08/06/21	0000000	SERVICEWEAR APPAREL, INC. CONRAD	190.09			10/26/21
						PARKS UNIFORM ROBERT				
						CITY LAUNDERING CO. PARKS FIRST AID- UNION RD				
						ACCOUNT TOTAL	2,165.62	37.70		2,127.92
101-6633-423.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE										
631		05/22	AP	09/24/21	0000000	COOLEY PUMPING, LLC PORTA POTTY EL DORADO	105.00			10/26/21
						ACCOUNT TOTAL	105.00	.00		105.00
						FUND TOTAL	63,386.59	114.50		63,272.09

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FUND 203 TAX INCREMENT FINANCING									
203-0000-487.50-05 TRANSFERS OUT / TRANSFERS - TIF									
609		05/22	AP	10/14/21	0000000	BLACK HAWK CO.TREASURER REFUND TIF OVERPAYMENT FROM BHC	465.00		10/26/21
						ACCOUNT TOTAL	465.00	.00	465.00
						FUND TOTAL	465.00	.00	465.00
FUND 206 STREET CONSTRUCTION FUND									
206-6637-436.72-16 OPERATING SUPPLIES / TOOLS									
633		05/22	AP	10/13/21	0000000	TRACTOR SUPPLY CO. SPRAYER FOR 239 UTILITY TRUCK	64.99		10/26/21
						ACCOUNT TOTAL	64.99	.00	64.99
206-6637-436.72-17 OPERATING SUPPLIES / UNIFORMS									
598		05/22	AP	10/01/21	0000000	SERVICEWEAR APPAREL, INC. STREET UNIFORMS MIKE SOPPE	60.14		10/26/21
598		05/22	AP	09/28/21	0000000	SERVICEWEAR APPAREL, INC. STREET UNIFORMS LARRY C	139.62		10/26/21
						ACCOUNT TOTAL	199.76	.00	199.76
206-6637-436.72-57 OPERATING SUPPLIES / ICE CONTROL									
598		05/22	AP	09/30/21	0000000	FORCE AMERICA DISTRIBUTING LL ROAD TEMP MONITOR SYSTEM #2101	766.95		10/26/21
						ACCOUNT TOTAL	766.95	.00	766.95
206-6637-436.73-32 OTHER SUPPLIES / STREETS									
631		05/22	AP	10/06/21	0000000	BENTON'S READY MIX CONCRETE, CONCRETE-WATERLOO ROAD	3,272.50		10/26/21
						PROJECT#: 062436			
631		05/22	AP	10/05/21	0000000	BENTON'S READY MIX CONCRETE, CONCRETE FOR CFU REPAIR 3005 CEDAR HEIGHTS	605.00		10/26/21
						PROJECT#: 062436			
631		05/22	AP	10/04/21	0000000	BENTON'S READY MIX CONCRETE, CONCRETE-STREET REPAIR LAVERNE LANE	426.00		10/26/21
631		05/22	AP	09/30/21	0000000	ASPRO, INC. HOTMIX ASPHALT	444.40		10/26/21
633		05/22	AP	09/30/21	0000000	STETSON BUILDING PRODUCTS LLC EXPANSION, DRILL BIT ADA DOMES	458.40		10/26/21
633		05/22	AP	09/27/21	0000000	STETSON BUILDING PRODUCTS LLC ADA DOMES, REBAR, DRILL BITS	874.16		10/26/21
						ACCOUNT TOTAL	6,080.46	.00	6,080.46

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FUND 206 STREET CONSTRUCTION FUND									
206-6637-436.92-93						STRUCTURE IMPROV & BLDGS / WEST 27TH ST IMPROVEMENTS			
623		05/22 AP		10/15/21	0000000	PIRC-TOBIN CONSTRUCTION INC.	22,197.23		10/26/21
						3240-W27TH SANITARY SEWER			
						PROJECT#: 023240			
						ACCOUNT TOTAL	22,197.23	.00	22,197.23
206-6647-436.72-16 OPERATING SUPPLIES / TOOLS									
631		05/22 AP		10/04/21	0000000	MENARDS-CEDAR FALLS	159.90		10/26/21
						HAND TOOLS-MECH/WRN SET			
						ACCOUNT TOTAL	159.90	.00	159.90
206-6647-436.73-12 OTHER SUPPLIES / TRAFFIC SIGNALS									
633		05/22 AP		08/18/21	0000000	MOBOTREX, INC	204.00		10/26/21
						TRAFFIC SIGNAL PROGRAMMIN G CARD			
						ACCOUNT TOTAL	204.00	.00	204.00
206-6647-436.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS									
