



**City Council  
Development Committee  
Meeting Agenda Packet  
January 23, 2013  
3:00pm**



City of Cedar Rapids  
**Development Committee Meeting Agenda**  
City Hall Training Room  
Wednesday, January 23, 2013  
3:00 pm – 5:00 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 – November 28, 2012 and December 11, 2012 Joint Meeting
  - Review of Development Committee Issue Processing Chart
  - Informational Items and Updates 5 Minutes
1. Greene Square Park  
Julie Sina 10 Minutes  
*Parks and Recreation Director*  
Jim Kern  
*Friends of Green Square Park*
  2. CPC Work Plan  
Brad Larson 10 Minutes  
*Community Development*  
Scott Overland  
*CPC Chair*
  3. HPC Work Plan  
Thomas Smith 10 Minutes  
*Community Development*  
Amanda McKnight  
*HPC Chair*

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.

4. VAC Work Plan	Seth Gunnerson <i>Community Development</i>	10 Minutes
	Jim Kern <i>VAC Chair</i>	
5. Core Area Development Patterns	Seth Gunnerson <i>Community Development</i>	10 Minutes
6. Request for Proposals for 707 2 <sup>nd</sup> Street SW and 123 Diagonal Drive SW (DJ Truck Corral)	Jennifer Pratt <i>Community Development</i>	10 Minutes
7. Disposition of 423 5 <sup>th</sup> Avenue NW (E Ave Fire Station)	Brad Larson <i>Community Development</i>	10 Minutes
8. Amendment to the New Bohemia Group Agreement	Brad Larson <i>Community Development</i>	10 Minutes
9. Commercial Lighting Requirements	Kevin Ciabatti <i>Building Services Manager</i>	10 Minutes

**Future Meetings:**

1. Items for **February 27** Agenda –
  - a) Site Plan Process
  - b) Section 8
  - c) Tree Planting Policy
  - d) CDBG Neighborhood Certification Process
  - e) Multifamily Proposals
  - f) Owner Occupied Housing Rehab Program Changes

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**City of Cedar Rapids  
DEVELOPMENT COMMITTEE MINUTES  
City Hall Training Room  
Wednesday, November 28, 2012  
3:00 p.m.**

Meeting was brought to order at 3:02 p.m.

Present: Council members Vernon (Chair) Olson and Shey. Staff members present: Christine Butterfield, Community Development Director, Joe O'Hern, Executive Administrator of Development Services, Jeff Pomeranz, City Manager; Rob Davis, Public Works Engineering Manager; Kevin Ciabatti, Building Services Manager; Steve O'Konek, Police Captain; Todd Fagan, City Arborist; Jennifer Pratt, Community Development Planner; Paula Mitchell, Community Development Grant Programs Manager; Vern Zakostelecky, Community Development Planner; Seth Gunnerson, Community Development Planner; and Alicia Abernathey, Community Development Administrative Assistant.

Council member Vernon called for a motion to move to move agenda items #7-10 to the top of the agenda under item #1. Council member Olson made a motion to amend the agenda. Council member Shey seconded the motion. Motion passed unanimously with none opposed.

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. Some items do not make it out of the Development Committee but most items move forward to the full City Council with Development Committee support and recommendation.

Council member Vernon called for a motion to approve the minutes from the joint meeting on October 18, 2012 and the regular meeting on October 24, 2012 meeting. Council member Shey made a motion to approve the minutes of the October 18, 2012 and October 24, 2012 meetings. Council member Olson seconded the motion. Motion passed unanimously with none opposed.

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 it came forward and if follow-up is necessary.

## **1. Foundation Requirement in the Zoning Code.**

Council member Vernon stated Drew Retz has thoughts on the Foundation Requirements in the Zoning Code. An issue similar to this was looked at in the past year and Mr. Retz will be presenting different angles of the issue to the committee.

Drew Retz, Jerry's Homes, Inc., stated he is Vice President of Jerry's Homes, Inc. in Cedar Rapids but is not present as a representative of Jerry's Homes, Inc., or the State Home Builders Association but rather a housing advocate. Mr. Retz stated his presence is to address a specific section in the zoning code, 32.05.030.D.d:

### **d. Foundation**

All single-family residential structures shall have a continuous and complete frost protected perimeter foundation for the main body, except that porches shall only be required to have such a perimeter foundation if required by the Building and Fire Code.

Mr. Retz stated he feels the code refers to 3-season porches and there are other types of home additions than 3-seasons porches today. There are parts of homes that are not in compliance with this portion of the Ordinance. There have been developers and homeowners that have been denied permits due to this section. Mr. Retz stated he is present to ask the committee to remove the continuous foundation requirement from the Zoning Ordinance. There are a number of reasons that someone would choose to do something different than a continuous foundation. Some examples would be housing affordability, height considerations, aesthetic considerations, etc. If the committee were to remove the continuous foundation requirement it would allow for the opportunity to use different building products.

Council member Shey asked for additional examples of non-continuous foundation. Mr. Retz gave examples including pier foundation, rigid or post frame construction, etc. Council member Shey asked if Mr. Retz is trying to make an exception for 3-season porches or if he is trying to make it so any house can be built without a basement foundation. Mr. Retz stated he is proposing to throw out the continuous foundation so developers can build any structure allowed by the other building codes. Mr. Retz stated the Ordinance was adopted in 2006 and in 2010 there was a flood plain management Ordinance that specifically states methods of construction that are less susceptible to damage should be used. This creates conflicting language and the 2010 Ordinance would allow the structures that have been denied to be built. Christine Butterfield, Community Development Director, clarified the original ordinance was done in the early 1980's and 2006 was the last time the Ordinance was updated.

Council member Olson stated affordable housing is needed but the issue is this could create a type of housing that will devalue the rest of the neighborhood. Many issues are involved and opinions need to be gathered from other home builders. Research needs to be done, to see if other cities have allowed this, before a change is made for the City of Cedar Rapids.

Council member Olson invited Kevin Ciabatti to speak on the topic. Kevin Ciabatti, Building Services Manager, stated from the building code standpoint, structurally, there would be no issue with building on any methods Mr. Retz mentioned. Mr. Ciabatti clarified the way the code is interpreted, the "main body" refers to the main portion of the house and any addition has been allowed with other methods besides the continuous foundation system.

Council member Olson stated it would be beneficial to research other cities and list pros and cons for the methods and get a staff recommendation. Council member Vernon requested staff research the topic and return to Development Committee in February or March.

## 7. Tax Credit Request for City Participation

Council member Vernon introduced Paula Mitchell to begin the presentation on the Tax Credit Request for City Participation.

Ms. Butterfield pointed out under item 7C the developer, Landover Corporation, called and sent a letter withdrawing their application. The focus is now on items 7A, Hatch Development, and 7B, Miller Valentine.

Paula Mitchell, Community Development Grant Programs Manager, stated there were two requests with the first being an update, on Hatch Development, as it was an item reviewed by the Development Committee in October and was recommended to move forward to City Council for consideration. The request is for \$550,000 in City participation in the form of a deferred payment loan that would be repaid when the single-family homes convert from rental to home ownership. The public hearing on the land disposition for the City lots involved in this proposal was held November 27, 2012. The next time the City Council will see this will be at the meeting on December 4, 2012 for the authorization to proceed with the property disposition in the form of the option to purchase.

Ms. Mitchell stated the second project is a proposal that the City received from the Miller Valentine Group and the project is Cyprus Senior Housing with the request for \$350,000. Ms. Mitchell presented a photo of the proposed elevations and a location map pointing out the property is located at the corner of Jacolyn Drive and 12<sup>th</sup> Avenue SW. The property is surrounded by commercial uses including the M.A.C. fitness center, Fareway and a strip mall.

Ms. Mitchell went over the project details including:

- 51 senior housing units located at Jacolyn Drive and 12<sup>th</sup> Avenue SW (Tier 3)
- \$9.1 million total project cost
- Leverages over \$8 million in Low Income Housing Tax Credits (LIHTC) and private funding (City participation is 4% of total project cost).
- Developer investment of approximately \$1.25 million in private debt.
- 2 bedroom apartments renting for \$543 and \$628/month.

Ms. Mitchell went over the terms for the proposal including:

- Project is not in a TIF district so no traditional financing mechanism.
- \$350,000 in HOME funds provided in installments of \$175,000 over 2 program years.
  - In 2011 the City received \$361,000 in HOME funds.
- Funding commitment must be *conditional* due to federal Citizen Participation requirements.
- Conditions for commitment:
  - Availability of City HOME funds;
  - Successful completion of HOME application process;
  - Receipt of Tax Credit funds to complete project;
  - Satisfy federal environmental review standards.

Ms. Mitchell went over the next steps for the proposal including:

- City Council consideration of proposals with Committee recommendation on December 4, 2012.
- Developer applications due to IFA December 10, 2012.
- IFA awards announced by June 2013.
- City Council action on Development Agreements following notification of tax credit award.

Ms. Mitchell stated these are the only two projects in this round from Cedar Rapids. Initially there were four different developers but two have withdrawn due to timing considerations.

Council member Olson stated with the first proposal already going forward to City Council, he would motion to recommend the second proposal to City Council. Mr. Pomeranz stated if the amount of HOME funds asked for is awarded it will put a lot of pressure on other HOME fund recipients. Mr. Pomeranz suggested it be changed to three years.

Council member Olson made a motion to move both proposals forward to City Council with the second proposal being modified to either three or four years for HOME funds. Council member Shey seconded the motion. Motion passed unanimously with none opposed.

## **8. Request for Proposals for properties within New Bohemia/Czech Village Historic Districts**

Council member Vernon introduced Jennifer Pratt to begin the presentation on the Request for Proposals for properties within New Bohemia/Czech Village Historic Districts.

Jennifer Pratt, Community Development Planner, provided a map to facilitate the discussion. The request is competitive proposals for disposition and redevelopment of seven existing structures within the New Bohemia / Czech Village Commercial Historic District. The location of the structures within the 100 year flood plain made them prohibited from redevelopment until recently due to the federal funds used to acquire the properties. Staff has worked with the State and identified the need for redevelopment and reinvestment in the historic district to ensure they survive into the future.

Ms. Pratt stated the Development Committee discussed the topic at the October 24, 2012 meeting but questions arose and there was a need for further discussion as it pertains to the possible relocation and rehabilitation of some of the properties. Properties #1-4 in the memo are residential properties including 1018 2<sup>nd</sup> Street SE, 1216 2<sup>nd</sup> Street SE, 1301 3<sup>rd</sup> Street SE and 213 13<sup>th</sup> Avenue SE. The City currently owns vacant lots within the historic district, identified in green on the map that would be included in the competitive proposal process. Staff would evaluate the proposals which may be a combination of relocating the structures within the historic district or rehabilitating in place. Ms. Pratt stated the tentative timeline includes a public hearing on January 22, 2013 with a proposal deadline of February 25, 2013.

Council member Vernon stated there was previous discussion about rehabilitating the houses but they had to be relocated first and it would be beneficial to designate areas the houses can be relocated to. Ms. Butterfield stated there are multiple properties owned by the City and there is a high volume of interest from developers. If City Council chooses to have the structures relocated

the structures could be relocated to other lots in the historic district. Council member Vernon stated it would be a good idea if the houses were relocated together so there is a group of houses.

Ms. Pratt stated the three remaining properties, two commercial and one residential, are in the Construction Study Area. City Councils' current policy is to retain ownership of the properties as they are at greatest risk of being impacted for construction of a flood management system. The properties include the former Tent & Awning building, 1207 2<sup>nd</sup> Street SE; the former Globe Grocery, 131 14<sup>th</sup> Avenue SE; and the residential house at 1226 1<sup>st</sup> Street SE. Three options that were discussed previously were included in the memo and are as follows:

- A. Continue with current City Council policy and request proposals for only properties #1-4, not properties #5-7.
  - Pros – Avoids future increased cost to the City and negative impacts to the property owner due to construction of the Flood Management Strategy.
  - Cons – Loss of three historic structures
- B. Request proposals for properties #5-7 with requirement to relocate the structures outside the Construction Study Area.
  - Pros – Retains historic structure for the community while avoiding future increased costs to the City and negative impacts to the property owner due to construction of the Flood Management Strategy.
  - Cons – All properties may not be structurally or financially feasible to relocate.
- C. Request proposals for properties #5-7 to renovate in place with additional eligibility criteria, as follows:
  - Located within an existing or eligible Historic District; and
  - Contributing structure within the Historic District; and
  - Developer demonstrates that moving the structure outside the Construction Study Area is not structurally and financially feasible based on documentation from a licensed structural engineer; and
  - Development Agreement includes acknowledgement that the property is still at risk of impact, both short and long-term, from construction of the Flood Management Strategy.
    - Pros – Retains historic properties contributing in a National Register historic district.
    - Cons – Structure is still at greatest risk of impact from construction of Flood Management Strategy. City and/or property owner will be liable for increased costs to construct of the Flood Management Strategy in the future.

Council member Vernon stated #7 should be open for proposals but it would have to be relocated as the property is in the Construction Study Area. If option B were used it could be required that the structure goes to the developer but they have to relocate it to a specific location determined by City Council. Item #5 has been identified as structurally unsound and needs to be either relocated or demolished. Item #6 is a focal point for 2<sup>nd</sup> Street and even though the property is in the Construction Study Area the building can be rehabilitated.

Ms. Butterfield stated there are two criteria with one being the desire for master concept development and the other would be anybody making a proposal for the structures is going to describe how the structure will be preserved. Whether the structure will be preserved on site or if it will be relocated, the outcome is revitalizing the neighborhood with historic preservation.

Council member Vernon asked if the properties that are relocated could go outside the historic district. Ms. Butterfield stated it could potentially be controversial to relocate outside the historic district, but it will depend on what types of proposals are received. Ms. Butterfield pointed out representatives from the Historic Preservation Commission (HPC), development community, neighborhood associations and business associations will be looking at the proposals.

Ms. Butterfield reiterated comments made stating the structures in the historic district, outside of the Construction Study Area, will invite for proposals that would potentially relocate the structures into a larger concept for redevelopment and proposals will be invited to rehabilitate, in place, Globe Grocery. Staff is going to recommend the development agreement will acknowledge the structure is at risk and potentially have an agreement that the City can acquire the property at a later date if it is impacted by the Flood Management System. Properties #5 and #7 will have proposals to relocate and the #7 would go with the other relocated residential structures. If proposals are not received to relocate #5, the City would proceed to demolition of the structure.

Council member Olson made a motion to move forward to the full City Council. Council member Shey seconded the motion. The motion passed unanimously with none opposed.

Mr. Pomeranz suggested when the properties are advertised for proposals, the advertisement should state the City is in favor of saving the properties but will be forced to demolish if no proposals are made. Council member Vernon stated it should include a statement that there is a certain amount of time the City has to use federal money to demolish the structures.

## **9. Request for Proposals of Vacant Sites Adjacent to Cargill Facility**

Council member Vernon asked Ms. Pratt to begin the presentation on the Request for Proposals of Vacant Sites Adjacent to Cargill Facility.

Ms. Pratt stated there is a request to dispose of 10 vacant lots located adjacent to the current Cargill site along 16<sup>th</sup> Avenue SE and 17<sup>th</sup> Avenue SE. The properties are located in the 100 year flood plain which prohibits the City from redeveloping the properties. Staff has talked to the State about the potential of entering into a development agreement where titles of the properties would not be transferred, as is not allowed at this time, and Cargill would maintain the property. At such a time that flood protection is built and the properties are out of the 100 year flood plain or the deed restrictions are removed, the transfer of titles would take place. The public competitive process will still take place to see if there is any other interest in the community.

Council member Olson asked if a price needed to be included in the proposal. Ms. Pratt stated that was correct and because the properties are currently vacant the assessed value would be used in the approach to determine the fair market value, which is paid back to federal agency. Council member Vernon asked if there was a plan for maintenance or buffering. A boundary, with buffering, needs to be created that establishes where Cargills property line ends. Ms. Pratt stated this could be included in the criteria for proposals.

