



**AGENDA
CITY OF CEDAR FALLS, IOWA
PLANNING AND ZONING COMMISSION MEETING
WEDNESDAY, OCTOBER 25, 2023
5:30 PM AT CITY HALL, 220 CLAY STREET**

Call to Order and Roll Call

Approval of Minutes

1. Planning and Zoning Commission Regular Meeting Minutes for October 11, 2023

Public Comments

New Business

2. **College Hill Neighborhood Design Review – 423 W. 26th Street (DR23-004)**
Petitioner: Cheryl D. Moses, Owner, Claussen Construction, Contractor
Previous discussion: None
Recommendation: *Approval*
P&Z Action: *Discuss and make a recommendation to City Council*

Old Business - None

Commission Updates

Adjournment

Reminders:

- * November 8 and November 21 - Planning & Zoning Commission Meetings
- * November 6 and November 20 - City Council Meetings

**Cedar Falls Planning and Zoning Commission
Regular Meeting
October 11, 2023
Cedar Falls, Iowa**

MINUTES

The Cedar Falls Planning and Zoning Commission met in regular session on October 11, 2023 at 5:30 p.m. at City Hall. The following Commission members were present: Alberhasky, Crisman, Grybovyeh, Hartley, Larson, Leeper, Lynch, and Stalnaker. Moser was absent. Karen Howard, Planning & Community Services Manager, Michelle Pezley, Planner III, and Chris Sevy, Planner I were also present.

- 1.) Chair Lynch noted the Minutes from the September 13, 2023 regular meeting are presented. Mr. Hartley made a motion to approve the Minutes as presented. Ms. Crisman seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Crisman, Grybovyeh, Hartley, Larson, Leeper, Lynch, and Stalnaker), and 0 nays.

- 2.) The first item of business was a College Hill Neighborhood Design Review for 2121 Walnut Street. Chair Lynch introduced the item and Mr. Sevy provided background information. He explained that the petitioner is proposing to build a new porch and add new siding. It is proposed to remove the upper floor sleeping porch and replace it with two windows of vinyl construction and construct a new front porch, with design consistent with the design of the home. The footprint of the new porch will be similar to what is currently there. It will be covered by a roof held up by porch posts and a new stoop added to access the front face of the porch rather than the side. A new walk will be paved from the porch stoop to the public sidewalk. Mr. Sevy reviewed the materials proposed for the project. Staff recommends approval of the design review application.

Mr. Larson made a motion to approve the item. Ms. Crisman seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Crisman, Grybovyeh, Hartley, Larson, Leeper, Lynch, and Stalnaker), and 0 nays.

- 3.) The next item for consideration by the Commission was a HWY-1 Commercial Site Plan for 703 Brandilynn Boulevard. Ms. Lynch introduced the item and Ms. Pezley provided background information. She explained that the application has come to the Commission in the past and the developer has changed the proposal since 2021 to remove the drive through at the rear and the building size and front facade has been modified slightly. Ms. Pezley discussed the proposal noting that all zoning requirements are met for the project. She spoke about the building materials and colors and noted that they meet the design standards in the district. Staff recommends approval of the proposal.

Mr. Leeper made a motion to approve the item. Ms. Crisman seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Crisman, Grybovyeh, Hartley, Larson, Leeper, Lynch, and Stalnaker), and 0 nays.

- 4.) As an update for the Commission, Ms. Howard noted that the Upper Midwest Regional American Planning Association Conference is being held in Cedar Falls and Planning staff are involved in many aspects of the conference and are excited to showcase the best of Cedar Falls for planners from around Iowa and other Midwest states.

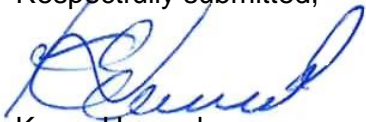
Mr. Larson requested a meeting or discussion at a future meeting regarding the role of what the Commission does as a body and as individual commissioners regarding stating reasons

for their decisions/votes, especially when their recommendation is disapproval. Ms. Howard noted that is generally good practice for Commissioners to state why they are voting the way they are to give the applicant feedback and for the public. However, what the Commission is legally required to do is dependent on the type of case and whether it is legislative or quasi-judicial. She stated that she would request the City Attorney to provide some guidance either in writing or by attending a future meeting and to answer any questions.

