



**AGENDA  
CITY OF CEDAR FALLS, IOWA  
PLANNING AND ZONING COMMISSION MEETING  
WEDNESDAY, JANUARY 27, 2021  
5:30 PM AT CITY HALL VIA VIDEO CONFERENCE**

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**To protect against the spread of the COVID-19, the meeting will be held via Videoconference. The public may access/participate in the meeting in the following ways:**

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

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

**Call to Order and Roll Call**

**Approval of Minutes**

- 1. Planning and Zoning Commission Regular Meeting Minutes of January 13, 2021.

**Public Comments**

**New Business**

- 2. **College Hill Neighborhood Overlay Review (Case #DR20-008)**  
**Location:** 704-706 W. 28th Street  
**Applicant:** Wes Geisler  
**Previous discussion:** No  
**Recommendation:** *Recommend Denial*  
**P&Z Action:** *Review and make a recommendation to Council*

**Adjournment**

Reminders:

- \* February 10, February 17 (special meeting) and February 24 - Planning & Zoning Commission Meetings
- \* February 1 and February 15 - City Council Meetings

**Cedar Falls Planning and Zoning Commission  
Regular Meeting  
January 13, 2021  
Via Videoconference  
Cedar Falls, Iowa**

**MINUTES**

The Cedar Falls Planning and Zoning Commission met in regular session on January 13, 2021 at 5:30 p.m. via videoconference due to precautions necessary to prevent the spread of the COVID-19 virus. The following Commission members were present: Hartley, Leeper, Lynch, Prideaux, Saul, Schrad and Sears. Holst and Larson were absent. Karen Howard, Community Services Manager, Thomas Weintraut, Planner III, Michelle Pezley, and Planner III, Jaydevsinh Atodaria, Planner I, were also present.

- 1.) Chair Leeper noted the Minutes from the December 22, 2020 regular meeting are presented. Ms. Lynch made a motion to approve the Minutes as presented. Ms. Saul seconded the motion. The motion was approved unanimously with 7 ayes (Hartley, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

Chair Leeper thanked Mr. Holst for his service as Chair.

- 2.) The first item of business was the final plat for Arbors Fourth Addition. Chair Leeper introduced the item and Ms. Pezley explained that the project was introduced at the last meeting and briefly touched on the background information again. She noted that the final plat conforms to the preliminary plat, however at the previous meeting a concern was presented with regard to the pedestrian access between lots 14 and 15 that did not lead to the city park as originally intended. The applicant redesigned the plat and shifted the access to the east between lots 16 and 17. Staff recommends approval of the plat with the conditions that any comments or direction from the Planning and Zoning Commission and all recommendations and technical requirements from city staff are met. It is anticipated that all final signed plats and legal papers will be submitted in time for by the City Council meeting on February 1<sup>st</sup>.

Nick Brewer, CGA representing Midwest Development Companies, stated that he is available for any questions.

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

- 3.) The next item for consideration by the Commission was the final plat for Pinnacle Prairie Commercial South Phase III, Second Addition. Chair Leeper introduced the item and Mr. Atodaria explained that the item was discussed at the last meeting and gave a brief reminder of the project. He explained that the applicant is proposing to do the final plat for this area so they can start construction for the senior living facility planned for this location. The easements and plat are consistent with the preliminary plat and all technical issues from the last meeting have been resolved by the applicant. Staff notes that all original hard copies of the legal documents with required signatures need to be provided prior to City Council consideration. He also noted that compliance with the previous developmental procedural agreement is required and that the applicant has agreed to provide a cash escrow for the agreed upon improvements at the terminus of Goldenrod. Once the total amount of escrow is determined and the agreement is drawn up, it will be submitted to City Council for approval. Staff recommends that the cash escrow be in place prior of issuance of a building permit for the

proposed senior living facility. It is recommended to approve the proposed final plat with any comments or direction specified by the Commission, conformance to all city staff recommendations and technical requirements, and the establishment of the cash escrow to be in place prior to the issuance of a building permit.

Nick Bettis, Excellent Consultants representing the developer, stated that he is available for any questions.

