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<p style="text-align: center;"><b>AGENDA</b> <b>CITY PLANNING COMMISSION MEETING</b> Thursday, November 21, 2013 3:00 PM City Hall Council Chambers 101 First Street SE, Cedar Rapids, IA 52401</p>
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- **Opening Statement**
- **Roll Call**
- **Approval of the Minutes**
- **Adoption of the Agenda**

**REGULAR AGENDA**

1. ***Case Name: 4444 1<sup>st</sup> Avenue NE (Conditional Use)***  
***Case No: COND-006321-2013; Case Manager: Dave Houg***

Recommendation for a conditional use for Alcohol Service in Outdoor Patio in a C-2, Community Commercial Zone District as requested by Chipolte Mexican Grill (Applicant) and SDG Macerich Properties (Titleholder)

2. ***Case Name: 77 16<sup>th</sup> Avenue SW (Conditional Use)***  
***Case No: COND-006332-2013; Case Manager: Dave Houg***

Recommendation for a conditional use for Residential Unit on ground floor of Babi Buresh Center in a C-3, Regional Commercial Zone District as requested by Roger Gwinnup Construction (Applicant) and National Czech & Slovak Museum & Library (Titleholder)

3. ***Case Name: 606 J Avenue NW, 610 J Avenue NW, 1111 Ellis Boulevard NW, 1113 Ellis Boulevard NW, 1100 6<sup>th</sup> Street NW, 1106 6<sup>th</sup> Street NW, 1108 6<sup>th</sup> Street NW, 1110 6<sup>th</sup> Street NW and 1116 6<sup>th</sup> Street NW and Lot 1 & 2 of Block 24 located at the northwest corner of J Avenue NW and Ellis Boulevard NW***  
***Case No: RZNE-006864-2013 Case Manager: Joe Mailander***

Recommendation for approval of a rezoning from C-1, Mixed Neighborhood Convenience Zone District and R-3D, Two Family Residence Zone District to PUD-2, Planned Unit Development Two Zone District as requested by High Development (Applicant) and City of Cedar Rapids and Leslie E. Stokke (Titleholders).

- **New Business**
  - a. Kingston Village Overlay District – Seth Gunnerson
  - b. Proposed Amendment No. 5 to the Amended and Restated Urban Renewal Plan for the Consolidated Central Urban Renewal Area. CIP/DID #283396 – Jennifer Pratt
  - c. Proposed Amendment No. 2 to the Amended and Restated Urban Renewal Plan for the Southwest Urban Renewal Area. CIP/DID #669673 – Jennifer Pratt
  
- **Training Opportunities**
  
- **Announcements**



Development Services Department  
City Services Center  
500 15<sup>th</sup> Avenue SW  
Cedar Rapids, IA 52404  
Telephone: (319) 286-5168

**STAFF REPORT TO CITY PLANNING COMMISSION**  
Conditional Use with a Preliminary Site Development Plan

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CPC Date: November 21, 2013  
To: City Planning Commission  
From: Development Services Department

Applicant: Chipotle Mexican Grill  
Titleholder: SDG Macerich Properties  
Case Number: COND-006321-2013  
Location: 4444 First Avenue NE  
Request: Conditional Use approval for an Outdoor Service Area  
Case Manager: Dave Houg, Development Services Department

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**BACKGROUND INFORMATION:**

This is to certify that the Development Services staff has examined the petition of Chipotle Mexican Grill requesting Conditional Use approval for an “outdoor service area” for property at 4444 First Avenue NE and zoned C-2, Community Commercial Zone District.

**GENERAL INFORMATION:**

Chipotle Mexican Grill wishes to receive approval for an outdoor service area where alcohol could be served.

The site plan submitted shows the following characteristics:

- Total area of mall: 250,315 sq ft
- Total area of restaurant: 2,500 sq ft
- Total size of proposed outdoor service area: 579 sq ft (24 seats)
- Total parking required and provided: 35 spaces

After careful review, the staff has prepared the following findings in accord with Section 32.02.030.D. of the Zoning Ordinance:

**FINDINGS:**

Section 32.02.030.D.9 of the Zoning Ordinance requires the City Planning Commission to review the application based on the following criteria:

**1. That the conditional use applied for is permitted in the district within which the property is located.**

*Staff Comments:* The conditional use as requested is permitted within the C-2, Community Commercial District.

**2. That the proposed use and development will be consistent with the intent and purpose of this Ordinance and with the Future Land Use Policy Plan and other elements of the Comprehensive Plan.**

*Staff Comments:* This area is designated as Commercial on the City's Future Land Use Map. Situated in the middle of an existing shopping mall, the Conditional Use request for an outdoor service area has very little potential to be disruptive to the neighborhood due to hours of operation or noise generated from the outdoor activities at the site.

**3. That the proposed use and development will not have a substantial adverse effect upon adjacent property, and the character of the neighborhood, traffic conditions, parking, utility and service facilities, and other factors affecting the public health, safety, and welfare.**

*Staff Comments:* The effects of the proposed conditional use have very little potential to be incompatible with the existing conditions in the surrounding area.

**4. That the proposed development or use will be located, designed, constructed and operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development and improvement of surrounding property.**

*Staff Comments:* The proposed service area will be compatible with the immediate commercial neighborhood.

**5. That adequate measures have been or will be taken to assure adequate access designed to minimize traffic congestion and to assure adequate service by essential public services and facilities including utilities, storm water drainage, and similar facilities.**

*Staff Comments:* There are no anticipated changes to the traffic patterns or required public services and facilities necessary to serve the site.

**6. That the proposed building, development, or use will comply with any additional standards imposed on it by provisions of this Ordinance for the district in which the property is located.**

*Staff Comments:* The building and site will be required to comply with all provisions of the Zoning Ordinance and the C-2 Zoning District, the staff recommended conditions and all other applicable codes and regulations.

**7. Whether, and to what extent, all reasonable steps possible have been, or will be, taken to minimize any potential adverse effects on the surrounding property through building design, site design, landscaping, and screening.**

*Staff Comments:* The service area will comply with all applicable requirements of the Police Department for fencing.

**8. The Site Development Plan is consistent with the previously approved Preliminary Plans for the property (if applicable)**

*Staff Comments:* This request is consistent with the shopping center's overall site development plan.

**9. The Site Development Plan conforms to all applicable requirements of this Ordinance.**

*Staff Comments:* The site development plan conforms to all applicable requirements of Chapter 32, The City's Zoning Ordinance.

