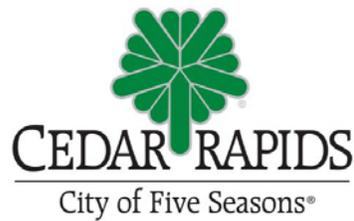




**City Council
Development Committee
Meeting Agenda Packet
February 27, 2013
3:00pm**



City of Cedar Rapids
Development Committee Meeting AMENDED Agenda
 City Hall Training Room
 Wednesday, February 27, 2013
 3:00 pm – 5:30 pm

Purpose of Development Committee:

To enable the City Council to discuss and evaluate in greater detail these specific issues that directly impact the physical, social, and economic vibrancy of the City of Cedar Rapids.

City Council Committee Members:

Monica Vernon, Chair
 Council member Pat Shey
 Council member Scott Olson

- Mayor Ron Corbett is an ex-officio member of all Council Committees per City Charter Section 2.06.

Agenda:

- Approval of Minutes – January 23, 2013
- Review of Development Committee Issue Processing Chart
- Informational Items
 - a) BCT News Update
- Updates
 - a) Setbacks
 - b) Planned Unit Development Overlay Districts
 - c) Sign Moratorium
 - d) Downtown Wayfinding 5 Minutes
- 1. Stark Development Agreements 10 Minutes
 - a) 1501/1507 C Street SW *Caleb Mason*
Community Development
 - b) A & W
- 2. HPC Work Plan 10 Minutes
 - Thomas Smith*
Community Development
 - Amanda McKnight*
HPC Chair
- 3. Deaccession Policy 10 Minutes
 - Seth Gunnerson*
Community Development
- 4. 14th Avenue Alignment 20 Minutes
 - Jim Kern*
VAC Chair
Rob Davis

Any discussion, feedback or recommendation by Committee member(s) should not be construed or understood to be an action or decision by or for the Cedar Rapids City Council. Further, any recommendation(s) the Committee may make to the City Council is based on information possessed by the Committee at that point in time.

Public Works

5. Downtown Parklets	Seth Gunnerson <i>Community Development</i>	10 Minutes
6. Section 8 Administrative Plan Changes	LaSheila Yates <i>Community Development</i>	5 Minutes
7. Multi Family New Construction Proposals	Paula Mitchell <i>Community Development</i>	20 Minutes
8. CDBG Owner-Occupied Rehabilitation Program Changes	Paula Mitchell <i>Community Development</i>	10 Minutes
9. Core Area Development Patterns	Seth Gunnerson <i>Community Development</i>	10 Minutes
10. KHB Request to Acquire the Knutson Building – Proposed Disposition	Jennifer Pratt <i>Community Development</i>	15 Minutes
11. Request for City Participation in the Mixed-Use Redevelopment of the Averill House	Jennifer Pratt <i>Community Development</i>	15 Minutes

Future Meetings:

1. Items for **March 27** Agenda –
 - a) Tree Planting Policy
 - b) JLG
 - c) CDBG Neighborhood Certification Process

2. Items for **April 24** Agenda –
 - a) Tree Planting Policy

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Community Development

101 First Street SE • Cedar Rapids, Iowa 52401 • 319-286-5041



City of Cedar Rapids
DEVELOPMENT COMMITTEE MINUTES
City Hall Training Room
Wednesday, January 23, 2013
3:00 p.m.

Meeting was brought to order at 3:06 p.m.

Present: Council members Vernon (Chair) Olson and Shey. Staff members present: Christine Butterfield, Community Development Director, Julie Sina, Parks and Recreation Director; Kevin Ciabatti, Building Services Manager; Jennifer Pratt, Community Development Planner; Seth Gunnerson, Community Development Planner; Thomas Smith, Community Development Planner; Brad Larson, Community Development Planner; and Alicia Abernathey, Community Development Administrative Assistant.

Council member Vernon stated the Development Committee of the City of Cedar Rapids meets monthly and the purpose of the committee is to look at development issues that involve community, neighborhood and economic development. Items are brought forward to the agenda from Christine Butterfield, other City staff, Council members and sometimes citizens.

Council member Vernon called for a motion to approve the minutes from the regular meeting on November 28, 2012 and the joint meeting on December 11, 2012. Council member Shey made a motion to approve the minutes of the November 28, 2012 and December 11, 2012 meetings. Council member Olson seconded the motion. Motion passed unanimously with none opposed.

Informational Items and Updates

Council member Vernon stated the Development Committee Issue Processing Chart is a way of keeping track of items that have come before the Committee, when they came forward and if follow-up is necessary. Council member Vernon stated informational items and updates are also part of the packet. One of the update memos pertained to signs and Council member Vernon pulled the item for discussion by the committee.

Council member Vernon stated there is a proposed sign moratorium for off-premise signs. Christine Butterfield, Community Development Director, stated in October 2012 the City Council discussed having the Development Committee talk about signs. On November 27, 2012 Seth Gunnerson, Community Development, provided a presentation showing what other cities in the region are doing to address signage issues. The Development Committee decided to take on immediate steps requiring all off-premise signs be a Conditional Use and then look at long-term steps. The long term step included sign caps and maybe aesthetics, while the immediate step

included modifying the C-2 and C-3 zoning requirements. The provision tied to signs would be changed to a Conditional Use. The City Planning Commission (CPC) reviewed the Conditional Use change on January 10, 2013 and expressed concern of addressing the policy issue in steps and made the recommendation to take on the entire review comprehensively and do a moratorium until the process is complete.

Council member Vernon stated there needs to be a process in which the City thoroughly looks into the sign ordinance for on-premise, off-premise, digital, etc. without several sign permits coming in, therefore, a moratorium would need to be in place. Council member Olson stated the moratorium should be as short as possible as a lot of the research is complete and it should not take long before staff has a recommendation for City Council. There are various forms of digital signs and the type of signs that cause issues for the area need to be addressed. Council member Vernon stated the moratorium should be in place for 180 days and if the ordinance can be completed sooner it's better than not having enough time.

Ms. Butterfield went over a tentative timeline stating in February, March and April staff will draft the ordinance and meet with stakeholders. Staff will return to Development Committee in April with the proposed ordinance. This will also need to go before the City Planning Commission in May and a motion setting a public hearing will be in June. Council member Vernon stated Development Committee is in favor of a 120-180 day moratorium with the ordinance change on the first City Council meeting possible.

1. Greene Square Park

Jim Kern, Greene Square Park Citizens Committee, stated in early 2012, Bradd Brown and himself were asked to make a presentation to Downtown Rotary to use Greene Square as a celebratory 100 year anniversary project, which did not win. However, the Public Library Board and Museum of Art Board initiated the process of redeveloping Greene Square Park. Stakeholders including the Library, Museum of Art, First Presbyterian Church, Waypoint, Visual Arts Commission (VAC), Cedar Rapids Parks and Recreation Department, OPN and Ryan met early in 2012. A small committee was created to implement a number of suggestions and ideas into a concept plan for Greene Square Park renovations.

Bradd Brown, OPN, stated the group started the process by taking a look at other parks in the United States to decide what things could be incorporated into the Greene Square Park. Parks reviewed included Chicago's Lake Shore East Park, Iowa City's Pedestrian Mall, Des Moines' Pappajohn Sculpture Garden and the St. Louis' Gateway Mall.

Mr. Brown discussed the group's priorities including:

- Provide a large, open green space for gatherings and events.
- Provide a play area for children that is sculptural in appearance.
- Provide a low-maintenance, interactive water feature.
- Provide flexible opportunities for sculpture.
- Provide areas for picnicking.
- Maintain the historic diagonal walkway.
- Provide a permanent Holiday Tree stand.
- Consider a location and utilities for a portable skating rink.

Mr. Brown presented a concept design of Greene Square Park which included the elements that could potentially be included. The concept design shows the park incorporating with the Public Library and the Museum of Art. Mr. Brown went over the individual project costs, the total cost and the action plan for the project with the goal start date of September 2013.

Mr. Kern pointed out the majority of the funding would come from private entities as there are several interested parties. Mr. Kern pointed out the most expensive piece of art the City would acquire would be used in Greene Square Park and could potentially be done without City funds. Council member Vernon asked if the existing trees would remain in the park. Mr. Brown stated the plan is to preserve as many of the trees as possible. Council member Olson stated the park is already a busy space and with the proposed improvements it will become a busier space, especially when the library opens. Mr. Kern pointed out OPN and Ryan Construction are willing to approach the project as a way of giving back to the community. Mr. Brown stated an update, to the Development Committee, can be provided in March or April.

2. CPC Work Plan

Brad Larson, Community Development Planner, stated a meeting was held to review the City Planning Commission's (CPC) charter, accomplishments from 2012 and had a discussion regarding the CPC goals for 2013.

Scott Overland, CPC Chair, stated a lot was accomplished in 2012. Some of the highlights from 2012 included increased communication with other boards and commissions, representation at Development Committee, and attending neighborhood meetings for controversial issues. Another item accomplished in 2012 was the update of the CPC By-Laws that had not been updated in 15 years. The By-Laws are significantly shorter and modernized to what the commission is doing. The commission has moved to a three week schedule which allows for reasonable meeting lengths and there has been no need for special meetings.

Mr. Overland went over the CPC goals for 2013 including:

1. Assist in Developing a Sustainable Development Measurement Tool.
2. Increase knowledge of CPC by attending training opportunities.
3. Based on City Council direction, participate and contribute to the development of the City's Comprehensive Plan.
4. Increase interaction and communication with City Council.
5. Implement improvements to meeting formats to encourage public attendance.

Council member Olson stated CPC is an important commission so member attendance is critical. Mr. Overland stated every three months he checks in on member attendance and addresses any issues. Council member Olson stated it should be mandatory that there are training sessions in order to understand what the CPC does. Mr. Larson stated training sessions are provided for all new members and the Community Development Department funds the training. Council member Vernon requested the CPC make City Council aware of any controversial issues or changes.

3. HPC Work Plan

Thomas Smith, Community Development Planner, stated the Historic Preservation Commission (HPC) is an eleven member committee appointed by the Mayor and approved by City Council. Mr. Smith stated the HPC hosted their first annual Preservation Showcase in May 2012 which

included demonstrations of restoration techniques and information about historic buildings and districts. As part of the showcase the first ever Preservation Awards ceremony was held to honor the City's most outstanding preservation efforts. The HPC also made improvements to their website which now includes additional documentation and updated forms. The HPC also worked with salvage operations such as Habitat for Humanity's ReStore program. ReStore goes into buildings that are going to be demolished to salvage any historic materials they can for resale.

Mr. Smith went over the HPC goals for 2013 including:

1. Continue to implement projects from the FEMA Memorandums of Agreement and Letter of Agreement with the City.
 - These projects are incorporated throughout the work plan and include items such as historic surveys, historic district nominations, calls for photos and documents from the community for databases and booklets, and preservation events.
2. Host a larger Preservation Showcase with more participants and increased publicity.
3. Improve communications and coordination with other local preservation interest groups.
4. Distribute an informational mailing to property owners and residents in the City's local historic districts to provide more information about the historic district guidelines, paint rebate program, Preservation Showcase, and other HPC matters.

Council member Shey stated the City does not have the resources to save every historic building in Cedar Rapids. In order for the City to participate in historic preservation, funds need to be acquired. Council member Olson stated the City cannot leave boarded up buildings in a neighborhood that is being redeveloped. Hopefully a developer will rehabilitate or relocate the structure but if not they need to be demolished.

Todd McNall, HPC Vice-Chair, stated more developers are stepping up and becoming interested in historic properties. There are developments that Cedar Rapids needs but are better suited for areas that are not in historic districts and would not require demolition of historic properties. Council member Vernon stated the HPC has evolved as a recommending body to City Council and created a process for how the groups work together. Council member Vernon stated there was once a subjective list of 11 most endangered properties and asked if the HPC could create a list of the top 100 historic properties. Mr. McNall stated the HPC understands the request but feels every historic building in Cedar Rapids is important on some level. Council member Vernon suggested ways of categorizing a list for City Council.

Mr. McNall stated the 11 most endangered list was created to show the buildings the HPC was most concerned about. Mr. McNall suggested instead of a list of buildings it could be a list of criteria. Council member Vernon stated any information provided will be helpful. In Washington D.C. there are some buildings where parts of the original structure remain and new development is built around it. Buildings like that show where the City has been and where it is going. Council member Vernon suggested the HPC also look into developing more historic districts.

Ms. Butterfield stated members of HPC, Save CR Heritage and staff met to discuss creating a Kirkwood curriculum for rehabilitation work to support preservation activities. The goal would be to have a list of groups that have participated in the historic rehabilitation program. Mr. Smith pointed out staff encourages developers to go before the HPC early on in the process to gauge their reaction to the development. This process allows for the HPC to not be surprised when demolition applications come in later.

4. VAC Work Plan

Mr. Kern stated the aftermath of the 2008 flood and trying to catch up with processes that were not in place created a struggle for the Visual Arts Commission (VAC). The VAC was also a struggle at first because there was no continuity in staff. Over the past two years the VAC has greatly improved due to having staff members such as Nicole Klepadlo, Seth Gunnerson and Jennifer Pratt. The VAC has also improved due to the current commissioners having some sort of background with art.

Mr. Kern stated some of the highlights of 2012 include:

- Purchasing art for the first time since the commission was created,
- Restoring pieces for the Paramount Theatre,
- Determining a location for the Terrestrial Glove (Kirkwood Community College)
- Conducting Community Outreach.

Also, a deaccession policy was written for damaged, destroyed or unusable pieces of art and is ready for City Council approval and recommendations. Council member Vernon requested the deaccession policy come to the Development Committee before going to City Council.

Photos of the future Amphitheater and Convention Center art were presented and Mr. Kern explained the materials used, the location, the size and installation dates. Mr. Kern introduced the Ignite Event stating it will be on March 7, 2013 at CSPA Hall. In 2011 there was a community wide event with approximately 150 people in attendance to present ideas for visual arts.

Mr. Kern went over the VAC goals for 2013 including:

- Complete projects at Amphitheater and Convention Center.
- Facilitate the restoration of the Terrestrial Globe and relocation from the GTC to Linn Hall at Kirkwood Community College.
- Complete inventory and condition reports for all pieces in the City collection.
- Identify maintenance needs and develop maintenance plan.
- Identify locations for art not currently on display.
- Promote public art by creating promotional pieces to engage citizens and by attending community events.

Ms. Butterfield stated the inventory created by Suzy McGrane-Hop, VAC member, is a great resource and gift to the community as there was no system, structure or order to the public art information prior to the 2008 flood. Council member Vernon stated it is important to have pieces of art in key places as the City and the culture of the City are being rebuilt.

5. Core Area Development Patterns

Seth Gunnerson, Community Development Planner, stated staff compared the amount of people living in the core of Cedar Rapids with other communities in Iowa and around the Midwest. Staff looked at the Census data that came out in 2010 in terms of how much of the population is living in higher density development, or 5,000 people per sq mi. The data showed Cedar Rapids has 51% of the community living in high density, which is below other communities in Iowa. 28.5% of the land area in Cedar Rapids has no population due to undeveloped land, industrial zoning or commercial zoning. The average of the communities surveyed had 22% of no population land. Based on these numbers there is potential for infill development in Cedar Rapids.

Mr. Gunnerson presented a population density map of Cedar Rapids pointing out the differences in population throughout the city. In the core of the community, Cedar Rapids lost 6,329 residents in flood affected parcels from 2000 to 2010, while adding 11,900 residents elsewhere. City Council directed new development, through Multi-Family New Construction (MFNC) and the ROOTs program, be directed to Tier 1 neighborhoods located in the core of the community. One example would be, in the Oak Hill Jackson Neighborhood 151 new units have been constructed by different developers, resulting in \$27.5 million in new investment.

Mr. Gunnerson presented several maps, from the U.S. Census data, pointing out the difference in the core area of Cedar Rapids from 2000 to 2010, as well as the difference between Cedar Rapids and other communities in 2010. Council member Olson asked to include Des Moines, Iowa to the communities of comparison. Mr. Gunnerson stated Des Moines was looked into and their ½ mile number was 3,500 compared to 1,820 in Cedar Rapids with the one mile number being similar to Cedar Rapids at approximately 10,722. Council member Vernon suggested comparing to communities such as Waterloo, Iowa.

Council member Shey stated he was curious about the optimal density in the neighborhoods, such as Wellington Heights. It would be helpful to know which neighborhoods are above or below the base line for density. Mr. Gunnerson stated the density of the individual neighborhoods was looked at and what the people consider to be a part of their neighborhood affects the actual numbers.

Ms. Butterfield stated the questions are what the density is and how density works well. Staff could possibly bring back information that relates to the height, number of stories and placement on lots of buildings. Council member Vernon stated there should be more density in the core area and downtown buildings should have three or more stories.

6. Request for Proposals -707 2nd Street SW & 123 Diagonal Drive SW (DJ Truck Corral)

Jennifer Pratt, Community Development Planner, stated a request was received from the owner of DJ Truck Corral for disposition of 707 2nd Street SW and 123 Diagonal Drive SW. Both properties are directly behind the current DJ Truck Corral site. The properties are currently identified for housing reinvestment from the post-flood Neighborhood Planning Process and the current Kingston planning initiative is underway with the lots included in the plan. A stakeholder session was held on December 13, 2012 and staff is working with JLG as a facilitator for the feedback received. JLG will look at the feedback and staff will return to Development Committee on February 27, 2013 before going to City Council in the spring. Based on the experience in preparing for the dispositions, the results of the Kingston Area Plan would be useful in putting together the disposition. Staff is asking the Development Committee for feedback in order to be responsive to the requester. Staff is looking for direction to proceed with the disposition or wait until the Kingston Area Plan is ready.

Council member Olson stated it would be good to have the Kingston plan finished before requesting proposals as the development may not fit with the plan. Ms. Butterfield stated the City initiated the Kingston Planning Process and will be coming back to City Council for approval. The process will become another layer of the policy that will sit over the neighborhood plan and will be similar to a Future Land Use Map as it will drive disposition and site plan development.

Council member Shey left the meeting at 4:58 p.m.

7. Disposition of 423 5th Street NW (E Avenue Fire Station)

Mr. Larson stated the disposition is for the Fire Station at the intersection of 5th Street and E Avenue NW. The Fire Station was built in 1909 and was closed in 1985. There have been improvements to the structure since 1985 to keep the building up to code and ensure it did not become a nuisance property. The City currently has no plans for the structure. Staff completed a historic structure report as part of a sewer project that was required as a Letter of Agreement (LOA) for receiving State funds for disaster recovery. As part of the report it was determined the property was eligible for the National Register of Historic Places.

Staff has received interest for potentially rehabilitating or relocating the structure. Staff is proposing the standard evaluation criteria listed below:

- Experienced developer
- Financial/market feasibility
- Reasonable project timeline
- Consistency with neighborhood and community goals

Mr. Larson stated due to the development challenges; staff recommends review of all proposals by the Project Review Group. Mr. Larson went over the following timeline:

1. February 12 – Motion setting a public hearing
2. February 26 – Public hearing is held to consider the disposition of 423 5th Street NW
3. March 5 – Informational meeting for interested parties
4. April 9 – Proposal Deadline
5. April 16 – Evaluation of proposals by staff/stakeholders completed
6. April 23 – City Council Consideration of proposals
7. May/June – City Council consideration of Development Agreement

Council member Olson asked if a minimum value would be set or if it would depend on proposals. Mr. Larson stated there is not an appraisal amount as the City has owned the property for decades. Because the property was not purchased with federal money the City Council has more flexibility in reviewing and accepting prices.

Council member Vernon and Olson recommended the disposition of 423 5th Street NW (E Avenue Fire Station) move forward to the full City Council.

8. Amendment to the New Bohemia Group Agreement

Mr. Larson stated on September 13, 2011 the City Council entered into a temporary agreement with the New Bohemia Group to complete sand volleyball courts at 400 12th Avenue SE, with a deadline of completion for September 1, 2012. Staff had several meetings with the New Bohemia Group regarding timelines and the completion of the parking lot. The New Bohemia Group proposed to finish the parking lot by the end of March 2013. The finished product would include a permanent hard surface parking lot, installation of a fence and painting lines for the parking lot.

John Schnipkoweit, New Bohemia Group President stated the agreement has a lease of three years. Originally the parking lot was supposed to have 70 spaces and the City Market was going to build 120 permanent spots but after discussion it made sense to consolidate the spaces to 120. The New Bohemia Group was then responsible for the construction of the parking lot and the City Market would be responsible for maintaining it. In creating this agreement between the New Bohemia Group and the City Market the scope for the New Bohemia Group was increased.

Council member Olson asked if there would be any landscaping. Mr. Schnipkoweit stated the grass was chemically treated to provide green grass along the volleyball courts. Council member Vernon asked if the volleyball courts would be open in the summer. Mr. Schnipkoweit stated applications will be accepted beginning in March.

Council member Vernon recommended the amendment move forward to the full City Council.

9. Commercial Lighting Requirements

Council member Vernon stated when driving past convenience stores there is spillage from the lights and asked if there was an ordinance pertaining to the topic. Kevin Ciabatti, Building Services Manager, stated staff tracked down three valid complaints received within the last year. The ordinance does not contain a maximum intensity of light at a property line location. There is a need to verify developers are actually building to the standard of their approved site plans.

Council member Olson stated in certain zones it is more critical to use certain lighting over others. Guidelines are needed for people to reference. Council member Vernon also suggested looking into the heights of some of the light poles as it creates another spillage problem. Council member Olson stated the lighting is based on a number of factors including the type of light, location, etc. Mr. Ciabatti stated developers can still have tall lights but the spillage on adjoining properties can be laid out so it does not violate the maximum lamination. The current ordinance only deals with exterior lighting but there have been complaints regarding interior lighting.

