



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

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**Call to Order and Roll Call**

**Approval of Minutes**

1. Planning and Zoning Commission Regular Meeting Minutes of December 28, 2022.

**Public Comments**

**Old Business**

**New Business**

2. **PC-2 District Site Plan Review for (Building#2) 930 Viking Rd (SP22-019)**  
**Location:** 930 Viking Road  
**Petitioner:** HI YIELD LLC, Owner  
**Previous discussion:** None  
**Recommendation:** *Approval*  
**P&Z Action:** *Discuss and consider making a recommendation to City Council*

**Commission Updates**

**Adjournment**

Reminders:

- \* February 8 and February 22 - Planning & Zoning Commission Meetings
- \* February 6 and February 20 - City Council Meetings

**Cedar Falls Planning and Zoning Commission  
Regular Meeting  
December 28, 2022  
Cedar Falls, Iowa**

**MINUTES**

The Cedar Falls Planning and Zoning Commission met in regular session on December 28, 2022 at 5:30 p.m. at City Hall's Council Chambers. The following Commission members were present: Crisman, Grybovysh, Hartley, Lynch and Moser. Larson and Leeper were absent. Karen Howard, Planning & Community Services Manager, Michelle Pezley, Planner III, and Matthew Tolan, Civil Engineer II, were also present.

- 1.) Acting Chair Hartley noted the Minutes from the December 14, 2022 regular meeting were presented. Ms. Lynch made a motion to approve the Minutes as presented. Ms. Crisman seconded the motion. The motion was approved unanimously with 5 ayes (Crisman, Grybovysh, Hartley, Lynch and Moser), and 0 nays.
- 2.) The first item of business was a preliminary plat for Hidden Pines. Acting Chair Hartley introduced the item and Ms. Pezley provided background information. She explained that the plat is located at the southeast intersection of Greenhill Road and Cedar Heights Drive. The plat proposes to include 43 residential lots and two stormwater tracts. This is proposed to be constructed in two phases. There will be an extension of public sanitary sewer from Huntington Road to a Hidden Pines through an offsite easement. She briefly spoke about wetlands, open space, critical infrastructure to be constructed, and traffic calming that were discussed at the last meeting.

Matthew Tolan, Civil Engineer II, discussed the engineering review cycle and explained the Planning and Zoning and Council Acceptance Phase, Construction Plan Review Phase, Construction Phase, and Maintenance Bond Phase. Ms. Howard noted that there is a lot of staff review before the preliminary plat, but most of the review of the technical details happens after the preliminary plat review. She also clarified that they are working with the City of Waterloo to be sure that things will be completed in satisfaction of their requirements as well.

Nate Kass, Fehr Graham Engineering and Environmental, discussed the question with regard to the drainage. Because the site is relatively flat, the southerly detention pond is quite sizeable and there will be a lot of dirt excavated that will be used to regrade the site so that the design will slow the water and reduce how quickly it runs off. He noted that his stormwater report has also been vetted by the City of Waterloo. With regard to traffic concerns, he explained that they looked at all neighboring subdivisions that would potentially flow through the area. They used information obtained pre-covid during a time when there was no construction being done that would re-route typical traffic. He explained that by connecting Luke, Matthew, and Mark Streets, the amount of traffic on any one route, such as Luke Street should be reduced. He addressed concerns with wetlands as well and provided background information on the site. He also noted that there is no intent to build duplexes throughout the subdivision. The only ones contemplated are in the northern part near the stormwater basin.

Ms. Crisman asked for more information about maintenance on the retention pond after the three-year bond is up. Mr. Tolan explained that the City requires a Maintenance and Repair Agreement that runs with the land with the property. The Agreement is reviewed and approved by Council and states that the owner will maintain those facilities and in the event that they don't, the City has the right to fix it and assess the repair back to the benefitted property.

Carl Erickson, 4211 Callum Court, spoke as a real estate agent about the need for residential development and relatively affordable lots. He discussed the shortage of lots in Cedar Falls and the effect it will have on the ability to build new housing.

Anthony Smith, 4816 Luke Street, asked about potentially doing another traffic study that includes the new roundabout. He also asked if the City is doing anything to slow traffic in the Luke Street area to the south. Mr. Tolan stated that the City is continually studying the corridors, updating them as developments occur or as the City expands. The City keeps a capital improvements line item available as staff needs or requires updates to be made. As for traffic calming on Luke, there is nothing proposed at this time, but if needed traffic counters can be placed in the area to gather information regarding the traffic speeds.

Chair Hartley asked who citizens should contact if they notice issues. Mr. Tolan stated that they can contact the engineering division directly or contact their council member.

Kathy Thompson, 4810 Luke Street, spoke about the deep lots on Luke and asked if those will be single homes with long, deep lots or are they intended to be apartment buildings. She also asked about the new proposed street Charlie Lane. She noted that the street seems to go nowhere at this time and asked if it is intended to connect to a future development. She asked about the size and lot price. She stated that it would be helpful to have a good neighbor meeting and wanted to know if one will be offered.

Ms. Howard explained that the City requires that every subdivision contribute to the connected street network for future development, so Charlie Street was required so that future development is possible on the land to the south.

Mr. Kass spoke to the long, deep lots explaining that there is a sizeable vertical challenge on the west property line and the slope is what created the need for the longer lots.

Bob Manning, 2908 West 1<sup>st</sup> Street, asked the developer about the duplexes that are proposed. The developer stated that the market has changed, and that his intention is to have a twin home or condominium project on a few properties at the northern portion of the property as shown on the plat. Mr. Manning stated that the twin home that he lives in was built by the same developer. Before they bought the house, his wife was concerned with potential noise issues. They have not had issues with neighboring noises. He noted that he is the Executive Director of the Cedar Valley Homebuilders Association and sees that there is a shortage of attached housing for double income couples with no children at the end of their lifestyle. He provided data regarding the availability of housing and noted the shortage.

Brian Wingert, 2110 Flynn Drive, spoke about the shortage of lot inventory for independent home builders. He noted that often developers are not willing to sell their lots to independent builders, which drives prices through the roof for smaller builders or those who would like to build their own home.

Anthony Smith spoke again and asked about the school district boundary lines. Ms. Howard stated that school boundaries are established by the school district and the city doesn't have power to change that.

Brianne Reed, 5002 Luke Street, asked what would happen to their home values. She also asked about the option of putting a park in between the neighborhoods and leaving the dead end as it is. Mr. Erickson provided information on the home pricing and noted that generally new development in an area brings up all home values. Mr. Kass stated that there are no specific plans for a park in that area at this time. The decision about the use of the small open space area next to the stormwater basin will be left up to the homeowner's association.

