



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
DESIGN REVIEW FOR THE CENTRAL BUSINESS DISTRICT**

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

**General Information:**

Any substantial changes (as defined in City Code Section 26-189), including new construction, building additions, or facade renovations that substantially change the exterior appearance or character of a building in the Central Business District Overlay will require design review and approval prior to any work being done. There are two steps in the review process: review by the Planning and Zoning Commission and approval by City Council. Note that a complete review cycle generally takes about one month.

Note: Main Street's Design Review Committee is a great resource for preliminary feedback on design elements and potential grant opportunities. To obtain more information on the Committee please call Community Main Street at (319) 277-0213 or visit their website: <http://www.communitymainstreet.org>.

**Application Submittal Steps:**

Deadlines for design review submittals are 5PM on the Mondays specified on the attached schedule of applications. **Submit your completed application by email to: [Planning@cedarfalls.com](mailto:Planning@cedarfalls.com)**. Once a complete proposal is submitted to the Department of Community Development, City Planning staff will review the submission, consult with the City's Technical Review Committee as necessary, prepare a staff report, and present the proposal to the Planning and Zoning Commission. The Commission will provide feedback on the project and the Applicant will have an opportunity to make revisions to their proposal, if necessary.

If revised documents are necessary staff will present the changes and the Commission will make a recommendation to City Council. The Planning and Zoning Commission meets at 5:30 PM on the second and fourth Wednesday of each month. Once the Commission has provided its recommendation, the proposal will be forwarded to the City Council for consideration. The City Council meets at 7:00 PM on the first and third Monday of each month. The Applicant will be kept informed of the progress of their submission. Once the review is complete, appropriate building, land use, and/or sign permits can be issued, subject to any conditions imposed by the City Council.

**A Complete Proposal Includes:**

- Nonrefundable processing fee of \$50.00 in the form of a check made out to the City of Cedar Falls
- Letter of intent, including:
  - Address of the property
  - Overview of the work being done and why
  - Name and contact information of the applicant (and owner if different)
  - Approval from owner for improvements (if different than applicant)
- Colored images showing current façade and proposed work
- General materials used and dimensions of the alterations (proposed signs, windows, doors, etc.)
- Completed City's Site Plan Application, if applicable

For assistance or more information please contact the Community Development Department at (319) 273-8600.

