



City Planning Commission
City of Cedar Rapids
101 First Street SE
Cedar Rapids, IA 52401
Telephone: (319) 286-5041

**MINUTES OF
SPECIAL CITY PLANNING COMMISSION MEETING,
Thursday, September 10 , 2015 @ 3:00 p.m.**

Cedar Rapids City Hall Council Chambers, 101 First Street SE

Members Present: Scott Overland, Chair
Carletta Knox-Seymour
Virginia Wilts
Samantha Dahlby
Richard Pankey
Kim King

Members Absent Jim Halverson, Vice Chair (Arrived at 3:06 p.m.)
Dominique Blank
Bill Hunse

DSD Staff: Vern Zakostelecky, Zoning Administrator
Johnny Alcivar, Development Services Specialist

CD Staff: Seth Gunnerson, Planner
Kirsty Sanchez, Planner
Adam Lindenlaub, Planner
Jennifer Pratt, Director
Betty Sheets, Administrative Assistant

City Council Liaison: Justin Shields

Call Meeting to Order

The meeting was called the Special City Planning Commission Meeting to order at 3:00 p.m.

Roll Call

Roll call was answered with six (6) Commissioners present.

A. Approval of the Minutes

Commissioner Overland called for any additions or corrections to the previous minutes. Commissioner Overland stated with no additions or corrections, the August 13, 2015 Minutes stand approved.

B. Adoption of the Agenda

Commissioner Overland called for any additions or corrections to the agenda. Commissioner Overland stated with no additions or corrections, the agenda stands approved.

C. Action Items

➤ Czech Village-New Bohemia Self-Supporting Municipal Improvement District (SSMID)– Kirsty Sanchez

Ms. Sanchez stated she was asked to review and make a recommendation on the proposed creation of the Czech Village-New Bohemia Self-Supporting Municipal Improvement District (SSMID).

Commissioner Halverson arrived for the meeting at 3:06 p.m.

On August 24, 2015, a petition was submitted to the City Clerk's Office for the creation of the Czech Village-New Bohemia Self-Supporting Municipal Improvement District (SSMID). The purpose of the proposed Czech Village-New Bohemia SSMID shall be the following:

- The undertaking of actions and the design and construction of any and all improvements authorized by the Act
- The performance of administration, redevelopment, and revitalization of the District, as authorized by the Act
- Any and all of which actions and improvements are intended to benefit the property within the District

The petition states that if approved, the District will be created for a period of 7 years, commencing with a levy of taxes for collection in Fiscal Year 2017. After the 7 year period, the District may be renewed following the same petitioning process. During the lifetime of the District, properties within the proposed District boundary area will be taxed with a rate assessment not to exceed \$3.00 per thousand dollars of taxable valuation. The levy rate of \$3.00 is the maximum combined rate which may be used for debt service, capital improvements, or operations. The petition states that money generated from the assessment can also be used for Economic Development Programs, Communications and Advocacy, Capital Improvements, Enhanced Maintenance and Parking Management.

Ms. Sanchez presented a Proposed District Boundary, Purpose of the SSMID, SSMID Petition Highlights and stated that 57% of the property owners signed the petition. Ms. Sanchez also stated the next steps would be a Motion Setting a Public Hearing for September 22, 2015 with the Public Hearing on October 20, 2015. There is a 30-Day Comment Period from October 20 to November 19, 2015. The First Reading of the Ordinance will be held on December 1, 2015 and the Second and possible Third Reading will be held on December 15, 2015.

Commissioner Overland called for questions of Ms. Sanchez.

Commissioner King asked how long the tax will stay in place. Ms. Sanchez stated that is seven (7) years and after that period they would have to do another petition.

Commissioner Pankey asked if the signatures on the petition have happened. Ms. Sanchez stated that the petition has already been signed.

Commissioner Dahlby asked if there were any objections. Ms. Sanchez stated that objections may be submitted during the Comment Period.

Commissioner Wilts asked if property owners sold their property, this is transferred to the new property owners. Ms. Sanchez stated that was correct.