If the Commission determines to recommend approval of the proposed conditional use, adoption of the following conditions as recommended by City Departments should be considered:

**RECOMMENDED CONDITIONS:**

1. The current project is not complete, and fencing and a gate must still be installed. The gate must meet all Fire Department regulations related to entry/egress points. The gate shall be used only as an emergency entry/egress route unless the outdoor service area is staffed continually during normal business hours.
2. The outdoor service area must have fencing. The fencing requirements, for an area with limited staffing, must be of sufficient height to deter the passing of alcoholic beverages over the top of the fence. The fence must also be designed in such a manner as to prohibit the passing of alcoholic beverages through it. The fencing requirements, for an outdoor service area that is staffed full time during normal business hours, can vary some from the above requirements. For those outdoor service areas, a specific fence design must be submitted and it will be evaluated on a case-by-case basis.
3. The Police Department shall re-inspect the outdoor service area prior to issuance of a certificate of occupancy.
4. No amplified outdoor music such as bands, karaoke, and public address systems, etc. shall be allowed in the outdoor service area.
5. If a dumpster is proposed to be outside, the enclosure for the dumpster will need be a full screen enclosure including the gates and preferably designed using the same building material as the principal building as per Subsection 32.05.030.A.7. of the Zoning Ordinance.





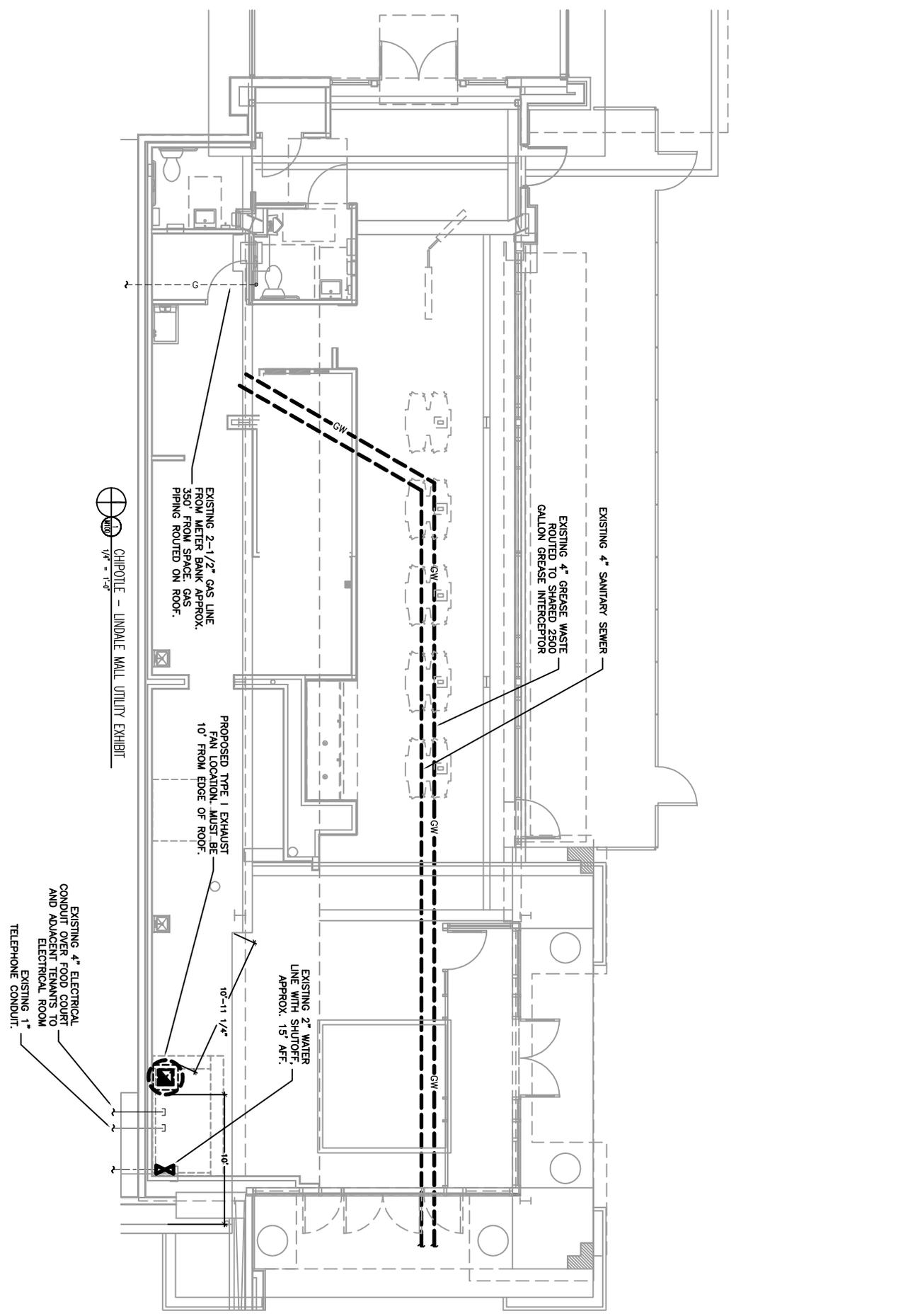


788 Morrison Rd  
 Columbus, Ohio 43230  
 Phone: (614) 751-9610  
 Fax: (614) 552-5240  
 main@nationalengineering.com

PROJECT: LINDALE MALL  
 PROJECT NUMBER: #13142  
 DATE: 09.27.2013  
 DRAWN BY: JLD

SCALE 3/32" = 1'0"  
**UTIL-1**  
 DESIGN SKETCH

CHIPOTLE - LINDALE MALL UTILITY EXHIBIT



CHIPOTLE - LINDALE MALL UTILITY EXHIBIT  
 1/4" = 1'-0"



## **FINDINGS:**

Section 32.02.030.D. of the Zoning Ordinance requires the City Planning Commission to review the application based on the following criteria:

- 1. That the Conditional Use applied for is permitted in the district within which the property is located.**

*Staff Comments:* Dwelling units on the ground floor are permitted in the C-3 Zoning District by approval of a Conditional Use.