Mr. Ciabatti stated if this is a process that is going to be changed, an ordinance needs to be shared with the development community up front. Mr. Ciabatti stated there are companies that designers can use that would take a picture and lay it out to show the intensity of light on a site. Council member Vernon asked how it would be tested to ensure it is not a violation. Mr. Ciabatti stated staff would go out with equipment and measure the intensity of light. The process of verifying in the past was usually done on a complaint basis only and a new process would require more planning from City staff.

Council member Vernon called for a motion to adjourn the meeting. Council member Olson made a motion to adjourn the meeting. Motion passed unanimously with none opposed.

Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Alicia Abernathey, Administrative Assistant II
Community Development

Development Committee Action Items

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
3/21/2011	Resubmission Application Request / Sattler Homes	Staff to take to City Attorney and respond to Mr. Ransom (concerning Roberts Rules of Order).	Community Development consulted with the City Attorney's Office and received an opinion. Owner has submitted for successive application approval, which will be on the May 10, 2011 Council agenda.	CD	Done	CPC reviewing on 6.23.11.
3/21/2011	Neighborhood Planning Process Presentation Format	Council members would like to see more information in the PowerPoint presentation and use this as a "traveling roadshow".	New PowerPoint was prepared and taken to the 4/25/2011 Dev Comte meeting. New PowerPoint was taken to the May 23, 2011 meeting.	CD	Done	
4/25/2011	Physician's Clinic of Iowa Parking / Mike Sundall	Meeting w/ St. Luke's and Mercy also. Meetings focused on answering question " What can CR provide to you and what can you provide for us."	Meeting scheduled with St. Luke's on 4/29 and mtg w/ Mercy scheduled for 5/20.	CD	Done	
4/25/2011	Historic Preservation Commission / Maura Pilcher (Chair)	Move forward putting together a list of historic buildings in Cedar Rapids. Start with PCI area and move outward until the City is covered. Possible use of color system. Also Work Plan changes such as moving last item to the first.	Recommended reprioritization	CD	Done	To City Council following HPC revisions. Tentatively 8/23/11.
4/25/2011	Temporary Banners	Committee asked Matt Widner to return to the committee with a proposal for changes. Will be on June 27th Agenda.		Code	Done	Recommendations will go to the City Planning Commission on 7/21/2011 and proceed to City Council.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
5/4/2011	Stutzman Proposal	Staff to bring back to Dev Comte 5/23 with recommendations.	CD staff asked to provide additional information. Council member Vernon requested Council member Shey look at the information. Bring back to Dev Comte on 6/27.	CD	Done	To City Council 7/12/11. On the City Planning Commission agenda for 7/21/2011.
5/4/2011	ITF/GTC	Pat Ball and Brad DeBrower to bring back cost estimates for refurbishing GTC to 5/23 Dev Comte meeting. Moved to 6/20 agenda. At 6/27/2011 mtg. Council member Vernon asked for more research on Option 3. Does not need to come back to Dev Comte.		Utilities	Done	Dev Comte recommends refurbishing the GTC and is looking into the details of Option 3 of 5. To City Council 7/12/11.
5/4/2011	Downtown District - Parking Demands / Doug Neumann	City Manager to bring financials for new parking ramps in downtown. Mr. Neumann to bring short term parking resolutions back to Dev Comte meeting on 5/23.	Council members Vernon and Swore requested the pro formas and presentation go to the Infrastructure and Finance Committees.	Downtown District and Doug Neumann	Done	
5/4/2011	Memorandum of Agreement - Cedar Rapids Residential Demolition / Sushil Nepal A.) MOA	Staff to poll members and respond back. Spoke of changing Work Plan last month when Ms. Pilcher presented.	4.25.11 Committee received for comment	CD	Done	Council Agenda 9/13/2011.
5/23/2011	New Bohemia Neighborhood Volleyball Group	Bringing back to Dev Comte. Requested to have Parks & Recreation involved.			Done	Will be placed on the City Council Agenda for 7/12/2011. City Council approved Development Agreement 9/13/2011.
5/23/2011	Robins Annexation Inconsistent with 28E Agreement			CD	Done	Development Committee recommended to deny the request. Community Development to take to City Council on 6/14
6/27/2011	Development Agreement Default - 624 & 629 12th Avenue / Caleb Mason		Dev Comte recommends extending the deadlines.	CD	Done	Recommendation to City Council on 6/28/2011 that the deadlines are extended.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
6/27/2011	Stoney Point Annexation Request / Vern Zakostelecky		Proceed to City Council on 6/28/2011 with the approval of the Dev Comte.	CD	Done	Proceed to City Council on 6/28/2011 with the approval of the Dev Comte.
6/27/2011	New Bohemia City Market / Brad Larson		Need to add terms to agreement stating that the property will remain a Market or be returned back to the City of Cedar Rapids.	CD	Done	On City Council Agenda for 7/12/2011.
6/27/2011	Urban Revitalization Tax Exemption Request / Jennifer Pratt		Email to be sent to City Council in regards to whether this item should be on the Council agenda.	CD	Done	No action.
7/25/2011	Main Street MOA	Move forward to City Council		CD	Done	Recommended to go to City Council on 8/9/11. City Council approval 9/13/2011.
7/25/2011	MOA with FEMA to Mitigate Loss of Historic Properties	Move forward to City Council		CD	Done	To City Council on 7/26/11. Back to City Council 8/11. City Council approved 9/13/2011.
8/18/2011	Convention & Visitors Bureau	Put expectations in place for the CVB		City	Done	No action.
8/18/2011	VAC Work Plan	To Council on 9/13/2011		CD	Done	City Council Agenda 9/27/2011.
8/18/2011	ROOTS Marketing Plan Update			CD	Done	City Council Agenda 9/27/2011.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
3/21/2011	Matthew 25/Block by Block Master Plan and Urban Agriculture	3.21.11 - Council member Vernon asked that staff research what Code is for the smaller lots that would be built on in this area. Can it be done? 5.23.11 - Comte reviewed staff research and policy questions. Comte asked for clarity on Block by Block Urban Ag plans.	7.25.11 Brought back to Dev Comte. Questions were answered and move forward to City Council.	CD	Done	Move forward to City Council with the following timelines: Disposition of City owned property: August 9 - Motion setting Public Hearing to consider disposition of City-owned properties. August 23 - Public Hearing to consider disposition of City-owned property. August 24 - Tentative date for orientation session for interested developers. September 16 - Deadline for proposals. September 19 - Review of proposals and recommendation by evaluation committee. September 27 - City Council Resolution to negotiate a development agreement with preferred developer. October 25 - City Council consideration and resolution authorizing development agreement with preferred developer. Regulating Urban Agriculture Land Uses: August 18 - City Planning Commission consideration of ordinance amendment. August 23 - Motion setting a public hearing. September 13 - Public Hearing and possible first reading. September 27 - Second and possible third reading. Done Pending Development Agreement.
9/26/2011	Section 8	Dev Comte agrees to close the Section 8 waiting list.		CD	Done	Move onto City Council 10/11/11.
3/21/2011	Smart Growth Score Card Discussion	Council members agreed that elevations need to be added to the Scorecard and submitted with each case. Also in agreement not to implement a minimum score on the scorecard. Needs to go to Council.	Starting May 5th, elevations are required.	CD		On Hold

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
6/27/2011	Trees Forever/ Shannon Ramsay & Jim Sattler	Staff to research w/ the assistance of Shannon Ramsay and Jim Sattler. Bring back to comte. 7.25.11 Council requests more detail from Trees Forever on their plans and the resources that they are to use. Bring back to Dev Comte when gather than information.		CD	Done	Meeting set for late August between the City and Trees Forever.
8/18/2011	Lincolnway Village Neighborhood Association	Staff to look at costs, SSMID, Code, Ordinances		CD	Done	Christine and other City staff met with Kirkwood for a possible weekly location. Per meeting with Kirkwood, group can meet in cafeteria. Also, given access to ETC Building for the years 2011-2013.
9/26/2011	CDBG Public Participation	Dev Comte agrees with recommendations. Return to Dev Comte with recommendation for membership		CD	Done	City Council consideration 11/11/2011.
9/26/2011	Zoning Ordinance Cleanup Update	Dev Comte agrees to move forward to City Planning Commission and then notify the development community of changes.		CD	Done	To City Planning Commission on 10/13/11 and then to City Council on 11/11/11.
6/27/2011	Main Street Design Guidelines / Robyn Rieckhoff and Dale Todd	Set a special meeting to discuss in depth. Weigh in from HPC, VAC, CPC and Parks & Rec. Bring back to Dev Comte. 7/25/11 Do a draft recommendation of the overlay district and move to City Council. Updated at 8.22.11 Dev Comte Meeting.		CD	Done	Recommendation of Overlay. Next step is City Council. Goes to City Council on October 11th, 2011 with the Development Committee recommendation. Staff performing additional outreach to commercial developers and residential neighborhoods. Planning Commission Dec. 8, 2011. The CPC recommended that this move forward and a committee be formed. Appointing members Spring 2012.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
7/25/2011	City Planning Commission 2012 Work Plan / Scott Overland	Need to reprioritize the goals of the CPC. Meeting set up between the City Council and the City Planning Commission.		CD	Done	
8/18/2011	MADD Dads	Put in touch with organizations that can help them out.		PD/Utilities	Done	Follow up meeting scheduled 9/23/2011. Done.
10/24/2011	Crossing Court NE Condo Association	Rob Davis, PW, to gather sidewalk requirements and code.		CD	Done	Maps of sidewalk projects given to Mr. Kennedy to give to the condo association to show the new sidewalk areas that are planned for 2012. Rob Davis to provide committee with sidewalk prioritization plan. Provided. February 2012 PW to meet w/ neighborhood.
10/24/2011	ROOTS (Rebuilding Ownership Opportunities Together) Program	Dev Comte to read through documentation do discuss at Nov. 11 Dev Comte meeting. Staff to determine timeline for additional City owned properties to be available for developers.	12/12/11 Development Committee reviewed recommendations. To go to City Council.	CD	Done	To move forward to City Council on January 24th, 2012. Calling for proposals Spring 2012.
10/24/2011	Revisiting Historic Preservation Standards	Take requirements to HPC to look at the guidelines and discuss options.		Historic Preservation Commission	Done	Historic Preservation Commission to review existing standards and modify these where applicable.
11/28/2011	Wilmar Annexation Request	Staff presented annexation request. Development Committee agreed with annexation request.		CD	Done	To City Council 12/20/2011 with recommendation from the Development Committee.
11/28/2011	Regional Economic Development Institute (RED-I) Program Overview	Overview of the RED-I program.		Civil Rights Commission	Done	None; Karl Cassell to inform the City of any support needed to implement the program. Information Only.
1/23/2012	Updated Linn County Trail System / Ron McGraw			PW	Done	None; provided Mr. McGraw with the go to person from Public Works.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
1/23/2012	Eleven (11) Most Endangered List of Historic Places / Sushil Nepal and Maura Pilcher	Bring full list of properties and revised endangered list back to the Development Comte in February. Full list was brought back to Dev Comte 2/23.		CD	Done	Setting date for formal City Council approval.
1/23/2012	Visual Arts Commission - Convention Center Art Location & Artist Scope of Work	Dev Comte recommendation is to price two pieces of artwork rather than one.		CD	Done	
3/26/2012	Downtown Business Recruitement	Presentation only.		CD	Done	
3/26/2012	Metro Youth Football Proposal	Staff to meet with and prepare list of other possible parcels in case this does not work.		CD	Done	To City Council on 4/10/2012.
3/26/2012	VAC - Convention Center Art Location and Artist Scope of Work			CD	Done	To City Council in April
3/26/2012	VAC - Paramount Theatre Art Update			CD	Done	
3/26/2012	Neighborhood Planning Process Implementation	Staff to look into holding a reception/celebration for all involved. Update the City.		CD	Done	Present to City Council
3/26/2012	629 12th Avenue SE			CD	Done	To City Council 4/10/2012
3/26/2012	Approval Process for Preliminary Site Development Plan	To City Council.		CD	Done	To City Council
3/26/2012	Multi Family New Construction UPDATE			CD	Done	To City Council
2/23/2012	Sidewalk Master Plan	Come back to Dev Comte with a new plan.	Presentation 3.26.12.	PW	Done	

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
2/23/2012	Section 8 Annual Admin Plan Review	To City Council. Would like staff to research Federal background checks and bring back to Comte.		CD	Done	To City Council 3/27/12.
5/23/2011	Urban Design Principles Work Plan	Presented first 9 items to Dev Comte - these were ok'd and can move on to Council. Phases I - III need to be presented at the Dev Comte on 6/27/11. Back to Dev Comte on 8.22.11. Bring back in Sept with add'l info on Landscape and Commercial Design. Look at signage, lighting, etc. for Commercial Design. Comparisons for Landscape.		CD	Done	Phase I Activity List: Stormwater Management improvements. Incorporate more sustainable uses in the Zoning Ordinance. New Policies. 9/26/11 - to be taken to the City Planning Commission, to the Developers Council, development community and then to City Council on 11/11. Staff performing additional outreach to commercial developers. Developer's Council response due 3.26.12. Review next steps at Developer's Council following stakeholder meetings 4.30.12. Ordinance Hearing 2nd and 3rd reading 7.10.12.
7/25/2011	Infiltration Based Stormwater Management Practices / Stacie Johnson & Dave Scanlan	Move forward towards City Council		PW	Done	Per Committee, will bring back updates on action items, such as completion of the projects that are on the books, public education, project prioritization, and measuring successes. Public Works to research on possible incentives to encourage storm water and recommend to Dev Comte. Need to come back to Dev Comte in April with a proposal. Public safety Committee to consider moving forward 4.30.12. Infrastructure Comte.
10/24/2011	Chapter 32 - Neighborhood Commercial Zoning	Council member Vernon to discuss with CC on 10/25.	City Council requested review commercial zoning 2/28/12.	CD	Done	No action. Slated 4.30.12.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
2/23/2012	Mt. Vernon Road Commercial District Overlay (Setbacks, Shared Parking Ordinance Concept, Streetscape)	More to work on. Back to Dev Comte in April.		CD/PW	Done	
2/23/2012	Tree Preservation Standards	More research and draft an Ordinance to bring back to Dev Comte. Taking Ordinance to Development Community for their approval. If changes will come back to Dev Comte otherwise will move on to City Council.		CD	Done	Consulting with Stakeholders May 2012.
3/26/2012	Commercial Design Guidelines	Staff to look over and have two meetings prior to the next Dev Comte meeting on 4.23.12. Bring back to Dev Comte.		CD	Done	
1/23/2012	Parking Standards / Brad Larson and Seth Gunnerson	Research several options for Contractors Shops and Medical Malls and return to Dev Comte.		CD	Done	Short term modifications approved by CC 3/13/12. Mid term work plan options to Dev Comte in July 2012.
2/23/2012	Ground Transportation Center (GTC) Street Design - UPDATE	Come back to Dev Comte monthly until resolved. Staff to check with Legal Counsel on designated smoking areas on premise. To come back to Dev Comte in April 2012 with budget and streetscape concepts.	Returned to Dev. Comte in July 2012 for a presentation before moving forward to full City Council.	PW	Done	Consider Plans 4.30.12. Back to Comte 7.10.12
3/26/2012	Ellis Boulevard Commercial District Overlay	To staff and update at the next Dev Comte meeting on 4.23.12		CD	Done	Slated July City Council 2012
11/28/2011	Southside Investment Planning Initiative	Overview of the redevelopment plan in New Bo Area		Southside Investment Board	Done	CD staff provided necessary data from previous plan to the group to aid efforts. Presentation scheduled 8.29.12

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
10/23/2012	Multi-Family New Construction - Round Five / Paula Mitchell	Provided overview of the program. More information will be presented in the future.		CD	Done	Fall 2012
11/28/2012	C-2, Commercial District Size			CD	Done	Early 2013.
1/23/2013	CPC Work Plan			CD	Done	
1/23/2013	Disposition of E Avenue Fire Station			CD		February 2013.
1/23/2013	Amendment to the New Bohemia Group Agreement			CD		Early 2013.
7/25/2011	Med District Design Guidelines			CD/Medical Quarter	April 2013	Will revisit April 2013 - Pending
9/26/2011	Land Development Fees Update	Given to City Council (full) to review for further discussion at November 2011 meeting.		CD		On Hold
1/23/2012	Walkable Community Follow-Up Discussion / Council member Vernon AND Charlotte's Street Elevations / Tom Peterson	Jeff Speck to meet with the City Council and Staff. Bring back to Dev Comte a DRAFT of the Street Elevations for Cedar Rapids in April.	Christine Butterfield to set up meeting with Jeff Speck. Public Works Traffic Engineer and staff to bring back recommendation to Dev Comte in April.	CD / PW	underway	Jeff Speck scheduled to visit Cedar Rapids 4/11 - 4/13. Staff will schedule time with City Council during his visit. Meeting Summary sent to Council 4.27.12. Street Typology underway. Jeff Speck meet with staff in Cedar Rapids on 8.13.12 Back to Comte 12.11.12. Policy presented to City Council by Public Works 6.13
1/23/2012	Additional Rezoning of Flood Impacted Property / Seth Gunnerson	Bring remainder of properties to be rezoned back to Dev Comte in April		CD		Ongoing.
2/23/2012	ACE District / Streetscaping - 3rd Street from 1st to 8th	Send to staff for research on: Can we implement? How? Dollars? Return to Dev Comte in April.		PW	12.11.12	Public Works meeting with stakeholders group. Installation planned by Pubic Works 6.1.13
2/23/2012	Mound View Coalition for Neighborhood Stabilization	Come back to Dev Comte when Emily Meyer is available.		Mound View Neighborhood		Waiting to hear from neighborhood. On Hold

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
2/23/2012	Neighborhood Planning Process Implementation	Did not discuss at 2/23 meeting. Bring back at 3/26 meeting.		CD	3/26/2012	Last update to City Council 2.15.13
3/26/2012	Chapter 32 Modifications - Setbacks and Shared Parking	Jeff Speck to look at setbacks on Mt. Vernon Road. Shared parking will come back in May as part of the Maximum vs. Minimum agenda item		CD	5/28/2012, 8/29/2012, 11/28/12, 1/23/13, 2/27/13	Discussed and reviewed 2006 zoning code. Established build to line. Jeff Speck to report on typology. Updates monthly



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DEVELOPMENT COMMITTEE INFORMATION AND UPDATES

To: City Council Development Committee
From: Christine Butterfield, Community Development Director, and Staff
Subject: Informational Items and Update Memos
Date: February 27, 2013

For the February 27, 2013 Development Committee meeting the following is a list of Informational Items and Updates (Please see attachments):

Informational Items

1. BCT News Update

Update Memos

1. Setbacks
2. Planned Unit Development Overlay Districts
3. Sign Moratorium
4. Downtown Wayfinding

Abernathey, Alicia A

Subject: FW: BCT News Update

From: Better! Cities & Towns [mailto:contact@newurbannews.com]

Sent: Friday, February 01, 2013 6:05 AM

To: Butterfield, Christine R.

Subject: BCT News Update

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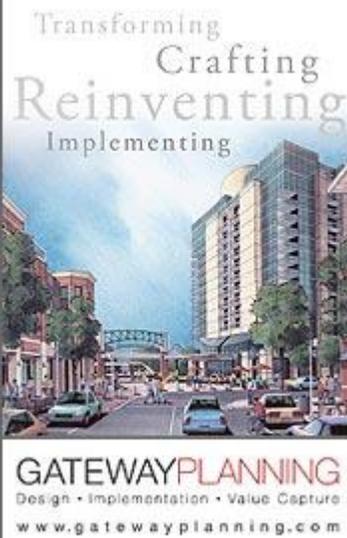
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NEWS: JANUARY 31, 2013

Size doesn't matter: Character makes urban living, host says

BETTER! CITIES & TOWNS



"Our smaller cities were once very vibrant urban centers, built at a rewarding human scale, and I believe they will be that way again as events unfold," Crary says.

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Impossible standards as an excuse for inaction

SCOTT DOYON, BETTER! CITIES & TOWNS

Measuring success against impossible ideals rather than achievable goals is one

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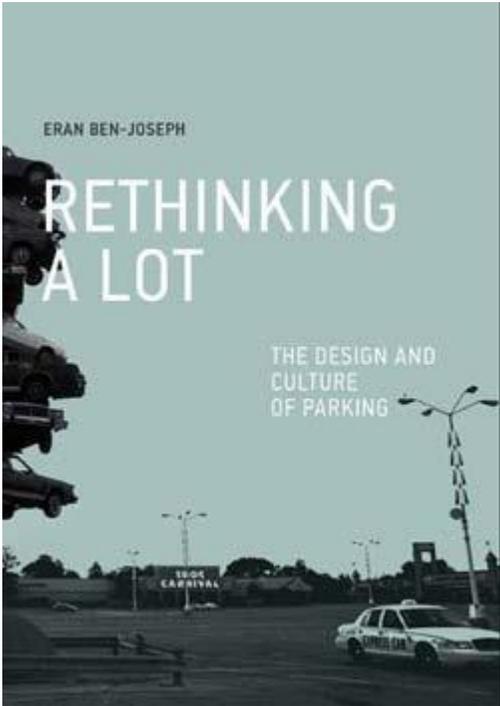
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Can parking be a civic asset?

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With parking now consuming as much as 30 percent of precious urban land in some American cities, it's no wonder that parking has become one of the leading hot-button issues in planning and urban design. Rethinking A Lot enters the parking fray with MIT Professor Eran Ben-Joseph tackling the issue of ubiquitous and banal surface parking lots. Ben-Joseph believes that these lots are ripe for design interventions with the potential to make parking lots a significant civic element like plazas and parks, writes planner and Cornell instructor David West in his review for *Better! Cities & Towns*. Ben-Joseph's book focuses narrowly on better design for surface parking, but does not delve into wider discussions of parking mandates and whether we need so much parking in the first place. The publisher is MIT Press.