Ms. Saul made a motion to approve the item. Ms. Lynch seconded the motion. Ms. Howard clarified that the escrow will be established both for both the agreed upon amount of \$40,000 for the roundabout at Prairie Parkway and Prairie View Road and for the improvements at Goldenrod. The motion was approved unanimously with 7 ayes (Hartley, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

- 4.) The Commission then considered the site plan for Pinnacle Prairie Senior Living Facility. Chair Leeper introduced the item and Mr. Atodaria explained that the site plan was discussed at the last meeting as well. He briefly discussed what was presented at that time, explaining that a senior living facility is proposed on a 5.54 acre lot and that it is in line with the master plan. He again discussed the height, setbacks and access, as well as the landscaping plan. He explained that the utilities and parking all meet or exceed requirements. He provided a rendering of the three wings that are proposed on the property as well as façade elements proposed. He showed the proposed site lighting, dumpster and monument sign plans noting they all meet requirements as well. Staff recommends approval of the proposed site plan with conformance to the stipulations on the proposed final plat.

Mr. Schrad stated concerns brought forward by neighbors in the area. They are concerned about the speed on Prairie Parkway and the fact that this will be a right-in/right-out access. He asked if there is a way to slow the traffic by adding a roundabout at Caraway Lane. He stated that he likes the layout and the plan, but the traffic is a concern. Nick Bettis explained that a traffic study was done that called for only the right-in/right-out access for the property.

Ms. Prideaux indicated that she is satisfied if the access is consistent with the traffic study.

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

- 5.) Ms. Howard noted that the downtown zoning code review has been pushed forward into the middle of February to start. She displayed the schedule for the review process and stated that she will send a copy to the Commission for any input.
- 6.) As there were no further comments, Ms. Lynch made a motion to adjourn. Mr. Hartley seconded the motion. The motion was approved unanimously with 7 ayes (Hartley, Leeper, Lynch, Prideaux, Saul, Schrad and Sears), and 0 nays.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

  
 Karen Howard  
 Community Services Manager

  
 Joanne Goodrich  
 Administrative Assistant



## DEPARTMENT OF COMMUNITY DEVELOPMENT

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 220 Clay Street  
 Cedar Falls, Iowa 50613  
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### MEMORANDUM

#### Planning & Community Services Division

**TO:** Planning and Zoning Commission  
**FROM:** Chris Sevy, Planner I  
**DATE:** January 18, 2021  
**SUBJECT:** Remodel review of property in the College Hill Neighborhood Overlay District

**REQUEST:** Request to approve a College Hill Neighborhood Overlay District floor plan for the addition of bedrooms at 704-706 W 28<sup>th</sup> Street (Project #DR20-008)

**PETITIONER:** Owner: Wes Geisler

**LOCATION:** 704-706 W 28<sup>th</sup> Street

#### PROPOSAL

This request involves a remodel of a duplex at 704-706 W 28<sup>th</sup> Street. For each unit this proposal includes: adding two bedrooms, adding a second bathroom, remodeling the kitchen, relocating the upstairs bathroom, and providing additional common living space. The property is located in the College Hill Neighborhood Overlay Zoning District and a review by the Planning and Zoning Commission and City Council is required for adding bedrooms to a duplex in the district.



#### BACKGROUND

The College Hill Neighborhood Overlay District was established for the preservation of neighborhood character and the stabilization of its neighborhoods after a long history of changes and updates to properties that typically increased occupancies and detracted from the original intent of those properties and neighborhoods. This trend and the establishment of the Overlay called for more scrutiny when reviewing changes that may affect the character of the neighborhood.

