



**City Council
Development Committee
Meeting Agenda Packet
October 23, 2013
3:00 p.m.**



City of Cedar Rapids
Development Committee Meeting Agenda
City Hall Council Chambers
Wednesday, October 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 – September 25, 2013
 - Review of Development Committee Issue Processing Chart
 - Informational Items and Updates
 - November Meeting Date – November 20th or November 27th
 - December Meeting Date – December 18th or Cancel December Meeting
- | | | |
|---|--|------------|
| 1. Czech Village/New Bohemia Main Street District Strategic Plan | Jennifer Pruden <i>Main Street Executive Director</i> | 15 Minutes |
| 2. Low Income Housing Tax Credit Requests | Paula Mitchell <i>Community Development</i> | 15 Minutes |
| 3. Request for City property: <ul style="list-style-type: none">a. 438 4th Avenue SWb. 821 and 825 Shaver Road NE | Caleb Mason <i>Community Development</i> | 10 Minutes |
| 4. Annexation Request by DK Land Services | Vern Zakostecky <i>Development Services</i> | 10 Minutes |
| 5. Emerald Ash Borer Update | Todd Fagan <i>Public Works</i> | 10 Minutes |

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.

| | | | |
|-----|---|--|------------|
| 6. | Historic Preservation Commission (HPC) Work Plan | Thomas Smith <i>Community Development</i> | 10 Minutes |
| | | Amanda McKnight <i>HPC Chair</i> | |
| 7. | City Planning Commission (CPC) Work Plan | Seth Gunnerson <i>Community Development</i> | 10 Minutes |
| | | Scott Overland <i>CPC Chair</i> | |
| 8. | Visual Arts Commission (VAC) Work Plan | Seth Gunnerson <i>Community Development</i> | 10 Minutes |
| | | Jim Kern <i>VAC Chair</i> | |
| 9. | Kingston Village Overlay District Recommendation | Seth Gunnerson <i>Community Development</i> | 10 Minutes |
| 10. | Parking Changes – Round Three | Seth Gunnerson <i>Community Development</i> | 10 Minutes |

Future Meetings:

1. Items for **November** Agenda –
 - a) Gymnasiums in Industrial Areas
 - b) Comprehensive Plan Update
 - c) Knutson Building
 - d) Parklet Program Evaluation
 - e) DRTAC Design Guidelines
 - f) HPC Creation of Local Historic District
 - g) HPC Criteria List of Local Historic Buildings and Resources
 - h) Historic Preservation Demolition Ordinance Update

2. Items for **December** Agenda –
 - a)

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.



City of Cedar Rapids
DEVELOPMENT COMMITTEE MINUTES
City Hall Council Chambers
Wednesday, September 25, 2013
3:00 p.m.

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

Present: Council members Vernon (Chair), Shey and Olson. Staff members present: Joe O’Hern, Interim Community Development Director; Alex Sharpe, Community Development Planner; Kevin Ciabatti, Building Services Director; Thomas Smith, Community Development Planner; Paula Mitchell, Grant Programs Manager; Seth Gunnerson, Community Development Planner; and Alicia Abernathy, Community Development Administrative Assistant.

Council member Vernon stated the Development Committee meets monthly and the purpose of the committee is to review development and economic issues that involve the community. Items are brought forward to the agenda from City staff, Council members and sometimes citizens.

Council member Vernon called for a motion to approve the minutes from August 20, 2013 and August 28, 2013. Council member Shey made a motion to approve the minutes from August 20, 2013 and August 28, 2013. The motion passed unanimously with none opposed.

Informational Items and Updates

Downtown SSMID:

Joe O’Hern, Interim Community Development Director, stated in the past there has been trading of parcels between the Medical SSMID and the Downtown SSMID. The trading of parcels and paperwork involved is near completion.

Marion Annexation:

Mr. O’Hern stated annexation agreements outline boundaries of where cities can annex and they only last 10 years. The previous annexation agreement with Marion expired and staff has been working with Marion to establish a new agreement. An open house will be held for affected landowners so staff can identify where the annexation boundary will be.