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Spanish ramblas energizes California suburb

BETTER! CITIES & TOWNS



“Never before have we seen such crowds downtown,” says Jason Caudle, deputy city manager, of the 30,000 people who attended a Halloween and Harvest festival on the new downtown boulevard in Lancaster, California. The nine-block project, costing \$11.5 million, has so far attracted \$130 million in private investment and generated \$273 million in economic output, according to an article in the January-February 2013 issue of *Better! Cities & Towns*. The street is designed with a Spanish “ramblas,” which puts the public space at the center of the street, an unusual design that has worked well for this Southern California city.

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Public housing redevelopment emphasizes neighborhood amenities, green building

BETTER! CITIES & TOWNS



The Old Colony housing project, which is considered the most physically distressed site in the Boston Housing Authority portfolio, is being redeveloped as The Homes at Old Colony. The first phase of 116 units includes an apartment building, five townhouse buildings, and a community center. The developer is seeking LEED green building certification for both its buildings and its neighborhood. Now phase 2, by developer Beacon Communities, has begun with demolition of old buildings. It will include 169 new affordable units. The South Boston project, one of the last to receive funding from the HOPE VI program, is located close to many amenities including subway and bus public transit lines, Carson Beach and three neighborhood parks, and stores within about a half mile. The master plan provides improved access and connections to the surrounding neighborhood.

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The January-February 2013 issue is out

BETTER! CITIES & TOWNS

Topics: Made for Walking, walking audits, Takin' it to the streets, Queens development weathers Sandy, Shared space taken to a new level, Streetscape spurs downtown turnaround, Florida streets manual gets traditional neighborhood chapter, Is better parking lot design enough?, Cities in small metros growing, Redesign arterial streets for pedestrians. And more.

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To: City Council Development Committee
From: Thomas Smith & Seth Gunnerson through Christine Butterfield, Community Development Director
Subject: Planned Unit Development and Setbacks Updates
Date: February 27, 2013

This memo is to provide an update on recommended changes and additions to the City's Planned Unit Development (PUD) and commercial setbacks regulations. Staff has determined that the relationship between the two proposed code changes is significant enough that they should be coordinated and implemented simultaneously. This will ensure greater consistency and less confusion for the development community; reduce overlaps, gaps, or conflicts in the code; and encourage developers to utilize PUDs more frequently given new setback regulations.

Planned Unit Developments (PUDs) Background and Progress

The PUD updates are intended to encourage the following:

- Development of master planned large-scale developments,
- More dynamic mixed-use developments with housing, commercial and retail, and
- Development of infill sites with challenging environmental and/or space constraints.

On April 30, 2012 City staff presented information on PUD regulations to the Development Committee. The information included policy questions, policy outcomes, a chronology, and options for PUD regulation changes. Staff presented a second PUD update at the Committee's September 2012 meeting. The basic outcome of the meeting was a proposal for the following two types of PUDs:

- *PUD-1 Zone District* for large master planned mixed use sites to be developed in multiple phases,
- *PUD-2 Zone District* for challenging infill sites and/or mixed-use development sites to be developed in one phase.

Development bonuses would be awarded for projects that:

- Dedicate areas for open space, recreation areas and trails,
- Provide innovative storm water management design,
- Utilize shared parking agreements,
- Develop LEED certified buildings,
- Place parking lots out of view of main thoroughfares,
- Preserve environmentally sensitive areas,
- Build taller buildings, especially in the downtown and core areas, where appropriate.

Since that time, staff has received input from members of the development community to determine what issues and concerns exist with the current PUD regulations and what should change to encourage more PUD applications. Proposed changes were discussed with the Developer's Council in late 2012. Following the Developer's Council discussion, a group of

development community representatives began meeting regularly with staff to review and comment on drafts of the regulations prior to final action by City Council. Staff is continuing to work with this group in preparing a draft document to present to the Development Committee in March 2013.

Setbacks Background and Progress

At the October and November 2012 Development Committee meetings, staff presented options to update commercial setback requirements. Staff presented research which showed:

- Current City Code does not require new development to be built in context with surrounding development outside of the downtown C-4 Commercial District and the recently established Ellis Area and Czech-Bohemian overlay districts.
- Current setback and landscaping requirements encourage parking lots be built at the front of new development.
- Setbacks along commercial corridors in Cedar Rapids vary by location.

Staff is continuing to research options to update the City Code and will return to the Development Committee in March with recommendations to:

- Eliminate or reduce required front yard setbacks in all commercial districts.
- Establish “build-to” lines for new commercial development which address:
 - Neighborhood context
 - Best practices for walkable development
- Adjust landscape requirements to allow commercial development to better adjust the street while maintaining green space as part of high quality commercial design

On February 6, staff discussed the issue with members of the development community at their monthly Developer’s Council meeting. Staff will continue to outreach to the development community and return to the Development Committee in March 2013 to provide options for setbacks along with changes to the PUD ordinance.

Next Steps and Timeline

In order to implement the proposed ordinances as soon as possible before the height of the construction season, the following implementation schedule is proposed:

- March 6: Meeting with development community to confirm support for goals and outcomes of the PUD and setbacks proposed ordinances
- March 27: Development Committee to review and recommend draft ordinance updates
- April 25: City Planning Commission hearing and recommendation
- May 14: Motion setting a City Council public hearing
- May 28: Public hearing and three readings of the ordinances



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To: City Council Development Committee
From: Seth Gunnerson through Christine Butterfield, Community Development Director
Subject: Sign Moratorium Update
Date: February 27, 2012

On February 1, 2013, City Council adopted a 180 day moratorium affecting new billboard and digital signs. Staff is working to develop a recommendation on an amendment to Chapter 32 of the City Code to address Council concerns on the proliferation of billboards and the lack of standards for digital display signs in the community. Staff will work towards code updates and process improvements to achieve the following:

- Limit expansion of billboards
- Clear, efficient and consistent sign permitting process
- Clear standards for digital signs of all types
- Clearly defined sign types
- Address placemaking and aesthetic standards within the sign code
- Develop standards for campus signage, wayfinding, and temporary signage

Staff is working under the following timeline for project completion:

Date	Milestone
March 2013	Staff conducts stakeholder outreach
March 27	Development Committee Meeting to review feedback
April 2013	Staff drafts ordinance based on Development Committee direction
April 24	Development Committee Meeting to review ordinance
May 16	City Planning Commission Review
June 11	Motion Setting Public Hearing for June 25
June 25	Public hearing and first reading of ordinance

Staff will work with the stakeholder group to return to development committee with a recommendation for an amendment to the Zoning Code to address council issues surrounding billboard and digital signage. Staff will provide an update on stakeholder feedback at the March Development Committee meeting.

The stakeholder working group will be formed and will include representation from:

- Commercial business districts
- Neighborhood groups
- Sign companies, including sign makers and outdoor advertising companies
- City Planning Commission

- Board of Adjustment
- City staff

Upon recommendation from the Development Committee, staff will take a proposed ordinance to City Planning Commission and City Council prior to the expiration of the 180 day moratorium on July 31.

Staff will continue to work on other areas of concern with sign standards, and bring options to the Development Committee in the spring and summer of 2013.

Background:

On November 27, 2012, staff presented options to the Development Committee for regulating off-premise signs, which include billboards and digital signage. Staff presented three courses of action for the development committee:

- 1.) Amend the zoning ordinance so off-premise signs are a conditional use in the C-3 and I-2 zone districts, requiring that any new off-premise sign in the community be subject to review by City Planning Commission and Board of Adjustment.
- 2.) Amend the zoning ordinance to add additional separation criteria restricting sign placement in sensitive districts.
- 3.) Amend the zoning ordinance to institute a cap on the number of signs in the community. Any new sign would require removal of a sign elsewhere in the community.

Staff also presented research for the regulation of digital display billboard signs, presenting findings that many communities have adopted standards regulating the luminosity, size, location, and content of such signs to minimize potential distractions.

The Development Committee recommended that staff move forward with Option 1, and continue to research Options 2 and 3 for future action. This recommendation was reviewed by City Planning Commission, which acts as a recommending body to City Council, on January 10, 2013 and did not recommend approval of an ordinance to make off-premise signs a Conditional Use in C-3 and I-2. The Commission instead recommended that City Council consider placing a moratorium on new off-premise signs while developing additional criteria.

The City Council considered the moratorium on January 22, 2013, and referred the item to the Development Committee for further discussion. On January 23 the Development Committee reviewed the City Planning Commission's feedback, and staff findings that there has been an increase in applications for off-premise billboards in anticipation of possible code changes. The Development Committee recommended that Council adopt a moratorium on any new off-premise sign, or digital display sign (on or off premise) for 180 days while staff develops a code update. The moratorium was enacted by City Council on February 1, 2013 and will expire July 31, 2013.



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To: City Council Development Committee
From: Thomas Smith through Christine Butterfield, Community Development Director
Subject: Downtown Wayfinding Signage
Date: February 27, 2012

Background

In coordination with the June opening of the City's convention center and hotel complex, the City Manager has directed staff to develop a basic downtown wayfinding system. The system would consist of 5 to 9 signs highlighting key city institutions and would assist visitors in navigating the core area of the community. The budget for this preliminary wayfinding system is \$10,000.

As of today, no comprehensive wayfinding system exists in the downtown area. Following the 2008 flood, rebuilding efforts and changes to the locations of key structures downtown made it difficult to create a system that would remain accurate over the course of several years. Now that a number of major institutions have reopened or will be opening within the next several months, a basic wayfinding system will have a longer useful life and improve visitors' impressions of the community.

Proposed Highlighted Sites and Sign Locations

For the Development Committee's consideration, staff is proposing the following 10 sites to be highlighted at various points throughout the wayfinding system:

- Convention center complex
- Theatre Cedar Rapids
- Art museum
- Library
- Paramount Theatre
- Amphitheatre
- NewBo City Market
- CSPS
- National Czech & Slovak Museum and Library
- Lindale and Westdale shopping areas

In addition, the attached map shows up to 9 general locations where the wayfinding signs may be installed. Because the system would originate at the convention center to guide visitors on foot or by vehicle around downtown, 3rd Street SE would serve as a logical spine for the majority of sign locations. Additional signs would be posted in the Greene Square Park, 3rd Avenue SW (Kingston), and Czech Village areas, which are likely to see higher amounts of foot traffic in coming years.

Next Steps and Timeline

Staff is determining whether sign production and fabrication work can be performed with current City-owned equipment. Additionally, staff is researching the most visible spots to place signs in City-owned right-of-way at the 9 general locations selected. Following these determinations, staff will work with a designer to create attractive, consistent, highly-readable signs with a coordinated design and color scheme.

Due to the short timeline of the project, staff may present updated signage designs and concepts via email to the Development Committee for comment outside of the typical Committee meeting schedule. In these instances, staff will give as lengthy of a notice as possible to ensure enough time for review and comment. Updates will also be provided on the Committee's regular meeting agendas through June.

Below is an approximate timeline leading to the installation of the wayfinding signs:

- February 27: Development Committee confirmation of highlighted sites and potential sign locations
- March 6: Request bids for design services
- March 20: Receive bids and award design work
- April 24: Present finalized design and sign locations to Development Committee
- April 25: Begin fabrication of signage
- April – June: Regular progress updates to Council via Community Development weekly report
- June 1: Installation of signs by Public Works staff



Potential Wayfinding Sign Locations

-  Potential Sign Location
-  Greenway
-  Existing park
-  Business Reinvestment
-  Housing Reinvestment
-  Medical District
-  Arts, Cultural & Community Assets
-  Activity Center
-  Community Landmark





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To: City Council Development Committee
From: Caleb Mason through Christine Butterfield, Community Development Director
Subject: Development Agreement default – 1501/1507 C ST SW
Date: February 27, 2012

Background

The City acquired the property located at 1501/1507 C ST SW through the City's Voluntary Property Acquisition Program (VPAP) with use of federal Community Development Block Grant (CDBG) funds. Based on interest in the property, the City Council removed the property from the demolition list and called for competitive redevelopment proposals. The following is a brief chronology of actions related to the project:

- October 25, 2011 - City Council authorized execution of a Development Agreement with Stark Real Estate Holdings, Inc. who was the sole responsive proposer on the property.
- May 5, 2012 – the City received Amended Deed Restrictions for the property that allowed for the redevelopment to take place.
- May 22, 2012 – City Council authorized execution of deed to transfer property to Stark.
- October 25, 2012 – Notice of default was issued to Stark based upon inability to secure project financing and close on property. A 30-day “cure period” was given to Stark to allow the default to be remedied.
- December 15, 2012 – Based upon Stark’s inability to cure the default, Development Committee reviewed the matter and recommended amending the Development Agreement providing Stark until January 21, 2013 to close on the property and start construction within two (2) weeks.
- January 8, 2012 – City Council approved amendment to Development Agreement.

Update

Stark was unable to close on the property and continues to be in default of the amended Development Agreement based on a lack of financial commitment. Following the Development Committee meeting on December 15, staff received correspondence from Cedar Rapids Bank and Trust indicating that Stark had been formally approved for project financing. That financial commitment was later withdrawn by the bank on January 28, 2013 for undisclosed reasons.

Currently the City maintains ownership of the property. Additionally, the City has not received funds in escrow for the estimated demolition costs as a result of Stark’s inability to secure financing.

Policy Questions for the Development Committee

Staff is proposing the following options for the Development Committee’s consideration:

1. Terminate the Agreement and seek other proposals for redevelopment for the property.
2. Terminate the Agreement and proceed with demolishing the property under the City’s federally funded demolition program.

3. Amend the Agreement and establish new performance deadlines.
4. Other alternatives as recommended by the Development Committee.

The City has not received any information from the Developer that provides reasonable assurances that the default can be remedied. In addition, staff understands there is interest from area stakeholders in redeveloping property. As such, staff would recommend Option 1, termination of the Development Agreement with Stark and request redevelopment proposals.

Next Steps

Staff will bring the Development Committee's recommendation to the March 12 City Council meeting.



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To: City Council Development Committee
From: Caleb Mason through Christine Butterfield, Community Development Director
Subject: Development Agreement default – A & W Redevelopment
Date: February 27, 2012

Background

The City acquired the property located at 1126 and 1132 Ellis Boulevard NW (Formerly A&W Restaurant) through the City's Voluntary Property Acquisition Program (VPAP) with use of federal Community Development Block Grant (CDBG) funds. Based on interest in the property, the City Council removed the property from the demolition list and called for competitive redevelopment proposals. The following is a brief chronology of actions related to the project:

- January 24, 2012 - City Council authorized execution of a Development Agreement with Stark Real Estate Holdings, Inc. who was the sole responsive proposer on the property.
- September 13, 2012 – the City received Amended Deed Restrictions for the property that allowed for the redevelopment to take place.
- September 13, 2012 – City Council authorized execution of deed to transfer property to Stark.
- October 25, 2012 – Notice of default is issued to Stark based upon inability to secure project financing and close on property. A 30-day “cure period” is given to Stark to allow the default to be remedied.
- December 15, 2012 – Based upon Stark’s inability to cure the default, Development Committee reviewed the matter and recommended amending the Development Agreement providing Stark until February 8, 2013 to close on the property and start construction within two (2) weeks.
- January 8, 2012 – City Council approved amendment to Development Agreement.

Update

Stark was unable to close on the property and continues to be in default of the amended Development Agreement based on a lack of financial commitment. To-date the City has not received a firm financial commitment from any lending institution on the property.

Currently the City maintains ownership of the property. Additionally, the City has not received funds in escrow for the estimated demolition costs as a result of Stark’s inability to secure financing.

At the December 15, 2012 meeting, the Development Committee requested the matter be brought back on an agenda in the event that the Developer was unable to meet performance deadlines.

Policy Questions for the Development Committee

Staff is proposing the following options for the Development Committee’s consideration:

1. Terminate the Agreement and seek other proposals for redevelopment for the property.

2. Terminate the Agreement and proceed with demolishing the property under the City's federally funded demolition program.
3. Amend the Agreement and establish new performance deadlines.
4. Other alternatives as recommended by the Development Committee.

The City has not received any information from the start that provides reasonable assurances that the default can be remedied. Staff does understand there is significant interest from the neighborhood in saving the structure although staff is not aware of any specific interest at this time of a developer willing to put a proposal together. As such, staff would recommend Option 1, termination of the Development Agreement with Stark and request redevelopment proposals keeping in mind that the demolition program is nearing an end.

Next Steps

Staff will bring the Development Committee's recommendation to the March 12 City Council meeting.



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To: City Council Development Committee
From: Thomas Smith through Christine Butterfield, Community Development Director
Subject: 2013 Historic Preservation Commission Work Plan
Date: February 27, 2013

This memo is to provide an update on the Historic Preservation Commission's 2013 Work Plan (attached). Following initial review by the Development Committee at its January 23 meeting, the Committee asked for two changes to be made to the plan:

1. The creation of more local historic districts and landmarks, and
2. The development of a criteria list of local historic buildings and resources most valued for long-term preservation.

The HPC chair and staff will return to the Development Committee in September 2013 to make recommendations on these two projects and report out on other work plan progress.

As part of ongoing organizational development, the Community Development Department facilitates a discussion with boards and commissions to establish a work plan for the upcoming year. The work plans allow the boards and commissions to address the City Council's priorities, communicate their own priorities, and serves to measure the accomplishments of the board or commission.

Charge:

The Historic Preservation Commission (HPC) is an eleven member commission appointed by the Mayor of Cedar Rapids. The Commission was established as the recommending body to City Council regarding historic preservation matters within the City.

The Commission's goals include:

- Making recommendations for the listing of a historic district or site in the National Register of Historic Places.
- Making recommendations on the adoption of ordinances designating historic landmarks and districts.
- Reviewing Certificates of Appropriateness.
- Making recommendations to City Council or other city commissions regarding preservation issues, as appropriate.
- Making recommendations on the acceptance of unconditional gifts and donations of real estate and personal property, including money, for the purpose of historic preservation.
- Making recommendations on acquisitions by purchase, bequest, or donation, fee or lesser interests, in historic properties, including properties adjacent to or associated with historic properties.

- Making recommendations on the disposition of historic properties.
- Making recommendations that the City contract with the State, Federal government and/or other organizations.
- Cooperating with Federal, State, and local governments in the pursuance of the objectives of historic preservation.
- Providing information for the purpose of historic preservation to the governing body.
- Promoting and conducting an educational and interpretive program on historic properties within its jurisdiction.

Accomplishments in 2012:

- Hosted the first annual Preservation Showcase in Cedar Rapids, including:
 - Information about the city's historic buildings and districts
 - Demonstrations of restoration techniques for historic homes
- First ever Preservation Awards ceremony to honor the City's most outstanding preservation efforts in five categories
- Improvements to the HPC website with additional documentation and updated forms, and better integration of the demolition review process with the City's land development website
- Worked with salvage operations like Habitat for Humanity's ReStore program to salvage historic materials from demolished buildings over 50 years old
- Nominations of support for two possible National Register of Historic Places historic districts

Goals and Objectives for 2013:

- Continue to implement projects from the FEMA Memorandums of Agreement and Letter of Agreement with the City. These projects are incorporated throughout the work plan and include items like historic surveys, historic district nominations, calls for photos and documents from the community for databases and booklets, and preservation events
- Host a larger Preservation Showcase event with more participants and increased publicity
- Improve communications and coordination with other local preservation interest groups
- Distribute an informational mailing to property owners and residents in the City's local historic districts to provide more information about the historic district guidelines, paint rebate program, Preservation Showcase, and other HPC matters
- Select local structures, businesses and people who highlight the City's most successful preservation efforts and present them with a Preservation Award at the Preservation Showcase

2012-2013 HPC
MEMBERS

- Amanda McKnight
- Todd McNall
- Moira Blake
- Patricia Cargin
- Leslie Charipar
- Bob Grafton
- Candace Nanke
- Tim Oberbroeckling
- Jon Thompson
- Barb Westercamp

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City of Cedar Rapids Historic Preservation Commission (HPC)



2012-13 HPC Work Plan

Adopted by HPC: January 10, 2013

2012-2013 HPC
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HISTORIC PRESERVATION COMMISSION ACTION PLAN

Charter

The Historic Preservation Commission (HPC) was created by Chapter 18 of the Municipal Code, which promotes Historic Preservation as required by Certified Local Governments. The HPC is an advisory commission to the Cedar Rapids City Council and consists of 11 members who represent the City and the two local historic districts.

Purpose and Intent

The purpose of Chapter 18 of the Municipal Code, which outlines historic preservation and the duties of the HPC is to:

- (1) Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- (2) Safeguard the city's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance;
- (3) Stabilize and improve property values;
- (4) Foster pride in the legacy of beauty and achievements of the past;
- (5) Protect and enhance the city's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- (6) Strengthen the economy of the city;
- (7) Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the city.