- 2. That the proposed use and development will be consistent with the intent and purpose of this Ordinance and with the Future Land Use Policy Plan and other elements of the Comprehensive Plan.**

*Staff Comments:* The Future Land Use Map of the City's Comprehensive Plan designates the property as Commercial. The uses proposed are allowed in C-3, and City Code allows for mixed use buildings. The proposed site plan would add a residential use on the ground floor at the rear of the building.

- 3. That the proposed use and development will not have a substantial adverse effect upon adjacent property, and the character of the neighborhood, traffic conditions, parking, utility and service facilities, and other factors affecting the public health, safety, and welfare.**

*Staff Comments:* Staff feels the proposed development is in line with what is appropriate for a Core Area commercial neighborhood and the Czech Village. No other issues were raised during staff review.

- 4. That the proposed development or use will be located, designed, constructed and operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development and improvement of surrounding property.**

*Staff Comments:* The proposed use is consistent with the historical usage of the property and the Czech Village neighborhood.

- 5. That adequate measures have been or will be taken to assure adequate access designed to minimize traffic congestion and to assure adequate service by essential public services and facilities including utilities, storm water drainage, and similar facilities.**

*Staff Comments:* Staff does not feel that the proposed development will create traffic issues, and no other infrastructure issues were raised.

- 6. That the proposed building, development, or use will comply with any additional standards imposed on it by provisions of this Ordinance for the district in which the property is located.**

*Staff Comments:* The applicant is required to receive approval of any exterior renovations by the Czech Bohemia Overlay District Design Review Technical Advisory Committee (DRTAC).

- 7. Whether, and to what extent, all reasonable steps possible have been, or will be, taken to minimize any potential adverse effects on the surrounding property through building design, site design, landscaping, and screening.**

*Staff Comments:* There are no expected adverse effects to be mitigated.

### **RECOMMENDED CONDITIONS:**

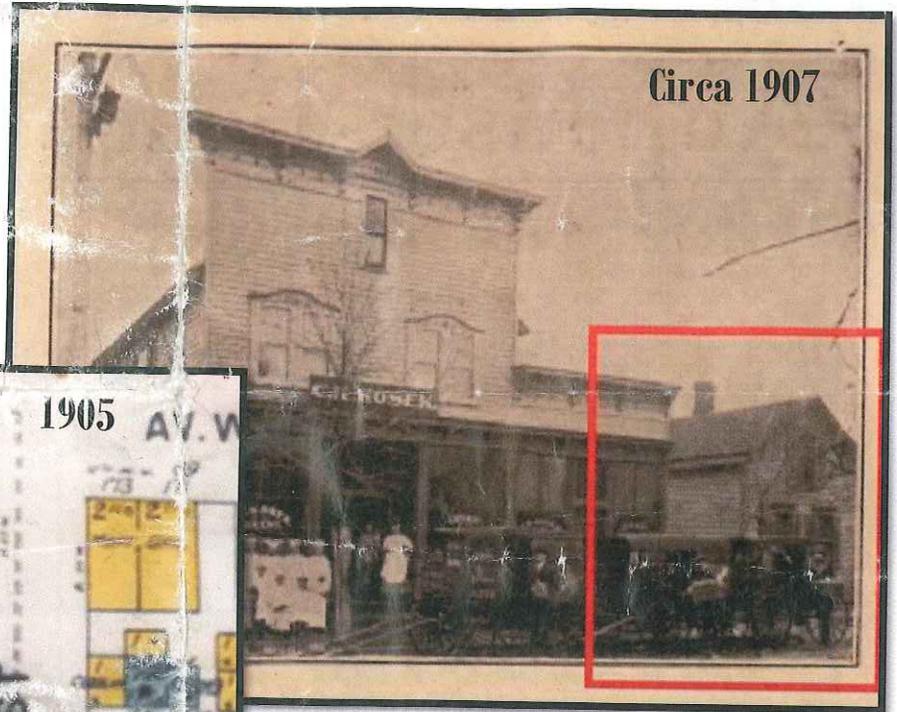
If the City Planning Commission recommends approval of the proposed conditional use, adoption of the following conditions as recommended by City Departments should be considered:

1. This site shall be developed in compliance with the provisions of the Flood Plain Management Ordinance.
2. Any proposed exterior renovations will require review by the Czech Bohemia Overlay District Design Review Technical Advisory Committee.