This property is located within the R-2, Residence District of the College Hill Neighborhood Overlay Zoning District (Section 26-181). The Overlay defines the adding of bedrooms to a duplex as a *substantial improvement*. A *substantial improvement* requires review and approval

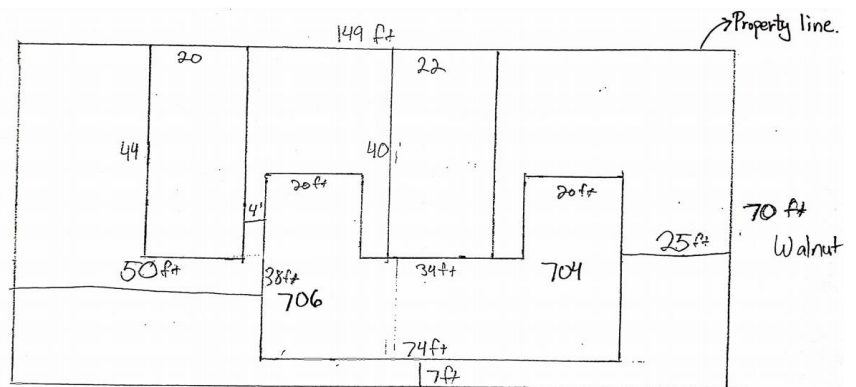
by the Planning and Zoning Commission and the City Council. The criteria listed in the Overlay requires that the Commission consider the following: change in density, minimum on-site parking requirements, parking lot standards, stormwater drainage, open space/ landscaping requirements, and other provisions as applicable in the code.

The property in question has been a registered rental since May 2001. The petitioner purchased this property in October 2020 with the intent that it continue as a rental but is seeking to double the occupancy of the property by adding two additional bedrooms to each unit. Currently, each unit has two bedrooms and 760 square feet of finished floor space. The proposed remodel would bring the number of bedrooms to four per unit (eight total) and 1520 square feet of finished floor space per unit (3040 total).



### ANALYSIS

The existing building at 704-706 W 28th Street is a single story structure. The building is 74 feet wide by 38 feet deep and resides on a lot that is 149 feet wide by 70 feet deep (10,430 ft<sup>2</sup>). No changes to the building envelope are being proposed. There are two driveways: one that is 22 feet wide by 40 feet deep which leads to two one-stall garages, and another that is 20 feet wide by 44 feet deep which was paved recently and runs along the west side of the house.



The following is an evaluation of the proposed remodel according to standards outlined in the College Hill Neighborhood Overlay Zoning District and other applicable codes:

1. Change in density: The properties in the surrounding neighborhood are predominantly rental properties. However, several of the properties within view of this one are owner-occupied. While it is perfectly appropriate for this property to be a rental, doubling the occupancy may not be appropriate given the increased traffic, activity, and changes in neighborhood character that would result.

The disposition of the Technical Review Committee was that the original design and carrying capacity of the property was not intended to serve 8 persons aged 18 years or older. The original building was constructed as a one-story ranch-style duplex. Each dwelling unit contains two modest-sized bedrooms, one bathroom, a small kitchen and modest sized living room. The garage spaces are recessed from the front façade with one garage space for each unit and room for one car parked behind that space in the driveway, so as originally designed the dwelling provided two parking spaces per unit to match the number of bedrooms in each unit. The building is situated so that each unit had usable outdoor space accessed from a side door out to a small patio space. Until recently, each of these outdoor patios was screened by mature shrubbery to provide a semi-private outdoor space for each unit. At 760 square feet of finished space each dwelling unit as it currently exists is a modest space for two adults or a small family to

occupy.

The additional finished space in the basement, as proposed by the applicant, can certainly accommodate more people. However, this review is not necessarily to consider the appropriateness of the internal changes but to consider the external effects. Preserving neighborhood character is a priority of the College Hill Neighborhood Overlay District. Staff finds that the addition of bedrooms and associated increase in residential occupancy may have a negative effect on this particular neighborhood's character for a number of reasons. Doubling the residential occupancy of this property will result in an increase in the number of cars parked on the property, associated traffic from those cars and visitors, increased parking accommodations causing the loss of mature trees and usable outdoor space, and wear and tear of higher occupancy on this modest-sized property.

Additional density may be appropriate, even desirable, in other areas of College Hill closer to campus and the mixed-use business district, but this is a lower-scale residential neighborhood that still has a marked residential character of modest-sized single family homes and duplexes with generous yards and mature landscaping and trees. That residential character is still possible to preserve.