Ms. Pratt went over the following timeline:

- 11/28/12 Development Committee consideration
- 12/18/12 Motion to set a Public Hearing

- 01/22/13 Public Hearing
- 02/25/13 Proposal deadline
- 02/28/13 Proposal evaluations
- 03/12/13 City Council consideration of proposals

Council member Olson made a motion to move forward to the full City Council. Council member Shey seconded the motion. The motion passed unanimously with none opposed.

## **10. Geonetric Request – 415 12<sup>th</sup> Avenue SE**

Council member Vernon asked Ms. Pratt to begin the presentation on the Geonetric Request – 415 12<sup>th</sup> Avenue SE.

Ms. Pratt stated on November 19, 2012 the City received a letter of interest to acquire property located at 415 12<sup>th</sup> Avenue SE, the former Iowa Steel site. The requester is Geonetric, a locally owned company that has been in Cedar Rapids for 13 years and continues to grow. The company has 75 employees and is hoping to double in size over the next five years. The parcel at 415 12<sup>th</sup> Avenue SE was purchased by the City in 2001 and Federal Brownsfield money was used to clean up the site. The City has received a letter of “no further action” from the State Department of Natural Resources and the City is now able to redevelop on the site. Staff is recommending the City proceed with the standard competitive proposal process. This is different from other dispositions because this parcel was acquired with City funds prior to the flood.

Council member Olson stated since this is City-owned property the City has the right to set certain standards. Ms. Butterfield reiterated criterion including parking is removed from the visibility of the primary entrance, setbacks are consistent with the context of the neighborhood and multistory is consistent with adjacent properties. Mr. Pomeranz stated the proposal should encourage an entity that will provide jobs.

Council member Vernon invited Eric Engelmann and Ann Ohrt, Geonetric, to discuss the topic with the committee. Mr. Engelmann stated all of the criteria mentioned in terms of setbacks, parking, etc. are all things Geonetric would like to do.

Council member Olson made a motion to move forward to the full City Council. Council member Shey seconded the motion. The motion passed unanimously with none opposed.

## **5. Tree Preservation**

Council member Vernon introduced Rob Davis, Public Works Engineering Manager; Todd Fagan, City Arborist; and Dustin Hinrichs, Trees Forever, to begin the presentation on the Tree Preservation.

Council member Vernon stated there is interest in the signature streets and would like to know what the practice is for planting trees on the right of way. There are some streets in town that have several street trees in the right of way and other streets hardly have any. Council member Olson stated when planting new trees each year there are limited resources and they should be concentrated on where they have the most impact on people.

Ms. Butterfield stated staff can come back with the tree policy on tree planting, placement and maintenance. The Development Committee will be meeting with the Infrastructure Committee on December 11, 2012 and discussion will take place on signature streets so this could be a potential time for discussion regarding the tree plantings. The discussion should also take place during the budget cycle. Mr. Davis stated City staff is currently looking into a policy for underground utility lines and quiet often the utility lines interfere with the trees. This would also need to be discussed during the budget cycle. Ms. Butterfield stated the topic will return January 2013 and the budget information will be included.

## **2. Setback Recommendations**

Council member Vernon introduced Seth Gunnerson and Vern Zakostecky to begin the presentation on Setback Recommendations.

Seth Gunnerson, Community Development Planner, stated this item came before the Development Committee in October 2012 and discussion took place on location of buildings on a site. At the October meeting, staff was instructed to return to the Development Committee with recommendations on reducing setback requirements, reducing impact of landscaping requirements and establishing contextual setbacks.

Community Development met with other members of City staff to discuss issues that would arise if street frontage setbacks were eliminated from C-2, C-3 and O/S districts. There were no concerns with eliminating the street frontage setbacks and giving the option of building to the lot line. Council member Olson stated this should only be allowed if it is context with the neighborhood and it needs to be described how this is enforced by staff. Ms. Butterfield stated staff will establish boundaries and if there is a need to make a request to the Board of Adjustment then there will be a standard by which the board can evaluate a request.

Mr. Gunnerson stated by eliminating the setback requirement it would make all commercial and O/S district have the same dimensional standards. With contextual setbacks staff looked at 1<sup>st</sup> Avenue E, Mt. Vernon Road and Johnson Avenue NW and identified there is no uniform setback that applies to all areas of town as each district had its own character. One recommendation from staff is requiring the primary street-facing facade of any new development be located no further back from the center of the street than 50% of the structures with frontage within 300 feet in either direction along the street(s) the building faces. Mr. Gunnerson presented a diagram to explain in more detail. Council member Vernon stated if there are uniform setbacks it makes for a more pedestrian friendly environment. Ms. Butterfield stated staff will return to Development Committee with proposed code changes.

## **3. C-2, Commercial District Size Increase**

Council member Vernon stated this request was made as there were several times an applicant had to go to C-3 zoning because the C-2 district limits the size of structures. Mr. Gunnerson stated in the 2006 Zoning Ordinance the C-1, C-MU and C-2 districts have a maximum size. Concerns have been raised regarding this topic including the inability to zone new development to adequately address neighborhood concerns and the ability to expand a commercial district without having a more intense zoning. Staff is recommending elimination of the size requirements. Council member Olson stated it is known where zones are wanted and each project will be looked at individually. Ms. Butterfield stated as part of the Comprehensive Plan update

staff will be looking to modify the zoning map and Future Land Use Map so they can be used as instructional tools but will not dictate what happens. Mr. Gunnerson stated staffs' recommendation would be to create an Ordinance that would eliminate the maximums for the districts and eliminate the C-MU requirement that C-MU's can only be located at the intersection of major streets.

Council member Olson made a motion to move forward to the full City Council. Council member Shey seconded the motion. The motion passed unanimously with none opposed.

#### **4. Signage**

Mr. Gunnerson stated this presentation is part one of a several part process dealing with signage. Topics discussed will include Research on off-premise signs, how other communities have dealt with regulating billboards and digital signs. In future meetings staff will return with more general signage best practices. Mr. Gunnerson referenced a table with nine communities that were surveyed regarding billboard regulations. Madison, WI, banned billboards and made them a non-conforming use anywhere in the City. Staff looked at how communities dealt with separation requirements, zone signs are allowed in and height restrictions. It was found that Cedar Rapids had a similar or higher separation requirement than many other communities. However, other communities had a more defined list of types of uses billboards could not be near. Several communities had a narrow list of billboards locations and the size maximums were similar to Cedar Rapids size maximums.

Mr. Gunnerson went over the following possible options:

1. Make Billboards a Conditional Use in all districts and add additional criteria for approval.
  - Pros – Require Board of Adjustment to approve all new billboards and would strengthen criteria for protection.
  - Cons – May not limit number of signs, would lead to more conditional use applications and could make the approval process more subjective.
2. Establish overlay districts along sensitive corridors further restricting sign placement.
  - Pros – Would limit or prohibit new signs in key corridors as defined by the ordinance and provides opportunity to set more stringent guidelines along new roads as US-100.
  - Cons – Would not apply to all areas of town and sign companies would react negatively.
3. Institute a “Cap and Trade” system which requires the removal of signs in order to build new.
  - Pros – Limits number of billboards in the community to the number existing today, billboards will spread out as the community expands and City Council could increase the number of signs permitted as it sees fit.
  - Cons – Sign companies would react negatively to not being able to erect new signs and it would be difficult for new firms to enter the market, as they would have to buy and remove an existing sign.

Mr. Gunnerson stated an additional memo provided is in regards to research staff completed on what other communities allow for digital signage. Current DOT standards for signs along a state highway is eight seconds and transitions were either instantaneous or up to one second. Some communities researched set a threshold for the luminosity of the signs which was typically 5,000 nits during the day and 500 or 1,000 nits at night. None of the communities surveyed had a ban on digital billboards.

Council member Olson stated it is too late to ban billboards but now is a good time to restrict future development. Council member Vernon stated for the short term, the Conditional Use is a good idea because it gives the City a line of defense while the ordinance is being changed. Council member Olson stated standards need to be set for the Board of Adjustments as to what guidelines they should follow. Ms. Butterfield stated if the interest is to proceed with Option 1 the next step would be for staff to bring back some proposed criteria after getting input from sign companies. Mr. Zakostelecky stated the Ordinance would go through staff review, proceed to CPC for recommendation and then come before the full City Council. Council member Vernon stated it would be beneficial to survey the citizens to get their opinion. Mr. Gunnerson stated in the short term staff will come forward with an ordinance that will make it a conditional use in all zones and staff can give best practice recommendations to include in the final ordinance.

## **5. Owner Occupied Nuisance Abatement**

Council member Vernon introduced Kevin Ciabatti and Steve O’Konek to begin their presentation on Owner Occupied Nuisance Abatement.

Steve O’Konek, Police Captain, stated this is an update on how the Nuisance Abatement program is coming since the joint Development and Public Safety Committee Meeting where a detailed discussion took place. Since the meeting staff has been working on the final changes to Chapter 22A which is a nuisance property code. The code is complete in draft form and will be included in the next City Council packet for review. Since the last meeting staff has attended a number of work sessions. Staff has moved ahead with the IT support technology pieces which will allow for a paperless system. Development of staffing and creating SOP’s for the positions has begun. Staff has discussed the required background checks in more detail and the solution is almost complete.

Mr. Ciabatti stated staff has spent a great deal of time since the joint meeting reviewing the draft code language. Some of the discussion had to do with what properties the nuisance abatement program would apply. Staff would like to make the recommendation that the nuisance abatement program apply to all properties and not just rental properties. A lot of the language that would apply to rental only was taken out of the code and now it applies to all properties. The code identifies what classifies a building as a nuisance and the steps that are taken to abate the nuisance through a coordinator position. Another recommendation would be the Nuisance Property Abatement Coordinator positions reside in the Police Department with heavy involvement with supporting departments.

Mr. O’Konek stated the coordinators will work directly with property owners to abate the nuisance. The staffing numbers have not been figured out but staff available to provide background checks to assist landlords. There will also be a team member to coordinate issues between the City Departments. Mr. Ciabatti stated staff is working on the housing code but it will follow a month behind the nuisance property code. The establishment for background checks and training will be in the housing code rather than the nuisance abatement code. The nuisance abatement code solely identifies the material in which a property becomes a nuisance and how the nuisance will be abated.

Council member Olson asked where the funding for this was coming from. Council member Vernon stated the program is included in the budget process and over time the fees that are

associated with nuisance properties will help alleviate costs. Also, over time the property values should go up. Mr. Ciabatti stated the nuisance abatement code will include fees for service and once a nuisance property is identified the property will get fined according to the code. In cases where there are repeated calls of service to a property, over time the calls will contain a fee.

Mr. Ciabatti stated although staff is not at a point to discuss the housing code in great detail, the requirement of background checks will be mandatory and staff is still looking for a service to provide the background check service for the City. Using the background check service provided by the City will contain a small charge.

Mr. Ciabatti went over the following timeline for the nuisance abatement code:

- 12/4/12 Motion to set a public hearing
- 12/18/12 Public Hearing
- 1/8/13 Second and possible Third reading
- 3/1/13 Soft implementation
- 3/1/13 – 7/1/13 Training programs
- 7/1/13 Full implementation

Mr. Ciabatti went over the following timeline for the housing code:

- 1/8/13 Motion to set a public hearing
- 1/22/13 Public Hearing
- 2/12/13 Second and possible Third reading
- 3/1/13 Soft implementation
- 3/1/13 – 7/1/13 Training programs
- 7/1/13 Full implementation

## **11. “Kingston/West Village” Plan**

Council member Vernon stated this was just an update on “Kingston Village.” Ms. Butterfield stated JLG will be in Cedar Rapids December 12<sup>th</sup> or 13<sup>th</sup> and a meeting will take place to discuss elements of the neighborhood. Traffic, land uses, flood protection and expectations on the final outcome will be discussed.

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

Meeting adjourned at 5:37 p.m.

Respectfully submitted,

Alicia Abernathey, Administrative Assistant II  
Community Development



**City of Cedar Rapids**  
**SPECIAL MEETING OF THE CEDAR RAPIDS CITY COUNCIL**  
**DEVELOPMENT AND INFRASTRUCTURE COMMITTEE MEETING MINUTES**  
**Police Station— Iowa Briefing Room**  
**Tuesday, December 11, 2012**

Meeting was called to order at 3:11 p.m. by Council member Monica Vernon.

Development Committee Members Present: Council members Monica Vernon (Chair); Scott Olson; Pat Shey; Christine Butterfield (City Director Lead)

Infrastructure Committee Members Present: Council members Chuck Swore (Infrastructure Chair); Scott Olson; Ann Poe; Dave Elgin, Public Works Director (City Director Lead)

Additional Council Member in Attendance: Justin Shields

Presenters: Jeff Speck, Principal, Speck & Associates; Tom Peterson, Traffic Engineering Manager; Steve Hershner, Acting Utilities Director; Caleb Mason, Redevelopment Analyst

**JOINT Development and Infrastructure Committee Items:**

1. Street Typology Update -- *Jeff Speck and Tom Peterson*  
**See PowerPoint: Proposed Citywide Street Typology**

**Information presented by Jeff Speck during the PowerPoint**

City staff is now developing new standards that reflect a "complete streets" approach to address issues of reinvigorating the downtown and surrounding neighborhoods, as well as the more suburban areas. This project will also provide methods needed to critically evaluate our street right-of-way requirements. The first steps in developing a "complete streets" approach begins with understanding how all modes of transportation function and developing a "tool box" of design criteria that can then integrate the appropriate elements of transportation and environment. Mr. Jeff Speck, Speck & Associates from Washington D.C. was brought in to provide the expertise to assist in developing a new complete streets design criteria.

Creating "skinny" streets in neighborhoods helps to maintain neighborhood character, lowers construction costs, saves vegetation and trees, reduces stormwater runoff, encourages traffic safety and promotes better land use.

There is a need to look at the travel lanes the City has versus the number of lanes that are needed to accommodate current and future traffic. The fewer number of lanes, the safer the streets. Two-way roads reduce accidents and provide more traffic volume for businesses, cars tend to drive slower when vehicles are traveling in both directions and traffic in both directions is more appealing to pedestrians.

Parallel parking provides a barrier of steel protecting the sidewalk and pedestrians. Trees help to create a barrier between cars and pedestrians; having trees next to the street causes cars to reduce speeds. Conventional traffic engineering says the fewer obstacles the safer you are, reality is the more obstacles the safer you drive. The curvature of a corner helps to determine how far pedestrians have to walk across a street. If you want pedestrians to be comfortable you want simple, clear geometry. If street and city signs are large and loud it tells pedestrians this is not the place for them.

To help determine changes for rural, suburban, urban and retail areas there are eight thoroughfare components and five design factors to consider:

**Thoroughfare components:** travel and turning lanes, parking lanes, cycle facilities, curbs, sidewalks, planting, lighting and enhancements

**Design factors:** volume, direction of flow, desired speed, transect zone and land use

Speck listed a few potential concerns he has with the current Cedar Rapids City code. Issues include:

- Sight Triangles Requirement– the engineering school of thought is to keep the view across the corner clear so people do not have collisions at intersections. Disagreement with the code is due to the idea that if it is harder to see around the corner drivers will go slower. In more successful parts of the City, such as the downtown, there are no sight triangles.
- Tree Requirements – these need to be properly chosen so that they are thin at the base with a large canopy above and not “Christmas” trees.
- Street Width – residential streets should not be major connector streets. Yield flow streets slow traffic speeds in residential neighborhoods which is a positive aspect for pedestrian activities.

Listed below are responses to questions/comments from Committee Members:

**Swore:** Where do you think round-a-bouts are effective?

**Speck:** Round-a-bouts are the nicest vehicular environment that you can make, they are safe, they reduce accidents, but they do not communicate an environment of walking, they communicate an environment of driving. They are for suburban areas not downtown type areas.