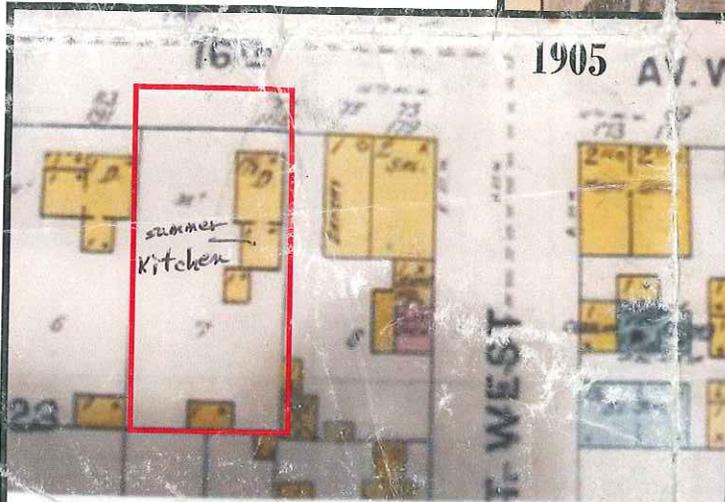
# Babi Buresh Center

77 16th Ave SW

Cedar Rapids, IA 52404

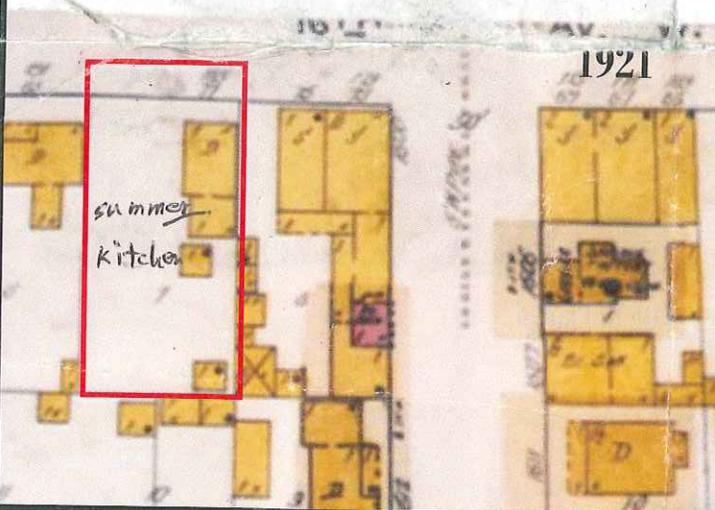


Circa 1907



1905

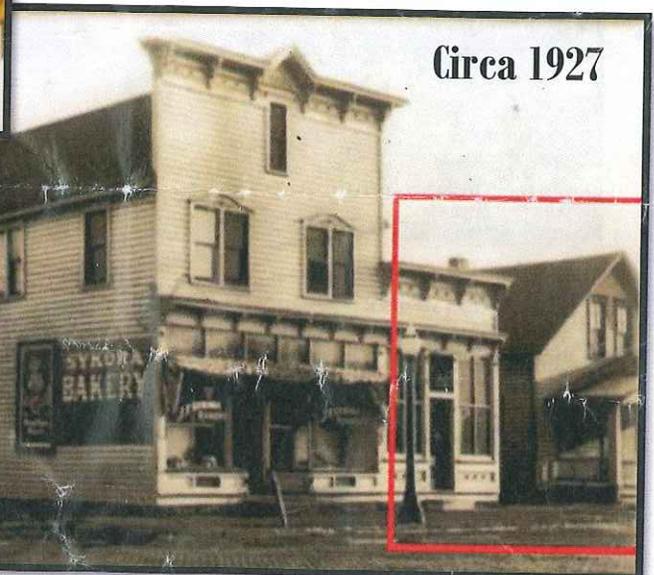
summer kitchen



1921

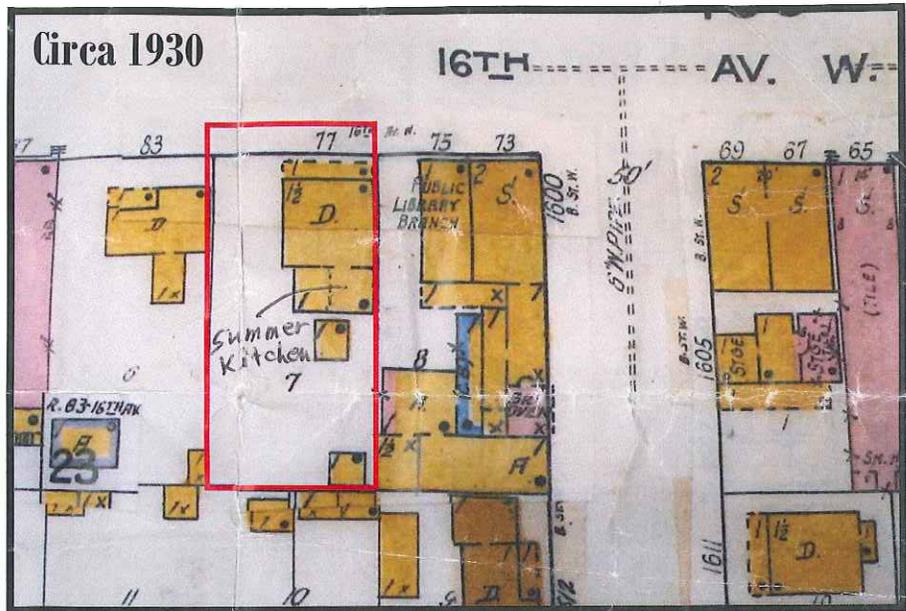
summer kitchen

- Built in 1882 by Jakub and Barbora Pisarik
- Expanded in 1922 by John and Emma Pisarik
- Owned by the Pisarik family from 1882-1942
- Sold to Leonard J. and Agnes Melichar in 1942, who altered the home and converted part of the home into storefronts



Circa 1927

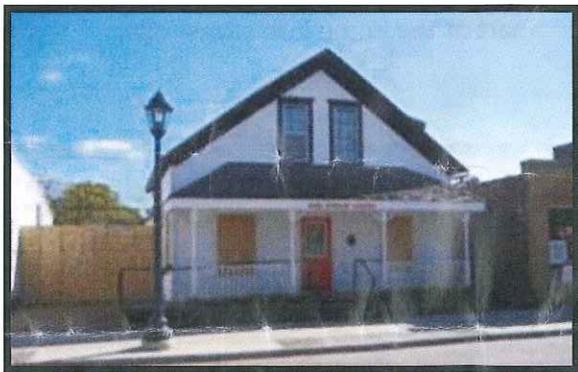
- Remained a combined residence and storefront under various owners until it was dedicated as the Babi Buresh Center by the National Czech & Slovak Museum & Library in 2007
- Heavily damaged by the Flood of 2008



Circa 1944 (structure)



Date unknown



Circa 2006 (structure)