Job Description

It is the duty of the HPC to advise the City Council on matters of Historic Preservation. This includes:

- ⇒ Making recommendations for the listing of a historic district or site in the National Register of Historic Places.
- ⇒ Making recommendations on the adoption of ordinances designating historic landmarks and districts.
- ⇒ Reviewing Certificates of Appropriateness.
- ⇒ Making recommendations to City Council or other city commissions regarding preservation issues, as appropriate.
- ⇒ Making recommendations on the acceptance of unconditional gifts and donations of real estate and personal property, including money, for the purpose of historic preservation.
- ⇒ Making recommendations on acquisitions by purchase, bequest, or donation, fee or lesser interests, in historic properties, including properties adjacent to or associated with historic properties.
- ⇒ Making recommendations on the disposition of historic properties.
- ⇒ Making recommendations that the City contract with the State, Federal government and/or other organizations.
- ⇒ Cooperating with Federal, State, and local governments in the pursuance of the objectives of historic preservation.
- ⇒ Providing information for the purpose of historic preservation to the governing body.
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HISTORIC PRESERVATION COMMISSION ACTION PLAN

Background

The Cedar Rapids Historic Preservation Commission (HPC) of the City of Cedar Rapids developed its first annual work plan in 2009. The planning process was conducted in three stages: brainstorming, organization, and review. The work plan for 2012-13 builds upon the previous year's work plan and was revised to meet current community needs.

Upon adoption by the HPC, and approval of the City Council, this document will serve to guide the Commission's actions throughout the next year.



Goals

This 2012-13 Action Plan is broken down into five (5) goals:

1. Participate in preservation, salvage and documentation of historic structures;
2. Increase communication;
3. Improve public relations;
4. Provide information and education opportunities for public; and
5. Provide educational opportunities for HPC members.

Each goal is developed further into objectives, action steps, measures of progress. In addition, each action step is assigned to a specific "owner," whether that is an individual or sub-committee of the Commission.

Projects related to the FEMA Memorandums of Agreement (MOAs) and Letter of Agreement (LOA) are also included, and integrated into each of the goals that fits best.

Measuring Progress

The plan will be updated each 6 months by the Historic Preservation Commission. Those updates will be included in the Status and Information Report for City Council information. In addition, the HPC may revise the document as is deemed necessary. Revisions may be approved by the Director of Community Development. Updates and future revisions shall be noted in the Status and Information Report.

Annual Updates

The HPC Action Plan shall be updated annually at the beginning of each fiscal year.

2012-2013 HPC
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HISTORIC PRESERVATION COMMISSION ACTION PLAN

I. Participate in Preservation and Documentation of Historic Structures

The HPC believes it is essential that structures and landmarks be documented and preserved to the maximum extent practicable. Over the course of the next few years, the HPC will work with FEMA, the State Historic Preservation Office, City staff, consultants, and other community partners to identify local structures with historic significance through the City's Memorandums and Letter of Agreement following the 2008 flood. It is anticipated that several of these structures will be eligible for nomination to the National Register of Historic Places.

1. Document and Prioritize Preservation of Historic Properties

- A. Review the work of historians and preservation professionals completing the historical and architectural surveys of commercial and industrial structures and the downtown; reconnaissance surveys both citywide and for religious institutions; National Register nominations for the 3rd Avenue SW Historic District and 2nd Avenue SE Auto Row Historic District; and other surveys and nominations related to the FEMA MOAs and LOA with the City.

Measures:

of surveys/nominations reviewed by June 2013

- B. Prepare a criteria list of historic Cedar Rapids buildings and architecture.

Measures:

of significant structures documented, prioritize and present to City Council (Y/N)

2. Make recommendations to the National Register and establish local historic districts

- A. Gain more knowledge about the National Register of Historic Places (NRHP).

Measures:

of HPC members attending workshop

- B. Make nominations of properties and districts to the National Register.

Measures:

of recommended properties/districts

- C. Determine interest in establishing new local historic districts.

Measures:

of potential districts identified and HPC members attending neighborhood meetings to gather interest and information. (Y/N)

3. Continue to Maintain a Salvage Operation

- A. Continue to coordinate salvage operations activities with local historic salvage organizations and encourage demolition applicants to work with them.

Measures:

of properties salvaged by June 2013

4. Section 106 Reviews

- A. Consult with Federal agencies about the location and significance of historic properties to identify ways of avoiding or mitigate further damage to those properties.

Measures:

of Section 106 Reviews

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HISTORIC PRESERVATION COMMISSION ACTION PLAN

II. Increase Communication

The HPC believes that improving and increasing communication with members of the community will be vital to the Commission's success this coming year. With that shared understanding, the HPC will set out to become more visible and offer a wider array of communications techniques to the Cedar Rapids community.

1. Regularly share information with City Council and Partner Organizations

- A. Attend at least six (6) meetings of other local historic preservation organizations per year and provide updates on HPC activities; report other organizations' activities at HPC meetings.

Measures:

of meetings attended per month

of HPC Members attending

- B. Attend at least two (2) City Council Development Committee meetings per year to provide updates on HPC activities.

Measures:

of City Council Development Committee meetings attended by HPC members to provide updates

2. Collaboration with other City Boards and Commissions

- A. Identify appropriate Commissions to collaborate.

Measures:

of Commissions identified

- B. Invite Commission Chair to collaborate with the HPC.

Measures:

of Commissions contacted

3. Continue to develop better HPC materials, including website

- A. Plan website improvements.

Measures:

of links/documents added/revised

- B. Work with City staff to implement new demolition application to gather additional data and provide better tracking.

Measures:

Date of implementation

- C. Refresh historic districts guidelines document with current Commission members, meeting times, and working web links.

Measures:

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HISTORIC PRESERVATION COMMISSION ACTION PLAN

III. Improve Public Relations

The Historic Preservation Commission understands that to effectively address local Historic Preservation issues, it must aggressively engage the Cedar Rapids community. Over the course of the next year, the HPC will work to provide a multitude of interactive, educational, and assessment opportunities for members of the public.

1. Develop a Public Relations plan

- A. Continue to identify HPC contact for each application. The contact person will meet with the applicant to identify and discuss project issues.

Measures:

of applications assigned and reviewed

- B. Create a survey for applicants to determine positive and negative aspects of the HPC review process.

Measures:

of surveys distributed

of surveys returned

- C. Address negative responses with discussion and follow-up call.

Measures:

of responses addressed

2. Partner with the Cedar Rapids Gazette to develop interest in Historic Preservation

- A. Quarterly articles in Gazette promoting homeowners and landlords that have recently restored or preserved their home or building.

Measures:

of articles featuring historic preservation

3. Distribute a mailing to property owners in the historic districts

- A. Send a flier to every property in the historic district explaining the benefits and requirements of the district, and providing links to the HPC website, guidelines and meeting schedule.

Measures:

of fliers sent

of responses from historic district residents

4. Preservation Showcase Awards

- A. Community Preservation Awards

Measures:

Categories for awards, nominations and winners



CEDAR RAPIDS
City of Five Seasons®

2012-2013 HPC
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HISTORIC PRESERVATION COMMISSION ACTION PLAN

IV. Provide Public Education Opportunities

One of the key goals of the HPC is to provide more information on the benefits of Historic Preservation to members of the Community. Over the course of next year, Commissioners intend to host several events that will provide homeowners with additional information on maintaining, repairing, or restoring their homes.

1. Update HPC webpage with new and useful information for the public

- A. Create and maintain fact-sheet about the historic neighborhoods

Measures:

Write and promote facts-sheets on historic neighborhoods

- B. Educational links on the website

Measures:

Develop and maintain links on the website

2. Host neighborhood meetings and Preservation Showcase workshops on funding, crafts, and trade

- A. Identify the topics of interest to the public

Measures:

of workshop topics identified through public input

- B. Schedule Preservation Showcase workshops

Measures:

of speakers identified

of workshops with established dates/times/locations

- C. Walking tour of historic neighborhoods

Measures:

of walking tour organized and completed



Before: Historically in-accurate paint scheme



After: Historically accurate paint

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HISTORIC PRESERVATION COMMISSION ACTION PLAN

V. Provide Educational Opportunities for HPC Members

The resource base of HPC members is strong. Still, to provide improved service and ever more resources to the public, Commissioners view continual education as essential. The HPC will strive to educate themselves even more in the growing pool of historic grant resources as well as emerging best practices in Historic Preservation. Perhaps greatest of all, the HPC will need to maintain a strong knowledge base to effectively monitor and evaluate the benefits of Historic Preservation to the Cedar Rapids community.

1. Learn about grant resources

- A. Talk with SHPO and report back to HPC.

Measures:

of workshops topics identified

- B. Identify and prioritize sites for application to HSPG program.

Measures:

Application submitted on-time (Y/N)

2. Attend workshops

- A. Attend available workshop in the area.

Measures:

of HPC Commissioners attending workshops

B. 3. Learn Historic Preservation benefits

- A. Brainstorm, collect references, read / discuss.

Measures:

of HPC benefits identified

of educational events attended by HPC members



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To: City Council Development Committee
From: Seth Gunnerson through Christine Butterfield, Community Development Director
Subject: Public Art Deaccession Policy
Date: February 27, 2012

The Visual Arts Commission (VAC) is a recommending body tasked with overseeing the city's public art collection and making recommendations to City Council on the placement, selection, and promotion of public art. The City currently lists 129 pieces of art in its collection, ranging from small paintings to large public sculptures. The total value of the collection is estimated at nearly \$6.4 million, and the VAC anticipates overseeing the installation of two sculptures and five paintings through the City's 2% for Art Policy in 2013 with a combined estimated value of \$195,000.

Several pieces of public art were damaged or destroyed in the 2008 flood. In addition, the City currently has several pieces of art which are without a location to be displayed due to renovation of City facilities. Due to this, the VAC and staff identified a need to create a formal process to deaccess, or remove from the City's collection. Deaccession includes the removal of the artwork from its public site, removal from the maintenance cycle, and moving of records, both hard copy and electronic, into a Deaccessioned Collection file.

The attached policy was drafted to provide a framework by which the Visual Arts Commission will consider proposals to remove art from the City's collection and make recommendations to the City Council. Under the proposed policy, artwork may be considered for deaccession in the following circumstances:

1. Theft
2. Damaged beyond reasonable repair
3. Lack of suitable permanent site
4. Excessive maintenance costs
5. Safety
6. Inferior comparable quality with other artwork in the collection
7. Site acquisition or sale

When considering artwork for deaccession, the VAC will prioritize options based on the following:

1. Trade for artwork of similar value
2. Long term/indefinite/permanent loan to museum collection or governmental agency.
3. Sale through art auction, art gallery, dealer, or direct bidding by individuals.
4. Donation
5. Destruction or recycling of artwork

Deaccessioning Policy for Public Art

The deaccessioning of artwork is the removal of an object from the city's art collection. This includes the removal of the artwork from its public site, removal from the maintenance cycle, and moving of records, both hard copy and electronic, into a Deaccessioned Collection file.

GROUNDS FOR DEACCESSIONING.

A piece of artwork may be considered for deaccession under the following conditions only:

1. **Theft:** A piece that has been stolen from its location and cannot be retrieved.
2. **Damaged beyond reasonable repair:** The artwork has been damaged beyond repair, damaged to the extent that it no longer represents the artist's intent, or damaged to the extent that the expenses of restoration and repair are found to equal or exceed current market value of the artwork. This determination will be made by staff with consideration by the artist.
3. **Lack of a suitable permanent site:** The artwork is not, or is only rarely, on display due to lack of a suitable site.
4. **Excessive Maintenance:** The artwork requires excessive maintenance. This determination will be made by staff with consideration of the Visual Arts Commission. The cost to maintain exceeds resources available.
5. **Safety:** There is a documented history of incident(s) that shows the artwork is a threat to public safety.
6. **Comparable Quality:** The artwork has been determined by the Visual Art Commission's deaccession process to be of inferior quality relative to the quality of other works in the collection or the city wishes to replace the artwork with a work of more significance by the same artist.
7. **Site Acquisition or sale:** For site-integrated or site-specific artworks, the site for which the artwork was specifically created is sold or acquired by an entity other than the city of Cedar Rapids.

DEACCESSION PROCESS

At the conclusion of the annual Visual Arts Commission Work Plan creation, staff will prepare a recommendation for deaccession of artworks from the Collection for review prepared by the Visual Arts Commission.

Community Development Staff will preview recommendations with applicable City Departments. Staff will present reports on artworks to consider for deaccession that include:

- a) Reasons for the suggested deaccession accompanied by such other documentation and information as may be relevant.
- b) Acquisition method cost and estimated current market value.
- c) Documentation of attempted correspondence with the artist or original donor of the piece (if applicable)
- d) Photo documentation of site conditions (if applicable).
- e) In the case of damage, a report that documents the original cost of the artwork, estimated market value and the estimated cost of repair.

f) In the case of theft, an official police report and a report prepared by the agency responsible for the site of the loss.

The recommendation of the deaccession of artwork will result from a majority vote by the Visual Arts Commission. Upon this decision to deaccession artwork, the Committee will consider what action should be taken, with priority given to public benefit from the Collection. Every step will be taken to arrive at a mutual balance between observing the rights of the artist and public benefit. Actions in order of priority:

- a) Trade through artist, gallery, museum, or other institutions for one or more other artwork(s) of comparable value by the same artist.
- b) Long term/indefinite/permanent loan to museum collection or governmental agency.
- c) Sale through art auction, art gallery, dealer, or direct bidding by individuals. The original artist or original donor shall have first right of refusal to purchase his or her artwork at its current market value. Any pre-existing contractual agreements between the artist and the city regarding resale shall be honored.
- d) In special situations, staff can negotiate the transfer of a piece of art to another entity. For site-integrated or site-specific artworks, when the site for which the artwork was specifically created is sold or acquired by an entity other than the city, the ownership of the artwork can transfer to that entity. Artwork in the Public Art Collection should be in exhibitable condition and continue to reflect the artist's original intent. Should the artwork selected for transfer need to be repaired cleaned, or restored, the negotiated transfer will include conservation provisions and, unless negotiated otherwise, the receiving entity pays for the restoration. The receiving entity should have an art plan that defines their commitment to the artist and the continued care of the artwork.
- e) Destruction or recycling of materials comprising the artwork so that no piece is recognizable as part of that artwork.

In the event the artist or donor disagrees with the decision of the Arts Commission, the artist may request reconsideration of the deaccession. This request must be filed in writing within 30 days of the Commission's deaccession decision, and it must be based on information that was not considered during the Commission's meeting on the deaccession.

DISPOSITION

The artwork, or its remains, shall be disposed of by staff, or its agents, upon deaccession action. It is the obligation of the city to ensure that all disposals with regard to the Collection be formally and publicly conducted and adequately documented.

A permanent record of the artwork's inclusion in the Collection, and reasons for its removal, shall be maintained in a Deaccessioned Collection file.

No artworks shall be sold or traded to city staff (consistent with the conflict of interest policies).

All proceeds from the sale of any artwork from the city's Public Art Collection shall be deposited in Visual Arts Commission. Funds from artwork sales may be used in any manner consistent with the enabling legislation of the Public Art Program and the city's public artwork.



Staff will give a verbal presentation on the 14th Avenue Alignment at the Development Committee Meeting on February 27, 2013.



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To: City Council Development Committee
From: Seth Gunnerson through Christine Butterfield, Community Development Director
Subject: Downtown Parklets
Date: February 27, 2012

The purpose of this memo is to update the City Council Development Committee on progress towards planning for enhanced pedestrian space in downtown Cedar Rapids through the design, construction, and installation of removable sidewalk extension platforms or “parklets”.

Staff is working to select a firm to design and oversee construction of these platforms in the summer of 2013, as well as identify issues with the deployment.

Background

In February 2012, the Arts + Culture + Entertainment (ACE) District brought forward a concept to complete streetscape improvements along 3rd Street SE prior to the opening of the Cedar Rapids Convention Center in 2013. The concept would increase public sidewalk space from 1st Avenue to 8th Avenue by removing parking and travel lanes and resigning the roadway. The concept would link with the redesigned streetscape through the New Bohemia District that was completed in Fall 2011.

In December 2012 Jeff Speck, who has been working with the City on a plan to convert downtown streets to two-way, presented an alternative concept to the City Council Development Committee and downtown district representatives. Mr. Speck’s proposal was to provide additional pedestrian space on downtown streets by constructing removable platforms, or parklets, that would extend the sidewalk into the street. These parklets would be deployed during the warmer weather months to allow for outdoor cafes or other uses by downtown businesses and organizations.

Actions to Date

The City issued a Request for Qualifications (RFQ) to select a firm that will design and oversee the construction of a limited number of parklets with a target installation date of June 1, 2013.

The concept presented would not require any reconstruction of downtown streets or widening of sidewalks, providing a substantial cost savings to the city. The City is also working on options to restripe 3rd Street SE to reduce travel lanes and provide more angled parking. It is anticipated that the increase in parking from restriping 3rd Street would more than compensate for any parking spaces lost due to the parklets. Staff anticipates that downtown platform space will be leased by businesses in a manner similar to sidewalk space for outdoor cafes.

Staff has identified money within the downtown streetscape improvements budget to allow for the concept to be tested. Staff has also met with the Economic Alliance, representing the Downtown SSMID, to develop the concept, and plan around events such as the downtown Farmers Market. Staff plans to work with the Downtown SSMID and ACE District representatives to identify businesses willing to partner with the City to use and maintain the parklets. At the end of 2013 the program will be evaluated for effectiveness, and recommendations for future years will be brought before the Development Committee.

Next Steps

Responses to the RFQ are being evaluated by staff and a recommendation will be brought to City Council with work beginning mid-March.

- March – Firm begins work on parklet concept
- March – Staff conducts outreach to local business groups to identify potential locations
- March 27 – Staff returns to Development Committee with implementation plan and any policy questions
- May – Fabrication of parklets
- June 1 – Installation of parklets to be timed with the re-opening of the US Cellular Center
- Fall 2013 – Staff will return to Development Committee to update on project implementation and options for 2014.



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

To: City Council Development Committee
From: LaSheila Yates through Christine Butterfield, Community Development Director
Subject: Section 8 Housing Choice Voucher Program – 2013 Public Housing Agency (PHA) Annual and Administrative Plans
Date: February 27, 2012

This issue memo is to outline the options for improving Section 8 Housing Choice Voucher (HCV) Program screening activities, and the benefits and drawbacks of each option.

<p>ISSUE</p>	<p>In efforts to better support the Nuisance Property Abatement Program, the Section 8 HCV Program is updating its local criminal screening polices. This will be done in conjunction with other annual regulatory and discretionary policy changes.</p> <p>Significant changes to the program will include amendments to admissions and terminations policies. The proposed changes will increase program screening quality.</p>
<p>TIMING</p>	<p>HUD requires a 45-day public comment period, a public hearing, and submission of the PHA Plan to HUD no later than April 15, 2013. A public hearing will be held March 26, 2013 on the plans and staff will bring recommendations to City Council.</p>
<p>BACKGROUND</p>	<p>Each year, HUD requires the Section 8 HCV program revises its policies to address any changes in federal regulations. The program is also given an opportunity to update its Public Housing Agency (PHA) Annual and Administrative Plans to best meet community needs.</p>
<p>2013 ANNUAL PLAN</p>	<ol style="list-style-type: none"> 1. The PHA will maximize the number of families assisted with available resources by: <ol style="list-style-type: none"> a. Streamlining processes so delivery of service is more efficient, yet maintaining high quality customer service; b. Lease up units within funding limits; c. Review annual payment standards / market conditions. 2. The PHA will continue to counsel program participants as to the location of units outside of areas of high poverty or minority concentration. The PHA will also assist in finding these units. 3. The PHA will continue to partner with community organizations

	<p>to increase the knowledge of community resources available to participants.</p> <p>4. The PHA will continue to participate in and / or organize outreach programs for potential landlords and participants.</p> <p>The PHA will work to increase the number of families working toward self-sufficiency, which may include homeownership.</p>
<p>ADMINISTRATIVE PLAN CHANGES</p>	<p><u>Regulatory</u></p> <p>Chapter 4 - Targeted Funding - Updated policy to reflect HUD regulations for Non-elderly/Disabled Vouchers. The change reinstates the 100 vouchers that were initially issued under HUD’s Mainstream voucher program.</p> <p><u>Discretionary</u></p> <p>Chapter 3 - Other Permitted Reasons for Denial of Assistance – Updated policy to increase the timeframe for denying admission from twenty-four (24) to thirty-six (36) months, sixty (60) months for felonies. Expanded current criminal screening policies to include a combination or pattern of criminal activity, arrests, or convictions for the following: theft, prostitution, disorderly conduct, possession of stolen property or other similar offenses specified by federal, state or local laws.</p> <p>Chapter 3 - Using Income Limits for Eligibility - Updated policy to utilize the very low-income limits of for all applicants, which include families whose annual income does not exceed 50 percent of the area median income, adjusted for family size. Exceptions will be granted in of cases where HUD regulations permit higher income limits.</p> <p>Chapter 9 – Tenancy Approval - Updated policy to define reasons why the PHA would deny a request for tenancy approval. Example: The PHA would deny request for tenancy approval if repairs are not completed within 30 days, bedroom size is not correct, etc. The changes will meet HUD regulatory requirements by outlining reasons request for tenancy approvals are denied.</p> <p>Chapter 12 - Drug-related and Violent Criminal Activity- Increased the timeframe for terminating family members for drug-related and violent criminal activity from twenty-four (24) to thirty-six (36) months.</p> <p>Chapter 12 – Other Authorized Reason for Termination of Assistance – Updated policy for terminating family members that have a pattern of being engaged in criminal activity to include the following: theft, prostitution,</p>

	<p>disorderly conduct, possession of stolen property or other similar offenses specified by federal, state or local laws.</p> <p>Chapter 12 – Other Authorized Reason for Termination of Assistance – Add policy for terminating family members that are currently engaged in or within the past sixty (60) months has engaged in any felonious criminal activity as provided by any federal, state or local laws.</p> <p>Chapter 12 – Alcohol Abuse – Updated policy for terminating family members with a pattern of being engaged or participation in alcohol related criminal activity or charges. Increased the timeframe for terminating participants from twenty-four (24) to thirty-six (36) months.</p>
<p>RECOMMENDATION</p> <p>NEXT STEPS</p> <p>STAFF SOURCE</p>	<p>Staff is requesting the Development Committee provide any feedback or comments regarding the Public Housing Agency (PHA) 2013 Annual and Administrative Plans.</p> <p>A public hearing will be held March 26, 2013 on the plans and staff will bring recommendations to City Council. The Plans will be submitted to HUD for final approval no later than April 15, 2013. If approved by HUD, plans will become effective July 1, 2013.</p> <p>LaSheila Yates ; Jim Borschel Community Development (319) 286- 5192 l.yates@cedar-rapids.org</p>

ATTACHMENTS

Communications Plan
Best Practices Research



**Section 8 Housing Choice Voucher
2013 Annual and Administrative Plans
Project Communications Plan
*January 22, 2013 – June 30, 2013***

Section 8 Housing Choice Voucher (HCV) Program
Project Communications Plan

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Section 8 Housing Choice Voucher (HCV) Program *Project Communications Plan*

1. PURPOSE & TARGET AUDIENCES

Purpose:

The U.S. Department of Housing and Urban Development (HUD) requires that entities responsible for the administration of the Section 8 Housing Choice Voucher (HCV) Program submit a Public Housing Agency (PHA) Annual Plan. In addition, HUD requires that each entity prepare an Administrative Plan that clearly outlines local policies and HUD program regulations. Each year the Section 8 Administrative Plan is reviewed and revised as necessary to reflect changes in local policy and regulations. HUD requires a 45-day comment period and a Public Hearing to obtain comments from citizens.