| Planning & Zoning Commissions<br>Schedule of Applications 2020 |                                                      |                            |                                                |                             |                                            |                             |                           |  |  |
|----------------------------------------------------------------|------------------------------------------------------|----------------------------|------------------------------------------------|-----------------------------|--------------------------------------------|-----------------------------|---------------------------|--|--|
| Complete Application/<br>Re-submittal Deadline                 | Internal Technical<br>Review Committee<br>Meeting*** | Distribution of<br>Packets | P&Z Meeting **<br>Preliminary<br>Consideration | Distribution of<br>Packets2 | P&Z Meeting **<br>Formal<br>Recommendation | Distribution of<br>Packets3 | CC Meeting<br>(tentative) |  |  |
| <i>DUE BY 5PM</i>                                              |                                                      |                            |                                                |                             |                                            |                             |                           |  |  |
| 11/18/2019                                                     | 11/26/2019*                                          | 12/13/2019                 | 12/18/2019*                                    | 1/3/2020                    | 1/8/2020                                   | 1/31/2020                   | 2/3/2020                  |  |  |
| 12/9/2019                                                      | 12/18/2019                                           | 1/3/2020                   | 1/8/2020                                       | 1/17/2020                   | 1/22/2020                                  | 2/14/2020                   | 2/17/2020                 |  |  |
| 12/23/2019                                                     | 1/2/2020*                                            | 1/17/2020                  | 1/22/2020                                      | 2/7/2020                    | 2/12/2020                                  | 2/28/2020                   | 3/2/2020                  |  |  |
| 1/6/2020                                                       | 1/15/2020                                            | 2/7/2020                   | 2/12/2020                                      | 2/21/2020                   | 2/26/2020                                  | 3/13/2020                   | 3/16/2020                 |  |  |
| 1/20/2020                                                      | 2/5/2020                                             | 2/21/2020                  | 2/26/2020                                      | 3/6/2020                    | 3/11/2020                                  | 4/3/2020                    | 4/6/2020                  |  |  |
| 2/10/2020                                                      | 2/19/2020                                            | 3/6/2020                   | 3/11/2020                                      | 3/20/2020                   | 3/25/2020                                  | 4/17/2020                   | 4/20/2020                 |  |  |
| 2/24/2020                                                      | 3/4/2020                                             | 3/20/2020                  | 3/25/2020                                      | 4/3/2020                    | 4/8/2020                                   | 5/1/2020                    | 5/4/2020                  |  |  |
| 3/9/2020                                                       | 3/18/2020                                            | 4/3/2020                   | 4/8/2020                                       | 4/17/2020                   | 4/22/2020                                  | 5/15/2020                   | 5/18/2020                 |  |  |
| 3/23/2020                                                      | 4/1/2020                                             | 4/17/2020                  | 4/22/2020                                      | 5/8/2020                    | 5/13/2020                                  | 5/29/2020                   | 6/1/2020                  |  |  |
| 4/6/2020                                                       | 4/15/2020                                            | 5/8/2020                   | 5/13/2020                                      | 5/22/2020                   | 5/27/2020                                  | 6/12/2020                   | 6/15/2020                 |  |  |
| 4/20/2020                                                      | 4/29/2020                                            | 5/22/2020                  | 5/27/2020                                      | 6/5/2020                    | 6/10/2020                                  | 7/3/2020                    | 7/6/2020                  |  |  |
| 5/11/2020                                                      | 5/20/2020                                            | 6/5/2020                   | 6/10/2020                                      | 6/19/2020                   | 6/24/2020                                  | 7/17/2020                   | 7/20/2020                 |  |  |
| 5/22/2020*                                                     | 6/3/2020                                             | 6/19/2020                  | 6/24/2020                                      | 7/3/2020                    | 7/8/2020                                   | 7/31/2020                   | 8/3/2020                  |  |  |
| 6/8/2020                                                       | 6/17/2020                                            | 7/3/2020                   | 7/8/2020                                       | 7/17/2020                   | 7/22/2020                                  | 8/14/2020                   | 8/17/2020                 |  |  |
| 6/22/2020                                                      | 7/1/2020                                             | 7/17/2020                  | 7/22/2020                                      | 8/7/2020                    | 8/12/2020                                  | 9/4/2020                    | 9/8/2020                  |  |  |
| 7/6/2020                                                       | 7/15/2020                                            | 8/7/2020                   | 8/12/2020                                      | 8/21/2020                   | 8/26/2020                                  | 9/18/2020                   | 9/21/2020                 |  |  |
| 7/20/2020                                                      | 7/29/2020                                            | 8/21/2020                  | 8/26/2020                                      | 9/4/2020                    | 9/9/2020                                   | 10/2/2020                   | 10/5/2020                 |  |  |
| 8/10/2020                                                      | 8/19/2020                                            | 9/4/2020                   | 9/9/2020                                       | 9/18/2020                   | 9/23/2020                                  | 10/16/2020                  | 10/19/2020                |  |  |
| 8/24/2020                                                      | 9/2/2020                                             | 9/18/2020                  | 9/23/2020                                      | 10/9/2020                   | 10/14/2020                                 | 10/30/2020                  | 11/2/2020                 |  |  |
| 9/4/2020*                                                      | 9/16/2020                                            | 10/9/2020                  | 10/14/2020                                     | 10/23/2020                  | 10/28/2020                                 | 11/13/2020                  | 11/16/2020                |  |  |
| 9/21/2020                                                      | 9/30/2020                                            | 10/23/2020                 | 10/28/2020                                     | 11/6/2020                   | 11/11/2020                                 | 12/4/2020                   | 12/7/2020                 |  |  |
| 10/12/2020                                                     | 10/21/2020                                           | 11/6/2020                  | 11/11/2020                                     | 11/19/2020                  | 11/24/2020*                                | 12/18/2020                  | 12/21/2020                |  |  |
| 10/26/2020                                                     | 11/4/2020                                            | 11/19/2020                 | 11/24/2020*                                    | 12/4/2020                   | 12/9/2020                                  | 12/31/2020                  | 1/4/2021                  |  |  |
| 11/9/2020                                                      | 11/18/2020                                           | 12/4/2020                  | 12/9/2020                                      | 12/17/2020                  | 12/22/2020*                                | 1/15/2021                   | 1/18/2021                 |  |  |
| 11/23/2020                                                     | 12/2/2020                                            | 12/17/2020                 | 12/22/2020*                                    | 1/8/2021                    | 1/13/2021                                  | 1/29/2021                   | 2/1/2021                  |  |  |
| 12/7/2020                                                      | 12/16/2020                                           | 1/8/2021                   | 1/13/2021                                      | 1/22/2021                   | 1/27/2021                                  | 2/12/2021                   | 2/15/2021                 |  |  |
| 12/21/2020                                                     | 12/30/2020                                           | 1/22/2021                  | 1/27/2021                                      | 2/5/2021                    | 2/10/2021                                  | 2/26/2021                   | 3/1/2021                  |  |  |
| 1/11/2021                                                      | 1/20/2021                                            | 2/5/2021                   | 2/10/2021                                      | 2/19/2021                   | 2/24/2021                                  | 3/12/2021                   | 3/15/2021                 |  |  |
| 1/25/2021                                                      | 2/3/2021                                             | 2/19/2021                  | 2/24/2021                                      | 3/5/2021                    | 3/10/2021                                  | 4/2/2021                    | 4/5/2021                  |  |  |
| 2/8/2021                                                       | 2/17/2021                                            | 3/5/2021                   | 3/10/2021                                      | 3/19/2021                   | 3/24/2021                                  | 4/16/2021                   | 4/19/2021                 |  |  |
| 2/22/2021                                                      | 3/3/2021                                             | 3/19/2021                  | 3/24/2021                                      | 4/9/2021                    | 4/14/2021                                  | 4/30/2021                   | 5/3/2021                  |  |  |

\* Dates shifted to avoid holidays.

\*\* Applications will be forwarded to P&Z once deemed complete and accurate.

\*\*\* If initial Technical Review Committee comments/corrections are extensive another review by the Technical Review Committee will be required.