Photo taken after Flood of 2008

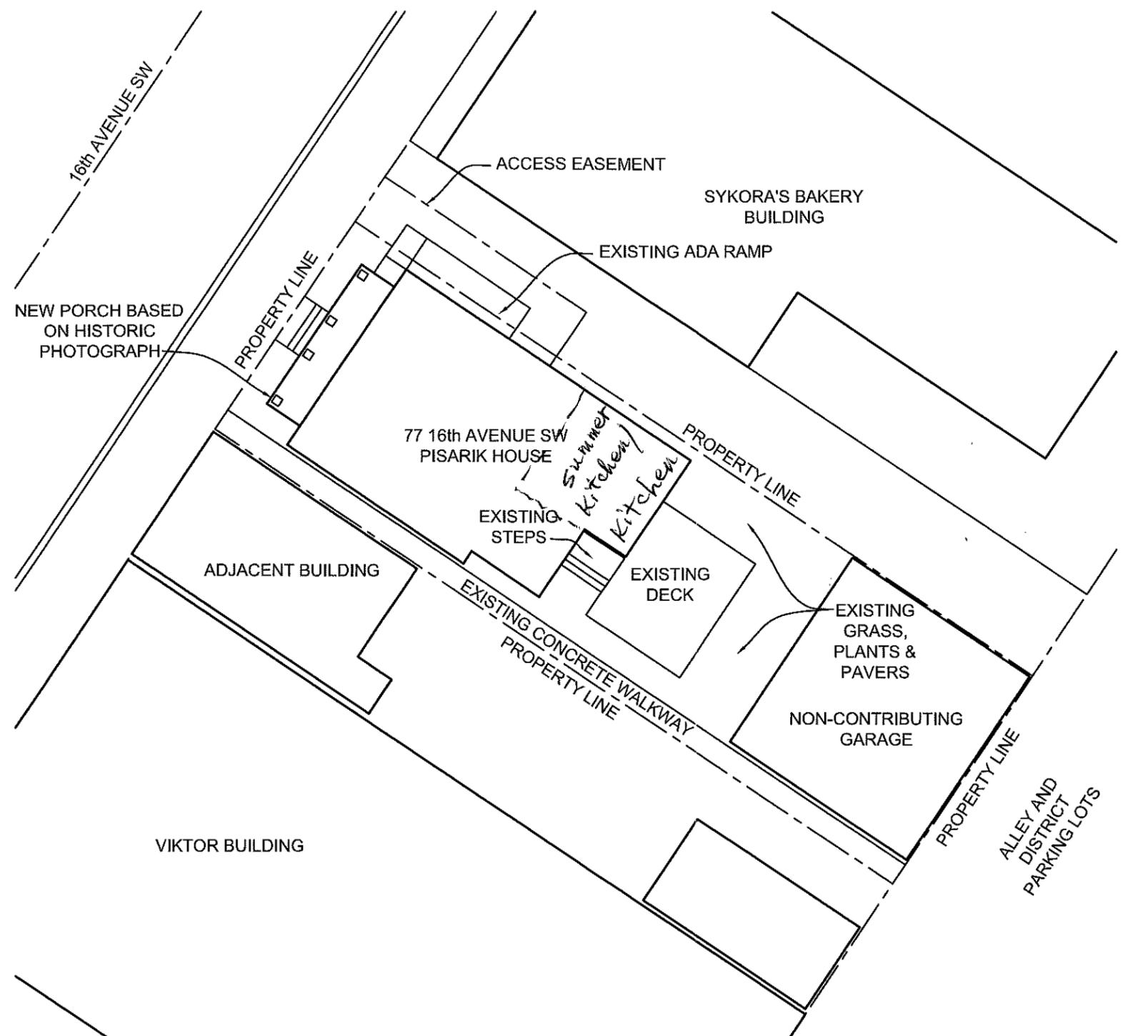
Sanborn Fire Map photos courtesy of Mark Stoffer Hunter and The Carl & Mary Koehler History Center

PLANS PREPARED BY:

RUTH FOX . PLA . ASLA . LEED-AP BD+C  
RUTH L. FOX LANDSCAPE  
ARCHITECTURE+ PLANNING  
900 2nd STREET SE . UNIT 407  
CEDAR RAPIDS . IOWA . 52401  
319 . 693 . 3993 . rfox@jmonmail.com

GENERAL NOTES

1. FIELD VERIFY ALL EXISTING SITE CONDITIONS, UNDERGROUND UTILITIES, ABOVE GRADE UTILITIES AND UTILITY STRUCTURES, EXTENT OF PAVING AND CURBS, AND ALL EXISTING VEGETATION PRIOR TO REMOVALS OR NEW CONSTRUCTION. CONTACT IOWA ONE-CALL FOR UTILITY LOCATES PRIOR TO ANY WORK ON SITE. NOTIFY OWNER OF ANY DISCREPANCIES BEFORE CONTINUING REMOVALS OR NEW CONSTRUCTION.



1 NEW SITE PLAN  
0 16  
SCALE: 1" = 16'

North



Project

JACUB & BARBORA  
PISARIK HOUSE

BABI BURESH CENTER  
REHABILITATION PROJECT

77 16th AVENUE SW  
CEDAR RAPIDS, IOWA  
52404

Owner

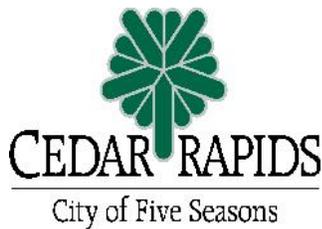
NATIONAL  
CZECH & SLOVAK  
MUSEUM & LIBRARY

Drawing

SITE PLAN

L100

SHPO PART 2 08/15/13



Community Development Department  
City Hall  
101 First Street SE  
Cedar Rapids, IA 52401  
Telephone: (319) 286-5041

**To:** City Planning Commission  
**From:** Seth Gunnerson, Planner  
**Subject:** Kingston Village Overlay District  
**Date:** November 21, 2013

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**Overview:**

At the November 21, 2013 City Planning Commission Meeting, staff will present a recommended ordinance to update Section 32.03.010.C of the City Code to establish a new Design Review Overlay District and make two modifications that would apply to all Design Review Overlay Districts.

The recommendations were presented to the City Council's Development Committee on October 23, 2013 and recommended for review by the City Planning Commission. Input on the recommendations has also been gathered from the Developer's Council and from representatives from sign companies in Cedar Rapids.

Staff will present the following to the City Planning Commission:

1. Recommendations to establish a Kingston Village Overlay (KV-O) District to guide future development of the Kingston Village District.
2. Recommendation to establish a Design Review Technical Advisory Committee (DRTAC) to review requests within the KV-O District.
3. Recommendations to modify requirements for all overlay districts allowing Sign Permits to be reviewed by the DRTAC
4. Establishment of a timeline for review of cases by the DRTAC

**Recommendation to Establish a Kingston Village Overlay District:**

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The establishment of an overlay district to guide future development was one of the goals of the 2013 Kingston Village Plan. Two similar overlay districts currently exist in Cedar Rapids, the Czech Bohemia Overlay (CB-O) District and the Ellis Area Overlay (EA-O) District. The purpose of the overlay district is to establish dimensional and design standards for development within the district. Overlay district standards apply to all development except one and two family residential developments.

City staff presented draft standards to stakeholders in the Kingston Village area on July 29, 2013. Feedback from that meeting suggested maintaining the standards for the existing Czech Bohemia Overlay District.

The boundaries for the proposed KV-O District are the same as the study area for the Kingston Village Plan, and are shown on the map on the next page.