633		05/22 AP		10/14/21	0000000	MID AMERICAN SIGNAL, INC.	11,970.00		10/26/21
						TRAFFIC SIGNAL CONNECTIVI TY			
						ACCOUNT TOTAL	11,970.00	.00	11,970.00
						FUND TOTAL	41,643.29	.00	41,643.29
FUND 215 HOSPITAL FUND									
FUND 216 POLICE BLOCK GRANT FUND									
FUND 217 SECTION 8 HOUSING FUND									
217-2214-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES									
636		05/22 AP		10/08/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	36.95		10/26/21
						COPY PAPER			
636		05/22 AP		10/08/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	13.47		10/26/21
						6X9 ENVELOPES			
						ACCOUNT TOTAL	50.42	.00	50.42
						FUND TOTAL	50.42	.00	50.42

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FUND 223 COMMUNITY BLOCK GRANT										
223-2224-432.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	1.16			10/26/21
ACCOUNT TOTAL							1.16	.00	1.16	
FUND TOTAL							1.16	.00	1.16	
FUND 224 TRUST & AGENCY										
FUND 242 STREET REPAIR FUND										
242-1240-431.92-44 STRUCTURE IMPROV & BLDGS / STREET RECONSTRUCTION										
623		05/22 AP		10/18/21	0000000	PETERSON CONTRACTORS	106,909.77			10/26/21
PROJECT#:				023227						
ACCOUNT TOTAL							106,909.77	.00	106,909.77	
242-1240-431.92-51 STRUCTURE IMPROV & BLDGS / SEAL COAT PROGRAM										
623		05/22 AP		10/04/21	0000000	BLACKTOP SERVICE COMPANY	156,448.19			10/26/21
PROJECT#:				023272						
ACCOUNT TOTAL							156,448.19	.00	156,448.19	
242-1240-431.92-85 STRUCTURE IMPROV & BLDGS / UNION ROAD RECONSTRUCTION										
623		05/22 AP		09/20/21	0000000	FOTH INFRASTRUCTURE & ENVIRON SERVICES THRU 8/31/21	79.60			10/26/21
PROJECT#:				023238						
623		05/22 AP		08/04/21	0000000	FOTH INFRASTRUCTURE & ENVIRON SERVICES THRU 7/31/21	679.00			10/26/21
PROJECT#:				023238						
ACCOUNT TOTAL							758.60	.00	758.60	
FUND TOTAL							264,116.56	.00	264,116.56	
FUND 254 CABLE TV FUND										
254-1088-431.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT CORRECTION TAPE,PENS	.42			10/26/21
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT COPY PAPER	5.80			10/26/21
ACCOUNT TOTAL							6.22	.00	6.22	

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FUND 254 CABLE TV FUND											
254-1088-431.73-01						OTHER SUPPLIES / REPAIR & MAINT. SUPPLIES					
609		05/22 AP		10/13/21	0000000	FEDERAL EXPRESS	26.97			10/26/21	
		SHIPPING-PANASONIC SRV CT									
609		05/22 AP		10/06/21	0000000	FEDERAL EXPRESS	24.81			10/26/21	
		SHIPPING-PRIMERA TECH									
		ACCOUNT TOTAL						51.78	.00		51.78
254-1088-431.86-01 REPAIR & MAINTENANCE / REPAIR & MAINTENANCE											
609		05/22 AP		10/15/21	0000000	CLARK WIRE & CABLE, INC.	480.08			10/26/21	
		REPAIR FIBER ON REEL CONNECTORS BROKEN									
		ACCOUNT TOTAL						480.08	.00		480.08
		FUND TOTAL						538.08	.00		538.08
FUND 258 PARKING FUND											
258-5531-435.71-01						OFFICE SUPPLIES / OFFICE SUPPLIES					
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	.26			10/26/21	
		CORRECTION TAPE,PENS									
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	5.80			10/26/21	
		COPY PAPER									
