

*“Cedar Rapids is a vibrant urban hometown – a beacon for people and businesses invested in building a greater community now and for the next generation.”*

## **NOTICE OF CITY COUNCIL SPECIAL MEETING**

The Cedar Rapids City Council will meet in Special Session on Thursday, April 21, 2016 at 12:00 PM in the Training Room, City Hall, 101 First Street SE, Cedar Rapids, Iowa, to discuss and possibly act upon the matters as set forth below in this tentative agenda. *(Please silence mobile devices.)*

### **A G E N D A**

1. Motion approving the beer/liquor/wine application of: CIP/DID #OB1145716
  - a. Flamingo, 1211 Ellis Boulevard NW (transfer for an event at Veterans Memorial, 50 2nd Avenue Bridge, on April 23, 2016).
2. Presentation and discussion on the comprehensive update to the Cedar Rapids Zoning Code, 12 noon to 1 p.m. (Anne Russett). CIP/DID #ZONE-0004-2016
3. Presentation and discussion on Paving for Progress eligible items and update on the integration of the Complete Streets Policy into Paving for Progress, 1 p.m. to 2 p.m. (Jen Winter). **(Paving for Progress)** CIP/DID #3017970-00

*Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City Council public meeting, should contact the City Clerk's Office at (319) 286-5060 or email [cityclerk@cedar-rapids.org](mailto:cityclerk@cedar-rapids.org) as soon as possible but no later than 48 hours before the event.*

*Agendas and minutes for Cedar Rapids City Council meetings can be viewed at [www.cedar-rapids.org](http://www.cedar-rapids.org)*



## Council Agenda Item Cover Sheet

**Submitting Department:** City Clerk

**Presenter at Meeting:** Chief Jerman  
**E-mail Address:** w.jerman@cedar-rapids.org

**Phone Number/Ext.:** 5374

**Alternate Contact Person:** Wanda Miller  
**E-mail Address:** wandam@cedar-rapids.org

**Phone Number/Ext.:** 5274

**Description of Agenda Item:** Alcohol licenses

- a. Flamingo, 1211 Ellis Boulevard NW (transfer for an event at Veterans Memorial, 50 2<sup>nd</sup> Avenue Bridge, on April 23, 2016).

CIP/DID # OB1145716

**EnvisionCR Element/Goal:** ProtectCR Goal 3: Maintain and provide quality services to the community.

**Background:** Per State Code, the local authority must provide approval prior to the State issuing the alcohol licenses to the applicants.

**Action/Recommendation:** Approve applications as submitted.

**Alternative Recommendation:** NA

**Time Sensitivity:** Normal

**Resolution Date:** NA

**Budget Information:** NA

**Local Preference Policy:** NA  
**Explanation:** NA

**Recommended by Council Committee:** NA  
**Explanation:** NA

# Cedar Rapids Police Department Memorandum

To: Chief Jerman

From: Lt. Walter Deeds

Subject: Beer/Liquor License Applications Calls for Service Summary

Date: April 12, 2016

Business Name/Address

Total Calls	Public Intox	Intox Disturbances Driver	
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Flamingo  
1211 ELLIS BLVD NW

0	0	0	0
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## Council Agenda Item Cover Sheet

**Submitting Department:** Community Development

**Presenter at Meeting:** Anne Russett  
**E-mail Address:** a.russett@cedar-rapids.org

**Phone Number/Ext.:** 319/ 286-5075

**Alternate Contact Person:** Bill Micheel  
**E-mail Address:** w.micheel@cedar-rapids.org

**Phone Number/Ext.:** 319/ 286-5045

**Description of Agenda Item:** REGULAR AGENDA  
 Presentation and discussion on the comprehensive update to the Cedar Rapids Zoning Code.  
 CIP/DID # ZONE-0004-2016

**EnvisionCR Element/Goal:** GrowCR Goal 2: Manage Growth.

**Background:** With the adoption of EnvisionCR in January 2015 the Community Development staff is moving forward with a comprehensive update to the City's zoning code. At the City Council's Special Session on April 21, Community Development staff and the consultant team will provide an overview of the project and seek some input on issues that will be explored throughout the process [Attachment 1].

**Purpose of this Project:** The primary purpose for updating the zoning code is to accomplish the goals and vision established in EnvisionCR. Specifically, the new zoning code will aim to create strong neighborhoods, encourage infill development, and promote environmental stewardship and economic prosperity.

EnvisionCR is the foundational policy document that guides growth and development in the city. The zoning code is the implementation tool that helps to ensure that new development achieves the agreed-upon vision outlined in EnvisionCR. Since the City's current zoning code does not result in development projects that align with the vision established in EnvisionCR, the development of a new zoning code is critical. The zoning primer [Attachment 2] provides more detail on the purpose of the project and some of the issues being explored.