- 5.) As there were no further comments, Ms. Crisman made a motion to adjourn. Mr. Hartley seconded the motion. The motion was approved unanimously with 8 ayes (Alberhasky, Crisman, Grybovyeh, Hartley, Larson, Leeper, Lynch, and Stalnaker), and 0 nays.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,



Karen Howard
Community Services Manager



Joanne Goodrich
Administrative Assistant



DEPARTMENT OF COMMUNITY DEVELOPMENT

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MEMORANDUM

Planning & Community Services Division

TO: Planning and Zoning Commission
FROM: Chris Sevy, AICP, City Planner I
DATE: October 25, 2023
SUBJECT: College Hill Neighborhood Overlay Design Review for a new garage and driveway.

REQUEST: Request to approve College Hill Neighborhood Overlay District design review application for a new garage and driveway at 423 W 26th Street (#DR23-004)

PETITIONER: Cheryl D Moses, property owner; Claussen Construction, contractor.

LOCATION: 423 W 26th Street

PROPOSAL

The applicant is proposing a new 28' by 26' garage and an accompanying driveway on their property at 423 W 26th Street.

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 any "substantial improvement" proposed within the district. The new garage and driveway meet the definition of "substantial improvement" as outlined by the Overlay 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. See the location map above for reference. The highlighted property in the yellow boundary is the subject property.

The subject property is located within the R-2, Residential Zoning district (Section 26-166) and the College Hill Neighborhood Overlay Zoning District (Section 26-181). The standard in the Overlay requires that the following be considered in the design review of a substantial improvement of this nature: parking; applicable code standards (detached accessory structures); and design elements such as materials, architectural compatibility, neighborhood character, and open space/landscaping requirements.

ANALYSIS

On-site parking:

As per the code, the minimum on-site parking required for a one-unit dwelling is two stalls per dwelling unit if it is owner occupied (which this is). Currently, the property does not have any on-site parking. There is an existing curb cut which they will use for the driveway. In order to provide more parking and preserve yard space, they propose to access the garage from the street instead of the alley to the east. As part of this project, the applicant will install the remainder of the sidewalk as required by code (shown in blue on the site plan). The driveway and the garage together will be sufficient to park four cars. This parking arrangement more than satisfies the ordinance requirement for this single-family residential dwelling.



Figure 1 - Site Plan



Figure 2 - Existing House On Property

Detached Accessory Structure:

As per the CHN Overlay zoning district, a newly constructed detached accessory structure must meet the regulations of detached accessory structure standards (Section 26-126) and must be consistent with the architectural style of the principal residential structure on the property. Also, the proposed detached structure should have similar building materials, colors, rooflines, roof pitch, and roofing materials to the extent possible to the principal structure. These subjective criteria are discussed in more detail in the next section.

Below is a table outlining the objective criteria for staff evaluations of detached accessory structures including each code requirement and the proposed figures demonstrating that the proposal meets all relevant city codes.

Measurement Criteria	Required	Proposed
Setback from 26 th Street (south):	15 feet minimum (build line of house off 26 th street)	25.5 feet ✓
Setback from alley (east):	10 feet minimum	10 feet ✓
Setback from the house (west):	8 feet minimum	26 feet ✓
Side-yard setback (north):	6.6 feet minimum	14.5 feet ✓
Height	18 feet maximum	13.5 feet ✓
Size	891 square feet maximum	728 feet ✓

Building Design:

Building Entrances:

As per the attached elevation drawings, the detached accessory structure will be accessed through one garage door, oriented toward and visible from W. 26th Street and by a pedestrian door on the west side which faces the house.

