



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

**MINUTES OF
CITY PLANNING COMMISSION MEETING,
Thursday, November 17, 2016 @ 3:00 p.m.**

Cedar Rapids City Hall Council Chambers, 101 First Street SE

Members Present: Jim Halverson, Chair
Richard Pankey, Vice Chair
Samantha Dahlby
Kim King
Dominique Blank
Anthony Brown
Lisa Peloquin

Members Absent: Virginia Wilts
Karl Cassell

DSD Staff: Joe Mailander, Manager
Dave Houg, Plats & Zoning Conditions Coordinator
Kirsty Sanchez, Development Services Project Planner

CD Staff: Seth Gunnerson, Planner
Betty Sheets, Administrative Assistant

Call Meeting to Order

The meeting was called to order at 3:00 p.m.

Opening statements were presented stating the protocol of the meeting and the purpose of the City Planning Commission.

Roll Call

Roll call was answered with seven (7) Commissioners present.

A. Approval of the Minutes

Commissioner Halverson called for any additions or corrections to the minutes. Commissioner Halverson stated with no additions or corrections, the October 27, 2016. Minutes stand approved.

B. Adoption of the Agenda

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

C. Action Items

1. Case Name: 3625 Edgewood Road SW (Preliminary Site Development Plan)

Consideration of a Preliminary Site Development Plan in a C-3, Regional Commercial Zone District as requested by Casey's Marketing Company (Applicant/Titleholder)
Case No. PSDP-023547-2016; Case Manager: Dave Houg

Mr. Houg presented City Planning Commission Criteria for Recommendation and Action for a Preliminary Site Development Plan.

A public hearing was presented for a Preliminary Site Development Plan for property at 3625 Edgewood Road SW. The property is currently developed as a convenience store. The applicant is applying for Preliminary Site Development Plan approval to demolish the existing structures and rebuild an expanded facility on both the current lot and an adjacent vacant lot.

The proposed uses and development are consistent with the intent and purposes of EnvisionCR, the Comprehensive Plan. The proposed development area is shown as "Urban High Intensity" on the Future Land Use Map in the Comprehensive Plan. This LUTA accommodates major commercial and service uses. The development will comply with all other applicable codes, regulations and approvals. Mr. Houg presented a Location Map, General Information, Zoning, Site Development Plan and an Aerial View.

Following discussion, Commissioner Halverson called for a motion. Commissioner Brown made a motion to approve the Preliminary Site Development Plan in a C-3, Regional Commercial Zone District. Commissioner Pankey seconded the motion.

No further discussion was held; Commissioner Halverson called for a vote on the motion.

Voting: Adopted, 7 Ayes, Commissioners Halverson, Pankey, Dahlby, King, Blank, Brown and Peloquin

2. Case Name: 251 33rd Avenue SW (Rezoning with a Preliminary Site Development Plan)

Consideration of a change of zone with a preliminary site development plan from I-1, Light Industrial Zone District to C-3, Regional Commercial Zone District as requested by Kwik Trip, Inc. (Applicant) and Kevin and Connie Hupp (Titleholders)
Case No: RZNE-024038-2016; Case Manager: Dave Houg

Mr. Houg presented City Planning Commission Criteria for Recommendation and Action for a Rezoning.

A Public Hearing was presented for a Rezoning with a Preliminary Site Plan for property at 251 33rd Avenue SW. This is a request to rezone property from I-1, Light Industrial Zone District to C-3, Regional Commercial Zone District to allow for the development of a 9,022 s.f. convenience store including car wash and diesel fueling stations. An Administrative Site Development plan will be reviewed as part of City review.

The subject property is shown as “Urban High-Intensity” on the Future Land Use Map (FLUM) in EnvisionCR, the City’s Comprehensive Plan. The requested zone change is in accord with the FLUM and the Goals and Objectives of the City’s Comprehensive Plan. A variance for reduced off-street parking will be requested. The development will comply with all other applicable codes, regulations and approvals.