**Form-Based Codes:** One of the approaches that the City is exploring as part of this update is form-based regulations. Form-based codes focus more on the form of a building and how it interacts with the public realm and less on the use of the building (e.g., residential, commercial). A definition of form-based codes, as well as other terms that will be utilized throughout this process are outlined in a glossary [Attachment 3].

**Stakeholder Outreach:** Stakeholder outreach will be an integral component to the project. The specific approach to stakeholder outreach will be outlined in a stakeholder outreach plan, but generally outreach will include the following:

Internal	External
Project Management Team (i.e. team of representatives from a variety of City departments)	Project Steering Committee (i.e. committee approved by City Council that represent a variety of interest groups)
Ongoing coordination between Community Development, Development Services, and Building Services	User group meetings
	Public open houses and workshops Social media

**Project Components & Schedule:** The project includes the following main components:

1. *Community-character Analysis:* A documentation and analysis of the city's existing built environment that distinguishes between the diverse areas of the city.
2. *New Zoning Code:* A complete re-write of the zoning code that ensures consistency with EnvisionCR, balances the City's diverse needs and goals, and focuses on the design, form, and physical character of development.
3. *New Zoning Map:* A new zoning map that applies the new code. The new zoning map should appropriately assign the newly created zoning districts based on the defining characteristics of the neighborhood (e.g. urban core, historic neighborhood, suburban).
4. *Zoning Handbook:* An easy to read handbook that helps laypersons navigate zoning regulations and processes.

Due to the large scope, which requires extensive technical analysis and a transparent and inclusive stakeholder outreach process, staff anticipates an 18 month process for this project [Attachment 4].

**Action/Recommendation:** N/A

**Alternative Recommendation:** N/A

**Time Sensitivity:** N/A

**Resolution Date:** N/A

**Budget Information:** N/A

**Local Preference Policy:** (Click here to select)

**Explanation:** NA

**Recommended by Council Committee:** (Click here to select)

**Explanation:** NA

# ATTACHMENT 1

## **Cedar Rapids New Zoning Code Project Questions for the Cedar Rapids City Council**

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*This document outlines a variety of questions, some of which may come up during the City Council Special Session scheduled for Thursday, April 21. The purpose for these questions is to generate thoughts and ideas related to some of the issues that will be explored as part of the New Zoning Code Project. If there are questions that we do not get to during the Special Session, please feel free to pass along your thoughts to Community Development Staff.*

1. Which neighborhoods/projects/corridors/areas exemplify Cedar Rapids' unique character and style?
2. What development types or patterns have you seen in other communities that you would like to see in Cedar Rapids?
3. What cities regionally consistently achieve high-quality development projects? Why?
4. What positive or negative issues do you hear about related to development in Cedar Rapids?
5. Do citizens share any thoughts with you or do you have any observations about how the development review and approval process works in Cedar Rapids?
6. What do you think is the biggest obstacle to new development in Cedar Rapids?
7. What do you think is the biggest obstacle to achieving development projects that help the city achieve the vision outlined in EnvisionCR?
8. It is really important that the new zoning code address what issues?
9. What does a successful zoning code update project look like to you?

## Cedar Rapids New Zoning Code Project Zoning Primer



Welcome to the Cedar Rapids New Zoning Code Project! Over the next 16 months, the community will be working with the city planning staff and consultant team to update the zoning regulations. The goal of the project is to provide the city with a more modern set of regulatory tools that will meet the needs of residents, developers, and city staff to guide the next decade of growth in Cedar Rapids.

### Purpose of this Project

The zoning code will be updated to include regulations designed to partially or fully accomplish the goals for Cedar Rapids established in EnvisionCR:

### **StrengthenCR**

- Improve the quality and identity of neighborhoods and key corridors
- Adopt policies that create choices in housing types and prices throughout the city

### **GrowCR**

- Encourage mixed-use and infill development
- Connect growing areas to existing neighborhoods

### **GreenCR**

- Be stewards for the environment, promoting economic and social growth while restoring the relationship between the city and natural environment
- Have the best parks, recreation, and trails system in the country
- Lead in energy conservation and innovation

### **ConnectCR**

- Build a complete network of connected streets
- Establish a network of complete streets
- Improve the function and appearance of our key corridors
- Support the development of an effective, regional, multi-modal transportation system

### **InvestCR**

- Reinvest in the city's business corridors and districts

### **ProtectCR**

- Protect Cedar Rapids from flooding and other hazards
- Manage growth and development to balance costs and serviceability to neighborhoods
- Maintain and provide quality services to the community
- Demonstrate best practices in building construction