1. Ellis Boulevard Viable Commercial Corridor

Alex Sharpe, Community Development Planner, stated two stakeholder meetings have been held for the Ellis Boulevard Plan. The stakeholders have incorporated past planning initiatives and the feedback from the meetings into a new plan that will be submitted with the Viable Business Corridor application. The application allows for limited redevelopment in the 100 year flood plain on City-owned parcels only. Based on some of the stakeholder feedback, preliminary changes were made to the plan including an extension of the corridor.

Mr. O'Hern stated the Viable Business Corridor was originally planned to extend to O Avenue but area stakeholders requested the corridor extend further north to Ellis Lane to give consideration for those areas. An application will be submitted to the Iowa Economic Development Authority (IEDA) for review of the plan and approval.

Council member Olson joined the meeting at 3:07 p.m.

Mr. Sharpe identified elements of the plan relating to place making, intensity of use, connections, and streetscapes.

Council member Shey made a motion to take the plan to City Council. Council member Olson seconded the motion. The motion passed unanimously with none opposed.

2. Vacant Housing

Kevin Ciabatti, Building Services Director, stated City Council has taken steps to improve neighborhoods and property conditions over the course of the previous year by the passage of Chapter 22A Nuisance Properties and Chapter 29 Housing Code. The common goals of the programs included preserving property values, ensuring properties within the City limits are well maintained, etc. The next step to ensure these goals are met is a registry of vacant and abandoned structures. Chapter 22A and Chapter 29 are far different from Chapter 22, Nuisances. Chapter 22 addresses eighteen specific conditions that define a property as a nuisance. According to Chapter 22, a property that is secured is not considered a nuisance, and there is no mention of vacancy or abandonment in classifying a property as a nuisance. Mr. Ciabatti stated staff will research other communities to find common attributes of an ordinance that established a vacant building registry. Staff will present findings to City Council committees in early 2014 before beginning work on the draft code language and meeting with various stakeholder groups.

Council member Shey asked if the City would be able to make repairs to vacant properties and bill the homeowner. Mr. Ciabatti stated on occasion judges have given the authority to do so. Renovations or remodeling of entire properties has not happened but the possibility can be explored. With the resources available it probably would not happen and the judge has to provide permission to renovate or remodel entire properties.

Council member Olson asked what the difference is between what the City is currently doing with demolishing houses and the proposed new system. Mr. Ciabatti stated the properties that are currently being demolished are structures the City considers nuisances and pursues an order of demolition because they are in structural disrepair.

Council member Olson asked if the new ordinance would apply to residential, commercial, industrial, etc. Mr. Ciabatti stated Chapter 22A applies to all properties but the new proposed ordinance was looked at from a housing standpoint. The ordinance could apply to all properties.

3. Historic Preservation Demolition Ordinance Update

Thomas Smith, Community Development Planner, pointed out steps in the current process of how demolitions go through the Historic Preservation Ordinance. Over previous months, the Historic Preservation Commission (HPC) identified gaps in the current demolition review process that allows potentially historic buildings to be demolished without undergoing review.

Another issue with the ordinance creates a situation in which HPC may receive demolition applications so close to a meeting the public is not adequately notified. Based on the issues, HPC has reviewed best practices from other communities and discussed three recommendations they would like City Council to consider. The first recommendation is the review of partial demolitions of building 50 years old or older. The City's current definition of a demolition is the complete removal of a structure and its foundation, and the clearing of the site. The recommendation from HPC would be adding a definition for partial demolitions. Mr. Smith identified what would be covered under a partial demolition.

Council member Olson stated there are a lot of structures that are 50 years old or older in town and this ordinance would prevent them from fixing up portions of their property. This would defeat the purpose of preserving buildings that are historic. Council member Vernon stated more time is needed to look into this. One concern would be the criteria addressing buildings 50 years or older as a majority of properties are older than 50 years. Council member Vernon suggested it be changed to 75 or 100 years. These additional items should be taken into consideration before the ordinance can be updated.