Commissioner Knox-Seymour asked what would happen at the end of seven years. Ms. Sanchez they would have to apply again and that the petition was written for seven years.

Commissioner Overland called for a motion. Commissioner Pankey made a motion to approve the petition for a Czech Village-New Bohemia Self-Supporting Municipal Improvement District (SSMID). Commissioner Wilts seconded the motion.

Commissioner Overland called for discussion on the motion. No further discussion.

Commissioner Overland called for a vote on the motion. The motion passed unanimously with none opposed.

➤ **EnvisionCR Amendment - Trail Network Update – Adam Lindenlaub**

Mr. Lindenlaub stated that the City is committed to keeping EnvisionCR a living document and to that end there may be times during the course of the year, changes and small amendments will need to be made to the document. At the time that EnvisionCR was adopted, the City was close to completing revisions to the Comprehensive Trails Plan network. This network was included as “proposed” in both GreenCR and ConnectCR with the understanding that it would be updated later. The revisions to the Comprehensive Trails Plan were approved by City Council on May, 2015 and now need to be properly reflected in EnvisionCR. Updating the map does not impact the Elements, Goals, or Initiatives of the plan but helps keep the plan viable for City staff and the public. The updated pages are made a part of the minutes.

Mr. Lindenlaub asked the City Planning Commission to recommend City Council approve this amendment to EnvisionCR.

Commissioner Overland called for questions of Mr. Lindenlaub. No questions were presented.

Commissioner Overland called for a motion. Commissioner Halverson made a motion to approve the EnvisionCR Amendment - Trail Network Update. Commissioner Dahlby seconded the motion.

Commissioner Overland called for discussion on the motion. No further discussion.

Commissioner Overland called for a vote on the motion. The motion passed unanimously with none opposed.

➤ **CPC Work Plan – Seth Gunnerson**

Mr. Gunnerson stated that the City of Cedar Rapids Board and Commissions adopt an annual work plan which lays out goals and objectives for the calendar year 2016. The work plan outlines the charter for the upcoming year. Mr. Gunnerson stated the vision is to improve the standard of planning and development activities in the City of Cedar Rapids while being use and user friendly in fulfilling City needs for housing, commercial and industrial development.

Mr. Gunnerson outlined the 2015 goals which were Sustainable Development Measurement Tool, Increase knowledge of the CPC, Participation in Comprehensive Planning, and Communication with Council.

Mr. Gunnerson further stated that in 2016 the CPC will continue to focus on EnvisionCR as well as Mt. Vernon Corridor Action Plan and Northwest Neighborhood Action Plan.

Commissioner Overland suggested that we open this up for comment of the Commissioners.

Commissioner Dahlby asked if Local Training for new Commissioners could be held.

Commissioner Halverson asked about attending the Iowa League of Cities 2015 Conference that is taking place here in Cedar Rapids September 23-25. Commissioner Halverson further asked if Commissioners have taken advantage of training. Mr. Gunnerson stated that three Commissioners did attend the Solar training as well as some had attended the ISU training. Commissioner Pankey stated that the ISU training is well attended and good training.

Commissioner Pankey further stated that he is impressed by what the staff does and how they work out the details of each project and how it helps the Commissioners immensely and makes our jobs a lot easier and keeps personal bias out of the projects.

Commissioner Knox-Seymour asked what we had done regarding the first goal of sustainable in the past. Mr. Gunnerson stated that we had the smart growth score card which became problematic but perhaps something could be created for a tool or metric that would work.

Commissioner Knox-Seymour stated that she felt the Smart Growth Score card was a good tool and she appreciated it as a new Commissioner because it gave her a gauge and she would encourage a tool such as that again.

Commissioner Knox-Seymour asked what has been done about increasing interaction with the Council. Mr. Gunnerson stated that when a controversial project comes before City Council, that some of the Commissioners would attend. This is used on an as needed basis however unfortunately we have not had a controversial issue in a long time.

Mr. Gunnerson stated that the 2016 Work Plan will be updated and presented at a future meeting.

The meeting was adjourned at 3:28 p.m.

Respectfully Submitted,

Betty Sheets, Administrative Assistant
Community Development