		ACCOUNT TOTAL						6.06	.00		6.06
		FUND TOTAL						6.06	.00		6.06
FUND 261 TOURISM & VISITORS											
261-2291-423.73-57						OTHER SUPPLIES / GIFT SHOP					
632		05/22 AP		10/06/21	0000000	UNIVERSITY OF NORTHERN IOWA	53.37			10/26/21	
		UNI ITEMS FOR GIFT SHOP									
		ACCOUNT TOTAL						53.37	.00		53.37
261-2291-423.85-20 UTILITIES / INTERNET SERVICE											
632		05/22 AP		10/18/21	0000000	SPINUTECH WEB DESIGN, INC.	350.00			10/26/21	
		ADDSEARCH SMALL PLUS PLAN 10/2/21-10/2/22									
		ACCOUNT TOTAL						350.00	.00		350.00
261-2291-423.85-23 UTILITIES / BUILDING MAINTENANCE											
632		05/22 AP		10/15/21	0000000	ARAMARK	5.20			10/26/21	
		MAT SERVICE									

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FUND 261 TOURISM & VISITORS										
261-2291-423.85-23 UTILITIES / BUILDING MAINTENANCE							continued			
632		05/22 AP		10/08/21	0000000	ARAMARK MAT SERVICE	5.20			10/26/21
ACCOUNT TOTAL							10.40	.00	10.40	
261-2291-423.88-47 OUTSIDE AGENCIES / ECONOMIC DEVEL GRANTS										
609		05/22 AP		10/20/21	0000000	COLLEGE HILL PARTNERSHIP	1,125.00			10/26/21
609		05/22 AP		10/20/21	0000000	COMMUNITY MAIN STREET	6,000.00			10/26/21
ACCOUNT TOTAL							7,125.00	.00	7,125.00	
FUND TOTAL							7,538.77	.00	7,538.77	
FUND 262 SENIOR SERVICES & COMM CT										
FUND 291 POLICE FORFEITURE FUND										
FUND 292 POLICE RETIREMENT FUND										
FUND 293 FIRE RETIREMENT FUND										
FUND 294 LIBRARY RESERVE										
FUND 295 SOFTBALL PLAYER CAPITAL										
FUND 296 GOLF CAPITAL										
FUND 297 REC FACILITIES CAPITAL										
297-2253-423.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS										
649		05/22 AP		09/07/21	0000000	IPRA CONSIGN.TICKET SALES	1,067.50			10/26/21
ACCOUNT TOTAL							1,067.50	.00	1,067.50	
FUND TOTAL							1,067.50	.00	1,067.50	
FUND 298 HEARST CAPITAL										
298-2280-423.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS										
644		05/22 AP		09/24/21	0000000	MITYLITE INC	3,108.00			10/26/21
ACCOUNT TOTAL							3,108.00	.00	3,108.00	
FUND TOTAL							3,108.00	.00	3,108.00	

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GROUP NBR	PO NBR	ACCTG PER.	CD	DATE	-----TRANSACTION----- NUMBER	DESCRIPTION	DEBITS	CREDITS	CURRENT BALANCE	POST DT
FUND 311 DEBT SERVICE FUND										
FUND 402 WASHINGTON PARK FUND										
FUND 404 FEMA										
FUND 405 FLOOD RESERVE FUND										
405-1220-431.98-43 CAPITAL PROJECTS / CEDAR RIVER REC IMPROVE										
636		05/22 AP		10/04/21	0000000	RIVERWISE ENGINEERING, LLC	4,920.00			10/26/21
PROJECT#: 023290										
636		05/22 AP		09/02/21	0000000	RIVERWISE ENGINEERING, LLC	3,840.00			10/26/21
PROJECT#: 023290										
ACCOUNT TOTAL							8,760.00	.00	8,760.00	
FUND TOTAL							8,760.00	.00	8,760.00	
FUND 407 VISION IOWA PROJECT										
FUND 408 STREET IMPROVEMENT FUND										
FUND 410 CORONAVIRUS LOCAL RELIEF										
FUND 430 2004 TIF BOND										
430-1220-431.97-82 TIF BOND PROJECTS / STREETSCAPE MAINTENANCE										
623		05/22 AP		10/13/21	0000000	OWEN CONTRACTING INC.	65,033.91			10/26/21
PROJECT#: 023242										