Chris Dean, 4804 Luke Street, asked about the property next to his regarding the grading. He also asked about the difference in home values compared to the size. Mr. Kass explained the plan for grading.

Ms. Lynch thanked everyone for being at the meeting and getting involved in the process. Ms. Crisman echoed that sentiment.

Ms. Lynch made a motion to approve the item. Ms. Crisman seconded the motion. The motion was approved unanimously with 5 ayes (Crisman, Grybovych, Hartley, Lynch and Moser), and 0 nays.

- 3.) The Commission then discussed nominations for Chair and Vice Chair for the next year. Ms. Crisman stated that the Nomination Committee recommends that Mr. Hartley be vice-chair and Ms. Lynch be the chair.

Ms. Moser made a motion to approve the nomination. Ms. Grybovych seconded the motion. The motion was approved unanimously with 5 ayes (Crisman, Grybovych, Hartley, Lynch and Moser), and 0 nays.

- 4.) As there were no further comments, Ms. Crisman made a motion to adjourn. Ms. Lynch seconded the motion. The motion was approved unanimously with 5 ayes (Crisman, Grybovych, Hartley, Lynch and Moser), and 0 nays.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

  
Karen Howard  
Community Services Manager

  
Joanne Goodrich  
Administrative Assistant





## 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](http://www.cedarfalls.com)

### MEMORANDUM

#### *Planning & Community Services Division*

**TO:** Planning and Zoning Commission  
**FROM:** Jaydevsinh Atodaria (JD), City Planner I  
Matthew Tolan, Civil Engineer II  
**DATE:** January 19, 2023  
**SUBJECT:** PC-2 District Site Plan Review – 930 Viking Road, outbuilding #2

**REQUEST:** Request to approve a PC-2 Planned Commercial District Site Plan for a new 6,050 square foot retail building.

**PETITIONER:** HI YIELD LLC, Owner

**LOCATION:** 930 Viking Road

### PROPOSAL

It is proposed to construct a 6,050-square-foot commercial building (in red outline to the right) which will provide room for three tenants. The overall development plan for the property includes a 55,000-square-foot gym/retail building, and four commercial buildings totaling approximately 30,000 square feet.



### BACKGROUND

The property was rezoned by the City Council from A-1 Agricultural District to PC-2 Planned Commercial District on September 19, 2016. A site plan for just the gymnasium/retail building was approved by the City Council on December 15, 2016, after a unanimous recommendation of approval from the Planning & Zoning Commission. During the review of the gymnasium/retail building site plan in 2016, a general design of the 4 outbuildings was presented, however, those buildings were not part of the original site plan approval. A site plan was presented for

Outbuilding #3 at the northeast corner of the property and was approved by the City Council on August 21, 2017. Then, on October 16, 2017, a revised site plan for the gymnasium/retail building was approved by the City Council, which added approximately 10,000 square feet of building area and added a parking area behind the building (101 stalls). A site plan was presented for Outbuilding #1 at the northwest corner of the property and was approved by the City Council on December 3, 2018. Following that, in January 2020, the site plan for Outbuilding #4 was approved, which is currently under construction and the current proposal is for the last remaining Outbuilding # 2.

### ANALYSIS

The property is zoned PC-2, Planned Commercial District. The PC-2 District is a predominantly commercial project containing retail and general service facilities on larger tracts of land that is designed and improved in accordance with a comprehensive project plan and developmental procedures agreement. It is further the purpose of these regulations to encourage high standards of building architecture and site planning which will foster commercial development that maximizes pedestrian convenience, comfort, and pleasure.

As indicated in the Background section, several site plan reviews on this property have already been approved. The overall development plan for the property shows a total of five buildings; three buildings have already been completed, and one is currently under construction. This approval is for the last building. A detailed site plan review of each building when it is proposed to be constructed is required to ensure that the development site satisfies a number of standards. Details such as building design and location, parking, signage, dumpster location, and other similar criteria are reviewed to ensure orderly and quality development in the PC-2 Planned Commercial District.

Following is a review of the zoning ordinance requirements:

- 1) Proposed Use: The 6,050 square foot retail/professional office building is a permitted use in the PC-2 District. **Use permitted.**
- 2) Setbacks: The setbacks apply to the building, parking lot, and signage. The PC-2 District normally requires a 30-foot setback around the perimeter of the "district". The PC-2 District also states that for areas less than 10 acres in size, the setback area may be reduced to 20', subject to review and approval from the Planning & Zoning Commission and City Council. The developer did ask that the 30-foot open space buffer setback be reduced to 20 feet in width for the entire site which was slightly over 10 acres of land area, which was approved by the City Council in 2017.

The proposed outbuilding is located approximately 35 feet from the west property line, which meets the 20-foot minimum buffer requirement. And the proposed outbuilding will be placed 40 feet south of the existing outbuilding at 936 Viking Rd. All parking area for the entire site is at least a 40-foot setback from surrounding property lines except the parking lot south of the gymnasium building. The south parking lot is 11-foot setback from the south lot line, about 57-foot setbacks from the west lot line, and about 138-foot setback from the east property line. **Building and Parking Area setbacks are satisfied.**

- 3) Parking: The parking requirement was previously calculated for the entire development, which included the gymnasium building and 4 outbuildings. Based on the anticipated uses and sizes of the buildings within this shopping center, the total parking required for all of the uses is 340 parking stalls. The overall site plan shows 443 parking stalls, which meets the