2. Minimum on-site parking requirements: The College Hill Neighborhood Overlay District requires one parking stall per bedroom for duplexes. The required dimension of one parking stall for residential uses is 8' by 18'. While tandem parking is not optimal for all situations, Section 26-220 outlines general parking requirements and allows tandem stalls to be counted for duplexes. Tandem means no more than two stalls arranged one in front of the other. By this standard, the property has enough parking to accommodate eight persons (four cars on each driveway). Therefore, the site technically meets the requirement. However, with potentially eight cars associated with this property it is important to note that the logistics of tandem parking may cause several tenants to park on the street.
3. Parking lot standards: A parking lot is defined as an area designated for parking three or more vehicles. However, the standards for parking lots do not apply to driveways servicing duplexes even where tandem parking is intended/allowed.
4. Stormwater drainage: Stormwater detention requirements do not apply to duplexes.
5. Open space/ landscaping requirements: This criterion regulates the width of driveways in the required front and side yards to no more than 18 feet wide. The recently constructed driveway exceeds this limit. The driveway technically should have gone through a mandatory review and approval by the Planning and Zoning Commission and City Council. A recent code review by staff brought this requirement to light.

Also, the front and side yards are required to be landscaped with grass, shrubbery, and trees in a manner consistent with the residential neighborhood. The recently constructed second driveway has already detracted from the residential character of the neighborhood and significantly reduced the amount of accessible outdoor living space for prospective tenants.



On the west side of the duplex there was a patio screened with bushes, mature overstory trees, and a fence that were removed as part of that project. To the right you'll see a picture that shows a view from the street prior to the project and another picture of the parking area showing all landscaping removed. Neighborhood decline due to unsightly exterior issues is a primary reason these reviews are required in the Overlay. Fortunately, the patio and landscaping serving the other side of the duplex were preserved. The applicant is required at minimum to replace the grass but it makes sense for the Commission to require that trees and shrubs be replaced as a condition of retroactive approval for the driveway.



### TECHNICAL COMMENTS

There was concern by CFU about the placement of egress windows too close to the gas meters outside; a 3 foot setback was requested. The applicant has indicated that this setback will be maintained.

With regard to the current condition of the property, staff has visited the site and found the following maintenance items and potential code issues that need to be addressed.

1. Clean face of gutters
2. Touch up paint as needed at windows
3. Repair/replace rear siding
4. Stairs need to be replaced at the rear door

### STAFF RECOMMENDATION

To preserve neighborhood character and maintain consistency with the original carrying capacity of this dwelling as appropriate to its context, staff recommends that the request to add bedrooms to the building be denied. If approved, staff recommends that approval be subject to the following condition:

- All the following maintenance and potential code compliance items must be included in the renovation:
  - Clean face of gutters
  - Touch up paint as needed at windows
  - Repair/replace rear siding
  - Stairs at the rear door to be replaced

Staff also recommends that the Planning and Zoning Commission retroactively approve the second driveway subject to the following condition:

- Landscaping must be replaced to restore what was removed, including a minimum of two overstory trees, front yard plantings, and shrubs to screen the parking from the abutting

property. The design and placement of plants should screen the paved vehicular areas from view of the neighbors and help soften the view of the new paved area from the street.

PLANNING & ZONING COMMISSION

Discussion/Vote

1/27/2021

Attachments:

Current Main Floorplan

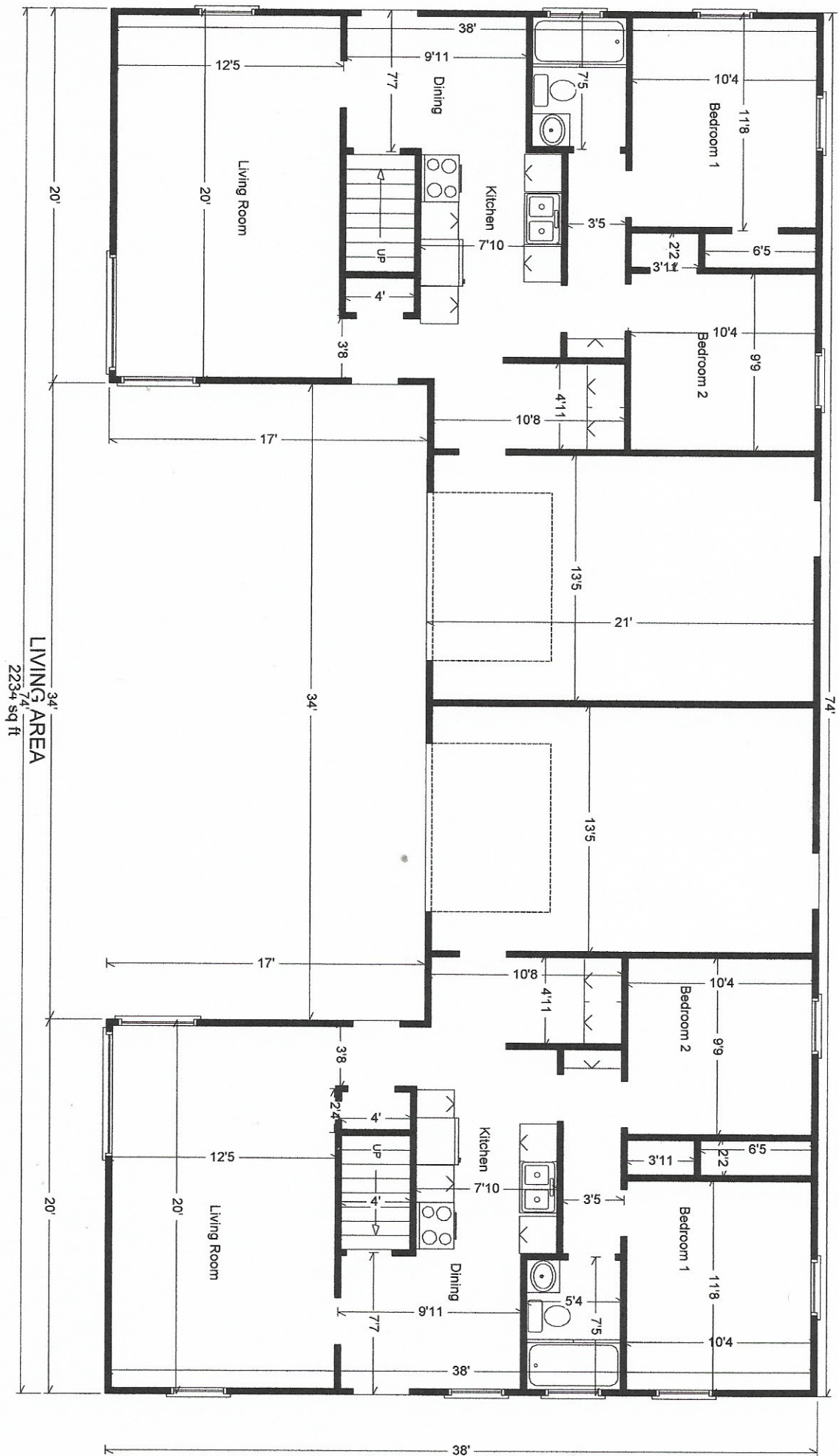
Current Basement Floorplan

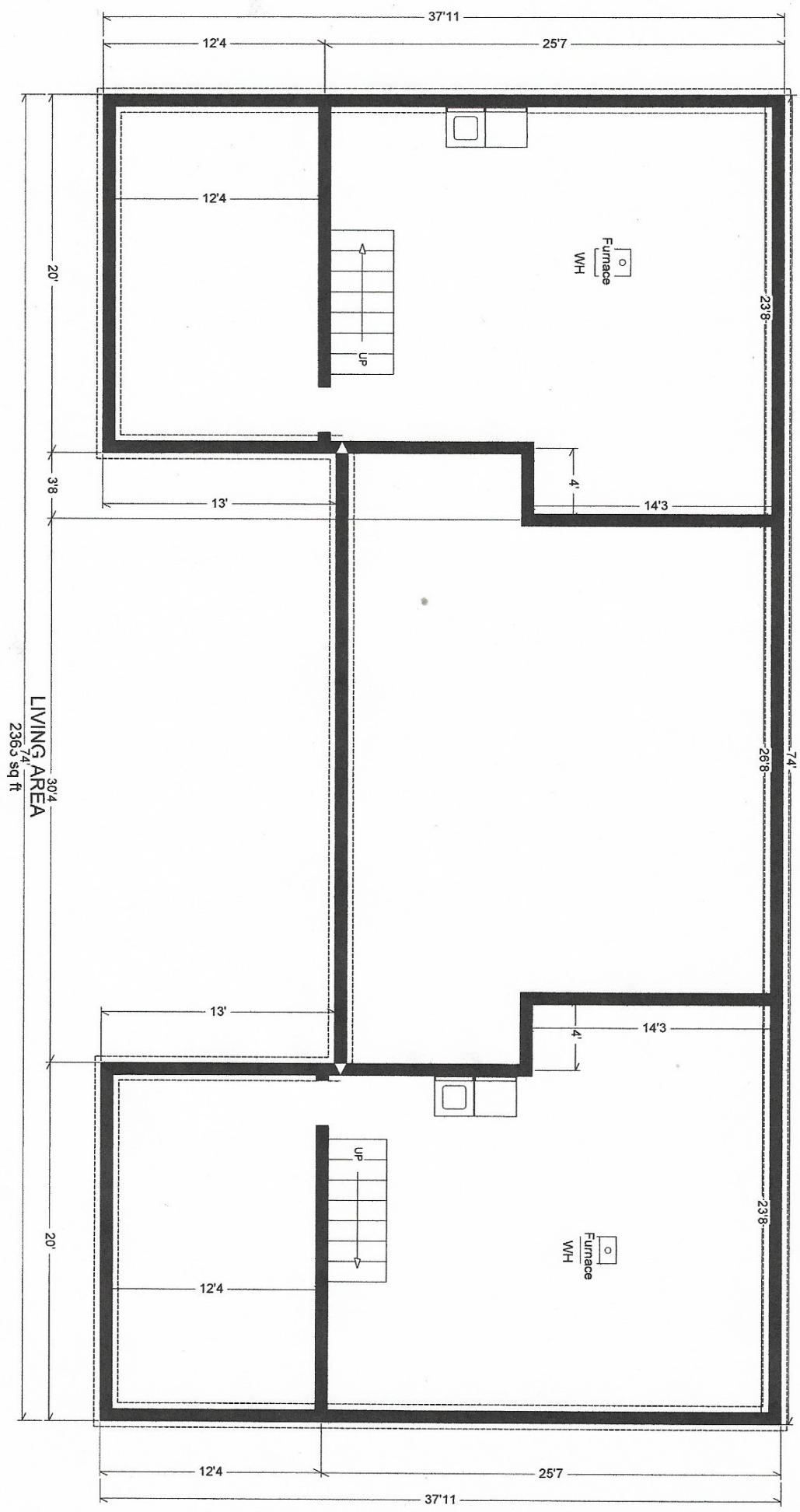
Proposed Main Floorplan

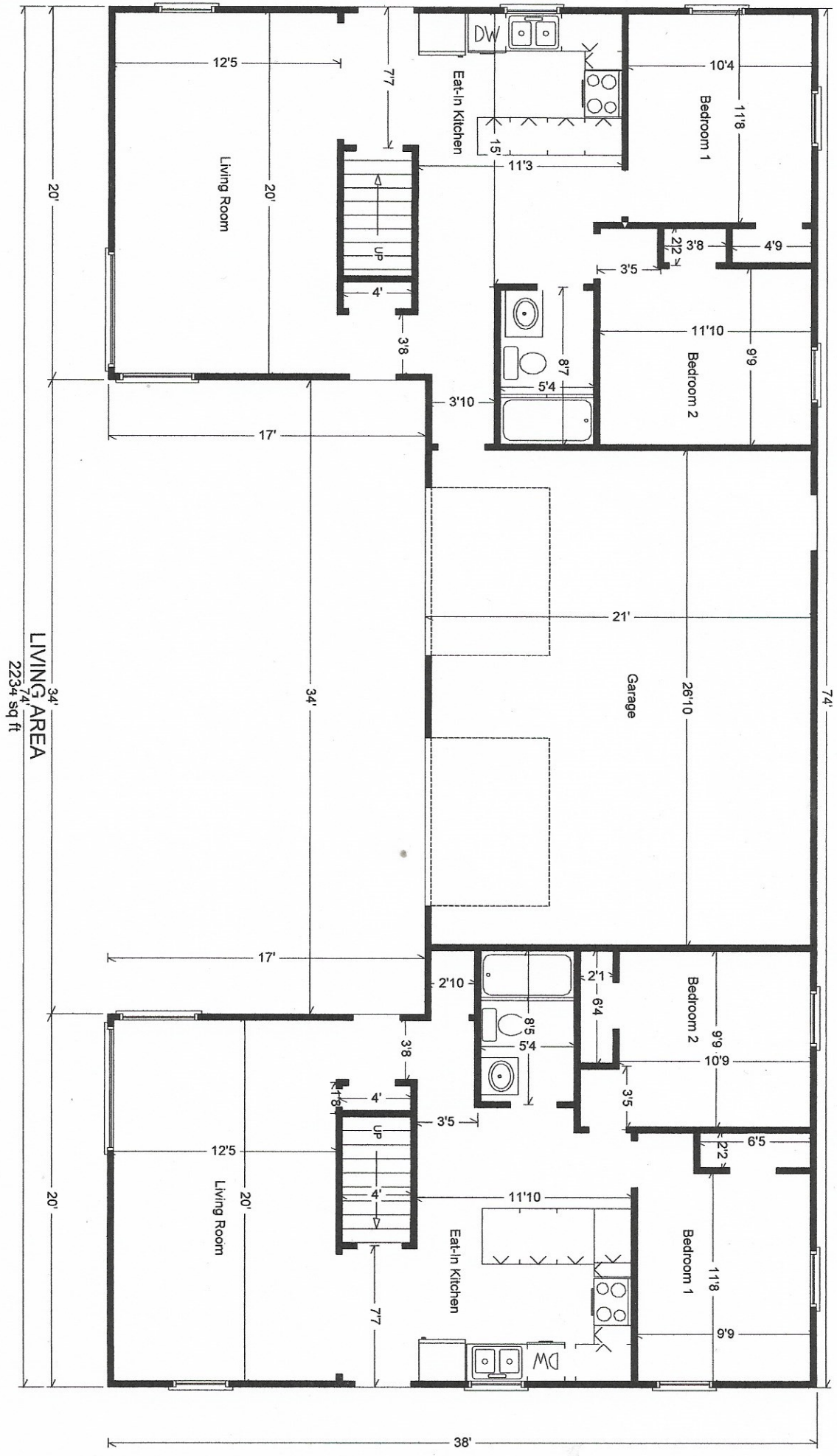
Proposed Basement Floorplan

Applicant Letter of Intent

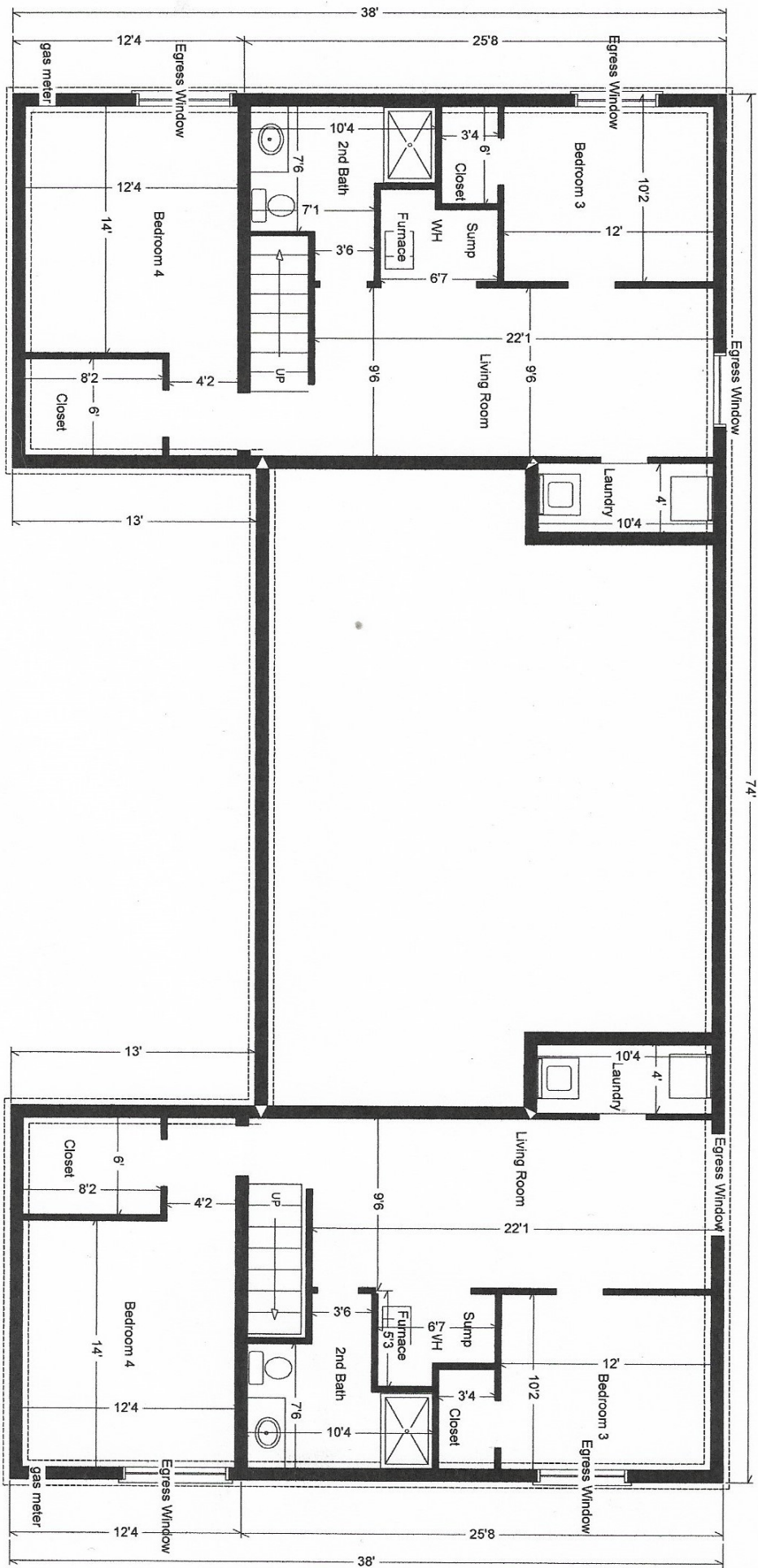












LIVING AREA  
2370 sq ft

Address of Property: 704-706 W 28<sup>th</sup> Street

Work being done: Adding two basement bedrooms with egress windows in each, and a bathroom