4. Alcohol and Tobacco Distance Separation

Mr. Smith stated concerns have been expressed in the past pertaining to the effects of liquor and tobacco stores. The City currently has protections in place to control the location of businesses selling liquor or beer including a 300 foot separation from churches or schools. The 300 feet is measured from front door to front door along the sidewalk or street right-of-way. City staff has been meeting to update Chapter 51 and Chapter 32. Chapter 51 recommendations include adding daycare centers, educational institutions, etc. to the list of protected uses. Another recommendation is measuring the 300 feet along a straight line from the nearest points of the structures to each other.

Mr. Smith stated Chapter 32 recommendations would apply to a new type of business, an "Alcohol/Tobacco Sales Use," defined as a business that derives more than 40% of its gross receipts from sales of alcohol or tobacco products primarily intended for off-site consumption. Mr. Smith identified the businesses that would be excluded from this definition. The Alcohol/Tobacco Sales Uses would have to meet additional distance separation requirements including no establishment within 300 feet of a library, public park, recreation center, etc. Also, any two Alcohol/Tobacco Sales Uses would need to be separated by a distance of ¼ mile. The uses would also have to obtain a conditional use permit with mandatory conditions outlined for the permit. The conditions include posting of 24-hour contact information for a manager, strict no loitering policy, functional security cameras, etc. Businesses that don't comply could be subject to amendment or revocation of their permit. Businesses already in operation and in good standing with their licenses/permits would not be subject to the new requirements.

Council member Olson asked how many existing stores would not be able to exist under this new ordinance. Mr. Smith stated this ordinance would grandfather in any existing businesses. If a business left and a new business came in they would have to meet the new requirements.

Council member Shey made a motion to take the recommendation to City Council as long as no major changes were proposed following review by the City Planning Commission and the Board of Adjustment. Council member Olson seconded the motion. The motion passed unanimously with none opposed.

5. ROOTs Round Four

Paula Mitchell, Grant Programs Manager, stated staff is looking for direction to move an administrative plan for the next round of Single Family New Construction (SFNC) to City Council. There is approximately \$11,000,000 is budget authority for this round of the program that would generate approximately 200 units. The development plan is due to IEDA at the end of February 2014 and the units would need to be completed by September 30, 2015. The three prior rounds have created over 600 units. The Housing Market Analysis showed the demand for new and existing housing remains strong and there is a continued need for housing in the core neighborhoods and downtown. Ms. Mitchell stated the standard criteria for administrative plans would be used. Ms. Mitchell also identified provisions for the plan.

Council member Olson asked if there were enough lots available. Ms. Mitchell stated there are not enough City lots available to generate the full 200 units so there is a need to look into privately owned properties. If there is difficulty in generating enough units it would return to Development Committee.

Council member Shey asked if the properties could be used for condominiums. Ms. Mitchell stated they could be used as condominiums.

Council member Shey made a motion to take the recommendation to City Council. Council member Olson seconded the motion. The motion passed unanimously with none opposed.

6. CDBG Funding Priorities

Ms. Mitchell stated this is a check-in on the CDBG funding priorities in order to hold a pre-application workshop for the 2014 CDBG and HOME applicants. In September 2012 the City established an annual process to prioritize how the resources are spent as they are increasingly limited. HOME entitlement funds have an additional requirement to set aside a portion of funding for Community Housing Development Organizations (CHDOs). Fifteen percent of all accumulated HOME funds must be used for CHDO activities cumulatively. The recommendations from staff are based off of FY13 final allocation amounts as the FY14 numbers are not yet available. It is recommended \$150,000 of the anticipated \$300,000 in HOME funds be used for eligible CHDO activities. Ms. Mitchell identified the proposed FY14 CDBG Priority Percentages.

Council member Shey made a motion to take the recommendation to City Council. Council member Olson seconded the motion. The motion passed unanimously with none opposed.

Council member Shey left the meeting at 3:57 p.m.

7. Request for City-Owned Property – Landover Development Corporation

Ms. Mitchell stated the proposed project is similar to a project that was submitted for the Multi-Family New Construction (MFNC) program. The City received a request for City parcels from the developer to combine public and private acquisition for the development. The developer plans to pursue a Low Income Housing Tax Credit (LIHTC) to construct 40-60 units of multi-family housing. Ms. Mitchell identified the criteria staff is purposing to use in the request for proposals for the City owned parcels.