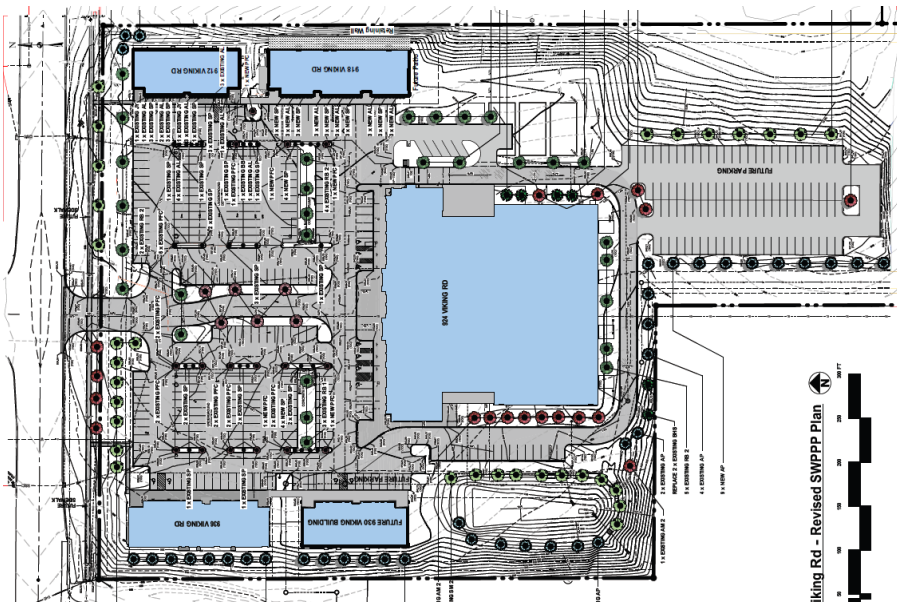
minimum requirement. For this parcel alone (930 Viking Rd), 26 parking stalls are shown. There is a shared parking agreement between the individual parcels that allow for shared parking between the properties.

As per previously approved site plans for the entire site, the parking lot south of the gymnasium building was to be completed with the completion of the gymnasium building (approved in 2017). During the site plan approval of the 918 Viking Rd outbuilding in 2020, it was again noted that the parking lot needed to be constructed to meet ordinance requirements. Currently, the site is under-parked, as the parking lot south of the gymnasium building has not been constructed. **Parking requirements will be satisfied once the parking lot south of the gymnasium building is completed. Staff has informed the applicant that occupancy permits for building #4 (918 Viking Rd currently under construction) and building #2 (930 Viking Rd.) will not be issued until all the remaining parking is constructed, including the parking lot behind the larger building.**

- 4) Open Space: Open green space must be provided on-site. The ordinance requires 10% of the total development site excluding the required setback area. In this case, the lot contains approximately 13.74 acres of land (598,514 ft<sup>2</sup>). When the perimeter setbacks are excluded (20-foot minimum), approximately 61,000 square feet can be deducted from the total:  $598,514 - 61,000 = 537,514 \times 0.10 = 53,751$  square feet of open green space must be provided on-site. The property has approximately 194,000 square feet of open space remaining, which exceeds the minimum open space requirement. **Open green space satisfied. Staff notes that this will need to be recalculated if the parking lot is expanded further south on the remaining parcel in the future.**
- 5) Landscaping: The PC-2 District requires landscape plantings at the rate of 0.02 points per square foot of the total development site ( $0.02 \times 598,514 \text{ ft}^2 = 11,970$  **basic site landscaping points**). These points can be made up with any combination of trees, conifers, and shrubbery and distributed throughout the site, parking areas, and along the street.

In addition to basic site landscaping points, there is a requirement of 0.75 points per linear foot of street frontage. The overall site has a street frontage of 630 feet. So, based on it the site is required to have **473 points** ( $0.75 \times 630 \text{ ft} = 473$ ). A total of 12,443 points is required. The landscaping plan is 443 points short of the requirement. **Staff recommends adding parking lot screening shrubs along the Viking Road street frontage, as required in the parking chapter of the zoning ordinance to satisfy the additional required points.**

In addition to these points, landscaping must also be provided to satisfy parking lot landscaping. The parking area landscaping requirement is one tree for every 15 parking stalls or 2,500 square feet of the hard surface parking area. If the one tree for every 15 stalls ratio is applied, the total tree planting for all parking lot would be  $443/15 \text{ stalls} = 30$  trees. The landscaping plan shows that the trees are distributed around the parking areas.



A landscaping plan for the overall site was submitted when the gymnasium building went through the site plan review process in 2017. However, the applicant has provided with updated landscaping plan showing existing landscape work that was done over time and the pending landscaping to be added alongside the completion of this project. See attached landscaping plan for reference.

Overall, the applicant is providing landscaping equivalent to 12,000 landscaping points, of which 9,100 points of landscaping has already been planted. The site will have well-distributed landscaping areas, once all landscaping is complete. As noted above, staff recommends additional screening shrubs along Viking Road to satisfy the remaining 443 landscaping points required. Staff notes that the landscaping work should be completed prior to obtaining the occupancy permit for the proposed outbuilding #2 (930 Viking Rd.) and outbuilding #4 (918 Viking Rd. currently under construction). **Landscape Plan is acceptable provided additional screening shrubs are added as noted above.**

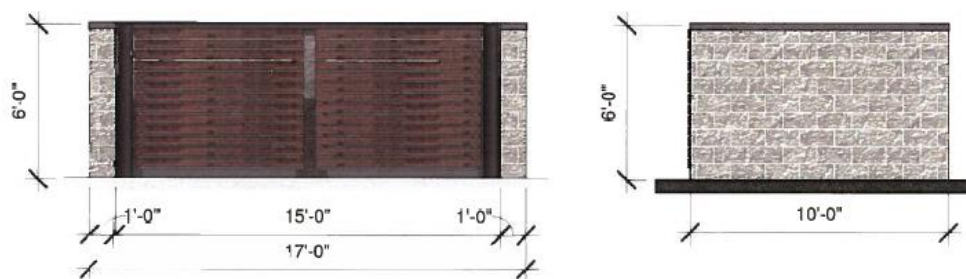
- 6) **Sidewalks:** A Sidewalk is identified along the building frontage. This sidewalk will connect this building to the building to the north (936 Viking Rd.), which will connect to the sidewalk that will be installed along Viking Road. The sidewalk along Viking Road was to be completed back in 2017, as mentioned in the staff report. And the same was also mentioned during the approval of 918 Viking Rd. building in 2019. However, the sidewalk is still pending. Staff notes that all the sidewalks need to be completed prior to issuance of an occupancy permit for the proposed building #2 (930 Viking Rd.) and building #4 (918 Viking Rd. currently under construction). **The sidewalk plan is acceptable. Staff notes that all the pending sidewalks including between outbuildings and along Viking Road must be installed as planned before the issuance of an occupancy permit for Outbuilding #2 (930 Viking Rd.) and outbuilding #4 (918 Viking Rd.).**
- 7) **Building Design:** The proposed building will be constructed with a mixture of rock-faced block (gray), Cumaru wood shiplap siding, glass windows and doors, and two tones of corrugated metal paneling (silver and charcoal). Wall signage will also be located above each doorway. This building design is the same as Outbuilding #1, #3 and #4, which were previously approved. **Overall Building Design is acceptable.**