In 2013, the Section 8 HCV program is amending its local policies to better meet community needs. Significant changes to the program's administrative plan include amending admissions and termination policies to increase criminal activity screening. This communications plan has been developed to detail how the amended admissions and termination policies will support successful program administration. Listed below are the objectives of the amended admissions and termination policies:

Objective #1: Improve screening processes to better serve families on the program.

Objective #2: Improve the quality and effectiveness of the Section 8 HCV program.

Objective #3: Provide another level of information that other high performing programs use for screening and decision making.

Objective #4: Expanding program policies to cover broader criminal activities that negatively impact safety.

Objective #5: Ensure that program participants understand the appeal process for terminations and denials.

The primary target audience for this program is applicants, participants, residents, neighborhood associations, and landlords, and as well as organizations and community partners who can disseminate program information to the target audience. In addition, program updates will be communicated to the City Council and City staff. Interested parties will be provided with opportunities to obtain additional program information.

- 1) **Residents** – *tenants and homeowners of Cedar Rapids*
- 2) **Cedar Rapids City Council Members & City Staff**
- 3) **Community Partner Organizations** - *Landlords of Linn County, Neighborhood Associations, and local not-for-profit organizations*
- 4) **News Media** – *local newspaper*
- 5) **Impacted City Departments** – *Community Development and Police Department*

Section 8 Housing Choice Voucher (HCV) Program Project Communications Plan

2. KEY MESSAGES

Amendments to the Section 8 HCV program admissions and termination policies are needed because:

- 1. Each year, HUD requires that the Section 8 HCV program revise policies to address any changes in federal regulations. Programs are also given the opportunity to develop local policies to best meet community needs.**
- 2. In efforts to better support the Nuisance Property Abatement Program, the Section 8 HCV Program is updating its local criminal screening polices. This will be done in in conjunction with other annual regulatory and discretionary policy changes.**
- 3. The City identified gaps in its current admissions and termination screening processes. Current gaps limit criminal screening process to violent, drug-related, and alcohol criminal activities that occur within a twenty-four (24) month timeframe.**
- 4. To address these gaps, the City explored best practices used in St. Paul, Des Moines, Dubuque, Waterloo, and other Section 8 HCV programs.**
- 5. The program will make the following policy amendments to increase screening quality:**
 - a. Increasing the timeframe for criminal screening to thirty-six (36) months, sixty (60) months for felonies.**
 - b. Increasing the timeframe for terminating family members with a pattern of being engaged or participation in any drug in related, any violent, and a pattern of alcohol related criminal activity or charges from twenty-four (24) to thirty-six (36) months**
 - c. Expanding current criminal screening for denying or terminating families to include involvement in the following criminal activities:**
 - i. A pattern of arrests, convictions, or engagement in any of the following criminal activity:
 1. Theft
 2. Forgery
 3. Prostitution
 4. Disorderly conduct
 5. Criminal damage to property

**Section 8 Housing Choice Voucher (HCV) Program
Project Communications Plan**

- 6. Interference with official acts
- 7. Illegal weapons possession
- 8. Possession of stolen property
- 9. Any other federal, state or local law that verifies or indicates a pattern of criminal activity.

d. Terminate and deny assistance for any felonious activity within the past 5 years.

6. If denied admissions or terminated from the program for criminal activity, families can request an appeal to dispute the decision. Please visit our website at www.CityofCR.com/Section8 for more information about the appeal process.

3. COMMUNICATION GOALS BY TARGET AUDIENCE

TARGET AUDIENCE	COMMUNICATION GOALS	COMMUNICATIONS TOOL/TACTIC
Persons and Groups Not Impacted	<ul style="list-style-type: none"> ▪ Reach a diverse population ▪ Share Section 8 HCV program information and policies changes to the public in a variety of media formats. ▪ Communicate how the program will impact program participants, applicants, and housing professionals. 	<ul style="list-style-type: none"> ▪ Newsletters ▪ City's website ▪ Media Releases ▪ News Media: Op-eds Series
Persons and Groups Impacted	<ul style="list-style-type: none"> ▪ Communicate changes to program guidelines and policies to applicants, participants, landlords, neighborhood associations, and other community partner organizations that assist in helping families secure housing. ▪ Communicate changes to landlords to ensure they understand program goals. 	<ul style="list-style-type: none"> ▪ Communication to Landlords of Linn County. ▪ Communication to Neighborhood Associations. ▪ Communication to the Continuum of Care Committee. ▪ Newsletters ▪ Section 8 Quarterly Newsletter ▪ Tenant briefing and annual reexamination meetings ▪ Mailing to landlords and families ▪ Quarterly Section 8 Landlord training. ▪ City's website ▪ Media Releases

Section 8 Housing Choice Voucher (HCV) Program Project Communications Plan

Internal Administration	<p>City Council</p> <ul style="list-style-type: none"> ▪ Communicate Section 8 HCV Program information and policies. ▪ Communicate policy changes and program objectives to City Council. <p>Staff</p> <ul style="list-style-type: none"> ▪ Communicate policy changes to the Community Development Department, Police Department and Customer Service Personnel. ▪ Communicate objectives & accomplishments to Staff. 	<p>City Council</p> <ul style="list-style-type: none"> ▪ Provide updates to Council utilizing: Community Development updates reports, Committee meetings, and City Council meetings. ▪ Development Committee Meeting <p>Staff</p> <ul style="list-style-type: none"> ▪ Provide regular updates at staff meetings. ▪ Develop Standard Operating Procedures (SOP) for staff working with various aspects of the Section 8 HCV program as needed.
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4. CITY COMMUNICATIONS CHANNELS & TOOLS

The City of Cedar Rapids' public information officers and communications staff use several communication channels and tools to provide information for its citizens. The following chart provides an overview of those tools and their corresponding content deadlines. Please use as many of these tools as possible when communicating information about City services, programs or projects.

City Communications Channels & Tools	Frequency	Target Audience	Content Deadline	City Employee Contact
CR City Source: Email Newsletter	Emailed twice a month to subscribers on the second and fourth Wednesdays of the month	Cedar Rapids Residents	Please submit content for this newsletter on the first and third Thursdays of the month by 5 p.m.	Cassie Willis
CR NEWS NOW: Text/Email Messages	Short messages are sent to subscribers' cell phones or email inbox. Subscribers	Cedar Rapids Residents		Your department's public information officer or Cassie Willis, City Manager's

**Section 8 Housing Choice Voucher (HCV) Program
Project Communications Plan**

	can choose from 30 different message categories.			Office.
City PowerPoint presentation for Cable TV	Airs monthly on Mediacom & ImOn cable access channels & posted on City website	Cedar Rapids Residents	20th day of the month at noon	Deb Stalkfleet or Cassie Willis
City's Cable TV Show "City Service Update"	Airs monthly on Mediacom Channels 18 & 22 and posted on City website	Cedar Rapids residents	15 th day of the month at noon, inclusion depends on content submitted and time limitations	Cassie Willis
Media Releases	Emailed daily & posted on City website	Local and regional news media	First draft of proposed media release must be submitted at least one week in advance of release date.	Cassie Willis or any City Public Information Officer
Our CR Magazine	Mailed quarterly to all Cedar Rapids households & posted on City website	Cedar Rapids residents	4 times a year – depends on content request	Cassie Willis or any City Public Information Officer
City Website: www.CityofCR.com	Updated daily	Cedar Rapids residents	Depends on content request Must submit an IT Support Ticket	Department's public information officer, trained content contributor or Cassie Willis, City Manager's Office
City's Twitter Account: "CityofCRiowa"	Updated daily	Cedar Rapids residents & media	Send content any time	Cassie Willis or any City Public Information Officer

Section 8 Housing Choice Voucher (HCV) Program
Project Communications Plan

5. IMPLEMENTATION AND OUTREACH SCHEDULE

Process:

Date:

Staff began reviewing policies and revising 2013 PHA Annual and Administrative plan changes.	September 1, 2012
PHA Annual and Administrative plan changes are initially presented at the Resident Advisory Board (RAB) meeting for feedback.	October 9, 2012
Staff met with a stakeholder group to review policies and gather feedback.	November – December
Staff met with the Family Self-Sufficiency Policy Coordination Committee to review initial policy changes and gather feedback.	November 17, 2012
Staff Revise and Finalize criminal screening policy changes	October 10, 2012 – December 31, 2012
Motion setting a public hearing for PHA Plan and Admin Plan on March 27th. The 45 day comment period begins January 30th – March 18th.	January 22, 2013
Submit policy changes to the City Attorney’s Office and HUD for review.	December 13, 2013
Submit policy changes to HUD for preliminary review	January 7, 2013
Meet with a representative from Legal Aid to forecast changes.	January 15, 2013
Small group meeting with RAB members to review changes in detail.	January 23, 2013
Present changes at the Continuum of Care Committee and gather feedback.	January 28, 2013
RAB Meeting – review of PHA Annual and Administrative plan changes.	January 29, 2013
Staff meet with Family Self-Sufficiency Policy Coordination Committee present final policy changes and gather any additional feedback.	February 6, 2013

Section 8 Housing Choice Voucher (HCV) Program
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Present changes at the Landlords of Linn County Meeting.	February 14, 2013
Attend Continuum of Care Committee share any updates and gather any additional feedback.	February 25, 2013
Present changes at the Development Committee Meeting.	February 27, 2013
Public Hearing at the City Council Meeting for the adoption and approval of resolution.	March 26, 2013
Submit plans to HUD for review and approval.	April 15, 2013
Communicate changes to tenants, landlords, and support workers through the Section 8 Quarterly Newsletter, tenant briefings and annual reexamination meetings, mailings to landlords and families, and Quarterly Section 8 Landlord training.	April 15, 2013-June 1, 2013
Changes become effective upon HUD approval.	July 1, 2013
Annual program review begins.	September 1, 2013

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	Current Policy & Practice	Proposed Changes	
Housing Assistance Provided:			
Section 8 Vouchers	1265	1265	
Public Housing	0	0	
Pre-screening applicant criminal history			
# years	2 years	3 years	
Who conducts criminal checks? Cost?	Staff & PD	Staff & CRPD reports	
Who is pre-screened?	Everyone in household	Everyone in household	
Where are backgrounds checked?	in-state	in state	
What resources are used?	Iowa Courts Online & Police reports	Iowa Courts Online & CRPD reports	
What crimes do you deny for?			
Drugs	Use/possession/ manufacturing/distribution	yes	yes
	Disorderly House/Gathering	yes	yes
	Possession of Drug Paraphernalia	yes	yes
	# of charges needed	1+	1 +
Alcohol	OMVI, OWI, DUI	yes	yes
	Public Intoxication/Consumption	yes	yes
	Illegal Possession or purchase of alcohol	yes	yes
	# of charges needed	2+	3 + unless 3rd Offense DWI (Alcohol assessment option)
Violence	Domestic Violence	yes	yes
	Assault/Battery/Rape/Murder	yes	yes
	Disorderly Conduct (fighting)	yes	yes
	# of charges needed	1+	1 +
Other	Theft	no	yes
	Forgery	no	yes
	Robbery	yes	yes
	Burglary	no	yes
	Prostitution	no	yes
	Child Endagerment	no	yes
	Driving while Barred/Suspended	no	no
	Criminal Damage to Property	no	yes
Other:	n / a		
Defintion of a pattern of criminal history?	?	pending further discussion	
Terminations/Program Participant criminal history			
Frequency of checks?	annually & daily as reported	annually & as reported	
Who conducts criminal checks?	staff	Staff & available CRPD reports	
What resources are used?	ICO & Police reports	Iowa Courts Online & Hiawatha, Marion, Linn County Sherrif, & etc	
Is the process consistent with pre-screening?	yes	yes	
Terminate before or after court decision?	before & after	before & after	

	Des Moines Municipal Housing Agency	City of Dubuque	Iowa City Housing Authority	Olmsted County Housing Authority - Rochester, MN	St. Paul, MN PHA	Waterloo Housing Authority	
Housing Assistance Provided:							
Section 8 Vouchers	3389	900	1250	522	4500	1056	
Public Housing	472	0	81	110	0	50	
Pre-screening applicant criminal history							
# years	varies (up to 10 years)	3 years/felonies 7 years	5 years	As far back as they can find	3 years or case by case	3 -5 years	
Who conducts criminal checks? Cost?	PD & Staff	Sec. 8 Investigator	DCI / FBI	Police Dept.	staff & outside vendor	HA, PD & outside vendor	
Who is pre-screened?	All family over age 18	All family over age 18	All family over age 18	All family over age 18	All adults	adults/juveniles as adults	
Where are backgrounds checked?	in-state/out of state if available	in-state & out of state	local, state, federal	local & out of state	local & national	local	
What resources are used?	DM Police & ICO	Police Dept.	ICO, DCI, FBI	police reports, complaints, etc	police reports, info from vendor		
What crimes do you deny for?							
Drugs	Use/possession/ manufacturing/distribution	yes	yes	yes	yes	meth only	
	Disorderly House/Gathering	No	yes	yes	yes	no	
	Possession of Drug Paraphernalia	Yes	yes	no	yes	no	
	# of charges needed	1 charge within 2 years		1 charge within 5 years	1	1 +	N/A
Alcohol	OMVI, OWI, DUI	no	no	no	no	no	
	Public Intoxication/Consumption	no	no	no	no	no	
	Illegal Possession or purchase of alcohol	no	no	no	no	no	
	# of charges needed	only deny if pattern of alcohol	n / a	n / a	n / a	no	0
Violence	Domestic Violence	yes	yes	yes	yes	no	
	Assault/Battery/Rape/Murder	yes	yes	yes	yes	yes	
	Disorderly Conduct (fighting)	yes	yes	yes	yes	sometimes	no
	# of charges needed	1					
Other	Theft	yes	yes	yes	yes	no	no
	Forgery	yes	yes	yes	no	no	no
	Robbery	yes	yes	yes	yes	no	no
	Burglary	yes	yes	yes	yes	yes	no
	Prostitution	yes	no	no	most likely	no	no
	Child Endagerment	yes	yes	no	yes	yes	no
	Driving while Barred/Suspended	no	No	no	no	no	no
	Criminal Damage to Property	yes	yes	no	yes	yes	no
	Other:	no	no	no	no	above if related to drugs/alcohol	
Defintion of a pattern of criminal history?	case by case basis		no	unlimited if charged > 1	recent, case by case basis	no response	
Terminations/Program Participant criminal history							
Frequency of checks?	annually	as notified by police	as reported	None, unless reported	none, unless reported	no response	
Who conducts criminal checks?	PD & Staff	S8 investigator from PD	staff		outside vendor	no response	
What resources are used?	Police Dept.	arrest records from PD	arrest records from PD			no response	
Is the process consistent with pre-screening?	yes	yes, but may change	no	yes	yes	yes	
Terminate before or after court decision?	after	depends on nature of crime	before	before	before	after	



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

To: City Council Development Committee
From: Paula Mitchell through Christine Butterfield, Community Development Director
Subject: Multi Family New Construction
Date: February 27, 2012

Background:

On November 13, 2012, City Council approved an administrative plan for the fifth round of the Multi-family New Construction (MFNC) program. The program, offered in conjunction with the Iowa Economic Development Authority (IEDA), is funded with federal CDBG Disaster Recovery funds and is intended to replace units lost as a result of the flood. Cedar Rapids has participated in two previous rounds of the program, which will create 438 new housing units, and is now eligible to compete for a share of \$18 million that IEDA has allocated to the program for Entitlement communities. The most recent market analysis, completed in April 2012, showed a local vacancy rate of approximately 2.1%, suggesting demand for additional units. Staff held an orientation meeting for developers on November 21, 2012, and the deadline for proposals was January 21, 2013.

The administrative plan adopted by City Council established a targeted area for these funds, and also established criteria, including developer experience, market feasibility, financial feasibility, design standards, and compatibility with the surrounding neighborhood, as well as factors such as shovel-readiness, which is high priority for IEDA.

Update:

A review committee of City staff and a multi-disciplinary panel of community stakeholders that included the development community, neighborhood leaders, design professionals, and historic preservation advocates met on February 8, 2012, to review the 13 proposals that were received and to recommend priority projects. A scoring matrix that incorporated the evaluation criteria was used to help “score” proposals. Staff would like to thank the following review team members for their service on the review committee: Fred Timko, Hannah Kustes, Corey Houchins-Witt, Christopher Wand, Ruth Fox, Kathy Potts, Lynette Richards, and Linda Seger.

As a result of the review process, the committee identified and prioritized (based on adopted scoring criteria) 7 “high priority” projects to be submitted to IEDA. An additional 3 projects scored in a lower range but met minimum threshold criteria for eligibility, and the review committee had mixed views as to how these should be addressed. Lastly, three proposals were competing with higher scoring proposals on the same City-owned sites and were not selected to advance, as only one project may be built on each site.

A summary of the proposals received is provided as an attachment to this memo. In addition, maps and conceptual building elevations have been provided for the Development Committee’s review. Staff is seeking feedback from the Development Committee regarding the prioritization of projects prior to forwarding to IEDA to meet the March 1, 2013 submittal deadline. One issue or question identified by the committee is that the Development Committee of City Council may wish to adjust the prioritization on locations that have a high impact on areas the City is trying to

revitalize. There was recognition by the committee that in addition to the scoring system used, location may be a factor that could influence priority ranking.

Also, it is important to note that one of the projects is requesting significant City resources in order to make the project feasible. On February 5, 2013, the City received a request from Landover Corporation for City participation in the form of:

- 3 City-owned parcels and 1 parcel the City is in the process of acquiring. These are parcels that were not part of the original program offering.
- Vacation and removal of Sixth Avenue SW between 2nd and 3rd Streets SW.
- Ten years of tax abatement at 100%.

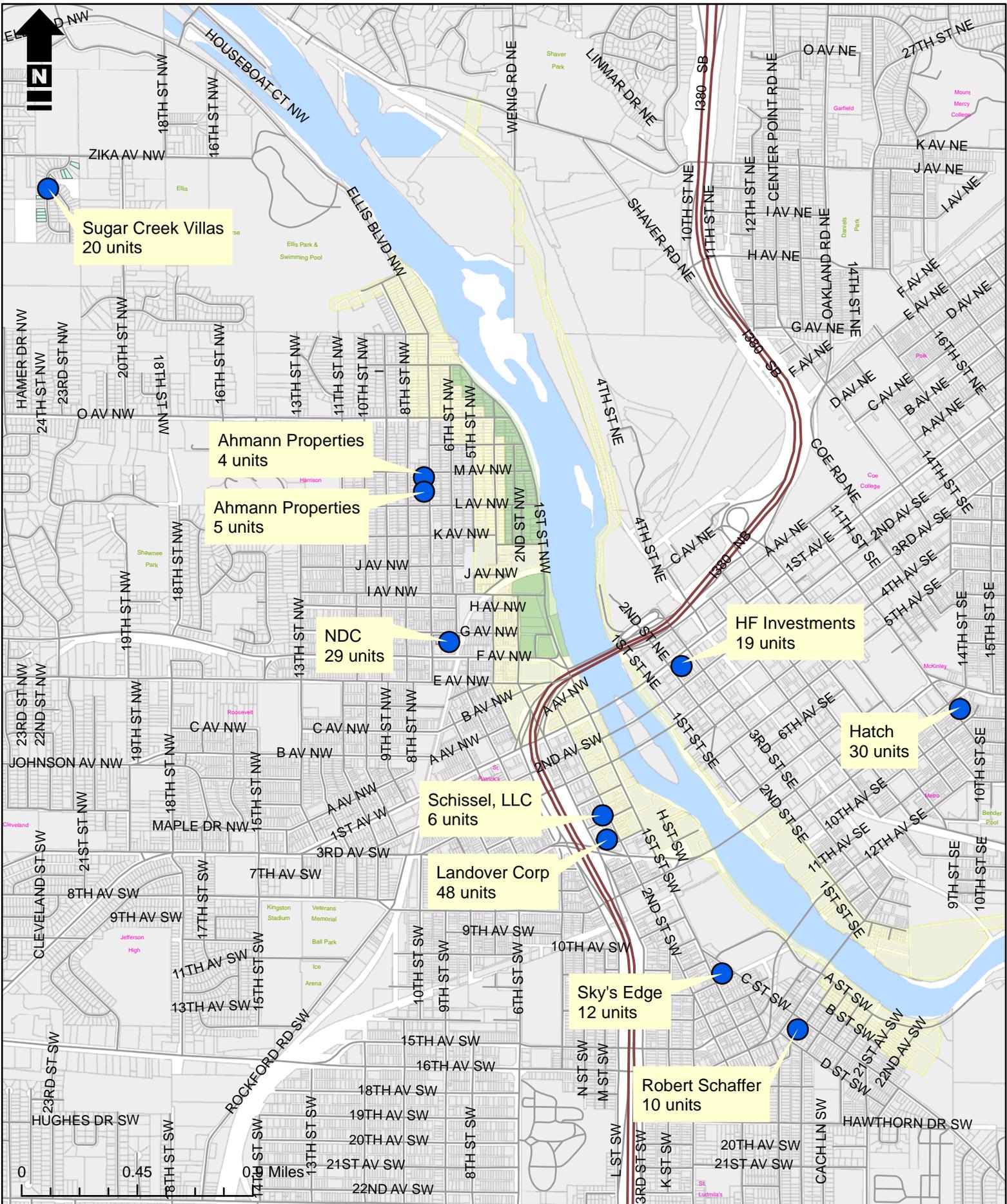
Staff is seeking feedback as to whether the Development Committee would recommend this additional City support, in light of the \$3 million in public assistance that is already available to support this \$7 million project through the Multi-family New Construction Program. The developer indicates the project is not feasible without the City's assistance.