Building Materials:

As per code, similar building materials, colors, roof lines, roof pitch and roofing materials shall be established on the accessory structure to match as closely as possible those elements on the principal structure. In response, the owner is planning to build a proposed garage with a gabled roof, vinyl siding, windows, and asphalt architectural shingles that will match the principal structure.

Staff finds that the building materials of the proposed detached accessory structure are consistent with the principal structure.

Neighborhood Character and Architectural Compatibility with Surrounding Buildings:

The College Hill neighborhood area is one of the City's oldest and most densely populated neighborhoods and being near the University of Northern Iowa, the preservation of neighborhood character (including uniformity of building size, scale, bulk, varying appearances, etc.) are of primary concern regardless of the nature of the proposed building use.

The majority of houses in the neighborhood represent older architectural styles with a mix of attached and detached garages. The garages on these properties are either in line with the main house façade or are recessed. The proposed two-stall detached garage will be recessed from the principal single-family unit on the lot and therefore will be compatible with other detached accessory structures on surrounding properties.

The proposed detached accessory structure is also similar in terms of size and scale compared to other detached accessory structures in the immediate

neighborhood. Staff finds that the proposal is appropriate for the site and would be a good addition to the lot to address the owner's needs.

Open Space/Landscaping Requirements:

The open space or landscaping requirements in the parking code are only applicable to parking areas that meet the definition of a parking lot. They do not apply to driveways which lead to a garage.

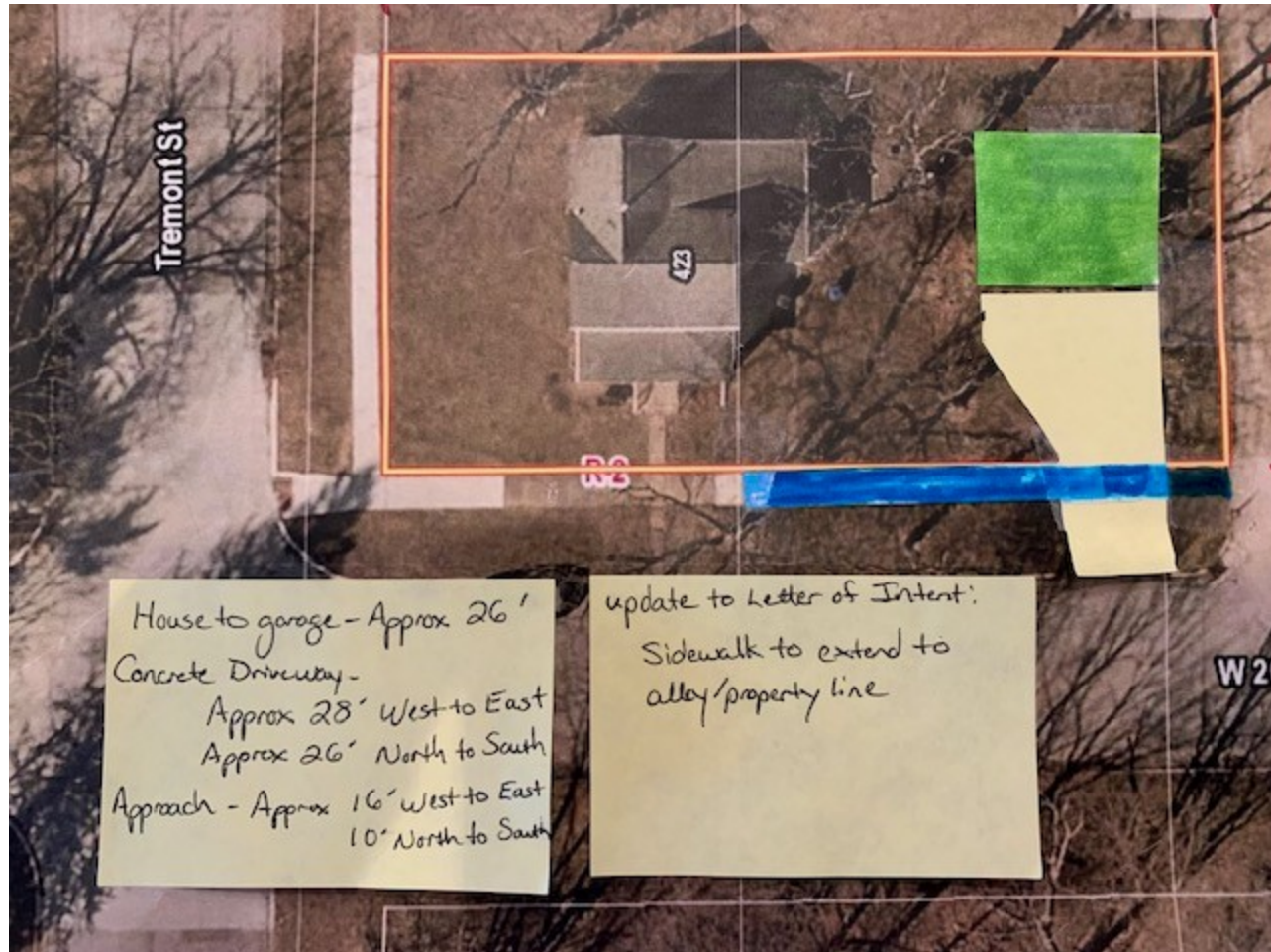
Notification of this case was sent to adjacent property owners within 200 feet on October 18th, 2023.