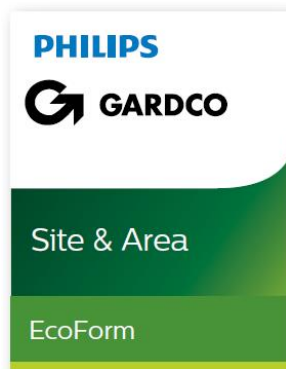
Front Design of Building

- 8) **Trash Dumpsters:** The dumpster enclosure will be located just to the northeast of the building, between the gymnasium building and the proposed building. There are two dumpster enclosures for the entire site, located at each side of the gym/retail building would be used for all five outbuildings. A dumpster enclosure plan was submitted that includes a 6' split face block wall with a slated gate for access. **The dumpster enclosure plan is acceptable. However, the enclosures have never been constructed. Both the dumpster enclosures need to be constructed before the issuance of an occupancy permit for Outbuilding #2 (930 Viking Rd.) and outbuilding #4 (918 Viking Rd.).**



- 9) **Storm Water Management:** There are two previously installed underground storm water collection areas located under the parking lot in front of Outbuilding #1 and Outbuilding #3. These detention basins release the water into the storm sewer located along Viking Road. Also, there is a storm water detention area located to the southwest of the gymnasium building. Water from around the gymnasium building and areas south of the gymnasium building will flow to this detention pond. This overall storm water management plan was reviewed and approved by the Engineering Division during the site plan review of the gymnasium building in 2016. An individual SWPPP application and permit will be required for this building. **Staff notes that there have been issues with compliance, so staff will be monitoring to ensure that all SWPPP controls are installed and maintained properly (see technical comments below).**

- 10) Lighting Plan: A general lighting plan has been submitted and appears to be satisfactory. With this building, the applicant will be adding six 2-head light poles around the site, which will complete site lighting for the entire site. The fixtures are fully downcast to prevent nuisance light. See attached lighting plan for reference. The lighting fixtures will consist of LED die-cast aluminum box downlights.



- 11) Signage: The PC-2 District permits wall signs to cover 20% of the surface area of any one wall space. However, no more than two wall faces can be utilized for signage in the PC-2 District. Wall signage is identified on the front side of the building over each tenant space entry. **Signage requirements appear to be met but will be verified at the time of sign permit application.**

### TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities (CFU) personnel, have few comments on the proposed site plan. All basic utility services are available to the site. Utility service and meter locations will need to be coordinated with Cedar Falls Utilities.

The City Engineering Division has had comments regarding their Storm Water Pollution Prevention Plan (SWPPP) for the site. A number of deficiencies were noted by City staff during several past site visits; however, those items have been addressed by the developer. The developer and contractor for the site will need to address any changes that occur as construction continues on the site with continued maintenance, weekly inspections, seeding during appropriate times, and use of SWPPP approved stabilization techniques. The City is requiring that the developer obtain an individual SWPPP permit for each of the remaining buildings on the site prior to construction to help maintain control of the site during the duration of the remaining construction on the site.

**As this is the last outbuilding to be built on the site, the City Engineering Division recommends that all site final grading and stabilization take place prior to the final occupancy of said outbuilding. All improvements including the sidewalk along W. Viking Road, landscaping improvements, trash enclosure and the parking lot south of the Gymnasium will be required to be completed to fulfill City Code requirements for the site. All improvements will need to be made and in working order as the site will be considered fully developed upon the completion of the last outbuilding.**

### STAFF RECOMMENDATION

Staff has reviewed this site plan for 930 Viking Road, outbuilding #2 and recommends approval, subject to compliance with the conditions noted in the staff report above and any comments or direction specified by the Planning and Zoning Commission.