ACCOUNT TOTAL							65,033.91	.00	65,033.91	
430-1220-431.98-47 CAPITAL PROJECTS / CYBER LANE										
623		05/22 AP		10/15/21	0000000	OWEN CONTRACTING INC.	21,173.13			10/26/21
PROJECT#: 023245										
623		05/22 AP		09/30/21	0000000	SNYDER & ASSOCIATES, INC.	1,158.50			10/26/21
PROJECT#: 023245										
ACCOUNT TOTAL							22,331.63	.00	22,331.63	
FUND TOTAL							87,365.54	.00	87,365.54	
FUND 431 2014 BOND										
FUND 432 2003 BOND										

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FUND 433	2001	TIF								
FUND 434	2000	BOND								
FUND 435	1999	TIF								
FUND 436	2012	BOND								
FUND 437	2018	BOND								
FUND 438	2020	BOND FUND								
438-1220-431.95-27		BOND FUND PROJECTS /				UNION ROAD TRAIL				
623	05/22	AP 10/13/21	0000000			LODGE CONSTRUCTION, INC	45,778.95			10/26/21
		3217-UNION ROAD TRAIL								
		PROJECT#:				023217				
		ACCOUNT TOTAL					45,778.95	.00	45,778.95	
438-1220-431.98-83		CAPITAL PROJECTS /				CEDAR HGTS DRIVE RECON				
623	05/22	AP 10/15/21	0000000			PETERSON CONTRACTORS	148,997.60			10/26/21
		3171-CEDAR HEIGHTS RECON.								
		PROJECT#:				023171				
		ACCOUNT TOTAL					148,997.60	.00	148,997.60	
		FUND TOTAL					194,776.55	.00	194,776.55	
FUND 439	2008	BOND FUND								
FUND 443		CAPITAL PROJECTS								
FUND 472		PARKADE RENOVATION								
FUND 473		SIDEWALK ASSESSMENT								
473-1220-431.98-99		CAPITAL PROJECTS /				SIDEWALK SPECIAL ASSESSMT				
623	05/22	AP 10/12/21	0000000			COBALT CONTRACTING LC	16,922.26			10/26/21
		3237-'21 SIDEWALK ASSESS								
		PROJECT#:				023237				
		ACCOUNT TOTAL					16,922.26	.00	16,922.26	
		FUND TOTAL					16,922.26	.00	16,922.26	
FUND 483		ECONOMIC DEVELOPMENT								
FUND 484		ECONOMIC DEVELOPMENT LAND								
FUND 541	2018	STORM WATER BONDS								
FUND 544	2008	SEWER BONDS								
FUND 545	2006	SEWER BONDS								
FUND 546		SEWER IMPROVEMENT FUND								

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FUND 547 SEWER RESERVE FUND										
FUND 548 1997 SEWER BOND FUND										
FUND 549 1992 SEWER BOND FUND										
FUND 550 2000 SEWER BOND FUND										
FUND 551 REFUSE FUND										
551-6685-436.72-17 OPERATING SUPPLIES / UNIFORMS										
598		05/22 AP		09/29/21	0000000	SERVICWEAR APPAREL, INC. BUTTERFIELD	46.54			10/26/21
598		05/22 AP		09/28/21	0000000	SERVICWEAR APPAREL, INC. ROBERT M AND VIRGIL B	158.69			10/26/21
ACCOUNT TOTAL							205.23	.00	205.23	
551-6685-436.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES										
609		05/22 AP		10/04/21	0000000	THOMPSON SHOES SAFETY SHOES-S DAGIT P.O. 56653	140.25			10/26/21
ACCOUNT TOTAL							140.25	.00	140.25	
551-6685-436.87-02 RENTALS / MATERIAL DISPOSAL/HANDLIN										
633		05/22 AP		10/18/21	0000000	BLACK HAWK CO SOLID WASTE MGM DISPOSAL OF CHEMICALS	1,369.31			10/26/21
633		05/22 AP		10/13/21	0000000	MIDWEST ELECTRONIC RECOVERY ELECTRONIC RECYCLING	611.80			10/26/21
633		05/22 AP		10/09/21	0000000	LIBERTY TIRE RECYCLING, LLC SCRAP TIRE RECYCLING	650.21			10/26/21
598		05/22 AP		09/25/21	0000000	LIBERTY TIRE RECYCLING, LLC SCRAP TIRE RECYCLING	1,053.76			10/26/21