**Swore:** Why would the bikers and pedestrians be comfortable?

**Speck:** Cars are moving slower.

**Olson:** We are continuing to add trees which adds maintenance, are there studies done in regard to the cost increase?

**Speck:** Studies I am aware of are in my book and were studies performed in Portland, Oregon. Ignoring the other externalities such as storm water absorption, co2 absorption, heat absorption and attractiveness, trees increase tax revenue and real estate value in the streets. There is a twelve fold increase in tax revenue for streets that have trees versus streets that don't. However, if the City can't invest in maintaining what they plant they are wasting their money.

**Olson:** Street cafes, we have tried to encourage them, but there is always the battle with the sidewalk being too narrow or other requirements. What have your studies shown for street cafes?

**Speck:** If there is a dining establishment and the rules aren't too onerous and you maintain a 6 foot minimum clear zone, most businesses make the choice to put the cafe in front of their business; in the ACE District this will be presented as a suggestion. Make sure there are not hidden regulations; street cafes are wanted by everyone.

**Poe:** Are there any red flags in our ordinances that are prohibitive towards the Street Typology that Council should take a look at?

**Speck:** There may be some issues with the fire codes that the Fire Chief will be contacted about. The universal fire code asks for a 20 foot clearance, there may have to be a staging area, this is in the typology guidelines.

**Poe:** In our last discussion we talked about space for snow removal, can you touch on that again?

**Speck:** Snow storage should not be in the street but in the storage strip between the curb and the sidewalk. I have added an additional foot of snow storage to the street changes proposed. In addition, there is just as much storage area with a narrow street which requires less snow removal.

**Vernon:** Sight triangles are very important for us to look at, we need to look at the type of street trees we use and I agree the 3-lane idea is great. Asked to do right turn lanes along 1<sup>st</sup> Avenue can you talk a little bit about those?

**Speck:** The best standard right now says that right turn lanes are not recommended, right turn lanes are anti-pedestrian. Left-hand turn lanes can improve traffic flow.

**Vernon:** Really interested in what you are presenting if we can accept your assumptions. I do not like the current height of some lighting throughout the City, it seems out of scale.

**Speck:** If the street is designed for speed-flow, you can do high lights. There is a 15 foot pole height maximum for the other flows. Payoff down the line is worth the cost.

\*\*\*Side discussion occurred regarding City Council's level of involvement in creating/enforcing Street Typology guidelines.

**Peterson:** This is not a quick process and we are allowing time to gain as much feedback as possible.

**ACTION:** The Public Works Department will return in April with finalized details on Street Typology for the Development and Infrastructure Committees to review. After committee review it will be taken to Full Council for action in June.

2. Recommendations for the Modification of the Downtown Street System – *Jeff Speck and Tom Peterson*  
**See PowerPoint: Proposed Downtown Street Reconfigurations**

**PowerPoint Updates:**

- The slide showing 4<sup>th</sup> Avenue can be removed; it is already being changed with the new Bus Facility.
- The slide showing 1<sup>st</sup> Avenue parking would be angled; there will not be a bike lane because of the path along the river.

Information presented by Jeff Speck during the PowerPoint

Basic recommendation is to "right-size" every street, meaning put the right amount of lanes for the amount of traffic you have and are projecting for the future, and then use the excess space for bike lanes or sidewalks. There can be a dramatic impact without moving the curbs at all and can increase the amount parking by about 50% by changing parallel parking to angle. Speck is proposing the addition of bike lanes to communicate what type of city Cedar Rapids is, welcoming young and healthy people. There is opportunity from one-way to two-way restoration, robust bicycle networks, on street parking, occasional wider sidewalks where we can make use of them and reduced signalization that will save money.

Proposed changes are based on the ideas presented above. The street section ideas proposed include (1<sup>st</sup> Avenue proposals will require DOT agreement):

- 1<sup>st</sup> Street to 5<sup>th</sup> Street, from 1<sup>st</sup> Avenue to 5<sup>th</sup> Avenue – optimize the system for all users
- In the above area, all streets except 1<sup>st</sup> Avenue reduced to 2 lanes of travel
- Left-hand turn lanes inserted where needed
- Bicycle facilities inserted as a function of:
  - Available pavement
  - Connectivity within the network
- Angle parking inserted to make use of additional pavement
- Sidewalk extensions to be considered street-by-street
- Signalization to be studied subsequently

In some places there is only room for one bike lane. There may not always be room for a pair, it is better to use the room than to leave a wider travel lane.

### **Arts, Culture and Entertainment (ACE) District**

Based on published studies, reducing parking in the ACE District can potentially result in approximately \$10,000 per year per parking space revenue decrease. The current proposal for enhancing 3<sup>rd</sup> Street details a complete reconstruction of the roadway, from building face to building face, from 1<sup>st</sup> Avenue to beyond the 4<sup>th</sup> Avenue intersection. Approximate cost is \$3.4 million dollars. The question is how you can accomplish something similar with far less money?

Parking spaces replaced by a boardwalk is an international practice now that has led to a concept of permanent curb-size expansions made by wood. There are 36 in San Francisco so far with 20 more approved. A parking space could be replaced by a wooden plank with planters that are substantial barriers for vehicles. A four-way stop environment can enhance safety for everyone, and traffic frustration is less because they do not wait at a light. There are 11 additional stop light intersections in downtown Cedar Rapids that are not part of today's discussion that could potentially save \$150,000 each if you don't have to replace them in the future.

Presuming that each block of 3<sup>rd</sup> Street replaces an average of 4 parallel parking spaces and 4 angle parking spaces with prefabricated decks, the stretch of 3<sup>rd</sup> Street from 1<sup>st</sup> Avenue to 4<sup>th</sup> Avenue could be remade for perhaps \$150,000, (less than 5% of the current proposed \$3.4 million dollar cost). However this price does not include topcoat, restriping, greenery, or street furniture. The cost of the overall effort requires study, but it seems possible that this entire 25-block reconfiguration could be accomplished for little more than the \$3.4 million cost of the current proposed 3<sup>rd</sup> Street reconstruction. The greatest cost could potentially be the relocation of traffic signals, but it is likely that many of these signals can simply be eliminated, which may generate significant savings. A study can be performed to tell the City of Cedar Rapids where signals are and are not needed. Signals will not be moved off 1<sup>st</sup> Avenue.

Decking could be easily removed and stacked on a truck; the planters would be attached but most likely would be removable. You have the same outcome as a total reconstruction but you are not redirecting the flow for stormwater. Stormwater can flow directly under the planks and we can work with the ACE District to create something that works for them.

Listed below are responses to questions/comments from Committee Members:

**Swore:** What happens beyond 5<sup>th</sup> Street and what happens when we cross the bridges, it can't stop at the ACE District?

**Speck:** The goal is for all the projected bike paths and sidewalks to be continued beyond the ACE District; however a separated path may become a street path.

**Olson:** Are you putting together a concept plan, as far as timing, cost, etc?

**Peterson:** We started working on a concept plan for the corridors downtown and are putting it together. We still have more work and adjustments to make. The Public Works Department will present a more comprehensive plan to Council in the near future. Now is the time to look at this as many signals will soon need to be replaced because of their current condition.

**Speck:** I would like to get direction from the Committee on whether or not they support the effort in general and if they would give direction to sponsor the study. If you find out before you build it that you do not need signals there is a seven figure difference.

**Shey:** Speaking of signals, talk about the train tracks because if you go two-way then you have crossings and signals.

**Speck:** There will be additional costs to crossing the train tracks.

**Peterson:** For conversions you have to look at the crossings, if we aren't spending money on signals you would have money for crossings.

**Poe:** Would the traffic study go out to bid?

**Speck:** I would like to recommend a Traffic Engineering firm that lives in the present; there are some firms that live in the past.

**Pomeranz:** Might be able to do it under your extended contract.

**Elgin:** We could have Jeff Speck participate in the evaluation of the qualifications and make recommendations.

**Vernon:** Do you think that on 5<sup>th</sup> Avenue where we have extra wide bike lanes the street should be re-designed for two-way biking; it is being confused as driving lanes.

**Peterson:** We were trying to make it work as long as it was a one-way flow, we can do something different for two-way.

**Speck:** I'm not sure how effective it is to convince drivers to stay out of the lane. A green bike lane would be more effective, at least for the 50 feet up to the intersection.

**ACTION:** The Public Works Department will 1) Develop a scope of study to evaluate the traffic signal system downtown and 2) further refine a schedule and street conversion options for the downtown district and 3<sup>rd</sup> Street SE corridor (1<sup>st</sup> Avenue – 4<sup>th</sup> Avenue SE).

**ONLY Infrastructure Committee Items:**

1. Approve January 15, 2013, at 4:00 p.m. as next Infrastructure Committee date and time

**ACTION:** The meeting date and time are approved as written. All in favor.

**ONLY Development Committee Items:**

1. 28E with Marion to Provide Water Service to a Development on Shared Borders – *Steve Hershner*

It makes more sense for Cedar Rapids to provide water service to the development in question and the 28E agreement outlines who owns which of the specific utilities between the two communities. It is an agreement much like ones used in the past for other developments.

Listed below are responses to questions/comments from Committee Members:

**Olson:** Is the City of Marion okay with this?

**Hershner:** Yes, they are working with us on this.

**Poe:** What is the charge, how do we charge back?

**Hershner:** The agreement outlines who is buying the infrastructure, the daily service charges are the same for each community, and accounts in this development would be charged for volumetric usage at 150% what they pay in Cedar Rapids.

**ACTION:** Olson recommends bringing to Full Council. Recommendation agreed upon by Committee consensus.

2. Baron Von Stark Development Agreement – *Caleb Mason*

The defaults on the two properties have occurred based on financial problems. Staff is recommending option 1.

Listed below are responses to questions/comments from Committee Members:

**Shey:** Did the developer escrow for demolition?

**Mason:** Not yet. The City will receive the escrow funds at closing. That is why this amendment is so important as the City still owns the property and is at risk with a vacant building.

**Olson:** It is hard to do construction during winter, we don't want to say something and not have him meet the deadline.

**Mason:** That is why we are working with him. Stark has previewed the amendment and is agreeable to meeting the timelines for construction.

**Vernon:** Is the developer working with the bank and is he okay with the dates?

**Mason:** Yes

**Shey:** What happens if it falls through with the dates?

**Mason:** We would come back for termination and we would go directly to Full Council.

**Vernon:** I would go for extending the dates. If he misses them, I would like it to come back to the Development Committee so that they can look at it if there is true interest. The corner in Czech Village is key and we would really like to work with Mr. Stark to give him the extensions. We would like to see it again if they default, but give the Committee the chance to do that.

**Olson:** If we decide to approve the change we need to communicate to the NW Association and Czech Village area. There have been emails that believe the City is stopping the project; if financing is the issue, get the facts out about why the project is being held off.

**Vernon:** Given an extension, the Development Committee would like to know if someone else is waiting in line.

**ACTION:** Olson motions to approve option 1. Motion agreed upon by Committee consensus.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Jessica A. Bys, Administrative Assistant I, Public Works Department

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 and time.

**Community Development**

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

**Public Works Department**

1201 6<sup>th</sup> St SW • Cedar Rapids, Iowa 52404 • (319) 286-5802 • FAX (319) 286-5801

**Development Committee Action Items**

<b>Original Agenda Date</b>	<b>Agenda Item / Presenter</b>	<b>Action Item</b>	<b>Action Taken</b>	<b>Owner</b>	<b>Date Return to Committee</b>	<b>Recommendation to City Council</b>
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.
7/25/2011	Med District Design Guidelines			CD/Medical Quarter	April 2013	Will revisit Jan 2013
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
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.
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.
2/23/2012	Neighborhood Planning Process Implementation	Did not discuss at 2/23 meeting. Bring back at 3/26 meeting.		CD	3/26/2012	Ongoing.
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 and 1/23/13	Discussed and reviewed 2006 zoning code. Established build to line. Jeff Speck to report on typology.



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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:** January 23, 2013

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For the January 23, 2013 Development Committee meeting the following is a list of Informational Items and Updates (Please see attachments):

### **Informational Items**

1. Speck Presentation

### **Update Memos**

1. Planned Unit Development Overlay
2. Setbacks
3. Signs
4. First Street Parkade MOA Amendment
5. Kingston Plan



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**To:** City Council Development Committee  
**From:** Thomas Smith & Vern Zakostecky through Christine Butterfield, Community Development Director  
**Subject:** Planned Unit Development Regulations Update  
**Date:** January 23, 2012

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This memo is being provided to update the Development Committee on progress and continued efforts in the PUD regulation update process.

**Background:**

In August and September 2012 City staff presented information on PUD regulations to the Development Committee. The information included policy questions, policy outcomes, a chronology, the current PUD regulation adoption history, and options for PUD regulation changes. The changes to the PUD ordinance are intended to encourage use of a PUD for 1.) master planning large, mixed-use developments and 2.) smaller sites, including in-fill projects. An improved PUD process will allow the City to negotiate high quality design elements and development of difficult in-fill properties in exchange for bonuses and/or flexibility with regard to City standards.

**Progress To-Date:**

Since September, City staff has solicited input from members of the development community, including civil engineers and commercial realtors and housing developers, to determine what issues and concerns existing with the current PUD regulations and what they feel needs to be changed to encourage more PUD applications.

Currently, staff is meeting biweekly with a group of developers and engineers to discuss the proposed regulations. Staff will meet again with the group on January 23 to receive feedback and consider incorporating any changes into the proposed ordinance. If the City and the development community agree on the final PUD regulations by the end of January, the following timeline will be used to implement the new ordinance prior to the height of the building season:

- January 23 – Meet with development group to review PUD language and any proposed changes
- February 6 – Finalize draft with development group
- February 27 – Present final recommendation to Development Committee
- March 12 – Motion to set a public hearing
- March 26 – Public hearing and first reading of ordinance
- April 9 – Combined second and third readings

**Additional Background Information:**

The Development Committee previously indicated desired outcomes should include protection of environmentally sensitive areas, a mixture of housing types and price points, mixed use development, higher levels of building and site design, emphasis on pedestrian friendly development, reducing parking, provide relief to encourage in-fill development and

regulating/restricting uses and hours of operation. The following is a summary of what staff heard as issues and concerns and things that need to be incorporated in PUD regulations:

- Develop a clear process to negotiate bonuses and/or variances from standards in exchange for higher level of design.
- PUD process needs to be flexible and user friendly.
- PUD needs to be used to help achieve goals of special districts and corridors.
- Pedestrian access to all commercial and mixed use developments.
- Encourage a higher level of design with more density and less parking.
- Use the PUD to master plan large areas and for individual sites.
- Use PUD for in-fill sites to allow flexibility in standards tailored to individual site constraints and character of surrounding area.