### PLANNING & ZONING COMMISSION

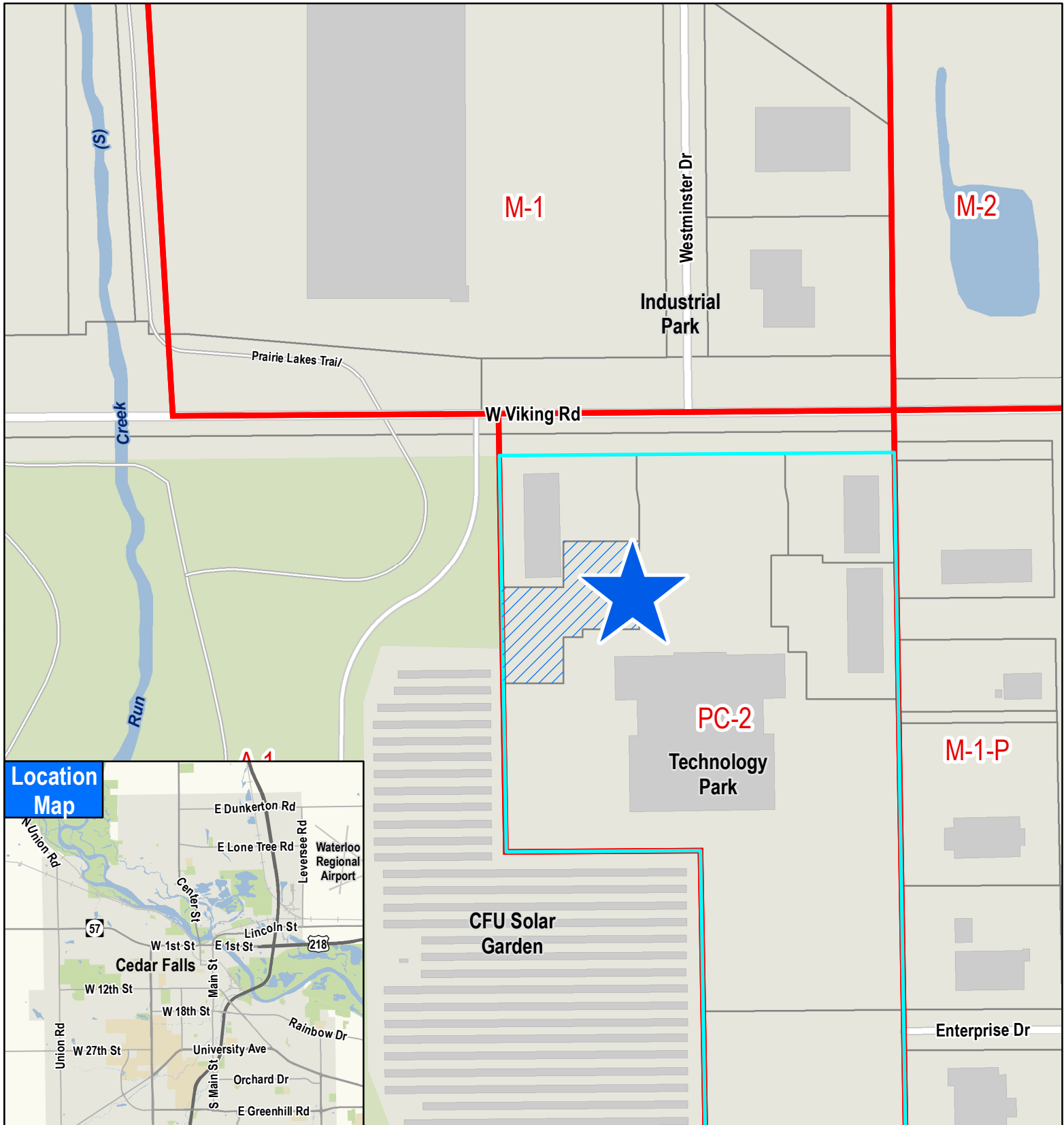
Discussion/Vote

1/25/2023

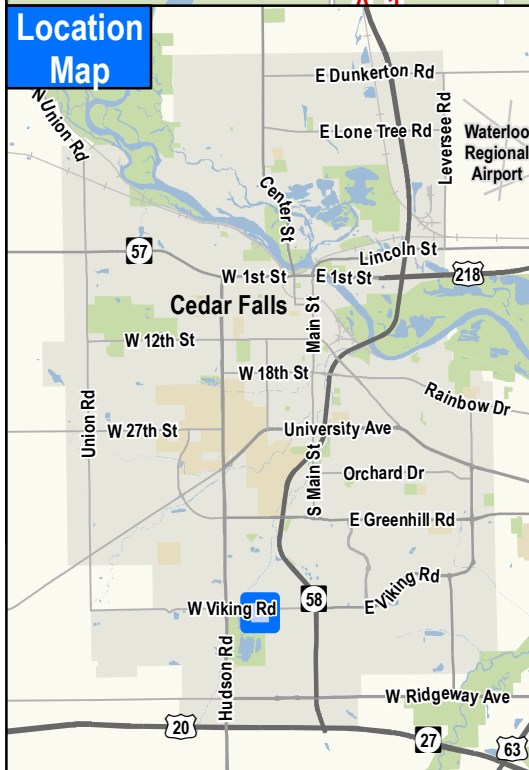
# Cedar Falls Planning and Zoning Commission

## January 25, 2023

Item 2.