*Proposed KV-O Boundaries*

Staff is recommending that the following language be used as findings by City Council in creating the overlay district:

*The Kingston Village Overlay (“KV-O”) District is hereby created. The Council finds that the Kingston Village represents a unique and historic district in Cedar Rapids transitioning into a mixed use community. The KV-O District contains a mix of architectural styles and building types representing development from the early 20th century to modern architectural styles. Particular care should be taken to preserve the historic 3rd Avenue SW corridor with infill construction which compliments the existing historic structures. Development elsewhere within the KV-O may be more eclectic in style, but shall meet the design requirements set forth in this section. The 2013 Kingston Village Plan shall serve as a reference to help guide future land use decisions in the area.*

*The purpose of the KV-O is to ensure that future development and reconstruction of commercial, multi-family, and mixed use buildings is compatible with the unique character of the Kingston Village District and to preserve the viability of Kingston Village as a viable commercial corridor*

## **Design Criteria**

The following standards and guidelines are being recommended for the Kingston Village Overlay District. These are identical to the existing Czech Bohemia Overlay District.

1. *Size, Form and Volume*
  - A. Facade heights for new buildings and additions must fall within the height range of the surrounding block.

- B. Floor-to-floor heights for new buildings and additions shall appear similar to those within the range of the surrounding block.
  - C. Proposed facades wider than the established historic range of the block upon which the proposed development is to be located may be permitted, but design features shall be included to mimic traditional building widths of 50 feet or less. Changes in facade material, building height, window style or architectural detail are examples of techniques that may be permitted to break up a facade.
2. *Building Orientation and Parking*
- A. Commercial buildings shall be constructed to the edge of the sidewalk with zero setbacks.
  - B. Multi-family buildings shall be constructed with setbacks that lie within the established setback range of the block.
  - C. Principal building entrances shall be a prominent feature of the building's facade and should face the primary street serving the development.
  - D. Parking should be located behind buildings when feasible. Parking lots adjacent to sidewalks are discouraged.
3. *Architectural Details*
- All new construction shall include architectural facade elements and composition as follows:
- A. The facade should have a vertical orientation and maintain the traditional proportions of height and width found in existing historic buildings in the CB-O District.
  - B. The top edge of the building shall be defined by a cornice line or similar articulation.
  - C. Windows and doors shall be located, spaced and aligned on the building facade in a manner consistent with the established context of the block.
  - D. The sizes of windows and doors shall be consistent with the proportions of historic buildings in the District.
  - E. Highly reflective, opaque or darkly tinted glass shall not be used for windows or doors.
4. *Building Materials*
- A. All new construction shall use compatible and traditional building materials such as brick, limestone and metalwork. A creative mix of materials consistent with the historic character of the area may be considered.
  - B. Materials shall be used in a manner that incorporates architectural details, complementary textures and small scale elements, especially on the first floor of the primary facade.
5. *Signage*
- A. New signage shall respect the size, scale and design of the building to which it is attached, and the buildings of the surrounding District.
  - B. New signage shall not obscure significant architectural details of a historic structure.
  - C. Acceptable forms of signage include signs integrated into or affixed flat against a building facade, wall signs, projecting signs and monument signs. Other types of signage may be considered if compatible with the unique character of the District.

## **Recommendation to Establish a Kingston Village Design Review Technical Advisory Committee:**

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Staff is also recommending the establishment of Design Review Technical Advisory Committee (DRTAC) for the Kingston Village area. The committee would be appointed by the Mayor with approval by City Council.

City staff recommends that the KV-O DRTAC be comprised of at least five (5) community members with:

- One (1) developer with experience rehabilitating historic properties
- One (1) licensed architect
- Remaining three (3) members shall be local property owners, business owners, or residents.

## **Recommendation to Allow DRTAC Review of Sign Permits Within Overlay Districts**

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Both existing Design Review Overlay Districts, along with the proposed Kingston Village Overlay District, set forth standards for new signage within the district. The intent of the District is for the DRTAC within each district to review this signage. This review is currently done as part of the review of site plans that come before the DRTAC.

Staff and DRTAC committee members have identified a gap where new signs can be constructed without having review by the DRTAC. Additionally, staff notes that signage is typically not reviewed at the site plan phase of development. The recommendation is to modify the existing overlay district standards to allow review of sign permits which establish a new sign, or alter the size or type of an existing sign, or convert an existing sign to a digital display

### **Applicability:**

The recommendation is to allow DRTAC review of sign permits under the following criteria.

- All new signs built within an established Design Review Overlay District
- Any change to an existing sign which changes the size or type of the sign, or converts a sign to a digital display.
- Review by the Design Review Technical Advisory Committee would NOT apply to permits to reface signs. Review would be limited to the size location and type of signs.

## **Recommendation to Establish a Timeline for Review by the DRTAC**

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The final recommendation is to establish a timeline for review by the DRTAC. Currently the ordinance does not state a deadline for the committee to review and provide comments on application. Staff is recommending the following timeframe for review once a completed application is received by the city:

- Within 10 business days for any building permit or sign permit
- Prior to a hearing by CPC, Board of Adjustment or City Council for all cases with a public input process.

## Next Steps

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Based on City Planning Commission recommendation, adoption of an ordinance and creation of a **Kingston Village Design Review Technical Advisory Committee** is anticipated under the following timeline:

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<b>Date</b>	<b>Meeting</b>	<b>Step:</b>
November 21	City Planning Committee	Presentation of proposed ordinance and recommendations to City Council
December 3	City Council	Motion Setting a Public Hearing
December 17	City Council	Public Hearing and possible First Reading of Ordinance
January 14	City Council	Second and possible Third Reading of Ordinance
February, 2014	N/A	DRTAC established and begins reviewing projects in the KV-O

To: City Planning Commission  
From: Jennifer Pratt, Community Development  
Subject: Recommendation regarding conformity of Amendment No. 5 to the Consolidated Central Urban Renewal Area Plan with the City's Comprehensive Plan  
Date: November 21, 2013

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**BACKGROUND:**

The City Council has initiated proceedings to consider Amendment No. 5 to the Consolidated Central Urban Renewal Area Plan to further the goals and objectives for the revitalization of the area. Specifically, the changes include a new project, as well as the addition and removal of parcels, as described below:

- Payment to Kirkwood Community College for the development of a Historic Preservation Curriculum which will benefit the Consolidated Central Urban Renewal Area.
- Removal of property to allow for proposed casino development to occur within one Urban Renewal Area by removing it from the Consolidated Central Urban Renewal area and add these properties to the Central Urban Renewal Area at a later date - bounded by 1st Street SW/NW, Interstate 380, 3rd Street SW, and 2nd Avenue SW.
- Addition of a block that has been an island, inadvertently excluded from the surrounding Consolidated Central and Central Business Urban Renewal Areas properties – between 2nd and 3rd Street SW and 3rd and 4th Avenue SW.