Council member Olson made a motion to take the recommendation to City Council. The motion passed unanimously with none opposed.

8. Kingston Village Overlay District Recommendation

This item was not discussed and will be discussed at the October meeting.

9. Sign Code Progress Update

Seth Gunnerson, Community Development Planner, stated the Digital Sign Ordinance passed on July 26, 2013 prohibited full motion video and flashing on digital signs that would go into effect on January 1, 2014. City Council asked staff to look into a permit process that would allow video to be displayed under certain circumstance. Research showed there should be a separation of powers between a body that enacts an ordinance and a different body that grants permits for an ordinance. Mr. Gunnerson identified two options including going through a conditional use process or using a permit process. Mr. Gunnerson stated staff would recommend going through a conditional use process.

Council member Olson made a motion to take the recommendation of using a conditional use process to City Council. The motion passed unanimously with none opposed.

10. Parking Changes – Round Three

This item was not discussed and will be discussed at the October meeting.

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

Meeting adjourned at 4:07 p.m.

Respectfully submitted,

Alicia Abernathey, Administrative Assistant II
Community Development

| Original Agenda Date | Agenda Item / Presenter | Action Item | Action Taken | Owner | Date Return to Committee | Recommendation to City Council |
|----------------------|---|---|--------------|--------------------|--------------------------|---|
| 4/30/2013 | NewBo Dispositions - Additional Lots | | | CD | Done | 5.13 |
| 4/30/2013 | Kingston Village Recommendation | | | CD | Done | 6.13 |
| 4/30/2013 | Low Income Housing Tax Credit Policy and Process | | | CD | Done | |
| 4/30/2013 | CDBG Neighborhood Certification Process | | | CD | Done | 5.13 |
| 5/22/2013 | Wayfinding Signage | | | CD | Done | 6.13 |
| 5/22/2013 | Restrictive Covenants - City | | | CD | Done | 6.13 |
| 6/26/2013 | Wellington Heights Plan | | | CD | Done | 7.13 |
| 11/28/2012 | Continous Foundation Requirement in the zoning code | City staff will research other city policies. | | CD | August 2013 | City Council reviewed and opposed change. 8.13 - Development Committee recommended no changes to the current City Code. |
| 7/24/2013 | Science Center Progress Update | | | CMO | Done | |
| 8/28/2013 | Housing Market Analysis Update | | | CD | Done | |
| 9/25/2013 | ROOTs Round Four | | | CD | Done | |
| 9/25/2013 | CDBG Funding Priorities | | | CD | Done | |
| 7/25/2011 | Med District Design Guidelines | | | CD/Medical Quarter | April 2013 | Will revisit April 2013 - Pending |
| 9/26/2011 | Land Development Fees Update | Given to City Council (full) to review for further discussion at November 2011 meeting. | | CD | | On Hold |