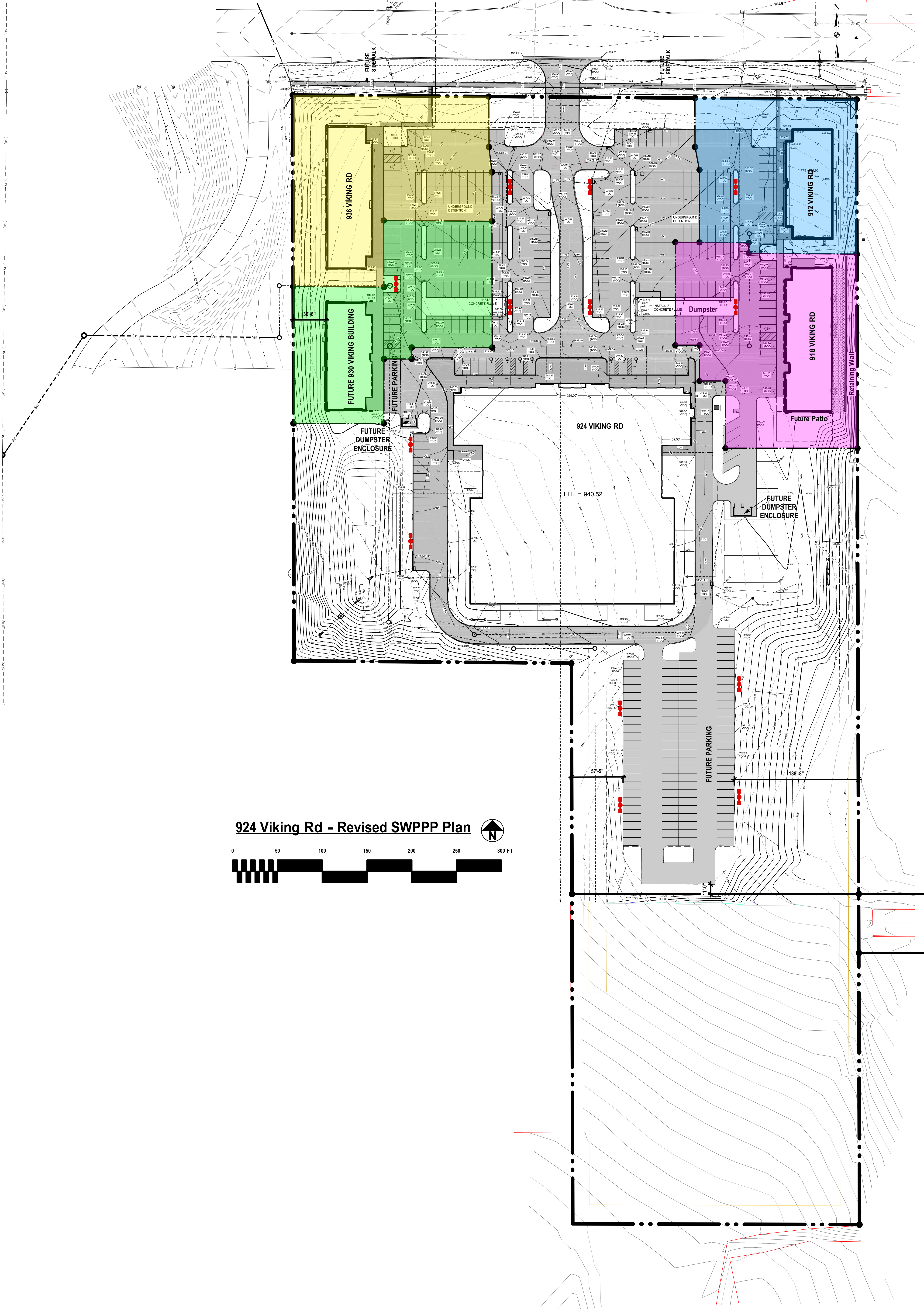


### Location Map

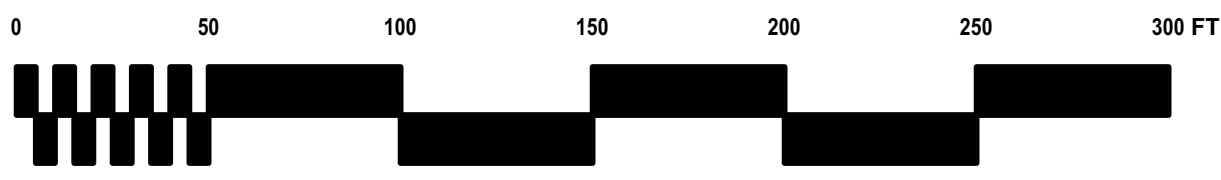


**PC-2 Site Plan Review  
for Outbuilding #2, 930 Viking Road  
(SP22-019)**

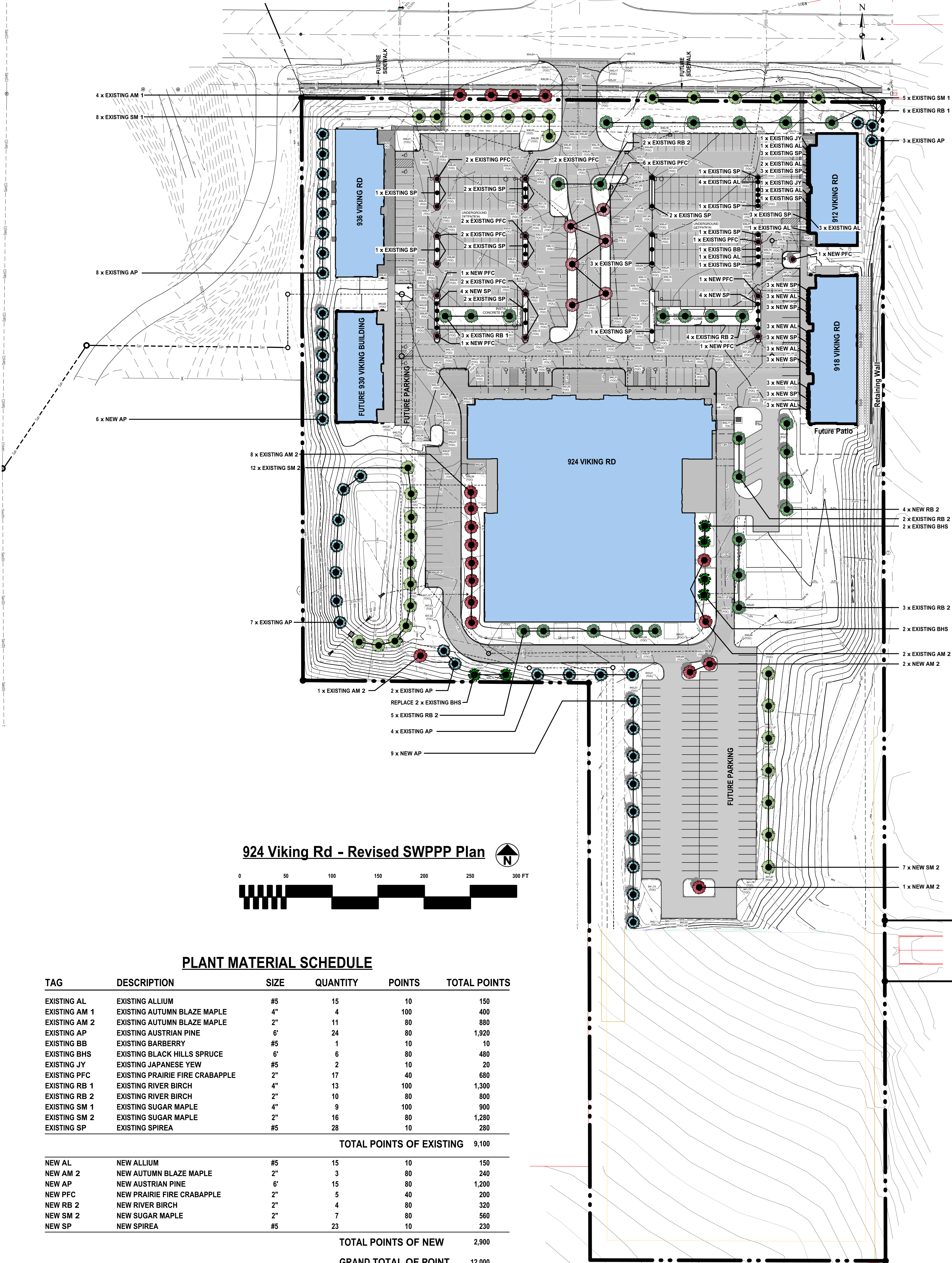




924 Viking Rd - Revised SWPPP Plan



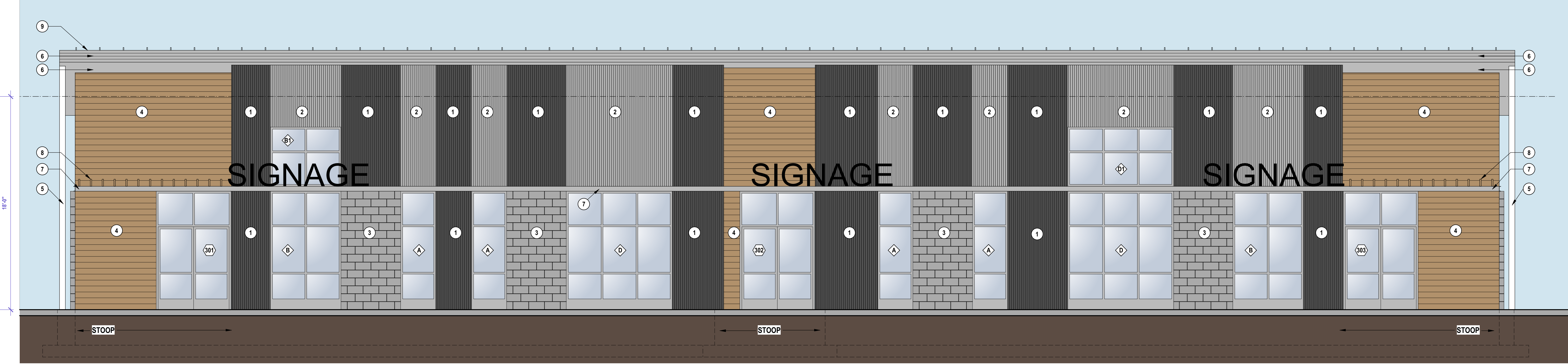