598		05/22 AP		09/10/21	0000000	SAM ANNIS & CO. PROPANE TANK REFILL	55.30			10/26/21
598		05/22 AP		09/09/21	0000000	SAM ANNIS & CO. PROPANE TANK REFILL	55.30			10/26/21
ACCOUNT TOTAL							3,795.68	.00	3,795.68	
FUND TOTAL							4,141.16	.00	4,141.16	
FUND 552 SEWER RENTAL FUND										
552-6655-436.73-13 OTHER SUPPLIES / SANITARY SEWERS										
631		05/22 AP		10/08/21	0000000	BENTON'S READY MIX CONCRETE, BOX OUT CONCRETE COMMERCE-CF	461.50			10/26/21
631		05/22 AP		10/01/21	0000000	BENTON'S READY MIX CONCRETE, BOX OUT CONCRETE ROWND ST LILAC LANE	250.50			10/26/21
ACCOUNT TOTAL							712.00	.00	712.00	

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FUND 552 SEWER RENTAL FUND										
552-6655-436	73-27	OTHER SUPPLIES / IOWA		ONE CALL						
653		05/22 AP		10/14/21	0000000	BLACKBURN MFG. CO.	212.84			10/26/21
		ONE CALL FLAGS								
633		05/22 AP		09/28/21	0000000	IOWA ONE CALL	579.60			10/26/21
		IOWA ONE CALL AUGUST 2021								
		ACCOUNT TOTAL					792.44	.00		792.44
552-6665-436.72-05 OPERATING SUPPLIES / GAS & OIL										
653		05/22 AP		10/08/21	0000000	NORTHLAND PRODUCTS CO.	123.54			10/26/21
		LUBRICANT								
		ACCOUNT TOTAL					123.54	.00		123.54
552-6665-436.72-26 OPERATING SUPPLIES / TESTING & LAB										
653		05/22 AP		10/13/21	0000000	NORTH CENTRAL LABORATORIES	92.32			10/26/21
		LAB SUPPLIES								
		ACCOUNT TOTAL					92.32	.00		92.32
552-6665-436.72-60 OPERATING SUPPLIES / SAFETY SUPPLIES										
609		05/22 AP		10/04/21	0000000	THOMPSON SHOES	153.00			10/26/21
		SAFETY SHOES-R BONJOUR				P.O. 56648				
609		05/22 AP		10/04/21	0000000	THOMPSON SHOES	160.00			10/26/21
		SAFETY SHOES-J KOCH				P.O. 56656				
		ACCOUNT TOTAL					313.00	.00		313.00
552-6665-436.72-68 OPERATING SUPPLIES / POLYMER										
653		05/22 AP		10/11/21	0000000	MSD ENVIRONMENTAL SERVICES, I	4,498.01			10/26/21
		POLYMER								
		ACCOUNT TOTAL					4,498.01	.00		4,498.01
552-6665-436.73-05 OTHER SUPPLIES / OPERATING EQUIPMENT										
653		05/22 AP		10/12/21	0000000	O'DONNELL ACE HARDWARE	55.06			10/26/21
		FURNACE FILTERS								
653		05/22 AP		10/11/21	0000000	JOHNSTONE SUPPLY OF WATERLOO	167.92			10/26/21
		THERMOSTAT								
653		05/22 AP		10/08/21	0000000	O'DONNELL ACE HARDWARE	24.89			10/26/21
		HOSE/FUSE								
653		05/22 AP		10/07/21	0000000	JOHNSTONE SUPPLY OF WATERLOO	111.72			10/26/21
		ELEC CONTACTOR								
653		05/22 AP		10/07/21	0000000	JOHNSTONE SUPPLY OF WATERLOO	85.75			10/26/21
		ELEC EQUIPMENT								

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FUND 552 SEWER RENTAL FUND										
552-6665-436.73-05 OTHER SUPPLIES / OPERATING EQUIPMENT						continued				
653		05/22 AP		10/05/21	0000000	PLUMB SUPPLY COMPANY, LLC	16.52			10/26/21
						CHECK VALVES				
653		05/22 AP		10/04/21	0000000	GIERKE-ROBINSON COMPANY, INC.	70.92			10/26/21
						CLAMPS				
ACCOUNT TOTAL							532.78	.00	532.78	
552-6665-436.73-06 OTHER SUPPLIES / BUILDING REPAIR										
653		05/22 AP		10/11/21	0000000	O'DONNELL ACE HARDWARE	23.99			10/26/21
						LIGHT BALLASTS				
ACCOUNT TOTAL							23.99	.00	23.99	
552-6665-436.73-36 OTHER SUPPLIES / SAN. LIFT STATION SUPP.										