The Consolidated Central Urban Renewal Area was established in 2000 to provide a comprehensive approach for redevelopment and revitalization of established blighted areas which surround the Cedar Rapids downtown area. In addition the Urban Renewal Area was established to plan and provide for commercial, office, open-space, industrial, and residential development consistent with City land use and development policies and regulations.

The State Code of Iowa requires that prior to City Council adoption of an Urban Renewal Area, the Urban Renewal Plan be referred to the City Planning Commission for review and recommendation “as to its conformity with the general plan for the development of the municipality as a whole.”

The action requested from Planning Commission at this time is to make a finding regarding the consistency of Amendment No. 5 to the Amended and Restated Urban Renewal Plan for the Consolidated Central Urban Renewal Area with the Comprehensive Plan. In addition to City Planning Commission review, the City is consulting with affected taxing agencies on November 18, 2013. All comments received will be presented to City Council for consideration during the public hearing scheduled for December 3, 2013.



Community Development Department  
City Hall  
101 First Street SE  
Cedar Rapids, IA 52401  
Telephone: (319) 286-5041

To: City Planning Commission  
From: Jennifer Pratt, Community Development  
Subject: Recommendation regarding conformity of Amendment No. 2 to the Southwest Urban Renewal Area Plan with the City's Comprehensive Plan  
Date: November 21, 2013

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**BACKGROUND:**

The City Council has initiated proceedings to consider Amendment No. 2 to the Southwest Urban Renewal Area Plan to expand the area across Highway 30 which allows for funding of a shared-use travel route, as described below:

- Addition of right-of-way property along Edgewood road for the construction of a shared use path which connects existing shared use travel routes.

The Southwest Consolidated Urban Renewal area was established in 1997 and expanded in 2002 to combine three separate TIF districts, Southwest, Waconia, and Airport Industrial Park No. 1. The area is generally located southwest of the intersection of Interstate 380 and U.S. Highway 30 in the City of Cedar Rapids. This district was created to facilitate new economic development and infrastructure installation.

The State Code of Iowa requires that prior to City Council adoption of an Urban Renewal Area, the Urban Renewal Plan be referred to the City Planning Commission for review and recommendation "as to its conformity with the general plan for the development of the municipality as a whole."

The action requested from Planning Commission at this time is to make a finding regarding the consistency of Amendment No. 2 to the Amended and Restated Urban Renewal Plan for the Southwest Urban Renewal Area with the Comprehensive Plan. In addition to City Planning Commission review, the City is consulting with affected taxing agencies on November 18, 2013. All comments received will be presented to City Council for consideration during the public hearing scheduled for December 3, 2013.

**AGENDA**  
**CITY PLANNING COMMISSION MEETING**  
Thursday, December 12, 2013 @ 3:00 PM

1. ***Case Name: 1103 and 1201 Blairs Ferry Road NE (Rezoning)***  
***Case No: RZNE-003536-2013 Case Manager: Vern Zakostelecky***

Recommendation for approval of a rezoning from I-1, Light Industrial Zone District and C-2, Community Commercial Zone District to PUD-1, Planned Unit Development Zone District as requested by Hunter Companies LLC (Applicant), Nash Finch Companies, Chicago Central & Pacific Railroad Co and Northwestern States (Titleholders).

2. ***Case Name: 2123, 2133, 2135 Mt. Vernon Road SE (Conditional Use)***  
***Case No: COND-004948-2013 Case Manager: Dave Houg***

Recommendation for a conditional use for construction of a 69 KV Electrical Substation in a R-3, Single Family Residential Zone District; also retaining walls/landscaping/earth berms to screen substation view from adjacent properties as requested by Alliant Energy (Applicant), Garret Karns, Sarah Vittetoe and Interstate Power & Light Co (Titleholders)

3. ***Case Name: 880 74<sup>th</sup> Street NE***  
***Case No: RZNE-006757-2013 Case Manager: Vern Zakostelecky***

Recommendation for approval of a rezoning from R-3, Single Family Residence Zone District to RMF-1, Multiple Family Residence Zone District as requested by Abode Construction, Inc. (Applicant) and Phyllis M. Rausch (Titleholder)

4. ***Case Name: 4009 Blairs Ferry Road NE***  
***RZNE-006769-2013 Case Manager: Vern Zakostelecky***

Recommendation for approval of a rezoning from A, Agriculture Zone District to C-2, Community Commercial Zone District as requested by Buffalo Evan United Brethren (Applicant/Titleholders)

5. ***Case Name: 5940 Rockwell Drive NE***  
***Case No: PSDP006973-2013 Case Manager: Dave Houg***

Office space on vacant lot currently zoned OS at Rockwell Drive and Suburban St NE  
Recommendation for approval of a Preliminary Site Development Plan for property at 5940 Rockwell Drive NE and zoned O-S, Office Service Zone District as requested by Martin Combs Custom Homes (Applicant) and Juan Valles-Zamora (Titleholder).

**2014 SUBMITTAL SCHEDULE FOR CASES**  
**APPROVAL BY CITY PLANNING COMMISSION/CITY COUNCIL/BOA**  
 Rezoning, Future Land Use Map Amendment, Major Preliminary Plat, Preliminary Site Development Plan, and Conditional Use