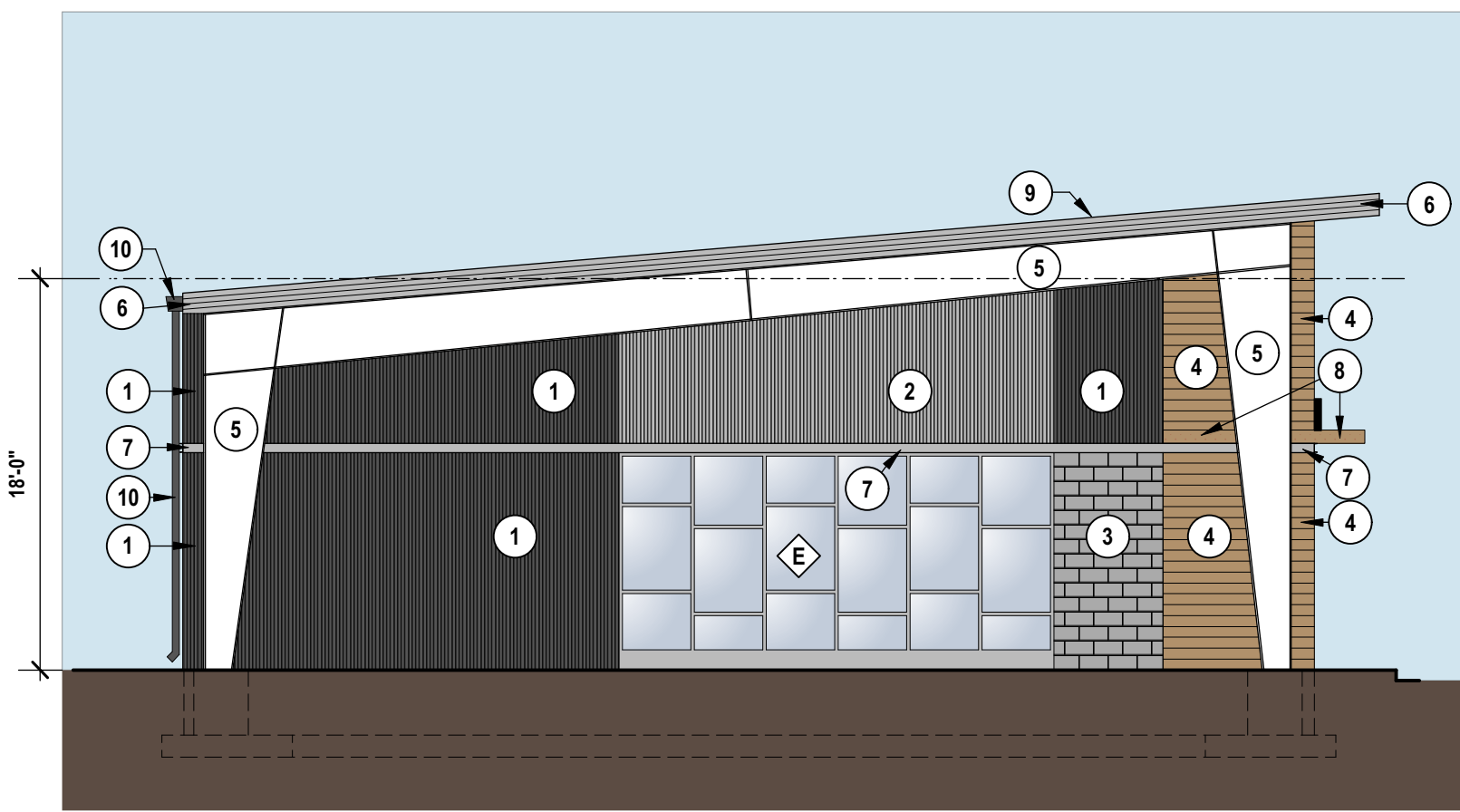
ROAD FRONTAGE: 630', POINTS REQUIRED AT FRONTAGE: 473, POINTS PROVIDED AT FRONTAGE: 2,540

TOTAL SQUARE FOOTAGE: 598,514 SQ. FT., POINTS REQUIRED FOR SQUARE FOOTAGE 11,971 SQ. FT., POINTS PROVIDED FOR SQUARE FOOTAGE 12,000 SQ. FT.