653		05/22 AP		09/23/21	0000000	ALTORFER INC.	198.56			10/26/21
						GENERATOR-BLOCK HEATER				
ACCOUNT TOTAL							198.56	.00	198.56	
552-6665-436.86-12 REPAIR & MAINTENANCE / TOWELS										
653		05/22 AP		10/08/21	0000000	ARAMARK	22.11			10/26/21
						RUGS/TOWELS				
ACCOUNT TOTAL							22.11	.00	22.11	
FUND TOTAL							7,308.75	.00	7,308.75	
FUND 553 2004 SEWER BOND										
FUND 555 STORM WATER UTILITY										
555-6630-432.72-01 OPERATING SUPPLIES / OPERATING SUPPLIES										
623		05/22 AP		10/15/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	.28			10/26/21
						BATTERIES, FOLDERS				
623		05/22 AP		10/15/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	1.85			10/26/21
						COPY PAPER				
636		05/22 AP		10/11/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	.14			10/26/21
						STAPLES				
623		05/22 AP		10/04/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	1.52			10/26/21
						PENS, NOTEBOOKS, POST-ITS				
ACCOUNT TOTAL							3.79	.00	3.79	
555-6630-432.73-34 OTHER SUPPLIES / STORM SEWERS										
631		05/22 AP		10/07/21	0000000	MENARDS-CEDAR FALLS	9.18			10/26/21

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FUND 555 STORM WATER UTILITY										
555-6630-432.73-34 OTHER SUPPLIES / STORM SEWERS continued										
631		05/22 AP		10/01/21	0000000	TILE TAPE/ BAG CONCRETE FOR STORMLINE PATCH BENTON'S READY MIX CONCRETE,	167.00			10/26/21
						CONCRETE-CATCH BASIN LID				
ACCOUNT TOTAL							176.18	.00	176.18	
555-6630-432.92-01 STRUCTURE IMPROV & BLDGS / STRUCTURE IMPROV & BLDGS										
623		05/22 AP		10/18/21	0000000	BENTON'S SAND & GRAVEL, INC.	43,955.55			10/26/21
						3252-'21 PERMEABLE ALLEY				
PROJECT#:					023252					
623		05/22 AP		10/13/21	0000000	AECOM TECHNICAL SERVICES, INC	5,486.80			10/26/21
						3215-OLIVE ST BOX CULVERT 08/07-10/08/21				
PROJECT#:					023215					
ACCOUNT TOTAL							49,442.35	.00	49,442.35	
FUND TOTAL							49,622.32	.00	49,622.32	
FUND 570 SEWER ASSESSMENT										
FUND 606 DATA PROCESSING FUND										
606-1078-441.71-01 OFFICE SUPPLIES / OFFICE SUPPLIES										
609		05/22 AP		10/13/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	2.32			10/26/21
						COPY PAPER				
609		05/22 AP		10/06/21	0000000	OFFICE EXPRESS OFFICE PRODUCT	15.03			10/26/21
						LAMINATING POUCHES				
ACCOUNT TOTAL							17.35	.00	17.35	
606-1078-441.81-40 PROFESSIONAL SERVICES / PUBLIC INFORMATION PROG.										