Timeline and Next Steps:

- February 27, 2013 – Development Committee consideration
- March 1, 2013 – Deadline for submittal to IEDA
- Spring 2013 –Funding awards announced by IEDA
- Spring/early summer 2013 – Individual Development Agreements for successful proposals to City Council for consideration

Policy Questions for Development Committee:

1. Approval or adjustment of recommended priority rankings.
2. Submittal of lower scoring, but eligible projects.
3. Interest in providing additional City financial assistance to Landover Corporation proposal.



MFNC-5 Project Proposals

Greenway Construction/Study Area

City of Cedar Rapids
 101 First Street SE
 Cedar Rapids, Iowa 52401
 (319) 286-5872
www.cityofcr.org



Multi-Family New Construction - Round 5

Proposal Summary

2/8/2013

Developer	Project	Score	Total # Units	PUBLIC FUNDS					PRIVATE FUNDS			TOTAL PROJECT COST					BEDROOM SIZE AND NET RENTS								
				MFNC request	Admin (City's use)	Land Value (City Property)	MFNC \$/Unit	MFNC Total	Developer Cash	Bank Financing	Private funds total	Total Project Cost	\$/Unit	% Public	% Private	Private/Public Ratio	1-BR	Net Rent	2-BR	Net Rent	3-BR	Net Rent	4-BR	Net Rent	
HF Investments, LLC (High Development)	Coventry Lofts	76	19	\$2,165,000	\$44,184	\$0	\$113,947	\$2,209,184	\$407,000	\$1,450,000	\$1,857,000	\$4,022,000	\$ 211,684	54%	46%	0.86	19	\$720							
Hatch Development	9th Avenue SE Brickstones	74	30	\$3,000,000	\$61,224	\$0	\$100,000	\$3,061,224	\$129,600	\$1,420,000	\$1,549,600	\$4,549,600	\$ 151,653	66%	34%	0.52	15	\$625	15	\$750					
Neighborhood Development Corp	Ellis Village	72	29	\$2,610,000	\$53,265	\$0	\$90,000	\$2,663,265	\$200,000	\$1,232,000	\$1,432,000	\$4,042,000	\$ 139,379	65%	35%	0.55	2	\$655	24	\$810	3	\$950			
Ahmann Properties, LLC	Ellis Boulevard (City Property)	70	5	\$337,500	\$6,888	\$26,014	\$67,500	\$344,388	\$131,750	\$240,000	\$371,750	\$735,264	\$ 147,053	49%	51%	1.02			3	\$849	2	\$969			
Ahmann Properties, LLC	Ellis Boulevard (City Property)	70	4	\$270,000	\$5,510	\$20,938	\$67,500	\$275,510	\$120,000	\$192,000	\$312,000	\$602,938	\$ 150,735	48%	52%	1.07			2	\$849	2	\$969			
Schissel, LLC	Ellis Boulevard (City Property)	67	8	\$480,000	\$9,796	\$46,952	\$60,000	\$489,796	\$100,000	\$620,000	\$720,000	\$1,246,952	\$ 155,869	42%	58%	1.37			2	\$864	6	\$982			
Platinum Development (Mirage Properties)	Ellis Boulevard (City Property)	66	8	\$530,835	\$10,833	\$46,952	\$66,354	\$541,668	\$0	\$567,000	\$567,000	\$1,149,257	\$ 143,657	50%	50%	0.98					8	\$982			
Kingston Village, LLC (Landover Corporation/Premiere)	Kingston Village	64	48	\$3,000,000	\$61,224	\$31,409	\$62,500	\$3,061,224	\$530,000	\$3,450,000	\$3,980,000	\$7,000,000	\$ 145,833	43%	57%	1.31	24	\$730	24	\$864					
Schissel, LLC	The Kingston - 2nd St SW (City Property)	62	6	\$360,000	\$7,347	\$20,260	\$60,000	\$367,347	\$100,000	\$380,000	\$480,000	\$860,260	\$ 143,377	44%	56%	1.26			1	\$864	5	\$982			
Sugar Creek Villas, LLC (High Development)	Sugar Creek Villas	58	20	\$1,200,000	\$24,490	\$0	\$60,000	\$1,224,490	\$0	\$1,450,000	\$1,450,000	\$2,650,000	\$ 132,500	45%	55%	1.21			20	\$866					
Sedona Villages One, LLC (Sky's Edge Development)	Sedona Villages -1140 C ST SW (City Property)	57	12	\$995,000	\$20,306	\$66,906	\$82,917	\$1,015,306	\$280,400	\$300,000	\$580,400	\$1,642,306	\$ 136,859	65%	35%	0.55					4	\$849	8	\$947	
Bob Schaffer	New Bo West Apartments	50	10	\$981,614	\$20,033	\$0	\$98,161	\$1,001,647	\$62,886	\$275,000	\$337,886	\$1,323,500	\$ 132,350	74%	26%	0.34	5	\$689	5	\$851					
Platinum Development (Mirage Properties)	Belvue - 2nd St SW (City Property)	40	4	\$210,366	\$4,293	\$20,260	\$52,592	\$214,659	\$0	\$220,000	\$220,000	\$450,626	\$ 112,657	51%	49%	0.95			4	\$864					
				203	\$16,140,315	\$329,394		\$75,498	\$16,469,709	\$158,587	\$11,796,000	\$13,857,636	\$30,274,703	\$ 146,431	54%	46%	0.92	65	\$684	100	\$843	30	\$955	8	\$947
				Sum	Sum	Sum		Avg	Sum	Avg	Sum	Sum	Sum	Avg	Avg	Avg	Avg	Sum	Avg	Sum	Avg	Sum	Avg	Sum	Avg



HF Investments - Coventry Lofts (19 units)
211 & 213 1st Ave SE

City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org



McKinley

Hatch Development - 9th Avenue Brickstones (30 units)
906, 908, 912, 916, 918 10th St SE and 1003, 1017 9th Ave SE

City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org



WEST ELEVATION

SCALE: 1/8" = 1'-0"

SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



NORTH ELEVATION

SCALE: 1/8" = 1'-0"

EAST ELEVATION

SCALE: 1/8" = 1'-0"

NOVAK
DESIGN
GROUP

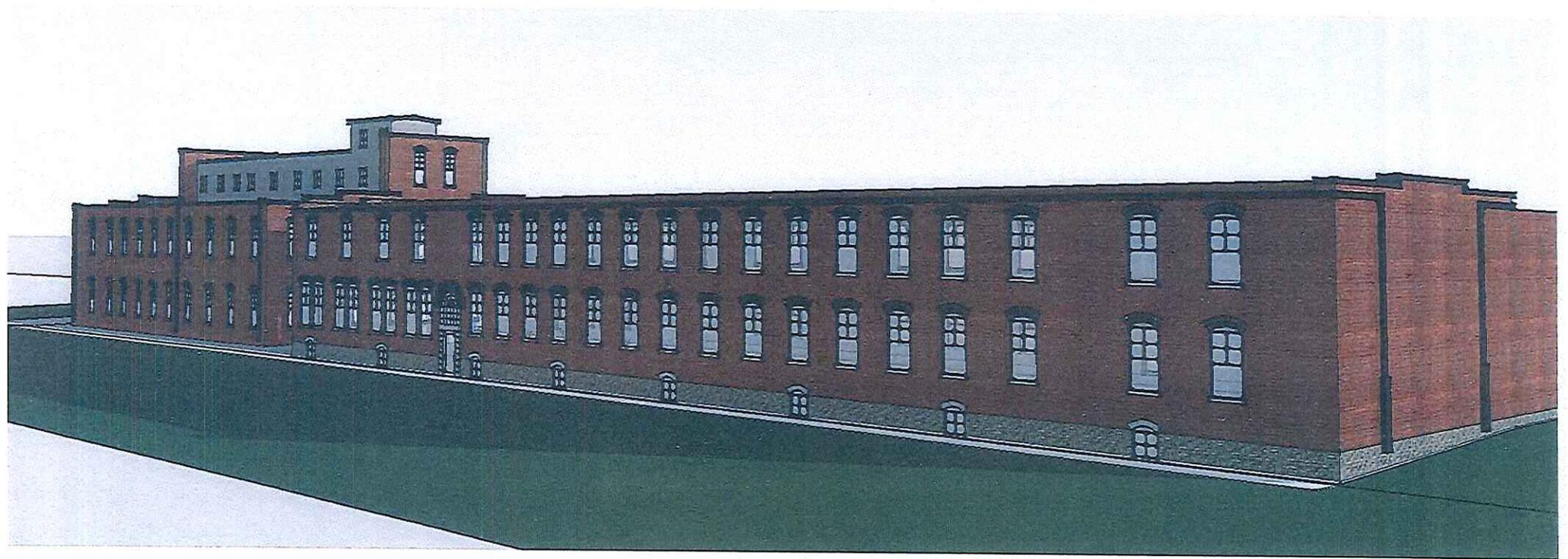
HDG
Hatch Development Group

9th Avenue Brickstones
Cedar Rapids Iowa
OPTION A



Neighborhood Development Corporation (29 units)
605 G Ave NW

City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org

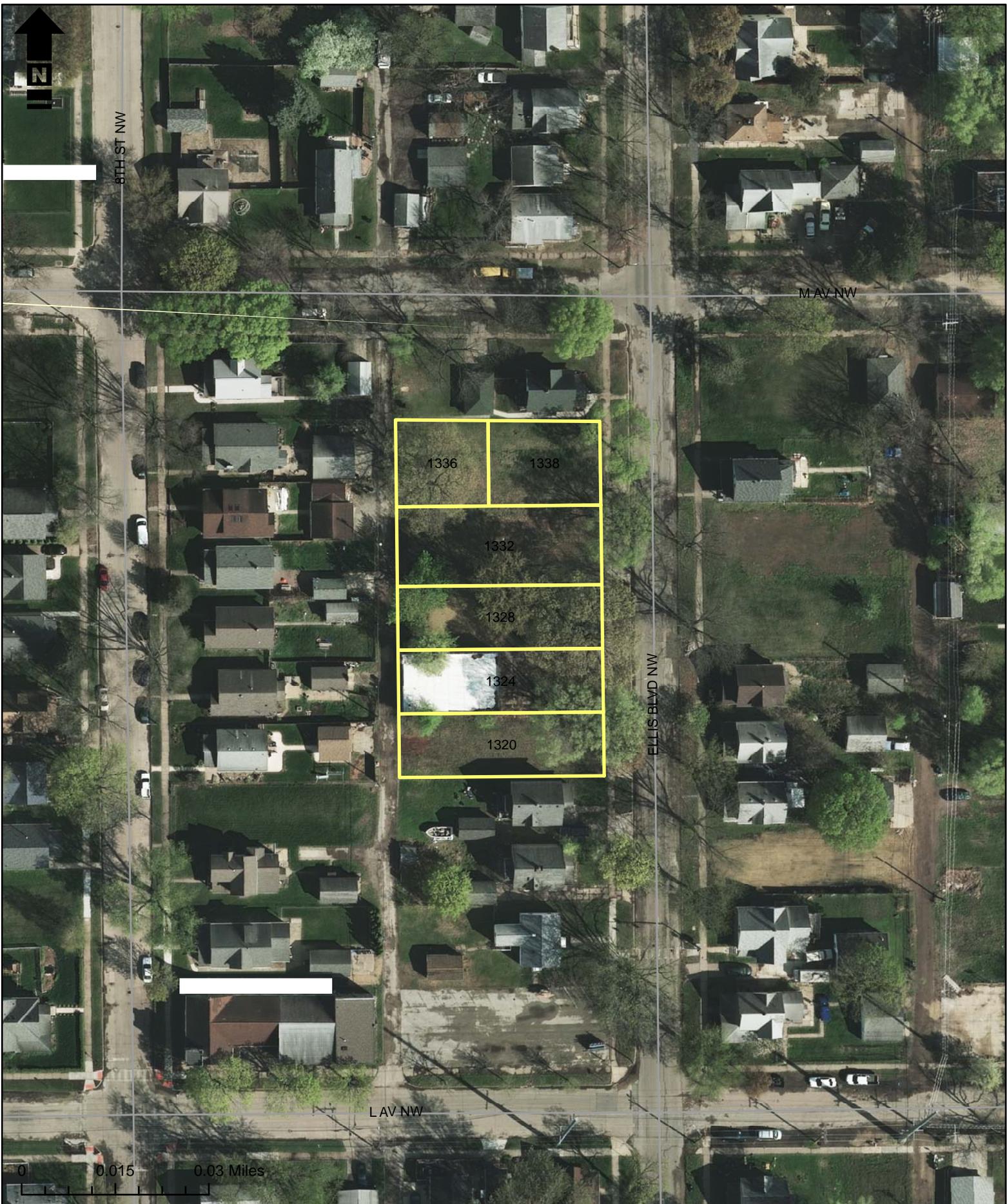


**NEIGHBORHOOD DEVELOPMENT CORP
OF CEDAR RAPIDS
225 Second Street SE, Suite 300
Cedar Rapids, IA 52401**









Ahmann Properties - Ellis Row Houses (9 units)
1320, 1324 & 1328 Ellis Blvd NW (5 units)
1332, 1336 & 1338 Ellis Blvd NW (4 units)

City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org



HALL & HALL ENGINEERS, INC.





HALL & HALL ENGINEERS, INC.




COMPASS
COMMERCIAL SERVICES, LLC



Landover Corporation - Kingston Village (48 units)

**518 2nd St SW; 517 & 521 3rd St SW;
202, 206, 208, 216, 220 & 224 6th St SW**

City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org



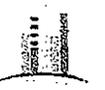
Front Elevation
 scale: 3/16" = 1'-0"

- Asphalt Shingles
- Metal Roof
- Metal Gutters / Downspouts
- Vinyl Windows
- Composite Siding / Board
- Composite Trim
- Typical Railing
- Cast Stone Cap
- Cast Stone Head
- Metal Garage Door
- Cast Stone Veneer



Building 1

The Corporate Reserve of St. Charles
 St. Charles, Illinois



05-16-2012
 © 2012 JICN Design, Inc.



Typical Character

Concept Development Plan
KINGSTON VILLAGE
Cedar Rapids, IA

Date: February 4, 2013
© 2013 BSB Design, Inc.





Schissel, LLC - Kingston (6 units)
416, 422, 428 2nd St SW and 208 5th Ave SW

City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org



— THE KINGSTONS — 6 PLEX

ALL
BID

WINKEL DESIGN FORUM
Professional Design Services
1106 E. Highway 101, Suite 216
Cedar Rapids, IA 52402
319-265-4825
winkeldesignforum@gmail.com

WINKEL DESIGN FORUM

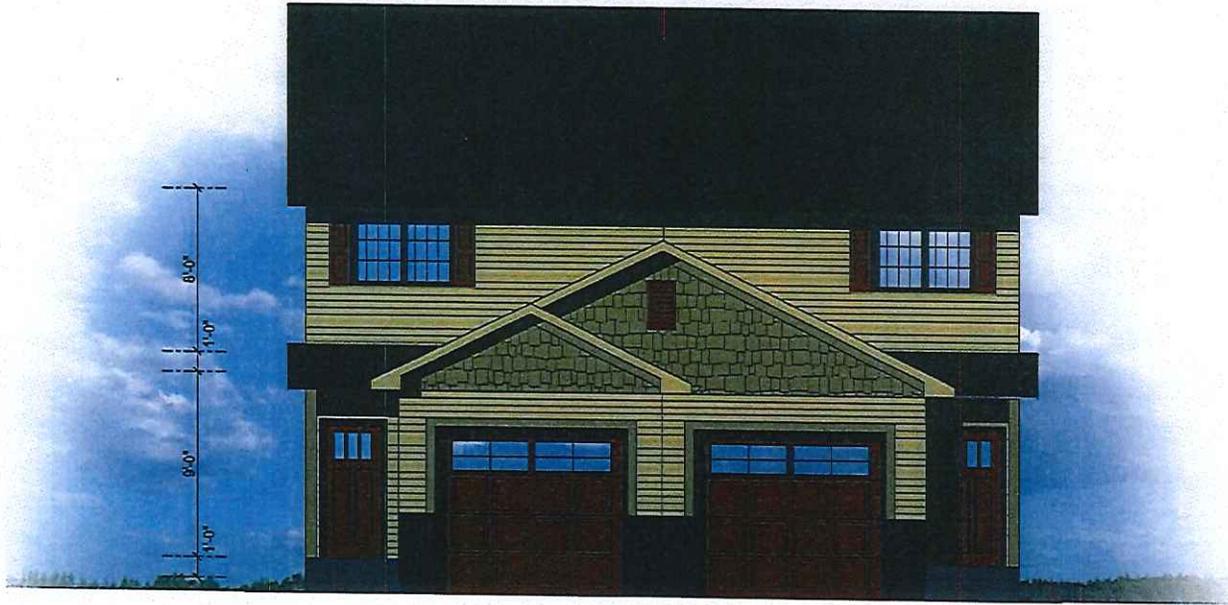
Name: Schissel LLC
Contr.
Scale: 1/2"=1'-0"
1/21/13

Sheet

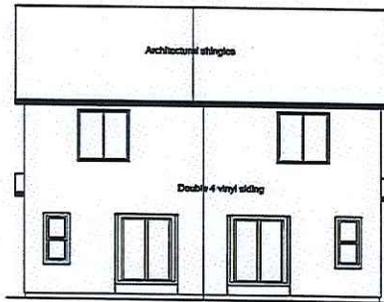


Sugar Creek Villas (20 units)
2108, 2058, 2054, 2050, 2046, 2123, 2135,
2155, 2159, & 2171 Sugar Creek Dr NW

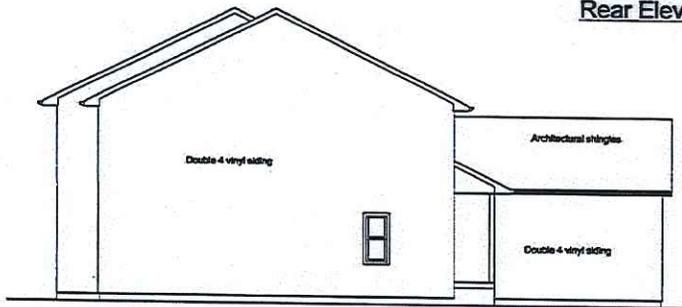
City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org