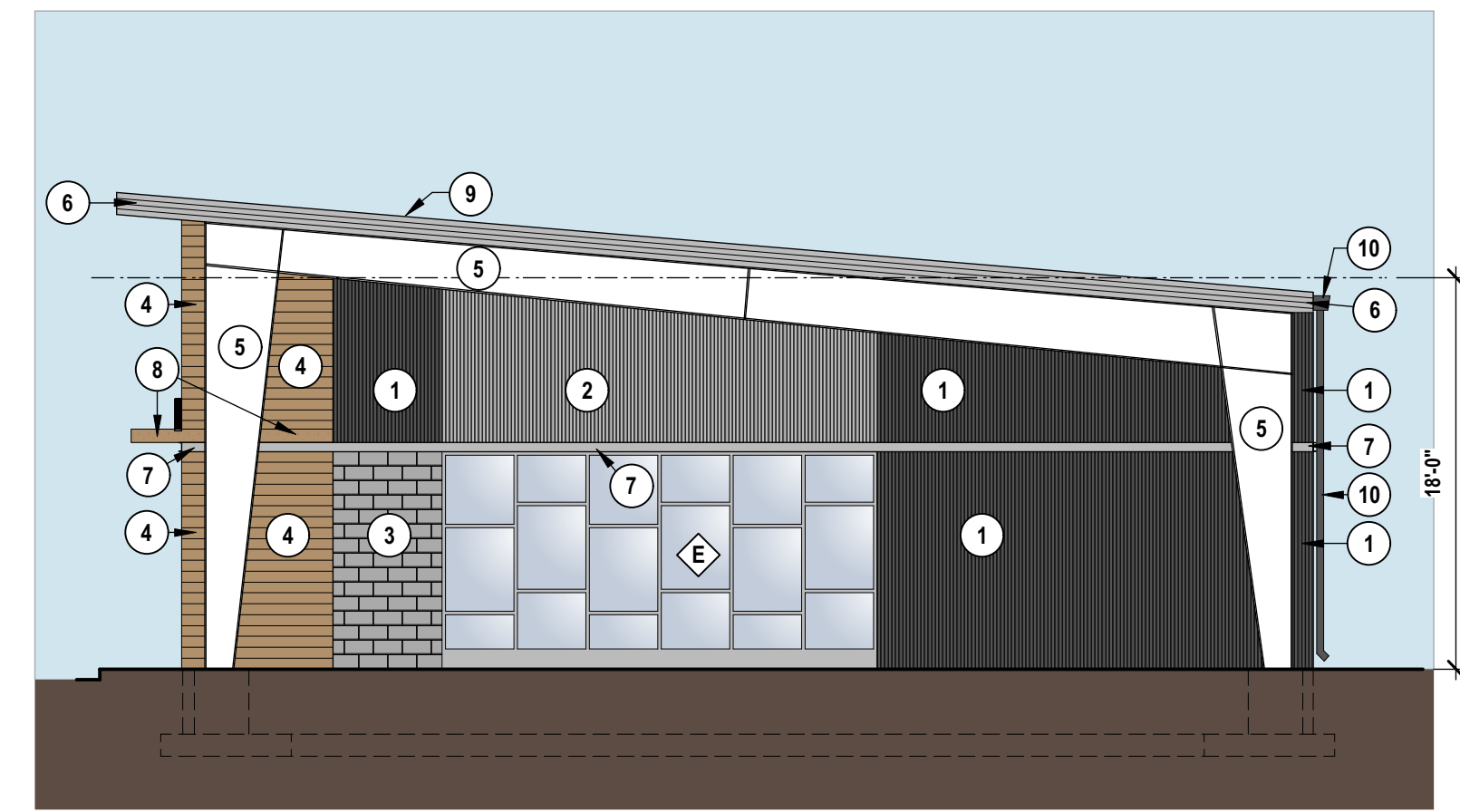




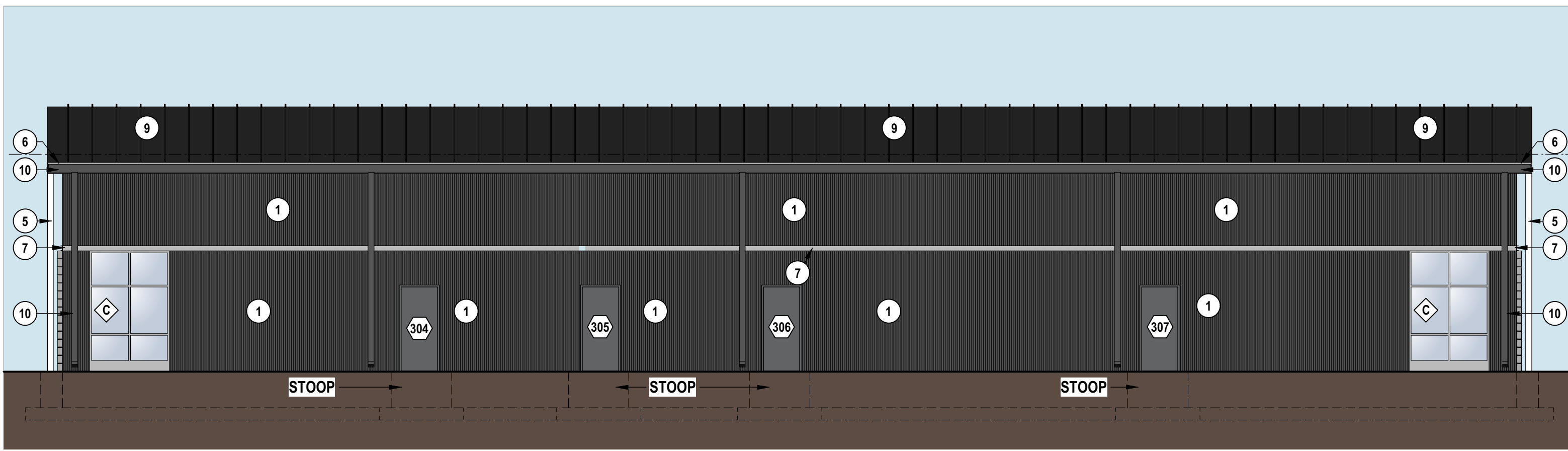
1 WEST ELEVATION  
Scale: 1/4" = 1'-0"



2 NORTH ELEVATION  
Scale: 1/8" = 1'-0"



3 SOUTH ELEVATION  
Scale: 1/8" = 1'-0"



4 EAST ELEVATION  
Scale: 1/8" = 1'-0"

### WALL FINISH PERCENTAGES

#### MATERIALS

#### PERCENTAGES

	FRONT	BUILDING
CORRUGATED METAL PANEL	43%	61%
ROCK FACED CMU	8%	6%
WOOD SHIPLAP SIDING	20%	11%
DOORS & WINDOWS	29%	22%

### EXTERIOR FINISH GUIDE

NOTE: ALL EXTERIOR MATERIALS MUST HAVE A SAMPLE APPROVED BY THE ARCHITECT BEFORE MATERIALS ARE ORDERED

- 7/8" VERTICAL CORRUGATED METAL PANEL - CHARCOAL
- 7/8" VERTICAL CORRUGATED METAL PANEL - SILVER
- ROCK FACED CEMENT MASONRY UNITS - GRAY COLOR
- CUMARU WOOD SHIPLAP SIDING WITH NATURAL COLOR SEALER
- GALVANIZED STEEL FRAME PAINTED BONE WHITE, 2 COATS OVER PRIMER, SEMI-GLOSS
- STEEL SOFFIT AND FASCIA TRIM - SILVER
- GALVANIZED STEEL CHANNEL PAINTED BONE WHITE, 2 COATS OVER PRIMER, SEMI-GLOSS
- CUMARU WOOD 2 x 8 OUTLOOKERS WITH NATURAL COLOR SEALER
- STANDING SEAM METAL ROOF - GALVALUME
- 8 x 8 GUTTER & 4 x 6 DOWNSPOUTS - CHARCOAL

Item 2.

A New Facility at:  
**930 Viking Road**  
**Building #2**  
Cedar Falls, IA 50613

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BY R. WAYNE WILLIAMSON, ARCHITECT

DK Management

R. Wayne Williamson, Architect  
616 Clay Street, Cedar Falls, IA 50613 319-768-7235

Date

Description of Revision

Project Number  
021012

CAD File Name  
Building 2 Plans

Drawn By  
RWW

Checked By  
RWW

Sheet Name  
ELEVATIONS

Sheet Number  
**A3**

Copyright R. Wayne Williamson, AIA

Date: 7/14/21

14

# Trash Enclosure

Dahlstrom Real Estate, Inc.