Based on what City staff heard from the Development Committee, City Planning Commission, other communities surveyed and the Development Community the follow matrix outlines proposed changes to the City’s Planned Unit Development Regulations that have been discussed with the development community:

<b>Staff Recommended Changes to the Planned Unit Development Regulations</b>	
<b>Proposed change</b>	<b>Advantages to the Proposed Change</b>
<p><b><u>Eliminate PUD-Overlay &amp; Create following 2 stand-alone PUD Zoning Districts:</u></b></p> <ul style="list-style-type: none"> <li>• <i>PUD-1 Zone District-</i> for large master planned mixed-use sites to be developed in multiple phases.</li> <li>• <i>PUD-2 Zone District-</i> for single use or mixed use development sites to be developed in 1-phase.</li> </ul>	<ul style="list-style-type: none"> <li>• Eliminates underlying zoning with specific boundaries, which usually changes over time due to market conditions.</li> <li>• Allow uses in all standard zoning districts to promote master planning of mixed use development.</li> <li>• Use to achieve goals of special districts &amp; corridors.</li> <li>• Use to provide flexibility/relief from standards to encourage development of in-fill sites.</li> </ul>
<p><b><u>3-step PUD Approval Process:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Concept Review-</i>informal application to start discussion on design elements &amp; request for modifications.</li> <li>• <i>PUD- Master Plan/Preliminary Plan-</i> as part of the rezoning application.</li> <li>• <i>PUD- Final Site Plan-</i> for phases of the master planned development or single phased development.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides a clear path from start to finish.</li> <li>• Provides better up front planning.</li> <li>• Sets expectations for the applicant &amp; City Council.</li> <li>• Require draft of development agreement/covenants with Concept application to start negotiations at City staff &amp; CPC stages of process.</li> </ul>
<p><b><u>PUD Site Plan Revisions:</u></b></p> <ul style="list-style-type: none"> <li>• <i>CPC Approval-</i> if code modifications/variances not needed &amp; in accord with intent of original approval.</li> <li>• <i>Staff Approval-</i> if changes are minor &amp; code modifications/variances not needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Save 4 to 6 weeks in the approval process.</li> <li>• Reduce the number of items on City Council agendas.</li> </ul>
<p><b><u>Timeline for Approvals:</u></b></p> <ul style="list-style-type: none"> <li>• <i>PUD Approval-</i> timeline for review &amp; approval the same as a typical rezoning request-(90-days).</li> <li>• <i>Revised Plan Approval-</i> timeline for review</li> </ul>	<ul style="list-style-type: none"> <li>• No additional time for approvals to encourage the use of PUD.</li> </ul>

& approval, same as typical rezoning request (45-days).	
Revisions to an approved PUD not requiring code modifications/variance & in accordance with the intent of the original approval would be approved by City Planning Commission.	<ul style="list-style-type: none"> <li>• Save 4 to 6 weeks in the approval process.</li> <li>• Reduce the number of items on City Council agendas.</li> </ul>
Require draft of development covenants or development agreements with application for Concept Plan Review or initial submittal.	<ul style="list-style-type: none"> <li>• Give the City a good understanding of what modifications are requested in exchange for higher level of design/enhancements.</li> <li>• Starts the negotiations early in the process.</li> <li>• Less chance for delay due to negotiate.</li> <li>• Keeps City Council from having to be the arbitrator.</li> </ul>
<p><b><u>Enhancements &amp; Criteria vs. Modifications, Variances and/or Bonuses:</u></b></p> <ul style="list-style-type: none"> <li>• Proposals to include a minimum number of enhancements to qualify for a PUD approval (see table below).</li> </ul>	<ul style="list-style-type: none"> <li>• Clear expectation going into the process.</li> <li>• Consistency in how applicants are treated.</li> <li>• Assists staff, City Planning Commission &amp; City Council in determining what's being offered in terms of higher level of design.</li> <li>• Sets the development standards for marketing purposes.</li> <li>• Improved pedestrian access to &amp; within developments.</li> <li>• Higher level of design with more density, mixed uses &amp; less parking.</li> <li>• Allow for design exceptions for difficult in-fill sites.</li> <li>• Protection of environmentally sensitive areas.</li> </ul>
<b>Potential Enhancements in Exchange for Bonuses &amp; Variance/Modifications</b>	
<b>Enhancements-Higher Level of Design</b>	<b>Modifications City Council Could Consider</b>
<ul style="list-style-type: none"> <li>• Dedicated area(s) for open space, recreation areas, and trails.</li> <li>• Maintenance agreement for open space, recreation areas, and trails.</li> <li>• Innovative storm water management design.</li> <li>• Shared parking agreements.</li> <li>• LEED certified/energy efficient construction.</li> <li>• Parking lots to the rear or side of buildings.</li> <li>• Covenants that restrict specific uses that would be detrimental to the development, surrounding area and community.</li> <li>• Preservation of environmentally sensitive and natural areas.</li> <li>• Landscaping exceeding minimum requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Density bonuses (1% increase in density for every .5% of overall parcel set aside for open space). Typical minimum open space requirement is 40% of overall parcel.</li> <li>• Reductions in setbacks, lot width, roadway/right-of-way width and parking.</li> </ul>



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**To:** City Council Development Committee  
**From:** Seth Gunnerson through Christine Butterfield, Community Development Director  
**Subject:** Setback Regulations Update  
**Date:** January 23, 2013

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At the October 24 and November 27, 2012 Development Committee Meetings, staff presented options to update commercial setback requirements. Staff is continuing to research options to preserve unified setbacks for new commercial development in Cedar Rapids.

Staff presented research which showed:

- Current City Code does not require new development is built in context with surrounding development outside of the downtown C-4 Commercial District and recently established overlay design districts in the Czech Village and New Bohemia Commercial 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 with recommendations to:

- Eliminate or reduce required front yard setbacks in all commercial districts.
- Establish “build-to” lines for new commercial development which addresses:
  - o Neighborhood context
  - o 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.



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**To:** City Council Development Committee  
**From:** Seth Gunnerson through Christine Butterfield, Community Development Director  
**Subject:** Off-Premise Signage  
**Date:** January 23, 2013

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**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.

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.

**Next Steps:**

Staff will provide an update to the Development Committee on January 23. Staff is proposing to work on a comprehensive update of the City Code concerning signage to bring back to Development Committee, with the project completed within 180 days. A stakeholder working group will be formed which will include representation from:

- Commercial business districts
- Sign companies, including sign makers and outdoor advertising companies.
- City Planning Commission
- Board of Adjustment
- City staff

Staff is proposing to conduct meetings with the stakeholder group to draft recommendations for ordinance updates in the following three areas:

- Off-Premise billboard signage
- Digital signage
- Ensuring high quality commercial signage



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**To:** City Council Development Committee  
**From:** Brad Larson through Christine Butterfield, Community Development Director  
**Subject:** Amendment to the First Street Parkade MOA with FEMA  
**Date:** January 23, 2013

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This memo is to provide an update to the Development Committee on an upcoming amendment to the First Street Parkade MOA with FEMA.

### **Background**

On March 15, 2011 the City of Cedar Rapids entered into a Memorandum of Agreement with FEMA to undertake certain historic preservation projects to mitigate the loss of the First Street Parkade using Federal dollars. The remaining project under this MOA is the intensive survey and nomination of the 2<sup>nd</sup> Avenue SE Historic Automobile District. The MOA established a deadline to complete this project by March 15, 2013.

The City contracted with Wapsi Valley Archeology to complete this survey and nomination process. Wapsi Valley has been meeting with the State's review panel and is scheduled to be formally reviewed by the State Nominating Review Committee on February 8, 2013. After this review and possible recommendation, the nomination will need to be considered by the Department of Interior's review committee, which has not yet set a date for their meeting. Due to this, the City has requested to amend the MOA to extend the deadline to December 31, 2013.

FEMA is in the process of waiting 30 days for feedback on this extension. After the 30 day period, the City Manager will sign the amendment. This project is being funded through FEMA dollars.

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**WHEREAS**, the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security proposes to administer Federal disaster assistance through FEMA's Public Assistance pursuant to the Robert T. Stafford Disaster Relief Emergency Assistance Act, 42 U.S.C. §5121-5207 (Stafford Act) through the Iowa Homeland Security & Emergency Management Division (IHSEMD) to the City of Cedar Rapids (the City) for funding for the repair to pre-disaster condition of the First Street Parkade damaged as a result of flooding in June 2008 that resulted in declared disaster DR-1763-IA. The City has applied for an improved project and proposes to demolish the First Street Parkade (Undertaking) instead of repairing the facility; and

**WHEREAS**, FEMA in consultation with the State Historical Society of Iowa/State Historic Preservation Office (SHPO) has determined that the First Street Parkade in Cedar Rapids is individually eligible for listing in the National Register of Historic Places (NRHP); and

**WHEREAS**, FEMA has determined that the Undertaking will have an Adverse Effect on the above noted historic property, and the SHPO has concurred with this determination in accordance with the executed Programmatic Agreement for FEMA undertakings in Iowa negotiated among FEMA, SHPO, IHSEMD, and the Advisory Council on Historic Preservation (ACHP); and

**WHEREAS**, FEMA has notified the ACHP regarding its intent to prepare a Memorandum of Agreement (MOA) to satisfy its Section 106 responsibilities pursuant to 36 CFR Part §800.6 (a)(1), and the ACHP has declined to participate, pursuant to 36CFR §800.6(a)(1)(iii); and

**WHEREAS**, FEMA has invited IHSEMD as the Grantee and the City as the Sub-grantee (the subject of mitigation measures stipulated in this MOA) to become signatory parties to this MOA; and

**WHEREAS**, FEMA, in consultation with the SHPO, has invited the Cedar Rapids Historic Preservation Commission and Preservation Iowa to concur in this MOA, as provided by 36 CFR §800.6(c)(3); and

**WHEREAS**, all references to time periods in this MOA are in calendar days and notices and other written communications may be submitted by e-mail; and

**NOW, THEREFORE**, FEMA, SHPO, IHSEMD and the City agree that the Undertaking shall be implemented in accordance with the following stipulations in order to mitigate the effect of the Undertaking on historic properties

## STIPULATIONS

To the extent of its legal authority and in coordination with the SHPO, IHSEMD, and the City, FEMA will require that the following measure is implemented:

### I. Mitigation Measure

- A. The City of Cedar Rapids shall provide funds to develop an historic context evaluating the influence of automobiles on the built environment in Cedar Rapids, focusing on standing structures as they relate to the development of the automobile such as parking facilities, filling stations, service garages, automobile manufacturers, automobile dealerships, strip malls, suburban residential developments, auto camps and motels, drive-in businesses, and other resources linked to automobiles during the period 1900 to early 1960s (Context). This Context will accompany a district nomination to the National Register of Historic Places (NRHP) for the 2<sup>nd</sup> Avenue SE Automobile Row Historic District in Cedar Rapids. This district has been previously determined eligible for listing in the NRHP, and both the Nomination and the Context will be submitted for inclusion in the NRHP. The following steps required to complete Mitigation Measure A must be completed within twenty four (24) months from the date of execution.
  1. The City shall award the contract for the Context and Nomination to the NRHP to the consultant of the City's choice, provided that the consultant is qualified under the Secretary of the Interior's Professional Qualification Standards, 36 CFR 61 for Historian and/or Architectural Historian as determined by FEMA.
  2. Once the City has selected the consultant for the Context and NRHP nomination, the City shall coordinate a meeting between the consultant, the City, FEMA, IHSEMD and the SHPO to discuss the requirements of the MOA specific to the successful and timely completion of Mitigation Measure A.
  3. The City shall submit to FEMA and the SHPO completed Iowa Site Inventory Forms (ISIF) for all individually eligible properties, districts and all contributing resources identified during the Context development as meeting NRHP criteria. Submittals to SHPO must be hard-copy, single-sided and shall follow the recommended guidelines for completing an ISIF available through the State Historical Society of Iowa's website. The City or the City's consultant shall submit electronic carbon copies to FEMA concurrent with any submittals to SHPO.
  4. The consultant shall submit a draft of the Context within twelve (12) months from the date of execution to SHPO for review and comment. Draft submittals to SHPO must include three (3) hard-copy single-sided documents. The City or the City's consultant shall submit electronic carbon copies to FEMA concurrent with any submittals to SHPO. The consultant will afford FEMA and SHPO thirty (30) days to comment on the submitted Context draft.

5. The consultant shall make revisions recommended by SHPO to the draft Iowa Site Inventory Forms and Context and resubmit the completed ISIFs and Context to FEMA and SHPO within forty-five (45) days from receipt of SHPO comments. Final submittals to SHPO must be hard-copy, single-sided on acid-free paper. The City or the City's consultant shall submit electronic carbon copies to FEMA concurrent with any submittals to SHPO.
6. The consultant shall determine the boundaries for the 2<sup>nd</sup> Avenue SE Automobile Row Historic District and will provide FEMA and SHPO a list of properties indicating contributing or non-contributing to the NRHP historic district and a boundary map of the proposed district. The consultant will afford FEMA and SHPO thirty (30) days to comment on the selection of properties that will be nominated to the NRHP.
7. As part of the NRHP nomination project, the consultant shall host on behalf of the City and shall participate in at least two (2) local public information meetings.
8. The City shall submit draft NRHP nomination within twelve (12) months from the date of execution to the SHPO for final review and comment. Draft submittals to SHPO must include three (3) hard-copy single-sided documents. The City or the City's consultant shall submit electronic carbon copies to FEMA concurrent with any submittals to SHPO. After all comments have been incorporated; the consultant shall submit the final NRHP nomination and Context as a Multiple Property Documentation Form (MPD) to the SHPO. Final submittals to SHPO must be hard-copy, single-sided on acid-free paper. The consultant shall attend the State National Register Review Committee meeting, and make any revisions to the nomination and MPD recommended by that body and any recommendations made by the National Park Service (NPS) after the SHPO has submitted the final nomination to the NPS. All comments and correspondence between the City or the consultant and SHPO shall be concurrently carbon copied to FEMA.

## **II. Post Review Discoveries**

- A. The City's demolition contractor shall immediately cease demolition activities in the vicinity of the discovery should previously unidentified archaeological sites or unanticipated effects be discovered during implementation of the demolition of the First Street Parkade. Personnel should take all reasonable measures to avoid or minimize harm to the archaeological find(s) and/or avoid or minimize further unanticipated effects.
- B. The person or persons encountering such properties or effects shall immediately notify FEMA at 515-224-5601 and the SHPO at 515-281-8743. Construction in the area of such sites or effects shall not resume until FEMA determines that the requirements of 36 CFR §800.13(b)(3) have been met.

### **III. Anticipatory Actions**

- A. FEMA shall not grant assistance to the City should it, or those acting on its behalf, engage in anticipatory actions with the intent to avoid the requirements of this MOA or any requirements of Section 106 of NHPA, significantly adversely affecting a historic property to which the assistance would relate or, having legal power to prevent it, allow such significant adverse effects to occur.
- B. After consultation with the SHPO and the ACHP, however, FEMA may determine that circumstances justify granting such assistance despite the adverse effect created or permitted by the City and shall complete consultation for the Undertaking.

### **IV. Duration of Agreement**

- A. This agreement will be null and void if its terms are not carried out within twenty four (24) months from the date of execution.
- B. If any signatory to this MOA determines that its terms will not or cannot be carried out or that an amendment to its terms must be made, that party shall immediately consult with the other parties to develop an amendment to this MOA pursuant to 36 CFR §800.6(c)(7) and §800.6(c)(8)

### **V. Dispute Resolution**

- A. If any objection or dispute should arise within the time frame provided by this MOA to any plans, specifications, or actions provided for review pursuant to this MOA, FEMA will consult further with the objecting party to seek resolution.
- B. If FEMA determines that the dispute cannot be resolved, FEMA shall forward all documentation relevant to the dispute to the ACHP in accordance with 36 CFR §800.11(e), including FEMA's proposed resolution of the dispute. Within thirty (30) calendar days after receipt of all pertinent documentation, the ACHP will either:
  - 1. Advise FEMA that it concurs with FEMA's resolution to the dispute; or
  - 2. Provide FEMA with recommendations, which FEMA will take into consideration in reaching a final decision regarding the dispute; or
  - 3. Notify FEMA that it will comment pursuant to 36 CFR §800.7(c), and proceed to comment. Any comment provided will be taken into consideration by FEMA in accordance with 36 CFR §800.7(c)(4) with reference to the subject of the dispute.
- C. Any recommendation or comment provided by the ACHP will be understood to pertain only to the subject of the dispute, and FEMA's responsibility to fulfill all actions that are not subject of the dispute will remain unchanged.

- D. Failure to fulfill the terms of this MOA requires that FEMA again request the ACHP's comments in accordance with 36 CFR §800.7.
- E. If FEMA cannot fulfill the terms of this MOA, it shall not take or sanction any action or make any irreversible commitment that would result in an adverse effect with respect to NRHP-eligible or listed historic properties covered by this MOA or that would foreclose the ACHP's consideration of modifications or alternatives to the Undertaking that could avoid or mitigate the adverse effect until the comment process has been completed

## **VI. Amendments**

Any signatory to this MOA may propose to FEMA that the MOA be amended, whereupon FEMA will consult with all signatories to the MOA to consider such an amendment. 36 CFR §800.6(c)(1) shall govern the execution of any such amendment. The signatures of all the signatories shall be required for any amendment hereto to be effective

## **VII. Termination and Noncompliance**

- A. If any signatory or invited signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation VI above.
- B. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories. Once the MOA is terminated, and prior to work continuing on the undertaking, FEMA must either (a) seek to resolve the adverse effects pursuant to 36 CFR §800.6(b) or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR §800.7. FEMA shall notify the signatories as to the course of action it will pursue.