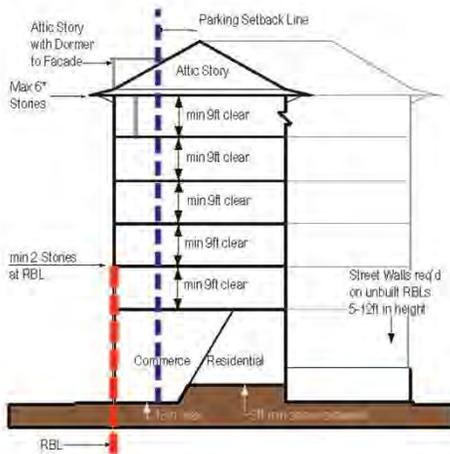


Updating the zoning code now is important to move the community's hard work in EnvisionCR forward. The current regulations have been in place for 10 years and are due for an overhaul. As development patterns and preferences change over time, zoning regulations start showing signs of aging. Important standards to guide new development types may be missing from the code and the existing standards may actually (and inadvertently) create a barrier to development patterns that the community wants to encourage. And while zoning regulations can certainly be amended, it is important to update the entire code

periodically to ensure that all of the moving pieces of the regulatory process are designed to function together and don't end up working at cross purposes or creating language conflicts.

### Issues We Will Address

One of the exciting, new zoning tools that the city wants to explore during this update is form-based regulations. Typically referred to as form-based code, these standards establish or reinforce the "form" of a neighborhood or geographic area by regulating how the structures work together, how public and open spaces are provided, and the size and design of streets and sidewalks. Form-based codes also take in account how people's daily lives are positively or negatively impacted by the built environment. The major change from more traditional zoning is that form-based codes provide sufficient detail in the regulatory process to achieve a more specific outcome that meets the community vision established by EnvisionCR.



Other issues that we anticipate addressing during this update include (but certainly are not limited to):

- Residential development patterns and types of housing mix (i.e., single-family, multi-family)
- Downtown, infill, suburban development, and redevelopment
- Complete streets (i.e., streets that accommodate all modes of transportation and all users).

- Commercial and corridor design standards
- Mixed-use (e.g., residential and commercial) development types
- Neighborhood preservation
- Parks, trails, and open spaces
- Sustainable development patterns
- Creating places that build upon a community's strengths in order to promote community well-being, commonly referred to as placemaking

### Project Approach and Schedule

We will be undertaking the new zoning code project in the following phases:

1. Understand and define issues and opportunities through discussions with the community and city staff
2. Create a roadmap to the new zoning code
3. Draft the new regulations and processes and gather community thoughts and comments
4. Review, revise, and adopt the new zoning code and zoning map

There will be many opportunities to participate in the process as the project moves forward. During each phase of the project, the public will be invited to review and comment on our work and recommendations. We look forward to hearing from you as the project proceeds. If you have any questions, feel free to reach out to:

Anne Russett  
 Planner, Community Development Dept  
 Phone: 319/ 286-5075  
 Email: a.russett@cedar-rapids.org

-Or-

Bill Micheel  
 Asst. Director, Community Development Dept  
 Phone: 319/ 286-5045  
 Email: w.micheel@cedar-rapids.org

# ATTACHMENT 3

## Cedar Rapids New Zoning Code Project Glossary

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*This document outlines various terms that will be utilized throughout the development of the New Zoning Code Project. This document will be updated as necessary over the course of the project.*

### **Character Area Development Classification**

General categorization of the long-term growth and build-out of a neighborhood, area, or corridor designed to help guide the selection of zone district(s) for that location. Character areas will be identified and developed based on the community character documentation and analysis undertaken during the early phases of this project. The anticipated character areas are likely to be:

- Downtown,
- Urban neighborhoods,
- Traditional neighborhoods and centers,
- Suburban neighborhoods and centers,
- Urban and suburban corridors,
- Special districts (such as corporate campuses and industrial areas), and
- Rural areas.

The character area identification process will focus on the existing or desired future character of an area—building forms and orientation, street and block layout, intensity, and uses that build on the Land Use Typology Areas.

In order to help guide the drafting of new zone district(s) for Cedar Rapids, the character areas will be evaluated through the lens of their existing and/or desired future character and placed into one of the following development classifications:

**Preserve**: Applied to areas in the community where design and character are established and will remain relatively stable over time. New development should be designed to work with existing development and reinforce the character of the area in a contextually appropriate manner.

**Enhance**: Applied to areas where gradual improvements through infill and redevelopment will improve the design and function of the existing development over time. New development should build upon the area's uniqueness, as well as anticipated changes in the area.