609		05/22 AP		09/30/21	0000000	PROFESSIONAL OFFICE SERVICES	8,795.22			10/26/21
						PRINT FALL'21 CURRENTS				
ACCOUNT TOTAL							8,795.22	.00	8,795.22	
606-1078-441.86-10 REPAIR & MAINTENANCE / SOFTWARE SUPPORT AGREEMTS										
609		05/22 AP		10/11/21	0000000	GORDON FLESCH COMPANY	13,923.00			10/26/21
						LASERFICHE MAINT 9/29/21-9/28/22				
ACCOUNT TOTAL							13,923.00	.00	13,923.00	
606-1078-441.93-01 EQUIPMENT / EQUIPMENT										
609		05/22 AP		10/01/21	0000000	CIVICPLUS	15,630.00			10/26/21
						CIVIC REC IMPLEMENTATION 6/24/21-6/23/22				

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FUND 606 DATA PROCESSING FUND										
606-1078-441.93-01						EQUIPMENT / EQUIPMENT				
609		05/22 AP		09/22/21	0000000	CDW GOVERNMENT, INC.	22,263.00			10/26/21
						WIRELESS ACCESS UPGRADE				
						ACCOUNT TOTAL	37,893.00	.00	37,893.00	
						FUND TOTAL	60,628.57	.00	60,628.57	
FUND 680 HEALTH INSURANCE FUND										
FUND 681 HEALTH SEVERANCE										
FUND 682 HEALTH INSURANCE - FIRE										
FUND 685 VEHICLE MAINTENANCE FUND										
685-6698-446.72-05						OPERATING SUPPLIES / GAS & OIL				
631		05/22 AP		10/12/21	0000000	HTP ENERGY	5,244.75			10/26/21
						DIESEL FUEL W/ COLD FLOW				
633		05/22 AP		10/11/21	0000000	DICK'S PETROLEUM COMPANY	5,050.25			10/26/21
						DIESEL TANKS CLEANED AT				
633		05/22 AP		10/11/21	0000000	DICK'S PETROLEUM COMPANY	252.24			10/26/21
						GAS AND DIESEL FILTERS				
598		05/22 AP		10/08/21	0000000	HTP ENERGY	22,381.00			10/26/21
						GASOHOL AT BLUFF STREET				
631		05/22 AP		09/30/21	0000000	AIRGAS USA, LLC	68.66			10/26/21
						CUTTING AND WELDING GAS				
						ACCOUNT TOTAL	32,996.90	.00	32,996.90	
685-6698-446.72-16						OPERATING SUPPLIES / TOOLS				
633		05/22 AP		10/08/21	0000000	LAWSON PRODUCTS, INC.	37.34			10/26/21
						AIR BLOW GUN FOR SHOP				
						ACCOUNT TOTAL	37.34	.00	37.34	
685-6698-446.72-60						OPERATING SUPPLIES / SAFETY SUPPLIES				
609		05/22 AP		10/04/21	0000000	THOMPSON SHOES	153.00			10/26/21
						SAFETY SHOES-R MITCHELL				
						P.O. 56655				
						ACCOUNT TOTAL	153.00	.00	153.00	
685-6698-446.73-04						OTHER SUPPLIES / VEHICLE SUPPLIES				
631		05/22 AP		10/15/21	0000000	C & C WELDING & SANDBLASTING	550.21			10/26/21
						PLATE STEEL FOR TRAILER				
631		05/22 AP		10/13/21	0000000	GIERKE-ROBINSON COMPANY, INC.	70.32			10/26/21
						CARBURETOR FOR TAMPER IN				
631		05/22 AP		10/12/21	0000000	KELTEK INCORPORATED	909.78			10/26/21
						WARNING LIGHTS #491				

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FUND 685 VEHICLE MAINTENANCE FUND										
685-6698-446.73-04 OTHER SUPPLIES / VEHICLE SUPPLIES						continued				
631		05/22	AP	10/12/21	0000000	KELTEK INCORPORATED	432.91			10/26/21
						COMPUTER STAND FOR #2101				
631		05/22	AP	10/12/21	0000000	KELTEK INCORPORATED	1,718.68			10/26/21
						LIGHTS AND LAPTOP PARTS #2101				
633		05/22	AP	10/09/21	0000000	LAWSON PRODUCTS, INC.	983.70			10/26/21