Following discussion, Commission Commissioner Halverson called for a motion. Peloquin made a motion to approve the change of zone from I-1, Light Industrial Zone District to C-3, Regional Commercial Zone District with a Preliminary Site Plan. Commissioner Dahlby seconded the motion.

No further discussion was held; *Commissioner* Halverson called for a vote on the motion.

Voting: Adopted, 7 Ayes, Commissioners Halverson, Pankey, Dahlby, King, Blank, Brown and Peloquin

A. Discussion Item

1. Mt. Vernon Road Corridor Action Plan – Adam Lindenlaub

Mr. Lindenlaub reviewed the purpose of the Mt. Vernon Road Corridor Action Plan including the materials from three open houses, feedback received from those open houses, and next steps in the process to adopt the plan and include it in EnvisionCR. Mr. Lindenlaub stated he would provide the link to the Mt Vernon Road Corridor Action Plan to members and they should feel free to contact him by telephone or email with any questions.

2. ReZone Cedar Rapids – Anne Russett and Elizabeth Garvin, LSL Planning.

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, known as ReZone Cedar Rapids.

Ms. Russett and Ms. Garvin stated that drafting sections of the ordinance has commenced and the focus is on drafting the administrative procedures, which will be followed by draft sections of the zone districts. Additional meetings with key user groups are being held, specifically with representatives from sign companies and the development community.

Commissioner Peloquin asked about outreach to the public about the zone districts. Ms. Garvin stated that they had not done a lot of outreach at this particular round.

Commissioner Pankey stated the key factor that as a developer let us know what we have to do and what are the procedures and it is very helpful to spell things out for developer who is helping building out the community.

Commissioner Dahlby asked if there would be a hybrid and between form based what we have now. How will that play out, will there be certain areas that will be formed based or as it fits or is that still being drafted.

Ms. Garvin said they are creating a more complete list of traditional districts, mostly residential development. Then create a group of what we are calling form based districts that are general and each will have different set of parts. It might apply to a section of a corridor where you want to see the retail redevelopment. Create the districts somewhat general but as CPC goes through and do specific plans across the different parts of town we anticipate you putting the regulating plan in that process and then landing the form based district in that plan.

Commissioner King commented that there has been a lot of work putting into this. Commissioner King said she liked the idea of the user guide. Ms. Russett said it was something new. We do provide flow charts to applicants based on the process that they applying for but this will be more comprehensive almost like an executive summary of the zoning code. Obviously the adopted code is what prevails but this is the cheat sheet and more user friendly for city staff applicants. Commissioner King encourages examples what this looks like and what this isn't.

Ms. Garvin stated New York City does a super users guide. They have a complex zoning code and they simplify it. We are taking Cedar Rapids to a more complex zone code than it has been previously but we will endeavor to do the same. With really brief explanations with as much graphics as we can and because we will have more moving pieces we want everyone to understand it. Commissioner King said she really like the diagrams and more visuals the better.

3. City Planning Commission Work Plan – Seth Gunnerson

At the November 17, 2016 City Planning Commission meeting staff will review the Commissions' 2016 Work Plan and lead a discussion on updates for the 2017 Work Plan.

The City of Cedar Rapids Board and Commissions adopt an annual work plan which lays out goals and objectives for the coming calendar year. A Draft 2017 City Planning Commission Work Plan is attached to this memo. The draft plan is similar to the 2016 Work Plan and staff is not recommending any changes for 2017. Staff will provide an update on specific work plan items at the November 17 meeting. Staff updated the previous year work plan to emphasize the CPC's role in providing recommendations on the annual update to EnvisionCR and various initiatives associated with the Comprehensive Plan, including area plans and the zoning code update.

The meeting was adjourned at 4:29 pm

Respectfully Submitted,

Betty Sheets, Administrative Assistant
Community Development and Planning Department