**Transform**: Applied to areas where significant redevelopment is critical to the long-term economic health of the geographic area. This category is also applied to some new mixed-use and non-residential greenfield development.

## **Development Standards**

Those sections of the zoning code that establish categories of regulations applicable across multiple development types, such as parking, landscaping, signs or commercial design standards.

## **Dimensions/Bulk Regulations**

Bulk regulations are the combination of controls (lot size, floor area ratio, lot coverage, open space, yards, height, and setback) that determine the maximum size and placement of a building on a lot.

## **EnvisionCR**

The City's comprehensive plan, adopted in January 2015, which provides the guiding policy framework for how the city will grow over the next several years.

## **Form-Based Code**

A method of regulating development (usually within a character area) that emphasizes building form (scale, massing, relationship to public realm) over building use, with the purpose of achieving a particular type of "place" or built environment based on a community vision.

## **Form-Based District**

A form-based district (used in place of a conventional Zone District) combines development standards, dimension and bulk regulations, and uses. They can be mixed- or single-use districts, but the overarching goal is place-making by regulating physical form, character and intensity.

## **Future Land Use Map (FLUM)**

From EnvisionCR, the FLUM is a map of Cedar Rapids that identifies the locations and the boundaries of the Land Use Typology Areas.

## **Land Use Typology Areas (LUTAs)**

From EnvisionCR, the LUTAs specify the intended types, forms, densities, and intensities of development allowed in each area. Cedar Rapids has 15 LUTAs.

## **Planned Unit Development**

Flexible zone district intended to promote developments that have unique project design intended to surpass the quality of development resulting from a strict application of the regulations of conventional zoning districts.

## **Procedures/Administrative Procedures**

All of the permits, processes, and reviews permitted or required as part of zoning approval, all of which are included in the zoning code, such as rezoning, variance, or site development plan review.

## **Site Development Plan**

A technical drawing used to illustrate, in detail, the proposed use(s) and layout of area development site and its relationship to the surrounding area.

## **Uses**

Any activity, occupation, business, or operation conducted in a building or on a tract of land. Uses may be permitted *by-right*, which means they are allowed in a zone district provided they meet the standards of that district, or as *conditional uses*, which means they are allowed in a zone district subject to conditional use review and approval. Uses are typically categorized as residential, civic, commercial, industrial, and agricultural, accessory, and temporary.

## **Use Standards**

Standards that are applicable to specific uses that may be generally applicable, applicable based on the size of the use, type of use, or zone district in which the use is located. For example, urban gardens may be permitted in mixed-use districts but restricted in industrial districts.

## **Zone Districts**

A residential, commercial, mixed-use, or industrial area of the city within which zoning regulations govern land use and building bulk. Special purpose and overlay districts are used to apply specific regulations to limited geographic areas or development types within the city.

## **Zoning Map**

A map of Cedar Rapids that indicates the locations and boundaries of the individual zone districts. Used to implement the Future Land Use Map.





## Council Agenda Item Cover Sheet

**Submitting Department:** Public Works

**Presenter at meeting:** Jen Winter, PE  
**E-mail Address:** j.winter@cedar-rapids.org

**Phone Number/Extension:** 5803

**Alternate Contact Person:** Doug Wilson, PE  
**E-mail Address:** d.wilson@cedar-rapids.org

**Phone Number/Extension:** 5141

**Description of Agenda Item:** REGULAR AGENDA

Presentation and discussion on Paving for Progress eligible items and update on the integration of the Complete Streets Policy into Paving for Progress (**Paving for Progress**).  
 CIP/DID #3017970-00

**EnvisionCR Element/Goal:** ConnectCR Goal 2: Build a complete network of connected streets.

**Background:** Public Works staff will present the 2016 Paving for Progress list, facilitate a discussion on project items eligible for Paving of Progress funding, and offer an overview of applying Complete Streets alongside the Paving for Progress program.

For the first few construction seasons, Public Works staff has determined items eligible for reimbursement by Paving for Progress on a project-by-project basis, taking into consideration improvements that are necessary for the project to be completed (examples include traffic signals, easements, utilities, driveway ramps, etc.). Identifying a list of funding eligible items will allow staff to move forward with consistency in applying the funding source over the next 10 years.

The presentation will also provide a walkthrough of the public engagement process for property owners, and adjustments staff has taken to aid in clarity and communication during Paving for Progress projects.

**Action/Recommendation:** NA

**Alternative Recommendation:** NA

**Time Sensitivity:** Normal

**Resolution Date:** NA

**Budget Information:** Paving for Progress

**Local Preference Policy:** NA

**Explanation:** NA

**Recommended by Council Committee:** NA

**Explanation:** NA