## **VIII. Execution of the Memorandum of Agreement**

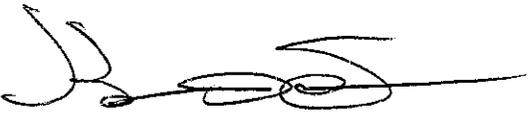
Execution of this MOA by FEMA and implementation of its terms are evidence that FEMA has taken into account the effects of the Undertaking on historic properties, and that FEMA has satisfied its responsibilities under Sections 106 and 110 of the NHPA and its implementing regulations.

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**EXECUTED:**

**SIGNATORY PARTY**

**FEDERAL EMERGENCY MANAGEMENT AGENCY**

By:  \_\_\_\_\_ Date: 3/15/2011  
Kenneth Sessa  
Regional Environmental Officer  
FEMA Region VII

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**SIGNATORY PARTY**

**STATE HISTORICAL SOCIETY OF IOWA**

By: Barbara Q Mitchell Date: 3/9/11  
Barbara Mitchell  
Deputy State Historic Preservation Officer

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**INVITED SIGNATORY PARTY**

**IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION**

By:  Date: 4-21-11  
Dennis Harper  
State Public Assistance Officer

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**INVITED SIGNATORY PARTY**

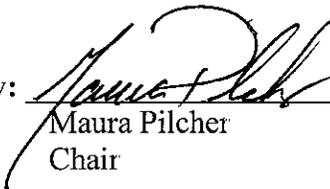
**CITY OF CEDAR RAPIDS**

By:  \_\_\_\_\_ Date: 4/12/11 \_\_\_\_\_  
Jeffrey A. Pomeranz  
City Manager

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**CONCURRING PARTY**

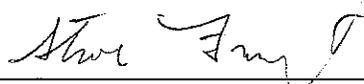
**CEDAR RAPIDS HISTORIC PRESERVATION COMMISSION**

By:  Date: 4/14/11  
Maura Pilcher  
Chair

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**CONCURRING PARTY**

**PRESERVATION IOWA**

**By:**  **Date:** 3-10-2011  
Steve Frevert  
Board Member

**AMENDMENT TO THE  
MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**WHEREAS**, the Federal Emergency Management Agency (FEMA) of the U.S. Department of Homeland Security, the Iowa Homeland Security and Emergency Management Division (IHSEMD), the State Historical Society of Iowa/State Historic Preservation Office (SHPO), and the City of Cedar Rapids (the City), executed a Memorandum of Agreement (MOA) on March 15, 2011 to resolve adverse effects to historic properties resulting from FEMA's funding of an improved project, which includes demolishing the First Street Parkade (Undertaking) instead of repairing the facility; and

**WHEREAS**, the MOA stipulated that it would expire if its terms are not carried out within twenty four (24) months from the date of execution; and

**WHEREAS**, the City has entered into a contract with a consultant to complete the mitigation measures to develop an historic context evaluating the influence of automobiles on the built environment in Cedar Rapids, focusing on standing structures as they relate to the development of the automobile (Context), which will be accompanied by a nomination to the National Register of Historic Places (NRHP) for the 2<sup>nd</sup> Avenue SE Automobile Row Historic District in Cedar Rapids; and

**WHEREAS**, it is anticipated that the mitigation measures stipulated in the MOA will not be completed before the expiration of the agreement; and

**WHEREAS**, FEMA has consulted with IHSEMD, SHPO, and the City regarding the extension of the MOA expiration date in order to provide additional time for fulfilling its terms;

**NOW, THEREFORE**, FEMA, IHSEMD, SHPO, and the City agree to amend the MOA as follows:

Stipulation IV (Duration of Agreement) is revised as follows:

- A. This agreement will be null and void, unless amended, if its terms are not carried out within thirty-six (36) months from the date of execution.

**AMENDMENT TO THE  
MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**EXECUTED:**

**SIGNATORY**

**FEDERAL EMERGENCY MANAGEMENT AGENCY**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Kenneth Sessa  
Regional Environmental Officer  
FEMA Region VII

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Thomas Costello  
Director, Recovery Division  
FEMA Region VII

**AMENDMENT TO THE  
MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**SIGNATORY**

**STATE HISTORICAL SOCIETY OF IOWA**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Douglas W. Jones  
Interim Deputy State Historic Preservation Officer

**AMENDMENT TO THE  
MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**INVITED SIGNATORY**

**IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Dennis Harper  
State Public Assistance Officer

**AMENDMENT TO THE  
MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE STATE HISTORICAL SOCIETY OF IOWA,  
IOWA HOMELAND SECURITY & EMERGENCY MANAGEMENT DIVISION,  
AND THE CITY OF CEDAR RAPIDS, REGARDING THE DEMOLITION OF THE  
FIRST STREET PARKADE, CEDAR RAPIDS, LINN COUNTY, IOWA**

**INVITED SIGNATORY**

**CITY OF CEDAR RAPIDS**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Jeffrey A. Pomeranz  
City Manager

DRAFT 1-16-2013



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:** JLG Kingston Plan Update  
**Date:** January 23, 2013

---

In 2012 the Development Committee identified the need for a planning study of the near-west side of downtown Cedar Rapids, which has come to be identified as Kingston Village.

On December 13, 2012 the City hosted a planning session, or charette, with stakeholders in the Kingston Village area to help plan for future redevelopment. The session was held at the Cedar Rapids Police Department and was attended by over 35 local residents, developers, investors, city officials, and staff members. At the charette, JLG Architects presented three concepts for the future development of the Kingston Village area. Each concept presented a different focus for future development, such as the greenway, the historic district, or creating a village square. Participants were asked to review the concepts and comment on what elements of each they liked or didn't like with respect to place-making, circulation and flood protection.

Based on feedback from that meeting, JLG Architects have submitted a conceptually plan for the district. Staff is reviewing this concept to ensure consistency with:

- Feedback received at the December 13 Charette
- Adopted plans, such as the Neighborhood Planning Process, Parks and Recreation Master Plan, and Comprehensive Trails Plan
- Planning for future flood management
- Development Committee goals for the study

A final report on the Kingston Village is expected in coming weeks. The report will be used to help define the viable commercial corridor in the area, allowing for focused development within the flood plain. In addition the feedback will be used by staff to help develop recommendations for an overlay district to review future projects in the area.



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Telephone: (319) 286-5041

**To:** City Council Development Committee  
**From:** Julie Sina, Parks and Recreation Director on behalf of Jim Kern and the Friends of Greene Square Park  
**Subject:** Greene Square Park Re-Design  
**Date:** January 23, 2013

---

**Background:**

In early 2012, several members of the Boards of the Cedar Rapids Public Library (CRPL) and the Cedar Rapids Museum of Art got together to determine what ways the two organizations might collaborate, given the CRPL's impending move to the Greene Square Park area. Members from both Boards landed on the idea that the park itself might offer the perfect collaborative opportunity and invited members from Waypoint and First Presbyterian Church to a meeting at the Museum where Brad Brown of OPN presented a PowerPoint presentation similar to one that had been presented recently at Downtown Rotary. Many good ideas were discussed and a smaller subset of the group was charged with working with OPN and the Parks and Recreation Department to fine tune the design and report back. After several meetings during the subsequent months, a design was hammered out and presented to the larger group which was in full agreement with the results. At this point, OPN and members of the committee are circulating the designs to garner enough support to launch a capital campaign to fund the project.

At the January 23, 2013 Development Committee meeting a PowerPoint presentation of the re-design of Greene Square Park will be shared along with next steps and the timeline for completion.



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101 First Street SE  
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Telephone: (319) 286-5041

**To:** City Council Development Committee  
**From:** Brad Larson through Christine Butterfield, Community Development Director  
**Subject:** 2013 City Planning Commission Work Plan  
**Date:** January 23, 2013

---

This memo is to provide a summary of the City Planning Commission's 2013 Work Plan (attached). Following review by the Development Committee it will be reviewed by City Council.

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 City Planning Commission (CPC) is a nine member commission appointed by the Mayor of the City of Cedar Rapids. The Commission was established by City Code to review and make recommendations to the City Council on various land development issues including proposed City comprehensive plans, zoning regulations, requests for the rezoning of land, site development plans, conditional use requests, and subdivision of land.

**Accomplishments in 2012:**

- Increase Communication with Other Boards and Commissions
  - The CPC agendas are now forwarded to the Stormwater Committee, HPC, and neighborhood associations.
- CPC Representation at Development Committee Meetings
  - The CPC felt it would be good to have a representative attend meetings to forecast issues and understand the Development Committee's priorities. The Chair of the CPC or a designee is now attending Development Committee meetings.
- Update the CPC By-Laws
  - The CPC By-Laws had not been updated in several years. In 2012 a CPC sub-committee met over two months and updated their By-Laws. The revisions made the CPC by-laws more consistent with their charge in Chapter 32 and with open meeting laws.

**Goals and Objectives for 2013:**

- Assist in Developing a Sustainable Development Measurement Tool
- Increase knowledge of CPC by attending training opportunities
- Based on City Council direction, participate and contribute to the development of the City's Comprehensive Plan
- Improve the skills and knowledge of Commissioners in analyzing case information
- Increase interaction and communication with City Council
- Implement improvements to meeting formats to encourage public attendance.



## City of Cedar Rapids City Planning Commission Work Plan for 2012-2013

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### General Information

#### **CHARTER**

The City Planning Commission is a nine member commission appointed by the Mayor of the City of Cedar Rapids. The Commission was established by City Code to review and make recommendations to the City Council on various land development issues including proposed City comprehensive plans, zoning regulations, requests for the rezoning of land, site development plans, conditional use requests, and subdivision of land.

#### **MEETINGS**

The City Planning Commission meets every four weeks on Tuesdays at 3:00 p.m. unless otherwise published. Meetings are held at the African American Museum of Iowa.

#### **COMMISSIONERS and CONTACTS**

##### **Commissioners**

Scott Overland, *Chair*  
Jim Halverson, *Vice-Chair*  
Scott Friauf  
Laura Seaton  
Gloria Frost  
Carletta Knox-Seymour  
Mike Tertinger  
Allan Thoms  
Virginia Wilts

##### **Council Liaison**

Chuck Swore  
(319) 396-7367  
chuck.swore@cedar-rapids.org

##### **Staff Liaisons**

Vern Zakostelecky  
(319) 286-5043  
v.zakostelecky@cedar-rapids.org

*This work plan serves as a guide to action and may be adapted or revised as new events and opportunities arise.*

*Process*

On September 20, the City Planning Commission met to begin development of a work plan for the 2012-2013 year. The Commission engaged in an action planning process that involved the following steps:

- **Current Reality:** Assessment of the Commission's strengths, weaknesses, accomplishments and challenges.
- **Commitments and Vision:** Selection of goals that the Commission agreed upon and believed were achievable over the course of a year. Development of a vision statement to describe the intended outcome of achieving the work plan.
- **Key Actions:** Identification of action steps to accomplish Commitments and to address weaknesses and challenges listed in the Current Reality phase of the process. Similar Key Actions were grouped into key task groups.
- **Calendar Timeline:** Ranking of Key Actions from easiest to most difficult and arrangement of Key Actions throughout a year-long timeline.
- **Coordination:** Designation of a leader for each task group and determination of a tracking process to report updates.

This work plan contains the work performed by the Commission to date and will be updated to reflect the conclusion of the process and any changes that may arise during finalization of the plan.

Work Plan

**VISION**

To improve the standard of planning and development activities in the City of Cedar Rapids while being use and user friendly in fulfilling City needs for housing, commercial and industrial development.

**GOAL 1**

**Develop a Sustainable Development Measurement Tool**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Meet with stakeholders to discuss what they would like to see in a measurement tool	Staff and CPC rep	March
-Review best measures used by other communities for parking standards, storm water, and other key areas	Full Commission	April
-Involve Stakeholders in development of tool	Full Commission	May

**GOAL 2**

**Increase knowledge of CPC by attending training opportunities**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Staff will continue to provide updates on training opportunities.	Ongoing	Ongoing
-CPC will proactively look for training opportunities they are interested in.	Full Commission/Staff	Ongoing
-Attend neighboring communities' planning commission meetings when applicable	TBD	Ongoing

**GOAL 3**

**Participate and contribute to the development of the City's Comprehensive Plan**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Monitor staff/consultant progress throughout comprehensive plan development	Full Commission	TBD
-Review and provide input on draft and final plans	Full Commission	TBD

**GOAL 4**

**Improve the skills and knowledge of Commissioners in analyzing case information**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Provide regular updates of training opportunities at Commission meetings	TBD/Staff	Starts 7/2011
-Attend neighboring communities' planning commission meetings when applicable	TBD	Starts 7/2011

**GOAL 5**

**Increase interaction and communication with City Council**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Develop a structured approach to ensure CPC attendance at City Council and Development Committee meetings.	Chair	Starts 8/2012

**GOAL 6**

**Implement improvements to meeting formats to encourage public attendance.**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Put controversial items at the front of the agenda	Staff	8/2012
-Clearly indicate the role of the CPC in presentations and staff reports	Staff	8/2012
-To ensure quorums, outline parameters for what is allowable via conference call	Staff	1/2013



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

**To:** City Council Development Committee  
**From:** Thomas Smith through Christine Butterfield, Community Development Director  
**Subject:** 2013 Historic Preservation Commission Work Plan  
**Date:** January 23, 2013

---

This memo is to provide a summary of the Historic Preservation Commission's 2013 Work Plan (attached). Following review by the Development Committee it will be reviewed by City Council. 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

Contact Us:

[CRPreservation@cedar-rapids.org](mailto:CRPreservation@cedar-rapids.org)

City Council Liaison

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City Council Member  
[c.swore@cedar-rapids.org](mailto:c.swore@cedar-rapids.org)

Staff Liaison

Thomas Smith  
Planner  
101 First Street SE  
Cedar Rapids, IA 52401  
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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  
MEMBERS

- Amanda McKnight
- Todd McNall
- Moira Blake
- Patricia Cargin
- Leslie Charipar
- Bob Grafton
- Candace Nanke
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Staff Liaison

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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  
MEMBERS

- Amanda McKnight
- Todd McNall
- Moira Blake
- Patricia Cargin
- Leslie Charipar
- Bob Grafton
- Candace Nanke
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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:**



2012-2013 HPC  
MEMBERS

- Amanda McKnight
- Todd McNall
- Moira Blake
- Patricia Cargin
- Leslie Charipar
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- Candace Nanke
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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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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:** 2013 Visual Arts Commission Work Plan  
**Date:** January 23, 2013

---

This memo is to provide a summary of the Visual Arts Commission's 2013 Work Plan (attached). Following review by the Development Committee it will be reviewed by City Council. 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 Visual Arts Commission (VAC) is a nine member commission appointed by the Mayor of Cedar Rapids. The Commission was established as the recommending body to City Council regarding public visual art within the City.

The Commission's charter goals are:

- To improve the appearance and cultural climate of the city, so as to enhance quality of life and community prestige.
- Involve the public in the selection and dedication of public art.
- Use eligible funds wisely to incorporate public art in our city.
- To use art as an aid in economic development.
- To encourage local artists by supporting their works and efforts.
- To incorporate visual arts in the design process of qualifying projects.

**Accomplishments in 2012:**

- Selection of artists for city projects consistent with 2% for Art Policy
  - Convention Center Box Office Wall – Volkan Alkanoglu
  - Amphitheater – Jean and Tom Latka
  - Convention Center Wall Niches – Four corridor area artists
- Restoration and reframing of art in the Paramount
- Selection location for Terrestrial Globe
- Develop draft deaccession policy
- Promote public art for public events, such as resident appreciation night and during downtown farmer's markets.