STAFF RECOMMENDATION

Staff recommends approval of DR23-004, an application for College Hill Neighborhood Overlay Design Review for a new garage and driveway at 423 W 26th Street.

Attachments:

Proposed Site Plan
Letter of Intent
Proposed Elevations



9/29/2023
 423 W 26th St
 Cedar Falls, Iowa

P&Z Letter of Intent:

Location: Address of the Property
 423 W 26th Street, Cedar Falls, Iowa

Overview: New garage

Currently there is no garage on the property. The owner is having issues with damage to vehicles from falling walnuts and squirrels. There is a metal shed on the property currently that will be removed during the construction process.

We are proposing a new 28' X 26' double stall garage, with vinyl siding and asphalt roof.

The roof will be as close a match to the house as possible. The exterior of the garage will be white vinyl siding to match the house. Window and trim will match the house color.

The garage will line up with the back of the house, approximately 14.5 ft off the north property line, and will be approximately 10 ft off the east property line. New driveway to attach to garage from existing curb cut on W 26th Street. New sidewalk to be poured from end of existing sidewalk to the east edge of the new driveway.

See Attachments.

Homeowner Contact: Cheryl Moses 319-504-6214
 Contractor: Claussen Construction 319-961-2815

I approve of this project:



Cheryl D. Moses
 423 W 26th Street
 Cedar Falls, Iowa 50613

Properties within 200 feet of property:

2516/2518 Tremont St. Richard and Debra Morris owners (Rental Property to the North)
 2510 Tremont St Danny and Lori Berregaard owners
 2424 Tremont St Robert Shane Grosse and Robert Bo Grosse owners
 2501 Tremont St Donal Friel owner
 2509 Tremont St Nicholas Griffin owner
 2515 Tremont St Southgate Properties LC owner (rental property to the West)
 509 W 26th St Hunter Property LLC owner (Rental Property to the West)
 2603 Tremont St Leonard and Catherine Upham owners
 2611 Tremont St Jay and Laurie Broughton owners
 State of Iowa University of Northern Iowa owner (UNI Public Shrub Exhibit to the South)
 2511 Franklin St Arkadia Properties LLC owner (Rental Property to the East)
 2503 Franklin St Josiah and Anna Chalmers owners



A Division of Norcraft Companies, L.L.C.
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Lit.# 170100703/2000 651-234-3300

Customer Name _____
Street Address _____
City, State, Zip _____
Phone (H) _____
(W) _____

Salesperson Name _____
Date _____
Scale _____
Style & Color _____
Approx. Ship Date _____