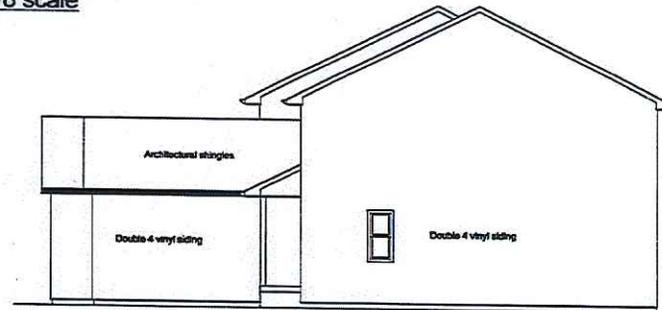
Front Elevation 1/4 scale



Rear Elevation 1/8 scale



Left Elevation 1/8 scale



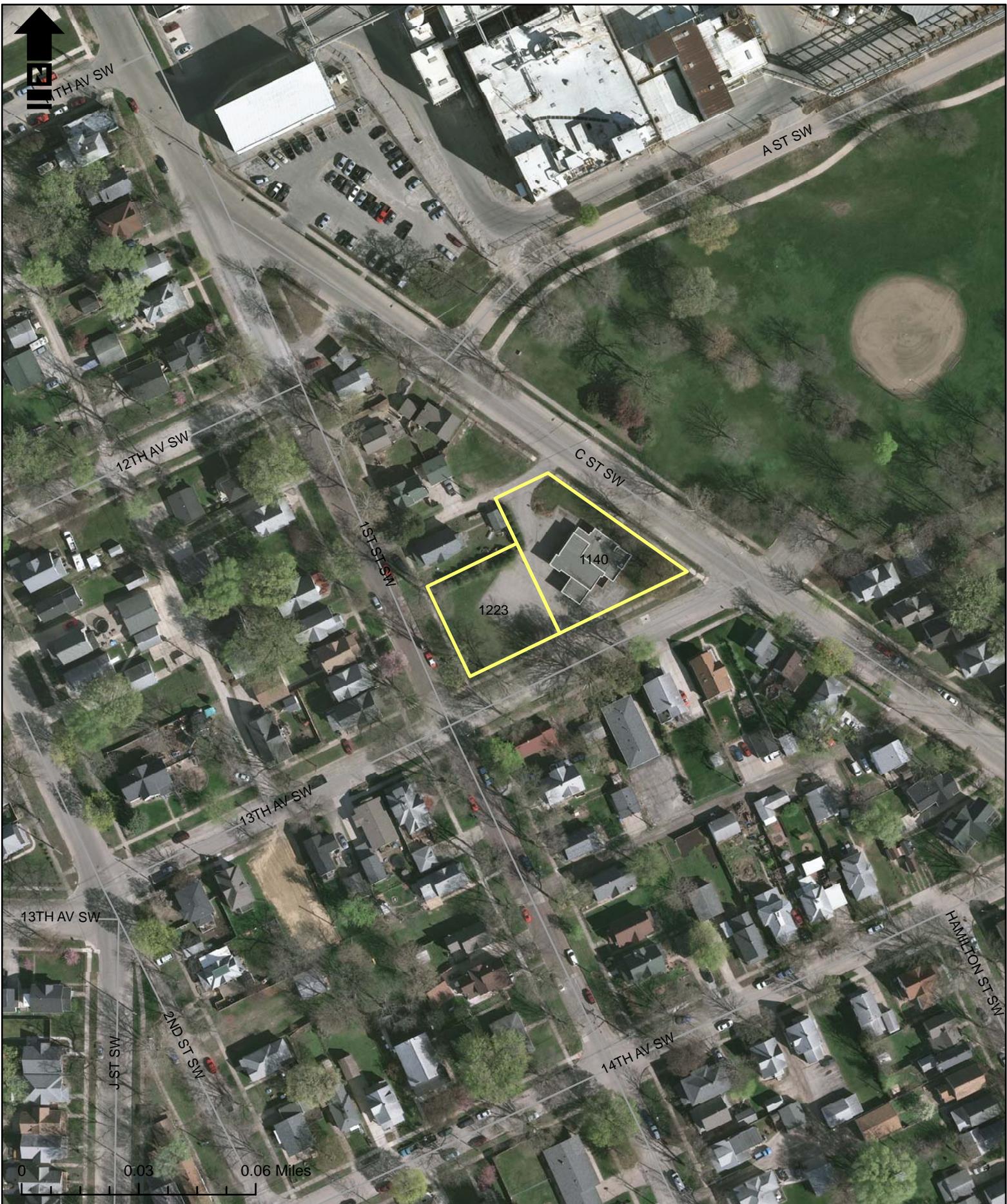
Right Elevation 1/8 scale

Drawn By: BJO
Date: 1/6/13

Address:

Sugar Creek Townhomes

PAGE: 1
Elevations

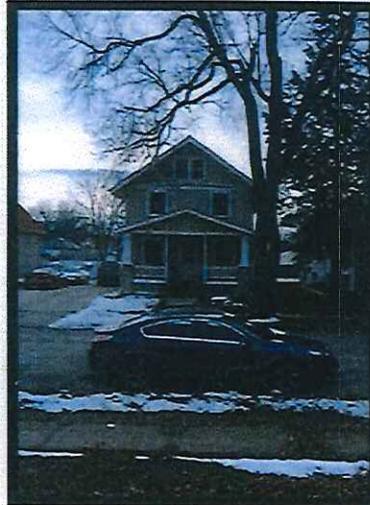


Sky's Edge - Sedona Villages (12 units)
1140 C St SW & 1223 1st St SW

City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
www.cityofcr.org



5



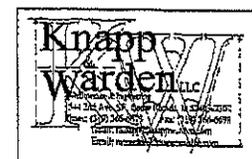


**Robert Schaffer - New Bo West (10 units)
1612 C St SW**

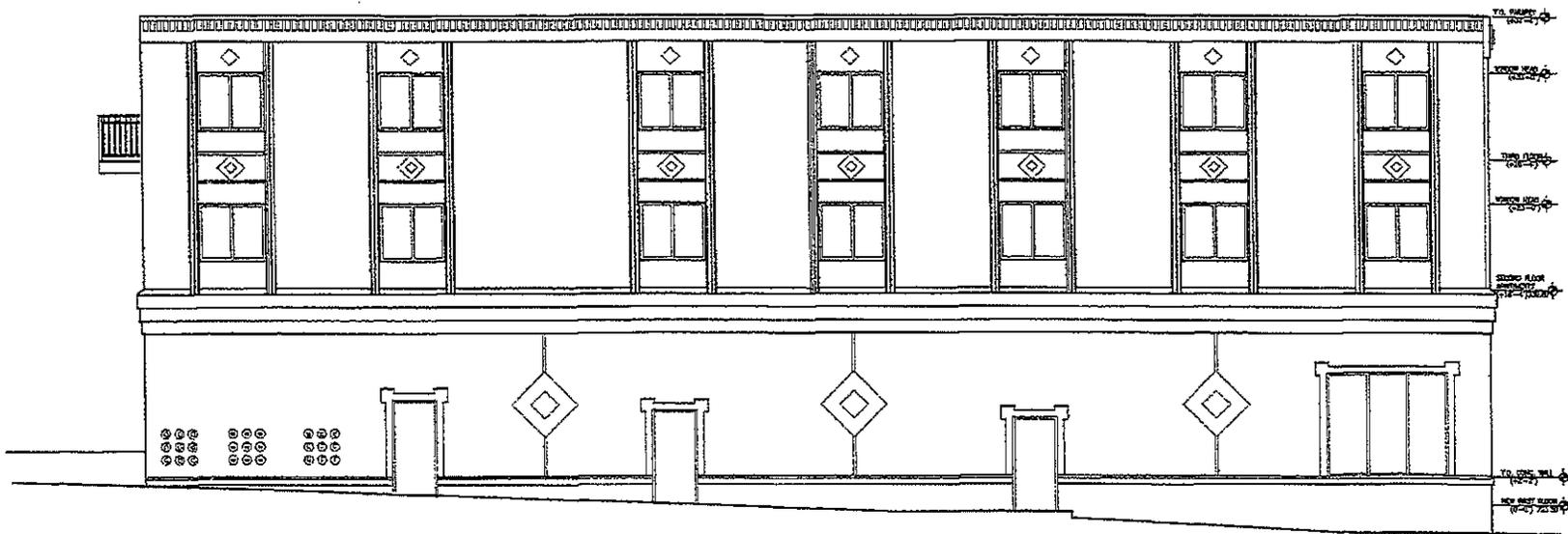
City of Cedar Rapids
101 First Street SE
Cedar Rapids, Iowa 52401
(319) 286-5872
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EAST ELEVATION
 1/4" = 1'-0"



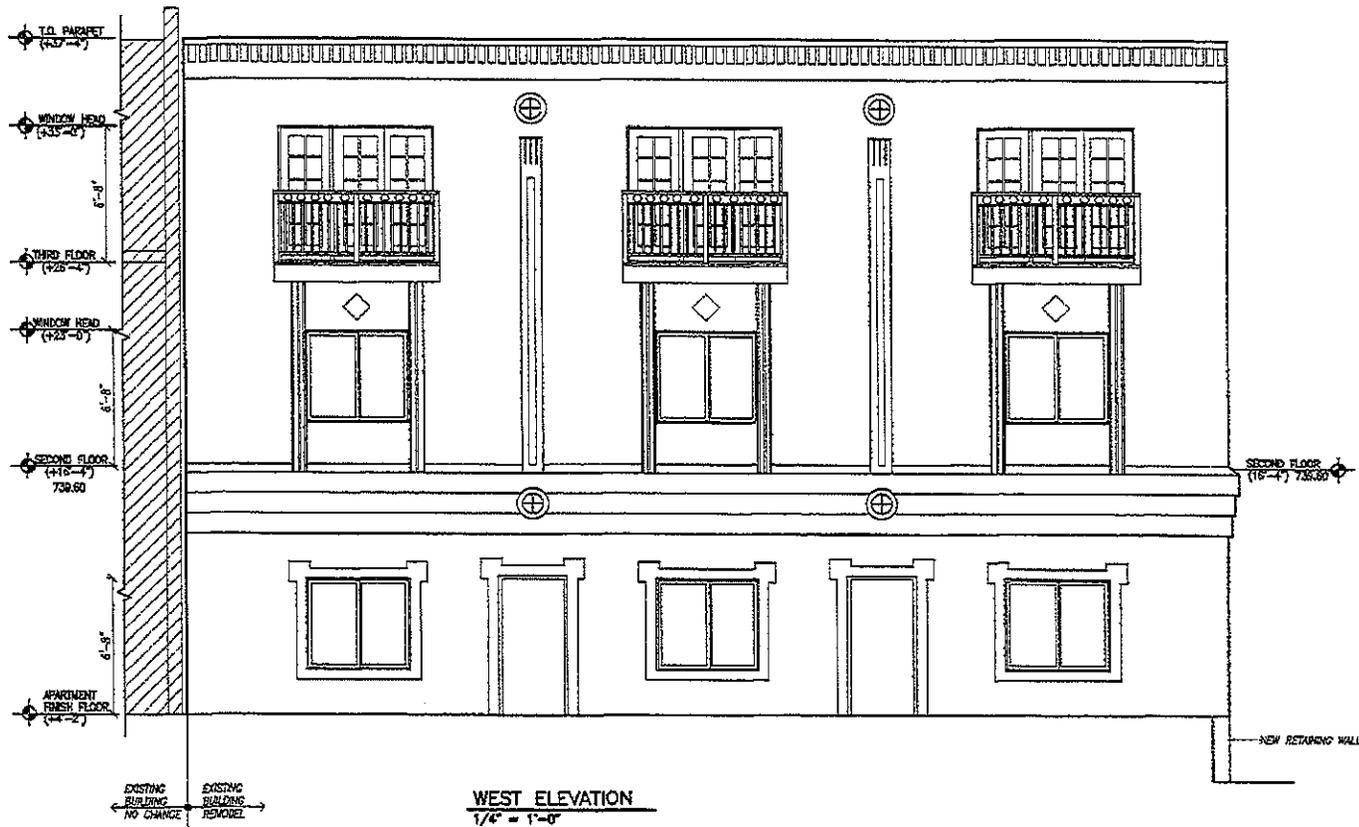
FOR REVIEW: 1/15/13



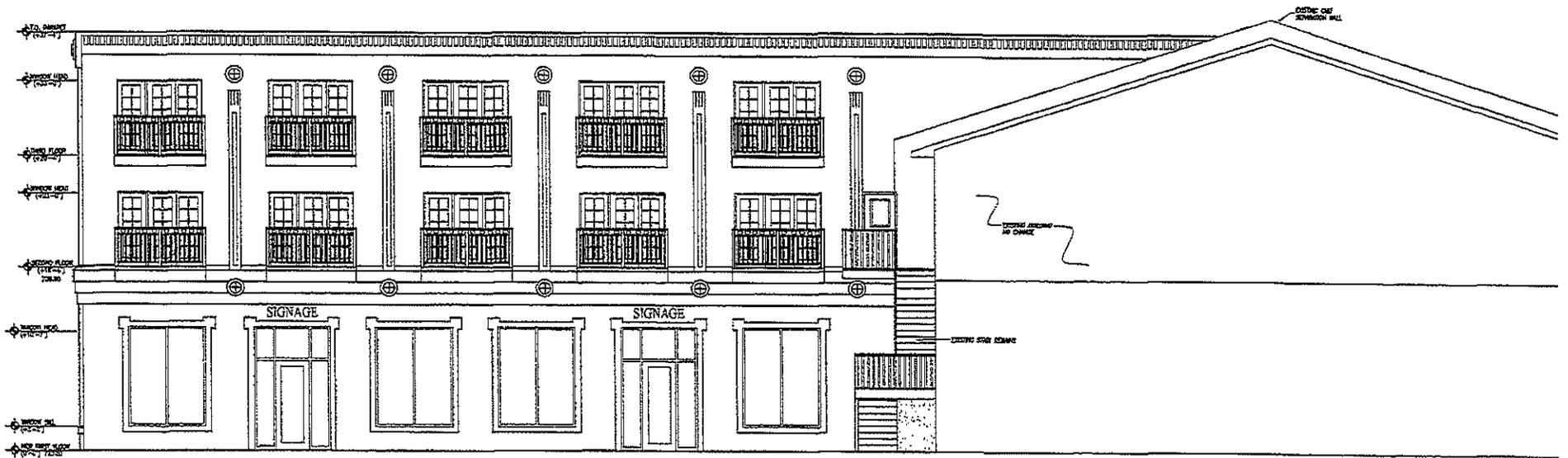
SOUTH ELEVATION
1/13/13



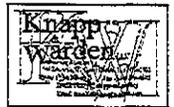
FOR REVIEW: 1/13/13



FOR REVIEW: 1/15/13



NORTH ELEVATION
1/2" = 1'-0"



FOR REVIEW: 1/15/13

To: City Council Development Committee
From: Paula Mitchell through Christine Butterfield, Community Development Director
Subject: CDBG Owner-Occupied Rehabilitation Program Changes
Date: February 27, 2013

ISSUE MEMORANDUM
CDBG Owner-Occupied Rehabilitation Program Changes

<p align="center">ISSUE</p>	<p>The waiting list for the City’s CDBG funded Owner-Occupied Housing Rehabilitation Program has grown to 134 households waiting for assistance. The average waiting time on the list is approximately ten years. As part of an ongoing effort to make scarce CDBG program dollars more effective, staff has conducted a review of the administrative plan for the City’s popular owner-occupied housing rehabilitation program and conducted research on “best practices” being used in other communities. As a result of this review, several changes are proposed to ensure that the declining pool of funds is being put to the most efficient use.</p>
<p align="center">TIMING</p>	<p>The new federal CDBG program year will begin July 1, 2013. The goal is to have the plan in place and then have time to conduct outreach to make sure community members are aware of the 2013 changes.</p>
<p align="center">BACKGROUND</p>	<p>The City has had an owner-occupied housing rehabilitation for over 30 years. The goals of the program include:</p> <ol style="list-style-type: none"> 1. Maintaining the City’s housing stock by assisting low and moderate income homeowners with necessary repairs. 2. Supporting the health and livability of core neighborhoods. 3. Protecting the City’s tax base from decline as a result of deferred maintenance. <p>For the past few years, the program has been structured in three categories or types of assistance:</p> <ol style="list-style-type: none"> 1. Comprehensive Rehabilitation Assistance – addresses major structural systems, exterior components, code deficiencies; 2. Roof Assistance – provides up to \$10,000 for replacement of failing roofs; 3. Emergency Assistance – provides up to \$4,999, including any change orders, for emergency repairs that threaten the habitability of the home.

	<p>The program’s availability has been communicated largely by word of mouth and has been so much in demand that the average waiting time on the Comprehensive Rehabilitation waiting list averages ten years. The current estimate is that it would take approximately 18 years to completely clear the current waiting list if no further applications were accepted.</p> <p>The Roof Assistance waiting list has approximately 60 households waiting and staff is finding that many applicants are accessing the program as a means to head off near term maintenance needs rather than to address true roof emergencies, in contrast to the federal program intent. Some of the applicants own homes built in the last 10-15 years, while others are recent purchasers of homes who did not negotiate with the seller on needed repairs because the seller’s agent referred them to the City’s Roof Assistance Program. The result is that homeowners with true emergencies wait on the list while staff processes and disposes of less urgent applications.</p> <p>While applicants for Emergency Assistance can usually be processed as applications are received, there is currently no limit on the total number of times a household can access Emergency Assistance, or the total dollar value received. As a result, there has been a trend of repeat customers. The lack of limitation on number or dollar value of Emergency Assistance grants per applicant provides no incentive for homeowners to save for home repair needs. The majority of the City’s rehabilitation dollars are currently being spent simply addressing Roof and Emergency cases, reducing the staff time and funding available for Comprehensive Rehabilitation, which is where dollars typically have the most visual impact on a neighborhood.</p> <p>As a starting point, staff met to scope the areas in which the program seemed to be operating in ways that had unintended consequences that ran counter to the goals of the program. Other communities were surveyed to identify how other programs address these issues. Finally, two working groups met to propose solutions in two primary focus areas:</p> <ol style="list-style-type: none"> 1. Program design; and 2. Community outreach and education. <p>The result is a series of recommendations related to program design that are intended to help the City’s dollars stretch further while parallel efforts in education and referral help home owners to access information and resources that can assist them in maintaining their home. A comprehensive list of the key issues identified by staff, along with best practices research and recommendations to address these issues, are also summarized in an attached matrix.</p>
<p>RECOMMENDATIONS</p>	<ol style="list-style-type: none"> 1. Eliminate Roof Assistance as a standalone program and address emergency roof repairs under the Emergency Assistance program on a true emergency basis (This was a successful past practice).

	<ol style="list-style-type: none"> 2. Require applicants to be current on housing payments to receive assistance. 3. Require minimum of one-year residency in the home to receive Emergency Assistance. 4. Establish a one-year continued primary residence requirement for Emergency Assistance to prevent immediate property flipping. 5. Disallow contract sales from receiving Comprehensive Rehabilitation assistance, as there is no way to enforce the City's lien. 6. Limit emergency assistance to no more than two grants in any one year, with a total maximum of 3 per applicant or \$10,000, whichever occurs first. 7. Add requirement that owners between 0-50% of median income contribute 1% of the project cost to encourage personal investment in the property. 8. Close the Comprehensive Rehabilitation waiting list until it reaches a manageable level (to be reviewed annually). <p>In addition to the proposed changes, staff has identified community outreach and homeowner education as a key need. In response to this, staff is also implementing educational materials into program service delivery, including informational handouts, referrals to complementary service providers (such as financial counseling and homeowner education), and public education on home maintenance through various media, including the City newsletter.</p> <p>These initiatives are currently underway and will continue to be implemented throughout 2013.</p>
<p style="text-align: center;">NEXT STEPS</p>	<ol style="list-style-type: none"> 1. March 12, 2013 – City Council consideration of proposed changes. 2. March 13, 2013 – June 30, 2013 – Communication and outreach to partner agencies and the public. 3. July 1, 2013 – Adopted changes go into effect at the start of the next federal program year.
<p style="text-align: center;">STAFF SOURCE</p>	<p>Paula Mitchell Community Development 286-5852 p.mitchell@cedar-rapids.org</p> <p>Chrystal Shaver Community Development 286-5182 c.shaver@cedar-rapids.org</p>

CDBG Owner-Occupied Rehabilitation Program Changes Matrix

Issue	Current Procedure	Proposed Change	Best Practice Research
Foreclosures result in federal funds being used to rehab homes that end up owned by banking institutions.	No requirement that applicants be current on housing payment status to qualify for assistance.	Require applicants to be current on housing payments.	Most communities at minimum require homeowners to be current on housing payments.
No way to prevent property flipping for individuals receiving Emergency Assistance. Applicants can receive assistance to improve the property and then immediately sell to another individual that may not financially qualify.	No lien.	One year forgivable lien.	Many communities use liens and mortgages to secure all of their programs.
	No residency requirement for Emergency Assistance.	One year residency requirement.	Most communities have a residency requirement for all programs.
High rate of forfeitures on contract sale properties receiving assistance, with no way to protect the City's interest.	Currently allow contract sale homes to receive Comprehensive Rehabilitation. Many of these homes go through forfeiture, effectively erasing the City's lien.	Disallowing contract sale homes to receive Comprehensive Rehabilitation	Many communities do not allow contract sale properties to receive assistance.
Assistance going to repeat applicants, making it hard to spread out limited funds to all in need. Does not encourage home owners to build savings for home repairs.	There is a limit of two emergency grants per year, and no more than five in a five-year period. Tied to address.	Two emergencies per year, three emergencies lifetime total or \$10,000, whichever occurs first. Tied to applicant.	Most communities establish limits; many limit by only allowing assistance once through affordability period.
Currently those individuals in the 0-50% AMI range have no financial participation. Personal investment encourages better maintenance of improvements.	Currently contribution requirements only exist for the 51-80% AMI range.	Add a 1% owner contribution requirement for Households in the 0-50% AMI range.	Most communities are requiring owner participation, either as percentage of cost, or by providing assistance in the form of a loan.
Currently the need for Comprehensive Rehabilitation services is greater than can be managed.	Currently the wait list for Comprehensive Rehabilitation has 134 applicants. It is estimated that this would take 18 years to complete.	Close the wait list until a time when the list is once again manageable.	Many communities have changed their programs to meet their ability to serve. Some have closed lists and others have stopped funding these programs.

**Communities used for best practice research: Columbus, OH; Rockford, IL; Milwaukee, WI; Kansas City, MO; Omaha, NE; Cleveland, OH; Minneapolis, MN; Wichita, KS; St. Louis, MO; Cincinnati, OH; St. Paul, MN; Toledo, OH; Lincoln, NE; Fort Wayne, IN; Madison, WI; Des Moines, IA; Akron, OH; Aurora, IL; Springfield, MO; Grand Rapids, MI; Overland Park, KS; Sioux Falls, SD; Davenport, IA; Dubuque, IA; Waterloo, IA*



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

To: City Council Development Committee
From: Seth Gunnerson through Christine Butterfield, Community Development Director
Subject: Core Area Development Patterns
Date: February 27, 2012

Background

At the January 23, 2013 Development Committee Meeting, staff presented research on core area development patterns in Cedar Rapids and other regional communities. Research presented at the meeting showed Cedar Rapids had a larger percentage of land without residential development, and had more residential districts with a lower population density than other Iowa communities. Cedar Rapids also was shown to have a significantly lower population living within the immediate core of the community than other Midwestern cities.