**Goals and Objectives for 2013:**

- Installation of public art at Convention Center and Amphitheater
- Restoration of Terrestrial Globe and facilitate placement at Kirkwood College's Linn Hall.
- Hosting Ignite! Event on March 7, 2013.
- Identify opportunities to place unused art in the City's collection in prominent public locations or deaccess from the collection.
- Identify maintenance needs for public art and develop maintenance plan
- Continue to promote public art through attending public events



# Visual Arts Commission 2013 Work Plan

## GENERAL INFORMATION

### CHARTER

The City of Cedar Rapids Visual Arts Commission is a nine member Commission appointed by the Mayor and approved by the City Council. The Commission was established as the recommending body regarding public visual art within the City by Resolution No. 316-2-94 dated February 23, 1994.

### CHARTER GOALS

1. To improve the appearance and cultural climate of the city, so as to enhance quality of life and community prestige.
2. Involve the public in the selection and dedication of public art.
3. Use eligible funds wisely to incorporate public art in our city.
4. To use art as an aid in economic development.
5. To encourage local artists by supporting their works and efforts.
6. To incorporate visual arts in the design process of qualifying projects.

### MEETINGS

Scheduled meetings are held on the third Thursday of every month unless otherwise published, beginning at 4:00 pm at City Hall.

### CONTACTS

#### Commissioners and Term

Jim Kern, Chair	Term thru 2014
Grant Stevens, Vice-Chair	Term thru 2014
Ann Knierim	Term thru 2015
Arbe Bareis	Term thru 2015
Ashley Lowe	Term thru 2013
Suzy McGrane-Hop	Term thru 2013
Marilee Fowler	Term thru 2015
Andi Londquist	Term thru 2014

#### City Council Liaison

Don Karr  
[d.karr@cedar-rapids.org](mailto:d.karr@cedar-rapids.org)  
319.390.4614

#### Staff Liaisons

Seth Gunnerson 319.286.5129 <a href="mailto:s.gunnerson@cedar-rapids.org">s.gunnerson@cedar-rapids.org</a>	Jennifer Pratt 319.286.5047 <a href="mailto:j.pratt@cedar-rapids.org">j.pratt@cedar-rapids.org</a>
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## Visual Arts Commission 2013 Work Plan

<b>TACTIC</b> Identify and approve specific budget for all VAC activities		By: 9/30/11
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Finalize 2013 Work Plan	VAC	9/30/2012
Presentation to Development Committee	VAC Chair/Staff	10/17/2012
	VAC Chair/Staff	11/27/2012
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$0</b>

**Objective: Establish working budget** Strengthens Goals 1, 2, 3, 4, 5, 6

**Objective: Implement Percent for Art (Resolution NO. 316-02-94)** Strengthens Goals 1, 2, 3, 4, 5, 6

<b>TACTIC</b> Work with City to establish guidelines and procedures for implementation		By: on-
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Secure city timelines for projects within the VAE budget.	VAC/Staff	12/1/2012
Amphitheater Project; selection criteria for artist and art work (RFP, attend meetings, public participation etc)	Staff/VAC Subcommittee	6/30/2013
Convention Center Internal Art Project; selection criteria for artist and art work (RFP, attend meetings, public participation etc)	Staff/VAC Subcommittee	5/1/2013
	Staff/VAC Subcommittee	6/30/2013
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$5,000</b>

**Objective: Draft and approve policies that guide the VAC and participating citizens**  
Strengthens Goals 1, 2, 5

## Visual Arts Commission 2013 Work Plan

<b>TACTIC</b> Review and revise approved polices to ensure efficiency and effectiveness towards Public Art goals.		By: Identified dates below
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
City Council Approval of Deaccession Policy	VAC/Staff	11/27/2012
Budget Guidelines	VAC/Staff	12/1/2012
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$0</b>

<b>TACTIC</b> Update VAC-specific orientation procedure manual for incoming VAC members		By:
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Provide new commissioner orientation and create new commission orientation manual	Staff	10/1/2012
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$0</b>

### Community Relations

**Objective: Facilitate Community Awareness of Cedar Rapids Public Art Strengthens Goals 1, 2, 4, 5**

<b>TACTIC</b> Identify opportunities to promote VAC activities and Public Art		By: on-going
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Complete as needed when art pieces are relocated or repaired or to highlight events or activities.	Staff/VAC Subcommittee	Ongoing
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$0</b>
<b>TACTIC</b> Host Ignite Event		By: on-going
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Promotion plan, event sponsors Location details, volunteers, MC, band, stage, etc. Invitees, contacts, attendees Host Ignite Event	VAC Subcommittee	Spring 2013
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$2,500</b>

## Visual Arts Commission 2013 Work Plan

<b>TACTIC</b> Represent VAC at local venues as appropriate		By: on-going
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Provide representation at community events, meetings, and presentation opportunities to promote the transparency of the VAC role and duties Explore the option of a citizen support committee VAC Opening Events (Paramount/Convention	VAC/Staff	Ongoing
<b>Estimated Objective Expense</b>		<b>\$3,500</b>
<b>TACTIC</b> Maintain VAC Social Media Sites		By: on-going
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Update the VAC facebook page for current events, news, and other announcements	VAC	Ongoing
Update the VAC twitter account for current events, news and other announcements	VAC	Ongoing
Explore the options for a VAC website and	VAC/Staff	Ongoing
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$0</b>

### Stewardship

Objective: Be Proactive stewards of the Cedar Rapids Public Art Collection

Strengthens Goals 1, 3, 4, 5

<b>TACTIC</b> Document an accurate inventory of City Public Art Collection		
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Complete/update comprehensive listing of City's collection regularly	VAC	Ongoing
Find permanent locations for all art work in storage	VAC/Staff	Ongoing
Find permanent storage solution for art work pending permanent locations	VAC/Staff	Ongoing
Identify resources for art work that needs repair and evaluate cost of repair; maintenance	VAC	Ongoing - \$20,000
Complete comprehensive photography collection of	VAC	\$1,000

## Visual Arts Commission 2013 Work Plan

<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$31,000</b>
<b>TACTIC</b> Assure preservation/vitality of collection thru annual inspection and maintenance		
<b>PROCESS/TASK</b>	<b>ASSIGNED TO</b>	<b>DUE</b>
Submit and approve repair/maintenance recommendations	Staff	Ongoing
Order approved repairs/maintenance as needed	Staff	Ongoing
<b>ESTIMATED OBJECTIVE EXPENSE</b>		<b>\$0</b>
<b>TOTAL ESTIMATED VAC EXPENSES 2012 - 2013</b>		<b>\$42,000</b>



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:** January 23, 2013

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Based on City Council discussion in December 2012, staff has been asked to provide information on population patterns in the city. Concern has been raised that higher intensity development is undesirable. City policy has been to encourage infill development utilizing vacant or underused lots throughout the city and to encourage higher intensity urban development in key areas where possible.

This memo provides an overview of current city policies which affect population distribution through the zoning code, compares the population density in established neighborhoods, and compares Cedar Rapids to other communities in Iowa. Staff research shows that Cedar Rapids has a lower percent of the population in higher density residential areas than other Iowa communities.

High quality neighborhoods are a product of investment and maintenance, regardless of population density. More compact development can benefit the City by reducing the cost per resident to provide services and supporting transit and walkability.

**Comparison with other Communities:**

City staff researched population patterns in six other Iowa communities based on 2010 Census Data. Staff looked at total population, total land area in the community, overall population per square mile, and the percent of the population that lived in blocks above and below certain density levels.

Cedar Rapids has 72.47 square miles of land area and 125,872 residents according to the 2010 US Census. This is a citywide average of 1,737 people per square mile.

The table at the top of the next page shows Iowa communities based on the percentage of the population which lives on census blocks with a population density over 5,000 persons per square mile, or roughly 3.25 homes per acre. This is consistent with medium-density single family housing such as that found in the R-2 or R-3 zoning districts in Cedar Rapids.

***Iowa Communities with higher density neighborhoods.***

<i>City</i>	<i>Population</i>	<i>% of residents in blocks with greater than 5,000 people per sq. mi.</i>
Des Moines	204,899	64.2%
Iowa City	67,751	63.3%
Davenport	99,721	62.8%
Marion	34,691	58.6%
West Des Moines	56,936	56.8%
Waterloo	34,691	53.9%
<b>Cedar Rapids</b>	<b>125,872</b>	<b>51.2%</b>

The table shows that Cedar Rapids has the lowest percentage of population living in higher density neighborhoods.

In Cedar Rapids, 12.5% of the population lives on census blocks with over 10,000 persons per square mile, which is considered to be consistent with urban development and densities permitted by the Residential Multi Family zoning districts in Cedar Rapids.

The table below looks at the percentage of incorporated land in blocks with 0 population. This provides an estimate of the amount of land which either has not been developed, or has been developed without any residential development.

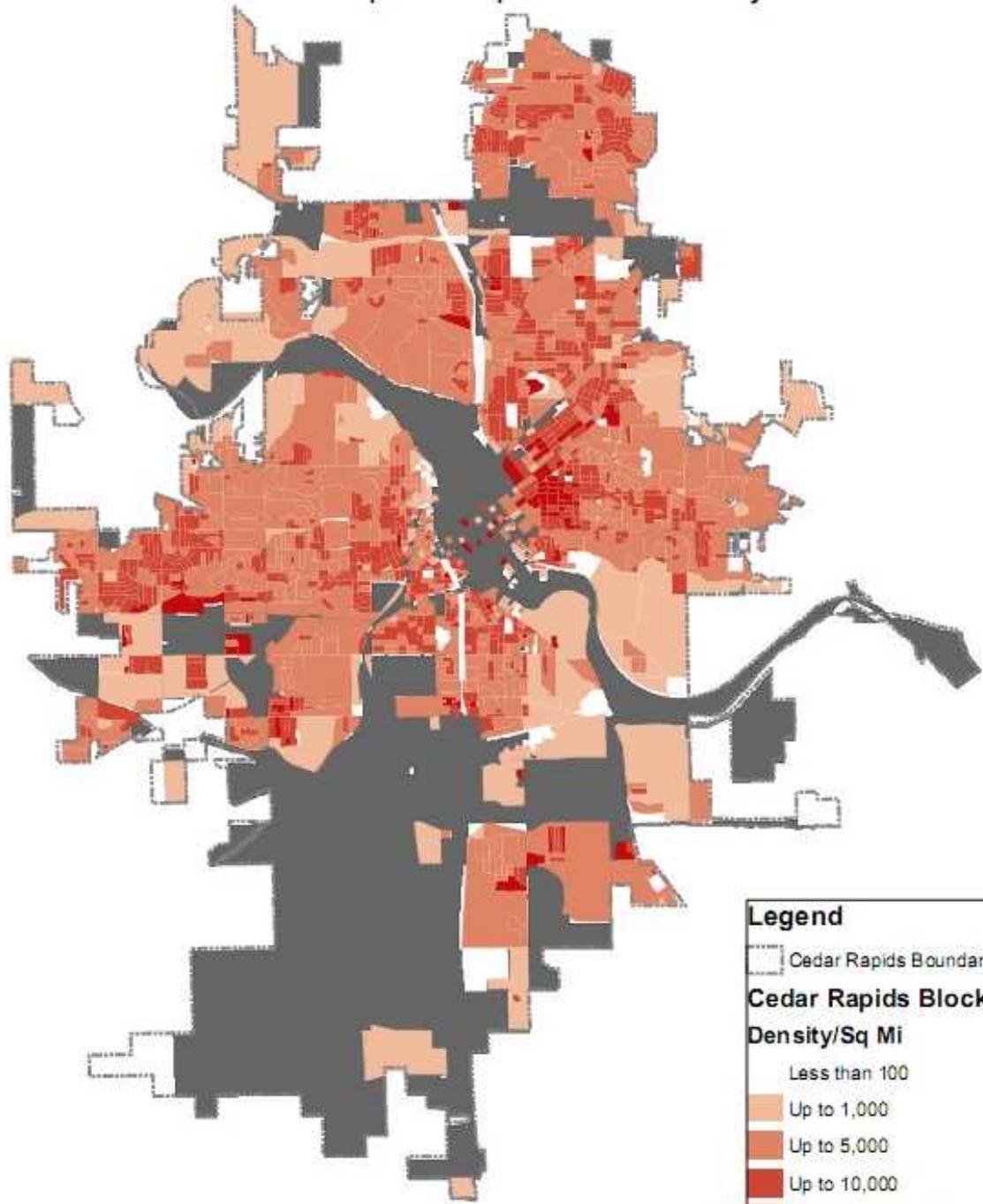
***Percent of Land in Census Blocks without Population***

<i>City</i>	<i>Total Land Area (square miles)</i>	<i>% of city land area with 0 population</i>
Marion	16.16	12.0%
Waterloo	63.30	21.2%
Iowa City	25.28	21.7%
West Des Moines	47.77	24.0%
Davenport	65.29	26.1%
Des Moines	92.65	26.5%
<b>Cedar Rapids</b>	<b>72.47</b>	<b>28.5%</b>

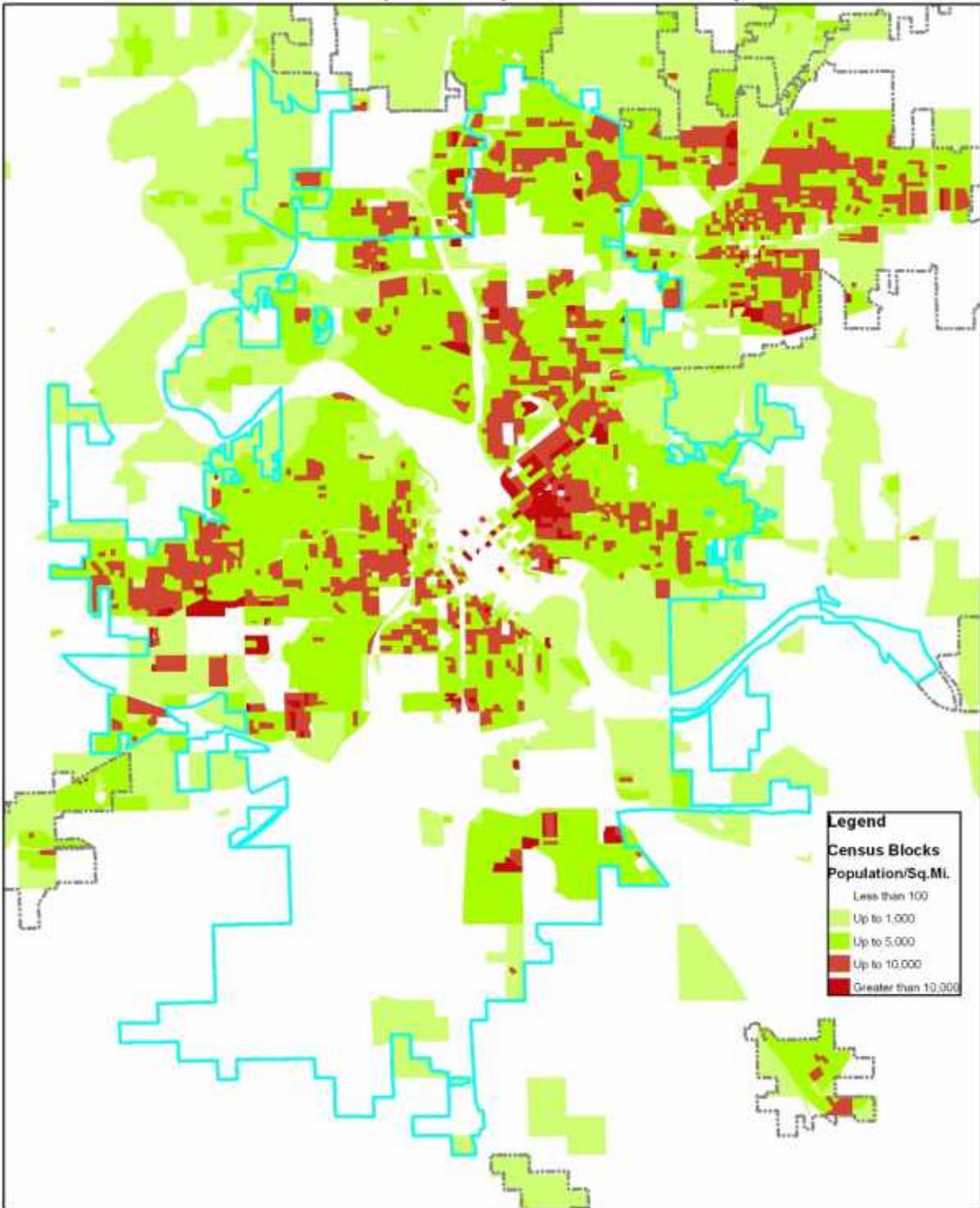
The map on the next page shows population distribution in Cedar Rapids. Areas which are zoned for nonresidential uses are shown in gray.