						MISC SHOP SUPPLIES				
598		05/22	AP	09/30/21	0000000	LAWSON PRODUCTS, INC.	17.32			10/26/21
						MISC SHOP SUPPLIES				
598		05/22	AP	09/30/21	0000000	LAWSON PRODUCTS, INC.	3.37			10/26/21
						MISC SHOP SUPPLIES				
						ACCOUNT TOTAL	4,686.29	.00		4,686.29
685-6698-446.86-04 REPAIR & MAINTENANCE / RADIO & COMMUNICATIONS										
633		05/22	AP	08/31/21	0000000	PRECISE MRM LLC	1,000.00			10/26/21
						VEHICLE LOCATION CELL CHARGE				
						ACCOUNT TOTAL	1,000.00	.00		1,000.00
685-6698-446.86-11 REPAIR & MAINTENANCE / VEHICLE MAINT. SOFTWARE										
633		05/22	AP	10/12/21	0000000	MITCHELL 1	1,762.56			10/26/21
						VEHICLE REPAIR SOFTWARE LICENSE				
						ACCOUNT TOTAL	1,762.56	.00		1,762.56
685-6698-446.86-12 REPAIR & MAINTENANCE / TOWELS										
633		05/22	AP	10/15/21	0000000	ARAMARK	82.45			10/26/21
						SHOP TOWELS				
598		05/22	AP	10/08/21	0000000	ARAMARK	82.45			10/26/21
						SHOP TOWELS				
						ACCOUNT TOTAL	164.90	.00		164.90
685-6698-446.87-08 RENTALS / WORK BY OUTSIDE AGENCY										
633		05/22	AP	10/08/21	0000000	BLACK HAWK RENTAL	252.25			10/26/21
						#299 SERVICE				
631		05/22	AP	10/05/21	0000000	D & D TIRE INC.	390.00			10/26/21
						#493 TIRE REPAIR				
631		05/22	AP	10/01/21	0000000	APPARATUS TESTING SERVICES, L	1,212.50			10/26/21
						ANNUAL PUMP TESTING ON FDS01, 502, 503, 511				
						ACCOUNT TOTAL	1,854.75	.00		1,854.75
685-6698-446.93-01 EQUIPMENT / EQUIPMENT										

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FUND 685 VEHICLE MAINTENANCE FUND									
685-6698-446.93-01 EQUIPMENT / EQUIPMENT							continued		
633		05/22 AP		10/13/21	0000000	BLACK HAWK RENTAL	19,200.00		10/26/21
						TRAILER FOR MINI EXCAVATO			
						R VM00628			
633		05/22 AP		10/11/21	0000000	STEW HANSEN DODGE CITY JEEP	27,896.00		10/26/21
						VISITOR AND TOURISM VAN			
						#2507 VM00629			
598		05/22 AP		10/07/21	0000000	PRO-LINER	875.00		10/26/21
						BEDLINER AND UNDERCOATING			
						#2101 VM00624			
						ACCOUNT TOTAL	47,971.00	.00	47,971.00
						FUND TOTAL	90,626.74	.00	90,626.74
FUND 686 PAYROLL FUND									
FUND 687 WORKERS COMPENSATION FUND									
FUND 688 LTD INSURANCE FUND									
FUND 689 LIABILITY INSURANCE FUND									
FUND 724 TRUST & AGENCY									
724-0000-487.50-03 TRANSFERS OUT / TRANSFERS - SSMID									
609		05/22 AP		10/14/21	0000000	COMMUNITY MAIN STREET	21,993.69		10/26/21
						PROPERTY TAX PAYMENT			
						ACCOUNT TOTAL	21,993.69	.00	21,993.69
724-0000-487.50-06 TRANSFERS OUT / TRANSFERS-SSMID COLL HILL									
609		05/22 AP		10/14/21	0000000	COLLEGE HILL PARTNERSHIP	9,159.41		10/26/21
						PROPERTY TAX PAYMENT			
						ACCOUNT TOTAL	9,159.41	.00	9,159.41
						FUND TOTAL	31,153.10	.00	31,153.10
FUND 727 GREENWOOD CEMETERY P-CARE									
FUND 728 FAIRVIEW CEMETERY P-CARE									
FUND 729 HILLSIDE CEMETERY P-CARE									
FUND 790 FLOOD LEVY									
						GRAND TOTAL	933,226.42	114.50	933,111.92