INITIAL SUBMITTAL DEADLINE*	PROJECT REVIEW GROUP MEETING	FINAL SUBMITTAL DEADLINE	NOTIFICATION SIGNS MUST BE POSTED BY	DESIGN REVIEW GROUP MEETING	CITY PLANNING COMMISSION **	CITY COUNCIL (ESTIMATED) †	BOARD OF ADJUSTMENT ††
12/11/2014	12/23/13	01/01/2014	01/10/2014	12/30/2013	01/23/2014	02/11/2014	02/10/2014
01/01/2014	01/13-14/14	01/23/2014	01/31/2014	1/13/2014	02/13/2014	03/11/2014	03/10/2014
02/12/2014	02/24-25/14	03/06/2014	03/15/2014	2/24/2014	03/27/2014	04/08/2014	04/14/2014
03/05/2014	03/17-18/14	03/27/2014	04/04/2014	3/24/2014	04/17/2014	05/13/2014	05/12/2014
03/26/2014	04/07-08/14	04/17/2014	04/25/2014	4/07/2014	05/08/2014	06/10/2014	05/12/2014
04/16/2014	04/28-29/14	04/07/2014	04/25/2014	5/05/2014	05/08/2014	06/10/2014	05/12/2014
05/07/2014	05/19-20/14	05/29/2014	06/06/2014	5/19/2014	06/19/2014	07/08/2014	07/14/2014
05/28/2014	06/09-10/14	06/18/2014	06/27/2014	6/16/2014	07/10/2014	08/12/2014	07/14/2014
06/18/2014	06/30/14-07/01/14	07/10/2014	07/18/2014	6/30/2014	07/31/2014	08/12/2014	07/14/2014
07/09/2014	07/21-22/14	7/31/2014	08/08/2014	7/28/2014	08/21/2014	09/09/2014	09/08/2014
07/30/2014	08/11-12/14	8/21/2014	8/29/2014	8/11/2014	09/11/2014	10/14/2014	10/13/2014
08/20/2014	09/02-03/14	9/10/2014	9/19/2014	9/08/2014	10/02/2014	11/04/2014	10/13/2014
09/10/2014	09/22-23/14	9/10/2014	10/19/2014	9/22/2014	10/02/2014	11/04/2014	10/13/2014
10/01/2014	10/13-14/14	10/22/2014	10/31/2014	10/20/2014	11/13/2014	12/02/2014	12/08/2014
10/22/2014	11/03-04/14	11/12/2014	11/21/2014	11/03/2014	12/04/2014	TBA	12/08/2014
11/12/2014	11/24-25/14	12/03/2014	12/12/2014	12/01/2014	TBA	TBA	TBA
12/03/2014	12/15-16/14	12/23/2014	01/02/15	12/15/2014	01/15/15	TBA	

\* INITIAL SUBMITTAL DEADLINE IS 12:00 NOON. Any applications received after this date will be moved to the next review cycle. Applicants are encouraged to submit early!!

\*\* Major Preliminary Plats and Preliminary Site Development Plans are approved by the City Planning Commission. † Rezoning requests and Future Land Use Map Amendments are reviewed by the City Planning Commission and approved by City Council. Rezoning requests must go through a Public Hearing Process which includes a motion to set a public hearing as well as a first, second, and third reading of the ordinance – this typically takes three City Council meetings. The motion to set a public hearing is held on the date listed in the “City Council” Column. The first, second and third readings and approval will be held at the following City Council meetings. †† Conditional Use requests are reviewed by the City Planning Commission and approved by the Board of Adjustment. Staff will determine when the Conditional Use requests will be presented to the Board of Adjustment for review and recommendation.

## REVIEW PROCESS FOR ALL LAND DEVELOPMENT CASES

TYPE OF SUBMITTAL	INITIAL SUBMITTAL DEADLINE	PROJECT REVIEW GROUP MEETING**	FINAL SUBMITTAL DEADLINE	NEXT STEPS
Pre-Application	Every Wednesday at Noon	Two Mondays after the initial submittal (8 working days)	No re-submittal	None
Concept Plan	Every Wednesday at Noon	Two Mondays after the initial submittal (8 working days)	No re-submittal	None
Minor Preliminary Plat	Every Wednesday at Noon	Two Mondays after the initial submittal (8 working days)	Monday-Friday at any time	The applicant will receive a staff report within six (6) working days after the re-submittal. If there are still revisions listed in the staff report, the applicant will have to revise the plans and re-submit again. If there are no revisions listed on the staff report, the revised plans will be approved.
Administrative Site Development Plan	Every Wednesday at Noon	Two Mondays after the initial submittal (8 working days)	Monday-Friday at any time	
Major Preliminary Plat	Wednesday at Noon (see calendar for specific dates)*	Two Mondays after the initial submittal (8 working days)	Wednesday at Noon (see calendar for specific dates)*	The applicant will receive a staff report six within (6) working days after the re-submittal. If there are still revisions listed in the staff report, the applicant will have to revise the plans and re-submit again, and will be moved to the next review cycle. If there are no revisions listed on the staff report, the case will go to City Planning Commission for approval (See calendar for specific dates <sup>†</sup> ).
Preliminary Site Development Plan	Wednesday at Noon (see calendar for specific dates)*	Two Mondays after the initial submittal (8 working days)	Wednesday at Noon (see calendar for specific dates)*	
Conditional Use	Wednesday at Noon (see calendar for specific dates)*	Two Mondays after the initial submittal (8 working days)	Wednesday at Noon (see calendar for specific dates)*	The applicant will receive a staff report within six (6) working days after the re-submittal. If there are still revisions listed in the staff report, the applicant will have to revise the plans and re-submit again, and will be moved to the next review cycle. If there are no revisions listed on the staff report, the case will go to City Planning Commission for recommendation and to the Board of Adjustment for approval (See calendar for specific dates <sup>†</sup> ).
Rezoning	Wednesday at Noon (see calendar for specific dates)*	Two Mondays after the initial submittal (8 working days)	Wednesday at Noon (see calendar for specific dates)*	The applicant will receive a staff report within six (6) working days after the re-submittal. If there are still revisions listed in the staff report, the applicant will have to revise the plans and re-submit again, and will be moved to the next review cycle. If there are no revisions listed on the staff report, the case will go to City Planning Commission for recommendation and City Council for Approval (See calendar for specific dates <sup>†</sup> ).
Future Land Use Map Amendment	Wednesday at Noon (see calendar for specific dates)*	Two Mondays after the initial submittal (8 working days)	Wednesday at Noon (see calendar for specific dates)*	

\* The INITIAL SUBMITTAL DEADLINE and FINAL SUBMITTAL DEADLINE for these cases is listed on the “2014 SUBMITTAL SCHEDULE FOR CASES APPROVED BY CITY PLANNING COMMISSION/CITY COUNCIL/BOA” Calendar. Any applications received after this time will be moved to the next review cycle. \*\* A staff report will be sent to the contact person before the Project Review Group meeting. The staff report will include comments, conditions, and revisions from each of the reviewing departments. Any questions the applicant has on the staff report can be discussed at the Project Review Group Meeting. † Meeting dates for City Council, City Planning Commission, and Board of Adjustment can be found on the “2014 SUBMITTAL SCHEDULE FOR CASES APPROVED BY CITY PLANNING COMMISSION/CITY COUNCIL/BOA” Calendar.