The maps on the following pages show Cedar Rapids and other Iowa cities. Areas with population density over 1,000 persons per square mile are shown in green, and areas with population density over 5,000 persons per square mile are shown in red.

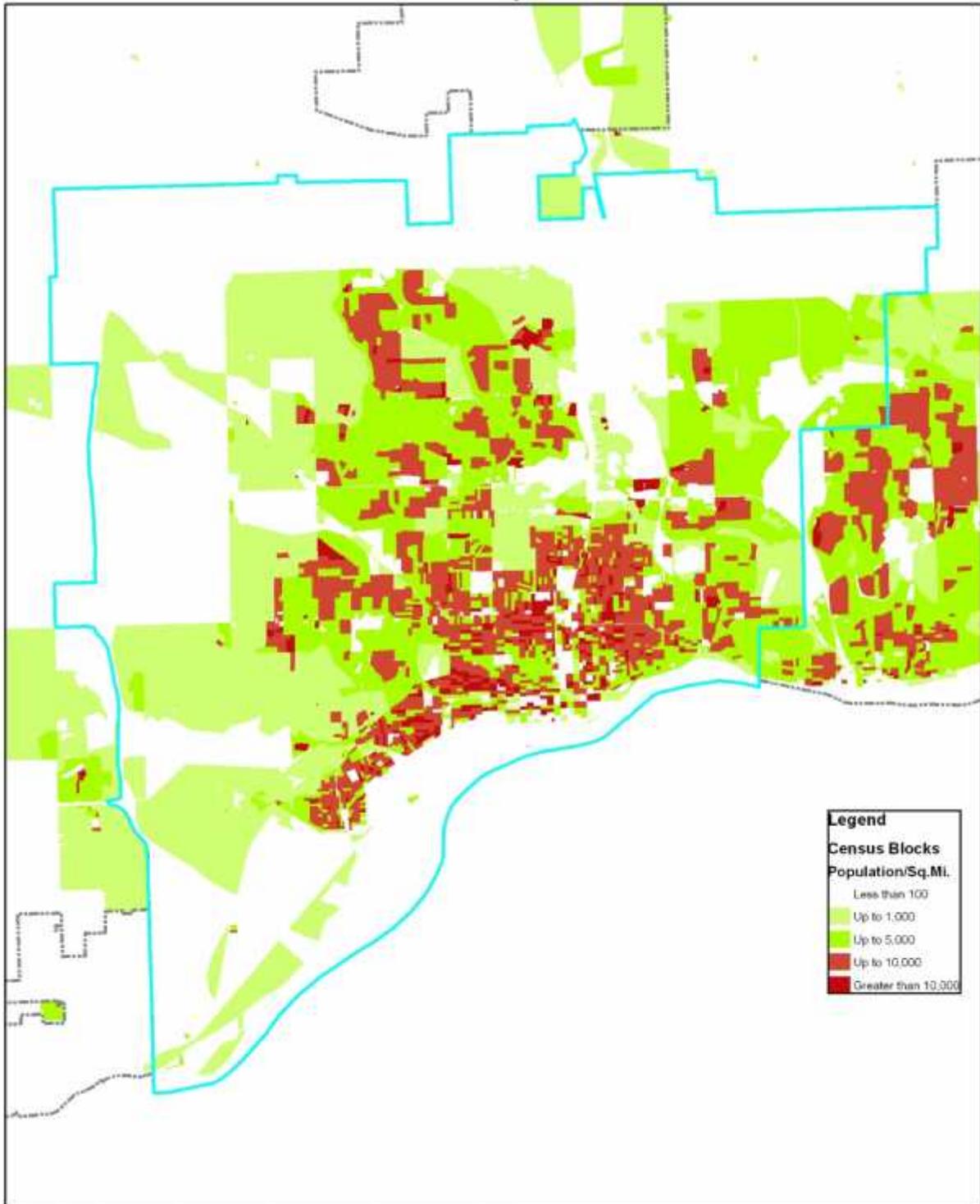
# Cedar Rapids Population Density



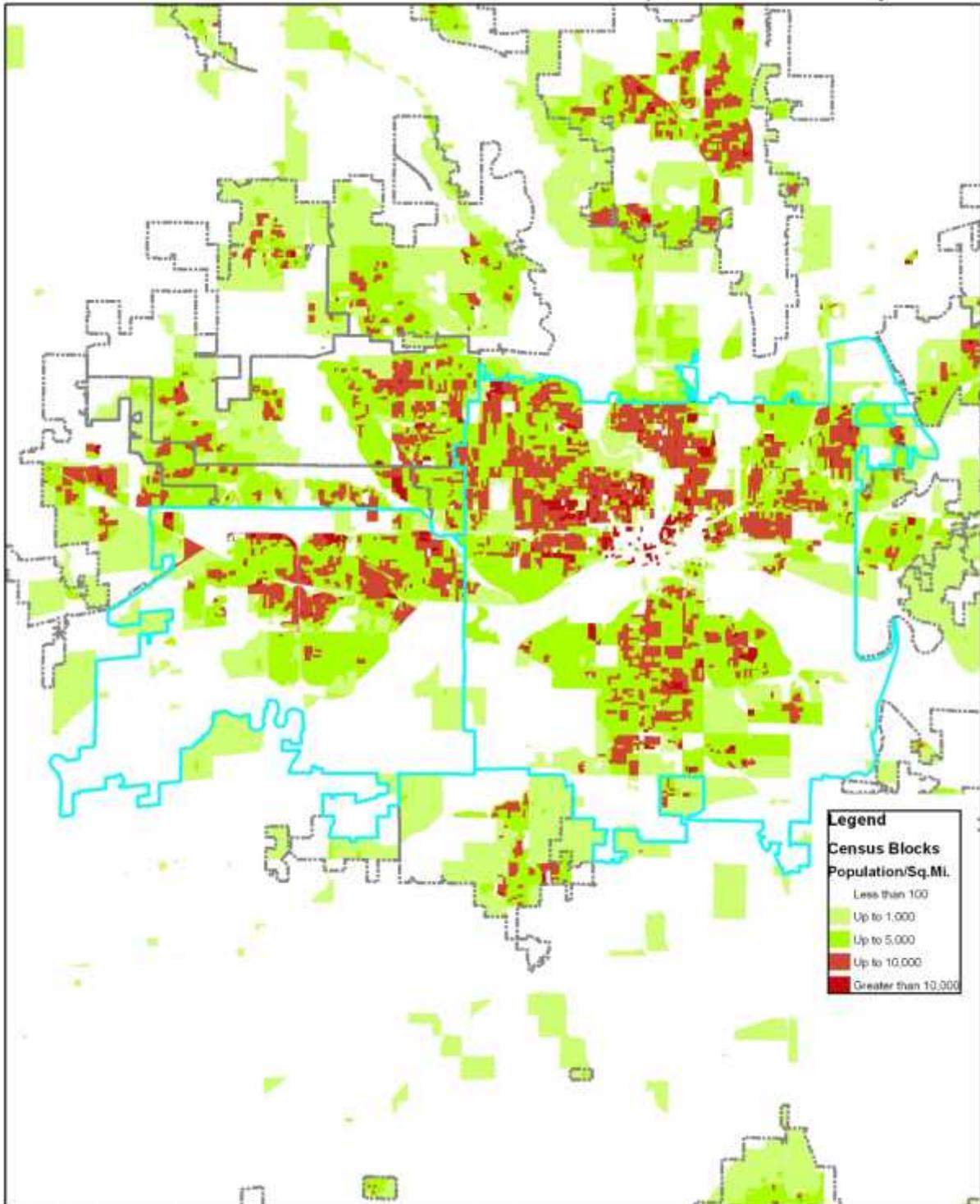
# Cedar Rapids Population Density



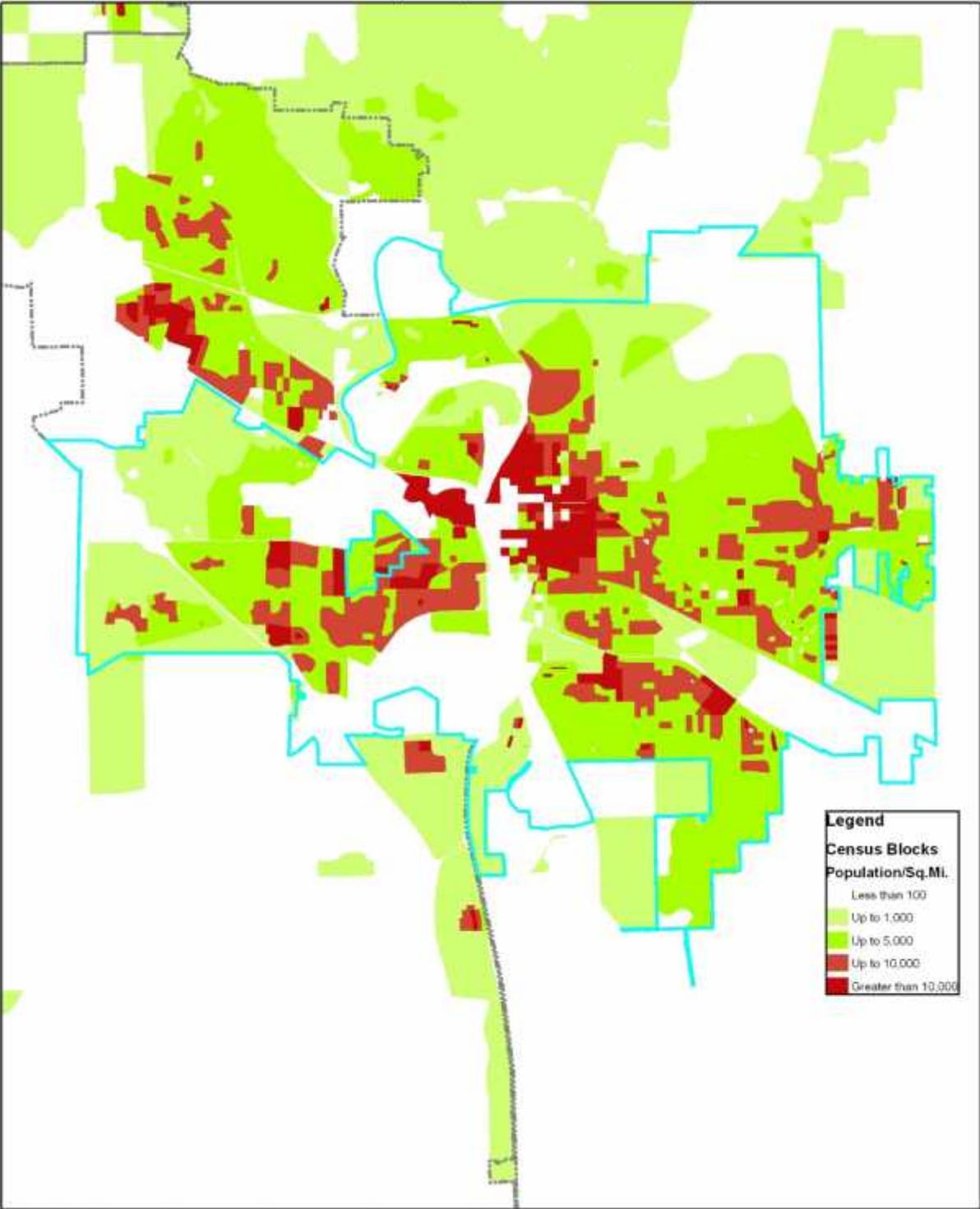
# Davenport



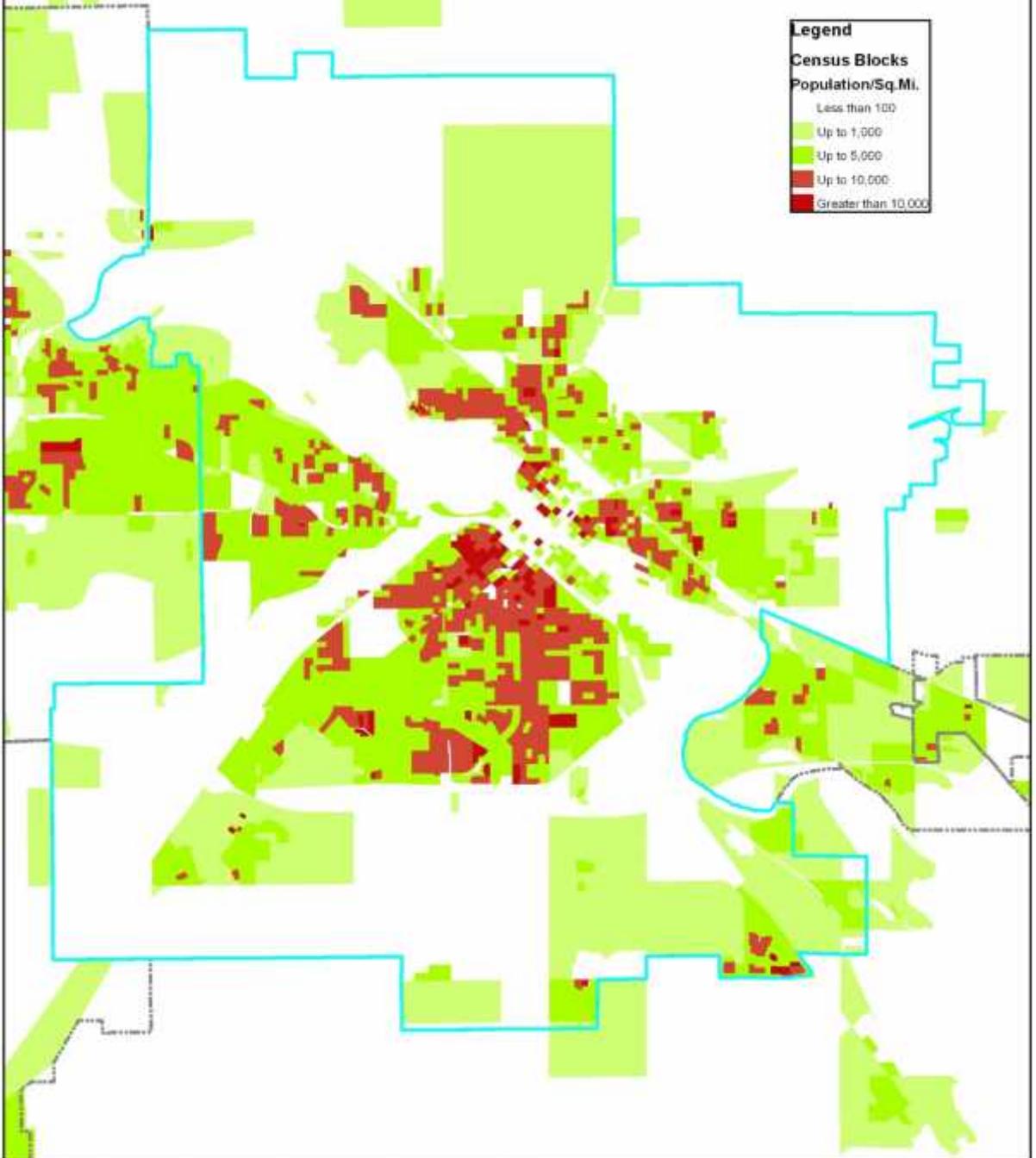
# Des Moines & West Des Moines Population Density



# Iowa City Population Density



# Waterloo Population Density



**Reference: Current City Policies**

City zoning districts dictate maximum population density by limiting lot size and the number of dwelling units per lot.