Cedar Rapids Neighborhoods

Staff was asked to return with information on population density for Cedar Rapids neighborhoods. The table below shows population densities for each of the 11 neighborhood associations in Cedar Rapids (except Harbor, which has no permanent residents). The calculations are based on the neighborhoods definition of their area, which may or may not include commercial districts, schools, parks, and other non-residential areas. For example, the Wellington Heights Neighborhood is mostly residential, with limited parks and commercial space within their declared neighborhood boundaries. Adjacent neighborhoods such as Mound View and Oak Hill Jackson have significant amounts of non-residential space.

Neighborhood	Sq. Miles	Pop.	Density	Vacant Land*	Homes	Homes/Acre
Wellington Heights	0.60	5,231	8,716.6	2.7%	2,294	6.0
Cedar Hills	2.02	9,901	4,895.2	13.9%	4,463	3.4
Mound View	0.67	3,702	5,511.4	20.4%	1,373	3.2
Noelridge Park	0.98	3,728	3,807.2	10.4%	1,864	3.0
Kenwood Park	1.05	3,772	3,580.4	22.7%	1,853	2.7
Southwest Area	1.45	4,942	3,408.8	8.5%	2,418	2.6
Northwest Area	0.91	2,809	3,094.0	18.0%	1,402	2.4
Taylor Area	1.16	3,005	2,599.9	40.9%	1,543	2.1
Lincolnway Village	1.13	3,097	2,751.3	43.6%	1,319	1.8
Oak Hill Jackson	0.98	1,698	1,734.0	40.4%	885	1.4
Cedar Valley	1.32	472	357.9	24.9%	186	0.2

* Vacant land is based on Census Blocks with 0 population and large undeveloped areas such as regional parks or golf courses

Benefits of Population Density

The 2007 Downtown Vision Plan and the 2012 Downtown Vision Plan Update both identify the lack of market rate housing stock as the largest issue facing downtown Cedar Rapids. The Vision Plan calls for infill housing both as a gap in available housing options for residents of the community and as a means to spur further downtown growth.

The 2009 Neighborhood Planning Process document calls for redevelopment in the core of the community, including a focus on replacement housing.

In 2011, the Federal Reserve Bank of Cleveland conducted research which showed that "Evidence suggests that denser MSAs (metropolitan areas) are more productive." and that "population loss at the MSA level tends to be associated with a drop in population density at the core of the MSA." The report also noted that "policymakers need to take into consideration the desire that individual households may have for low-density housing far from the city center and weigh it against the productivity advantages of density."¹

Increased population density can result in savings to the city on the delivery of services, as infrastructure and vehicle mileage costs are reduced, along with response times.

Ideal Density

Staff was asked to conduct research on "ideal density" for communities. The question of what is ideal is largely a matter of individual preferences. Successful high quality neighborhoods which see a high degree of investment exist in large urban environments, and small rural communities.

The American Planning Association annually identifies "Great Neighborhoods" in America. The following Midwestern neighborhoods have been identified as great places in recent years:

Neighborhood	Location	City Population	Neighborhood Location
Heritage Hill	Grand Rapids, MI	188,040	Historic Residential and Commercial
Pullman Village	Chicago, IL	2,707,120	Historic Company Town
Gold Coast & Hamburg District	Davenport, IA	99,685	Historic Residential
Dundee-Memorial Park	Omaha, NE	408,958	Historic Residential
German Village	Columbus, OH	787,033	Core Commercial District
Cathedral Historic District	Sioux Falls, SD	153,888	Historic Residential
Frank Lloyd Wright District	Oak Park, IL	51,878	Historic Residential
Haymarket	Lincoln, NE	258,379	Former Warehouse District
Downtown Fargo	Fargo, ND	105,549	Downtown
West Urbana	Urbana, IL	41,250	Historic Residential

¹ <http://www.clevelandfed.org/research/commentary/2011/2011-27.cfm>

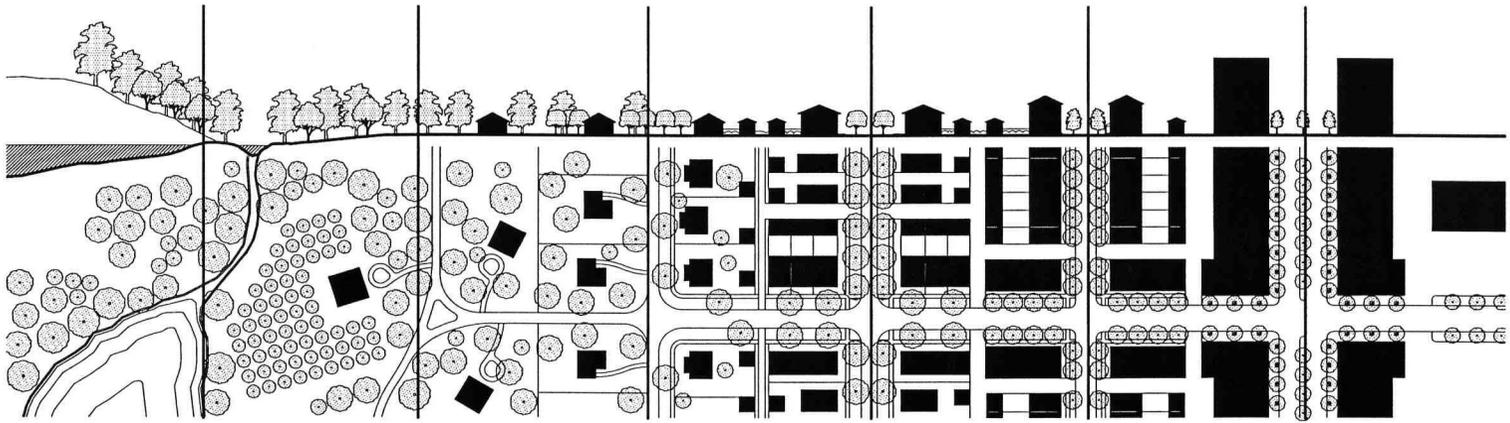
Recent City Actions:

In January staff reported that Census data showed a loss of 6,329 residents in flood affected parcels from 2000 to 2010, while adding 11,900 residents elsewhere.

The City has promoted infill residential development through programs such as the ROOTs and the Multi-Family New Construction (MFNC) programs. As a result of City programs and policies:

- Council had directed that new development through Multi-Family New Construction (MFNC) and the ROOTs program be directed to Tier 1 neighborhoods located in the core of the community
- In the Oak Hill Jackson Neighborhood 151 new units have been constructed by 8 developers, resulting in \$27.5 million in investment.
- Last year Council approved a market rate infill housing project as part of the redevelopment of the Louis Sullivan bank in Kingston Village

R U R A L I I I I I I I I I I I I I I I T R A N S E C T I I I I I I I I I I I I I I I U R B A N



1 RURAL PRESERVE T2 RURAL RESERVE T3 SUB-URBAN T4 GENERAL URBAN T5 URBAN CENTER T6 URBAN CORE D DISTRICT

.....LESS DENSITY	MORE DENSITY.....
.....PRIMARILY RESIDENTIAL USE	PRIMARILY MIXED USE.....
.....SMALLER BUILDINGS	LARGER BUILDINGS.....
.....MORE GREENSPACE	MORE HARDSCAPE.....
.....DETACHED BUILDINGS	ATTACHED BUILDINGS.....
.....ROTATED FRONTAGES	ALIGNED FRONTAGES.....
.....YARDS & FRONTAGES	STOOPS & SHOPFRONTS.....
.....DEEP SETBACKS	SHALLOW SETBACKS.....
.....ROTATED FRONTAGES	ALIGNED FRONTAGES.....
.....ARTICULATED MASSING	SIMPLE MASSING.....
.....WOODEN BUILDINGS	MASONRY BUILDINGS.....
.....GENERALLY PITCHED ROOFS	GENERALLY FLAT ROOFS.....
.....SMALL YARD SIGNS	BUILDING MOUNTED SIGNAGE.....
.....LIVESTOCK	DOMESTIC ANIMALS.....
.....ROAD & LANES	STREETS & ALLEYS.....
.....NARROW PATHS	WIDE SIDEWALKS.....
.....OPPORTUNISTIC PARKING	DEDICATED PARKING.....
.....LARGER CURB RADII	SMALLER CURB RADII.....
.....OPEN SWALES	RAISED CURBS.....
.....STARLIGHT	STREET LIGHTING.....
.....MIXED TREE CLUSTERS	SINGLE TREE SPECIES.....
.....LOCAL GATHERING PLACES	REGIONAL INSTITUTIONS.....
.....PARKS & GREENS	PLAZAS & SQUARES.....

PRIVATE

PUBLIC

CIVIC

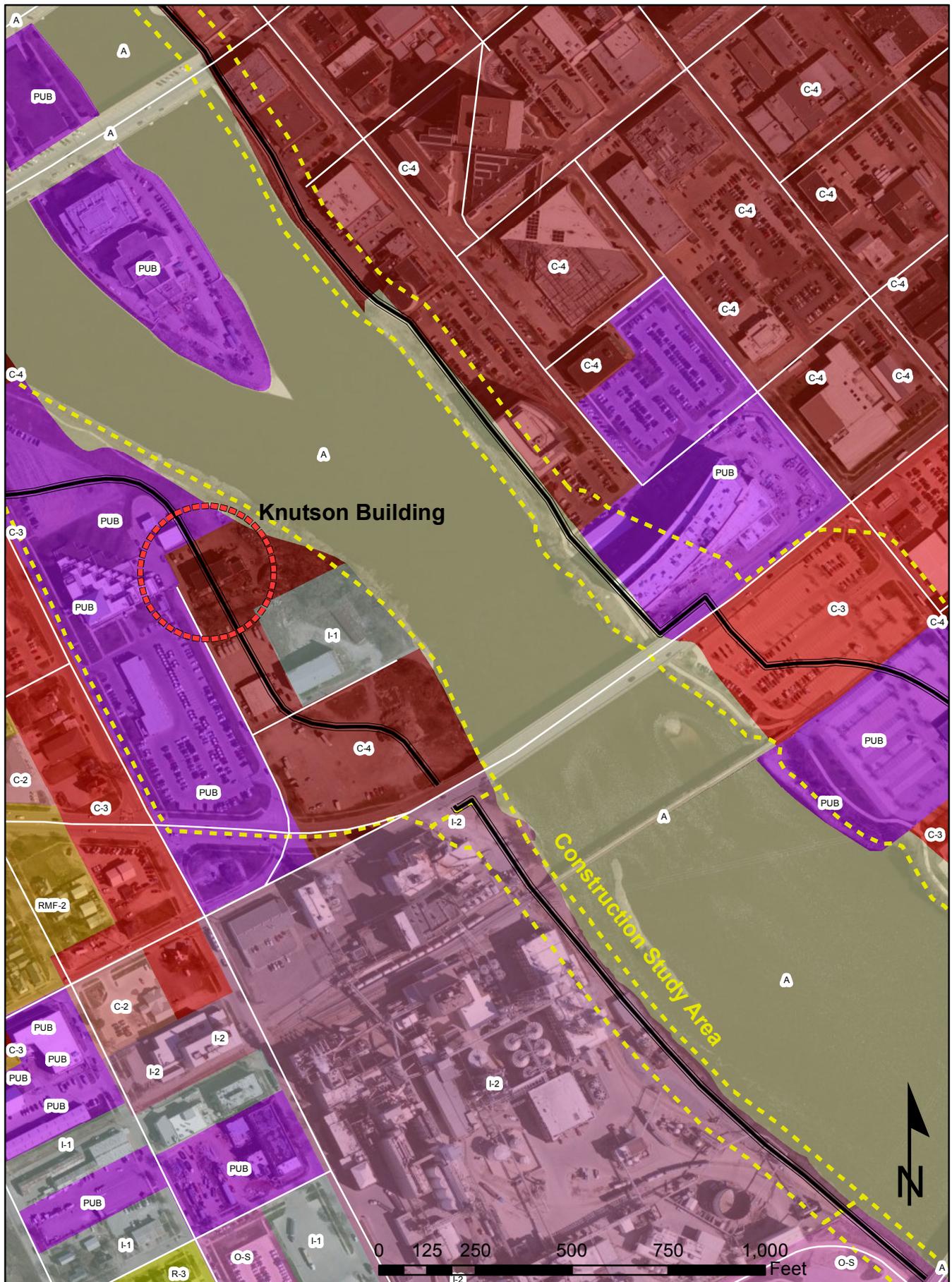
To: City Council Development Committee
From: Jennifer Pratt through Christine Butterfield, Community Development Director
Subject: KHB Request to Acquire the Knutson Building – Proposed Disposition
Date: February 27, 2013

ISSUE MEMORANDUM

ISSUE	Request for competitive proposals for disposition of City-owned property at 525 H Street SW, former Knutson Building.
BACKGROUND	<p>On February 15, 2013, the City received a letter from KHB Redevelopment Group, LLC expressing interest in the acquisition and redevelopment of the City-owned property at 525 H Street SW, commonly referred to as the Knutson Building.</p> <p>The property was purchased by the City with non-federal funds which means there are no federal/state deed restrictions and repayment of the sale proceeds is not necessary. The City would follow the typical competitive proposal process for disposition, as outlined below.</p>
NEXT STEPS	<p><i>Staff recommends proceeding with a Competitive Proposal Process to invite interested parties to submit a plan for redevelopment of 525 H Street SW with consideration given to construction of the flood management system and the Park & Recreation Master Plan.</i></p> <p>If Development Committee recommends moving the request forward to City Council, following is a draft timeline for the disposition process:</p> <ul style="list-style-type: none"> • 02/27/13 Development Committee consideration • 03/12/13 Motion to set a Public Hearing • 04/23/13 Public Hearing • 06/03/13 Proposal deadline • 06/11/13 Proposal evaluations • 06/25/13 City Council consideration of proposals
STAFF SOURCE	<p>Name: Jennifer Pratt Department: Community Development Phone Number: 286-5047 E-mail: j.pratt@cedar-rapids.org</p>

Knutson Property

2.14.2013 | Source: Cedar Rapids GIS | Author: Community Development





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

To: City Council Development Committee
From: Jennifer Pratt through Christine Butterfield, Community Development Director
Subject: Requested Amendment to the Consolidated Central Urban Renewal Area –
 Historic Renovation 1110-1120 2nd Avenue SE
Date: February 27, 2013

ISSUE MEMORANDUM

<p>ISSUE</p>	<p>Amend the Consolidated Central Urban Renewal Area to provide partial property tax reimbursement to off-set increased costs of renovation of the A.T. Averill House property at 1110-1120 2nd Avenue SE which is on the National Register of Historic Places.</p>
<p>BACKGROUND</p>	<p>On December 28, 2012, staff received a request from William Olinger for City financial participation to facilitate the historic renovation of the Carriage House which is part of the A.T. Averill House property. In addition to the renovation of the Carriage House, the proposal includes the construction of new buildings in character with the existing and creation of a courtyard for outdoor events. This overall redevelopment of the one block property will provide for office, restaurant, and entertainment uses.</p> <p>The total construction cost is estimated at \$1,375,000. Of this total, \$825,000 is related to the design elements required to maintain the historic designation of the property. To off-set this additional cost, Mr. Olinger is seeking \$171,000 in Historic Tax Credits and requesting a partial property tax reimbursement from the City of approximately \$80,000.</p> <p>The City participation request is a six-year reimbursement of the increased property tax generated by the improvements, as follows:</p> <ol style="list-style-type: none"> 1. Four years - 100% reimbursement 2. Two years – 75% reimbursement <p>Based on projected valuations, the six year property tax reimbursement would total \$80,000. This represents approximately 10% of the cost of the historic design elements for the project.</p>

<p>CONSIDERATIONS</p>	<p>The project characteristics of the A.T. Averill House property renovation project, as detailed below, combine to establish the public purpose and overall benefit to the community:</p> <ul style="list-style-type: none"> • <u>Reinvestment and restoration of a property on the National Register</u> is critical for the City to retain the historic character of the area, but involves an increased cost of renovation, especially with the proposed new construction. • <u>Mixed-use infill development</u> is consistent with City Council goals of creating a vibrant community and cost-effective provision of existing infrastructure and City services. • <u>Investment in the newly established MedQ</u> is significant, as the mix of office, restaurant, and entertainment space enhances the amenities available and encourages additional investment. <p>In an effort to be proactive with stakeholder groups, the developer presented the project to the Historic Preservation Commission on January 31, 2013 for feedback. The Historic Preservation Commission approved of the proposal and remarked that it had great potential in demonstrating the benefits of reusing historic buildings.</p>
<p>RECOMMENDATION</p>	<p>Staff recommends proceeding to City Council with a resolution of support for the requested six-year partial property tax reimbursements, based on the following outcomes:</p> <ul style="list-style-type: none"> • Renovation of the A.T. Averill House property to the Secretary of the Interior’s rehabilitation standards to be eligible for Historic Tax Credits. • Redevelopment of a mixed-use infill development within the newly established MedQ.
<p>STAFF SOURCE</p>	<p>Name: Jennifer Pratt Department: Community Development Phone Number: 319-286-5047 E-mail: j.pratt@cedar-rapids.org</p>

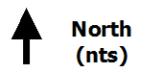
A.T. Averill House
1120 2nd Avenue SE
Cedar Rapids, Linn Co, Iowa
Historic Tax Credit Part 2

Carriage House Rehabilitation &
New Restaurant - Proposed Courtyard

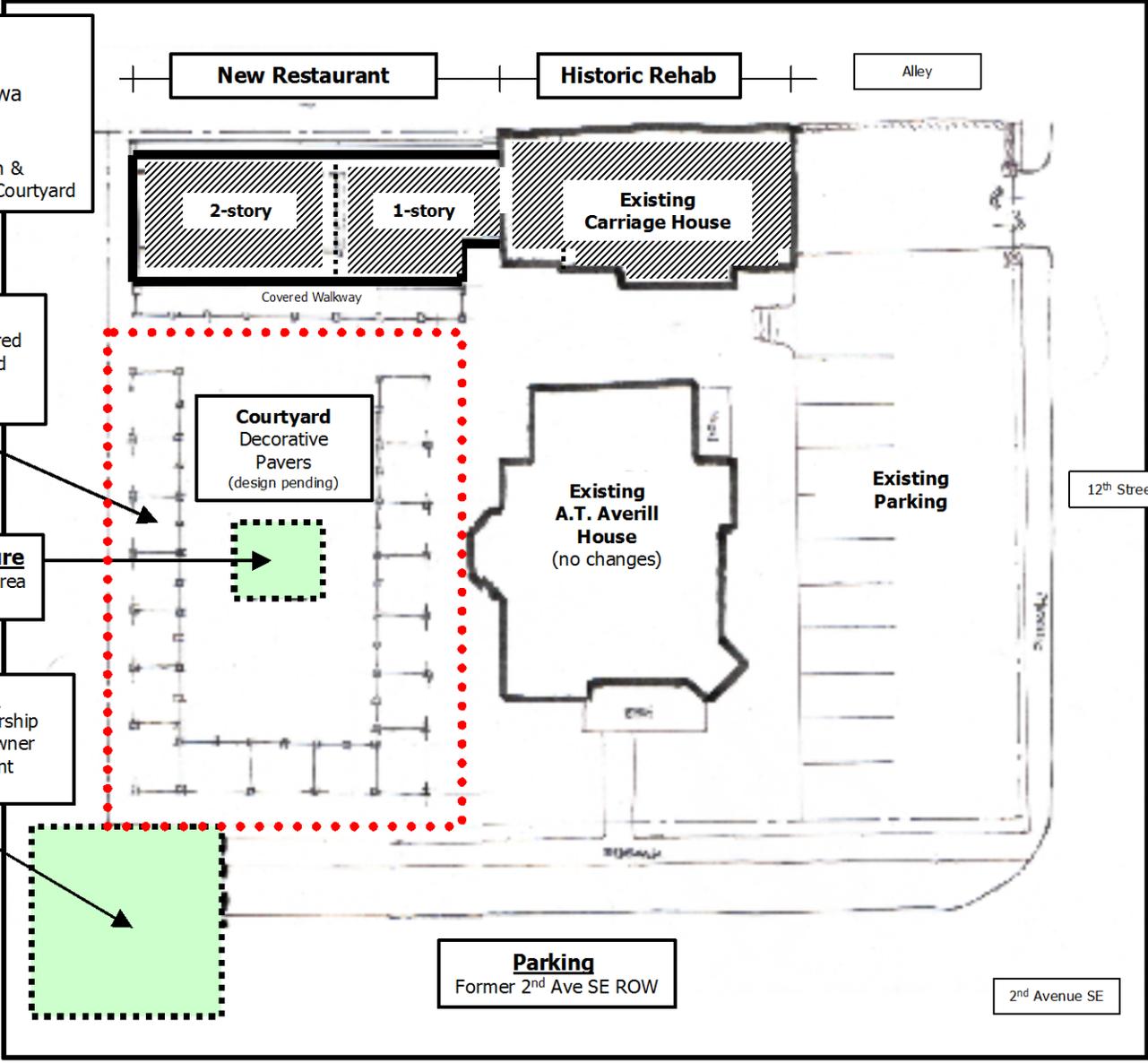
Courtyard Booths
In "U" Configuration Sheltered
by Lattice Sides & Planted
Trellis Overhead
(design pending)

Central Courtyard Feature
Fire Pit, Fountain, or Planter Area
(design pending)

Possible Fountain
To Be Developed in Partnership
with Adjoining Property Owner
(PCI) Pending Agreement
(design pending)



CDS, Inc.
December 13, 2012



Parking
Former 2nd Ave SE ROW

2nd Avenue SE

12th Street SE

Alley



Restaurant Addition

**Stable
Add'n**

Carriage House

A.T. Averill House

Carriage House rehabilitation and new construction addition for new restaurant & courtyard

North Elevation

Douglas Steinmetz, AIA