in both basements. Enlarging one of the main floor bedrooms on both sides. Replacing all windows and residing the exterior. The work is getting done to qualify the duplex for two, four-bedroom rental permits. In total there will be an additional 650 sq. ft. of living space added to each unit when the remodel is complete. Target tenant is college students.

I want to do the remodel to get the best return on the investment property and be able to justify improvements on the property that may otherwise be out of my price range. The proposal fits the description of the permitted uses in a R-2 District as a two-unit dwelling with sufficient lot width of 70 ft, 7ft or 10% side yard, and excess lot sq. footage at 10,430 sq. ft. There is a 20ft x 44ft Driveway on the west side of the property to comply with off street parking requirements for 4 residents in 706 w 28<sup>th</sup> Street. There is also a 22ft. x 40 ft. driveway leading to a two stall garage to satisfy the 4 person off street parking requirements for 704 w 28<sup>th</sup> Street. The property is located on a corner lot and both streets(walnut and 28<sup>th</sup>) are the required 31 ft. wide.

General materials used: Vinyl siding and white vinyl windows, drywall, luxury vinyl tile flooring, 48 inch steel window wells

Applicant Information: Wes Geisler Phone:319-415-5803 Email:geislerwm@gmail.com.  
Address: 5373 S Hudson Rd. Cedar Falls Iowa 50613

*Wes Geisler*