The table below shows the hypothetical maximum population density allowed in different zoning classifications in Cedar Rapids, it assumes households have 2.41 residents each<sup>1</sup> and that the lots in each zoning district are of the minimum size required for that district. The maximum density column assumes that 40% of land area will be devoted to public right of way (including streets, street trees, sidewalk, and any utility easements). This is based on a 60 foot wide right of way on 300 foot blocks, which is representative of traditional development patterns.

<b>Zone</b>	<b>Units/Acre</b>	<b>Estimated Maximum Residents per Square Mile</b>
<i>A (Agricultural Zone)</i>	1.0	925
<b>R-T</b> <i>(Transitional Zone)</i>	3.0	2,781
<b>R-1</b> <i>(Single Family)</i>	4.4	4,031
<b>R-2</b> <i>(Single Family)</i>	6.1	5,599
<b>R-3</b> <i>(Single Family)</i>	7.3	6,718
<b>R-3D</b> <i>(Two Family)</i>	12.4	11,517
<b>R-TN</b> <i>(Traditional Neighborhood)</i>	10.4	9,599
<b>RMF-1</b> <i>(Multi-Family)</i>	21.8	20,156
<b>RMF-2</b> <i>(Multi-Family)</i>	43.6	40,312

All Commercial Zone Districts allow residential development above the ground floor, but do not set a limit on the number of individual units that can exist on a parcel.

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<sup>1</sup> Average household size in Iowa, 2010 US Census



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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:** Request for Disposition of Property - 707 2nd Street & 123 Diagonal Drive SW  
**Date:** January 23, 2013

**ISSUE MEMORANDUM**

<b>ISSUE</b>	Disposition of City-owned vacant lots at 707 2nd Street and 123 Diagonal Drive SW.
<b>TIMING</b>	No further action has been scheduled at this time.
<b>BACKGROUND</b>	Staff received a request for the disposition and redevelopment of City-owned properties at 707 2nd Street & 123 Diagonal Drive SW for expansion of the existing DJ Truck Corral. Similar requests have been presented to the Development Committee for review and recommendation to City Council. In addition, Development Committee has provided measurable outcomes and criteria for evaluation of proposals which are considered by City Council.
<b>CONSIDERATIONS</b>	<p>The City's current plan for the properties at 707 2nd Street &amp; 123 Diagonal Drive SW is housing reinvestment, as outlined through the Neighborhood Planning Process.</p> <p>However, there is an area planning initiative underway for the adjacent Kingston Village which may have an influence on future redevelopment of these City-owned properties. The Kingston Village planning area is located from the Cedar River to 6th Street SW and from 1st Avenue to 8th Avenue SW.</p> <p>On December 13, 2012, stakeholders representing the Northwest and Taylor Area Neighborhood Associations, West Side Redevelopment Group, and area property owners met to discuss potential redevelopment. Feedback from this event is being incorporated with current data and trends by JLG Consulting.</p> <p>We anticipate a draft Kingston Village Area Plan to be prepared by early February, 2013 that provides a detailed description of proposed outcomes for the redevelopment of the area. This draft plan will be reviewed by the Development Committee and City Council in March/April.</p>

<b>RECOMMENDATION</b>	Staff recommends initiating competitive proposals for the City-owned property at 707 2nd Street and 123 Diagonal Drive SW in the spring, based on the following: <ul style="list-style-type: none"><li>• Proposed expansion of DJ Truck Corral is not consistent with the current future land use.</li><li>• Planning initiative is underway for the Kingston Village Area and will be considered by Development Committee and City Council.</li><li>• Kingston Village Area Plan will identify desired outcomes which can be used as evaluation criteria for redevelopment proposals.</li></ul>
<b>STAFF SOURCE</b>	Name: Jennifer Pratt Department: Community Development Phone Number: 319-286-5047 E-mail: j.pratt@cedar-rapids.org



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

**To:** City Council Development Committee  
**From:** Brad Larson through Christine Butterfield, Community Development Director  
**Subject:** Disposition of 423 5<sup>th</sup> Street NW (E Avenue Fire Station)  
**Date:** January 23, 2013

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This memo is to provide a summary of the draft evaluation criteria to be used to review proposals for the possible disposition of 423 5<sup>th</sup> Street NW, formerly known as Hose Co. 2.

**Background:**

The Fire Station, formerly known as Hose Co. 2, at 423 5<sup>th</sup> Street NW was built in 1909. The building was closed in 1985 and has been used sporadically since then. Currently, there are no future plans for the building. The City has received interest from several individuals to either move or rehab the building. 423 5<sup>th</sup> Street NW is eligible for listing in the National Register of Historic Places. The building is locally significant under Criterion A in the area of Community Development and Criterion C in the area of Architecture as a well preserved example of an early 20th century urban fire station.

In February 2012, the City completed a Historic Structure Report, which outlined the building's history and also provided several cost estimates for rehabilitating the building.

1. Rehabilitated to its pre-flood condition with the same or similar uses returning to the building or new uses that do not require construction modifications be made other than replacement of damaged and missing systems and materials. Opinion of Cost - \$290,000.
2. A new use is explored for the building consisting of commercial office space on the main floor and one apartment on the second. This approach allows for reversal of several previously constructed elements that now detract from the building's historic character. *This option was preferred by the Historic Structure Report, because it was the most viable option and would retain its historic character.* Opinion of Cost - \$520,000.
3. Possibly moving the building to a nearby vacant lot located just north of the present site. Rehabilitation of the building could be accomplished using either scenario 1 or 2 depending on the needs of the end user. This is the least preferred option. Opinion of Cost - \$330,000.

**Evaluation Criteria:**

423 5<sup>th</sup> Street NW is located in the middle of the intersection of 5<sup>th</sup> Street and E Avenue NW. Due to the constraints of redevelopment, those who wish to submit proposals will be required to attend a meeting with the City's Project Review Group, to review the viability of proposals. The following is an outline of the criteria to be used in evaluating proposals:

1. The property may only be disposed of at its fair market value as determined by the City Council. In determining the fair market value the City Council may consider uses in accordance with any applicable urban renewal plan, the proposed uses provided in the proposal, any restrictions upon, and the covenants, conditions and obligations assumed by the proposer and the objectives of the City of Cedar Rapid's plans for the prevention of the recurrence of slum or blighted areas.
2. The property will be disposed of "as is."
3. Proposals will be reviewed based on the following criteria:
  - a. Demonstrated capacity to complete a redevelopment project of this size and scope proposed.
  - b. The development's consistency with the City's development standards.
  - c. If leasing, evidence of previous property management experience or a detailed property management plan.
  - d. Financial feasibility, based on development estimates and operational pro forma.
  - e. Marketing plan for proposed business or lease options if applicable.
  - f. Timeline for redevelopment and operations.
  - g. Total minimum investment and projected post-development property valuation.
  - h. Consistency with the City's Framework for Reinvestment and Redevelopment in the flood impacted neighborhoods.
  - i. Consistency with the City's Neighborhood Planning Process
  - j. Consistency with the Urban Renewal Plan
4. If proposing to move the former fire station building for redevelopment on another parcel:
  - a. The City will dispose only of the structure and retain ownership of real estate for infrastructure needs.
  - b. The relocation must be within the corporate boundaries of the City of Cedar Rapids.
  - c. Priority will be given to relocation proposals within the Northwest Neighborhood.

**Next Steps:**

If the Development Committee wishes to move forward with the possible disposition of 423 5<sup>th</sup> Street NW, the project will proceed to a public hearing at the February 26, 2013 City Council meeting. The following is a draft timeline for disposition:

1. February 12 – Motion setting a public hearing
2. February 26 – Public hearing is held to consider the disposition of 423 5<sup>th</sup> 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





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

**To:** City Council Development Committee  
**From:** Brad Larson through Christine Butterfield, Community Development Director  
**Subject:** Amendment to the New Bohemia Group Agreement  
**Date:** January 23, 2013

---

This memo is to outline the New Bohemia Group's request to amend their Agreement with the City to allow more time to complete improvements to 400 12<sup>th</sup> Avenue SE (formerly known as Iowa Iron).

**Background:**

On September 13, 2011, the City of Cedar Rapids entered into an Agreement with the New Bohemia Group to lease property located at 400 12<sup>th</sup> Avenue SE to construct and operate sand volley ball courts. The City of Cedar Rapids has partnered with the City Market and New Bohemia Group to lease publicly owned property in an effort to revitalize the New Bohemia neighborhood. To respond to neighborhood concerns and the amount of traffic these two projects are anticipated to generate, off street parking was a key component of each Development Agreement. The New Bohemia Group agreed on October 25, 2011 to construct a parking lot to be used by both organizations to address parking needs. These improvements were to be completed by September 1, 2012.

In August 2012, the parking lot was not complete and the City Market expressed concerns to City staff. After meeting several times with representatives of the New Bohemia Group and the City Market a letter of default was sent on October 23, 2012. Due to the existing agreement with the City Market, the City's Public Works Department used extra chip and seal to lay down a temporary hard surface on October 24 in order to allow the City Market to open on schedule in November 2012.

The New Bohemia Group has still yet to complete installing a permanent hard surface on the parking lot, striping the parking lot, and installing fencing around the volley ball courts. The temporary surface installed by the City will need to be replaced by next year.

**Amendment Request:**

It has since become too cold to lay down a permanent hard surface on the parking lot or fencing, the New Bohemia Group is requesting to extend their completion date of minimum improvements to March 31, 2013.

**Timeline:**

September 13, 2011	The City entered into an Agreement with the New Bohemia Group to lease property.
October 25, 2011	John Schnipkoweit agrees to construct a parking lot for both the City Market and the volley ball courts.
August, 2012	The City Market contacts the City with concerns over the completion of the

	parking lot.
August 13, 2012	A letter is sent to the New Bohemia Group to address the City Market's concerns.
August 29, 2012	Staff meets with the New Bohemia Group and the City Market to discuss the parking lot. The New Bohemia Group commits to completing the project in two weeks.
September 14, 2012	Parking lot is not completed by the new timeline. Staff schedules another meeting with the New Bohemia Group to discuss a new timeline. The New Bohemia Group commits to completing the project by October 14.
October 10, 2012	Building Permits pulled.
October 14, 2012	Improvements are not complete. Staff meets with the New Bohemia Group to discuss timelines.
October 23, 2012	A letter of default is sent to the New Bohemia Group.
October 24, 2012	The City paves the parking lot to allow the City Market to open on time.
October 26, 2012	The New Bohemia Group submits an action plan to cure default. Staff asks for the plan to include specific dates.
November 27, 2012	The New Bohemia Group submits a revised action plan to complete the project by March 31, 2013.
December 6, 2012	Staff meets with the New Bohemia Group and the City Market to discuss the revised action plan and next steps.
January 23, 2013	Development Committee Reviews request to amend the Agreement with the New Bohemia Group.

**Next Steps:**

If the Development Committee has no concerns, the Development Agreement will be revised with March 31, 2013 as the completion date. The revised Development Agreement will be placed on the February 12 City Council agenda.

November 27, 2012

Brad Larson

Christine Butterfield

City of Cedar Rapids

Re: Action Plan for Default of Section 4.3

New Bohemia Group acknowledges that we are in default of the Agreement for Private Redevelopment with the City of Cedar Rapids and submit the following action plan to complete the plan. Please review the updated plan.

Parking Lot: LL Pelling, has been awarded the project of final grade along with chip and seal. They have signed a contract with our contractor, Aaron Hartman. The owner submitted a recommendation to do final grading and lay the top layer of chip and seal in the spring. Reason for this is to avoid having to re-do the surface after winter. A copy of this recommendation was forwarded to the city in November, 2012. Work to be done includes the final grade of lot, chip and seal, and line painting and will be completed by the end of March, 2013 as long as the weather allows. New Bohemia has no plans or budget to do anything additional to the parking lot area.

Fencing around volleyball courts: New Bohemia Group will have fencing installed in the spring as well, with work to be completed by the end of March, 2013. A fence company has not been awarded this project yet due to timing.

Green Space: Final grading and hydro seeding of area between courts and parking lot will be completed by BWC mid-December, 2012.

Sincerely,

New Bohemia Group



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

**To:** City Council Development Committee  
**From:** Kevin Ciabatti  
**Subject:** Commercial Lighting Requirements  
**Date:** January 23, 2013

---

### **Exterior Lighting**

#### **Applicability:**

New development or redevelopment/expansion of non-residential uses in a residentially zoned district. Any use, other than an agricultural, single family, or two family use, in the RMF-1, RMF-2, and R-TN districts or in any Commercial or Industrial district (including PUD-O developments).

#### **Exemptions:**

- Outdoor lights for sporting events or other outdoor events open to the public.
- Temporary events
- Lighting for public R.O.W.s that comply with street lighting design standards.
- Lighting used for emergency equipment or for public health, safety, or welfare.
- Lighting associated with single and two family residential uses.

#### **Lighting Shown on Site Plan:**

A Site Plan containing the following information shall be submitted and approved prior to issuance of structural Building Permits, except for preliminary building permits. Preliminary building permits for site preparation, installation of utilities, and foundations may be issued prior to review of lighting information. The Plan shall include at least one of the following:

- The proposed location, mounting height, wattage, and aiming point of all exterior lighting fixtures.
- If building elevations are proposed for illumination, drawings shall be provided for all relevant building elevations showing the fixtures, the portions of the elevations to be illuminated, the luminance levels of the elevations and the aiming point of any remote light fixture.
- Footcandle diagrams may be requested when exterior lighting is directly adjacent to single, two-family, and multifamily residential areas.

#### **General Requirements:**

The term "lighting fixtures" includes parking lot lighting, wall mounted lights, ground mounted lights, and all other types of fixtures other than lighted signs meeting the requirements of Chapter 32.06, *Signs*. Lighting fixture design and specifications should be in accordance with definitions established by the Illuminating Engineering Society of North America (NESNA). In cases where glare to adjoining right-of-way and/or residential areas is possible the plan shall provide for full cut-off fixtures to prevent such glare.

- Lighting fixtures located within 50 feet of property lines for existing or future single, two-family, or multifamily development, single family or agricultural zoning districts, or areas designated for low density residential development under the Comprehensive Plan shall not exceed 20 feet in height.

- Maximum height for directional lighting fixtures (no light is emitted above a horizontal line parallel to the ground) beyond 50 feet of residential uses shall be 35 feet.
- Maximum height for non-directional lighting fixtures shall be 15 feet and shall prevent direct view of the light source.
- Lighting fixtures shall be shielded in a manner that shall not direct illumination on adjacent residential properties.
- Lighting fixtures that are seen from public R.O.W.s shall be designed with sharp cut-off or other screening means that orients light down and prevents light glare from spilling onto the public right-of-way.
- Lighting fixtures internal to a site that are not visible to a public road or a residential district may be any design.
- Lighting fixtures shall be designed and shielded so that the light source is not visible from any single family or two family use located adjacent to or across a street or alley from the subject property, or from any public right-of-way.
- The use of mercury vapor security lighting is prohibited. If installed, a full cut-off shield or other screening shall be installed to orient light downward and to prevent light glare from spilling onto adjacent properties or any public R.O.W.

**Canopy Lighting:**

- Light fixtures mounted on canopies shall be recessed so that the lens cover is flush with the bottom surface of the canopy or shielded by the fixture or the edge of the canopy so that light is restrained to 85 degrees or less from horizontal.
- As an alternative, indirect lighting may be used where light is beamed upward and then reflected down from the underside of the canopy.
- Lights shall not be mounted on the top or sides (fascias) of the canopy. Signing that is in compliance with sign regulations may be placed on these surfaces.