| Original Agenda Date | Agenda Item / Presenter | Action Item | Action Taken | Owner | Date Return to Committee | Recommendation to City Council |
|----------------------|--|---|--|-------------------------|--|---|
| 1/23/2012 | Walkable Community Follow-Up Discussion / Council member Vernon AND Charlotte's Street Elevations / Tom Peterson | Jeff Speck to meet with the City Council and Staff. Bring back to Dev Comte a DRAFT of the Street Elevations for Cedar Rapids in April. | Christine Butterfield to set up meeting with Jeff Speck. Public Works Traffic Engineer and staff to bring back recommendation to Dev Comte in April. | CD / PW | underway | Jeff Speck scheduled to visit Cedar Rapids 4/11 - 4/13. Staff will schedule time with City Council during his visit. Meeting Summary sent to Council 4.27.12. Street Typology underway. Jeff Speck meet with staff in Cedar Rapids on 8.13.12 Back to Comte 12.11.12. Policy presented to City Council by Public Works 6.13 |
| 1/23/2012 | Additional Rezoning of Flood Impacted Property / Seth Gunnerson | Bring remainder of properties to be rezoned back to Dev Comte in April | | CD | | Ongoing. |
| 2/23/2012 | ACE District / Streetscaping - 3rd Street from 1st to 8th | Send to staff for research on: Can we implement? How? Dollars? Return to Dev Comte in April. | | PW | 12.11.12 | Public Works meeting with stakeholders group. Installation planned by Pubic Works 6.1.13 |
| 2/23/2012 | Mound View Coalition for Neighborhood Stabilization | Come back to Dev Comte when Emily Meyer is available. | | Mound View Neighborhood | | Waiting to hear from neighborhood. On Hold |
| 2/23/2012 | Neighborhood Planning Process Implementation | Did not discuss at 2/23 meeting. Bring back at 3/26 meeting. | | CD | 3/26/2012 | Last update to City Council 2.15.13. Next update 9.13 |
| 3/26/2012 | Chapter 32 Modifications - Setbacks and Shared Parking | Jeff Speck to look at setbacks on Mt. Vernon Road. Shared parking will come back in May as part of the Maximum vs. | | CD | 5/28/2012, 8/29/2012, 11/28/12, 1/23/13, | Discussed and reviewed 2006 zoning code. Established build to line. Jeff Speck to report on typology in August. |
| 9/26/2012 | Planned Unit Development Overlay Evaluation | City Staff will work with developers to draft and review an ordinance | | CD | Jan 2013 | Ongoing. 7.13 |
| 9/26/2012 | Distance Separation from Alcohol, Tobacco and Payday Lenders | City Staff will work to create language for Chapter 32 Zoning Ordinance. | Staff is taking to CPC in December to recommend language. | CD | Sept 2013 - Alcohol/Tobacco | Payday Lending Slated City Council 5.13. Alcohol & Tobacco 10.13 |
| 11/28/2012 | Tree Planting Policy | City staff will work to draft a policy on tree planting, placement and maintenance | | CD | Jan 2013 | Early 2013. April 2013. |
| 11/28/2012 | Signage | Return with best practices on general signage. | | CD | Oct 2013 | ongoing. |

| Original Agenda Date | Agenda Item / Presenter | Action Item | Action Taken | Owner | Date Return to Committee | Recommendation to City Council |
|----------------------|--|---|--------------|-------|--------------------------|---|
| 1/23/2013 | Commercial Lighting Requirements | Look into Height requirements, equipment to verify lighting meets standards, interior lighting. | | CD | April 2013 | |
| 2/27/2013 | 14th Avenue Alignment | Look into tree lined streets, sidewalks, shared-use lanes, | | CD | March 2013 | Included in Iowa Steel disposition |
| 2/27/2013 | Downtown Parklets | Figure out a minimum number of parklets | | CD | March 2013 | Completion slated 6.13. Installation complete. Evaluation 11.13 |
| 4/30/2013 | NewBo Volleyball | | | CD | | |
| 4/30/2013 | Ellis Plan | | | CD | | Update 9.13. Ongoing. |
| 5/22/2013 | Comprehensive Plan | | | CD | | Ongoing. Fall 2013. |
| 7/24/2013 | Convention Center Parking Structure - 1st Floor Retail | | | CD | | Ongoing. |
| 7/24/2013 | North Gateway Sign | | | CD | | Ongoing. |
| 7/24/2013 | Section 8 Funding Update | | | CD | | Ongoing. |
| 7/24/2013 | Design Review Overlay Districts | | | CD | | Ongoing. |
| 8/28/2013 | Kingston Village Overlay District | Update City Code to include Overlay District for Kingston Village | | CD | Oct 2013 | Ongoing. |
| 8/28/2013 | Annexation Agreement with Marion | | | CD | | Ongoing. |
| 9/25/2013 | Vacant Housing | | | BS/CD | Jan 2014 | |
| 9/25/2013 | Historic Preservation Demolition Ordinance Update | | | CD | Oct 2013 | |
| 9/25/2013 | Request for City-owned property - Landover Corporation | Request for Proposals | | CD | | ongoing. |

For the Complete Issue Processing Chart, please contact Community Development at (319) 286-5041.



CZECH VILLAGE / NEW BOHEMIA MAIN STREET DISTRICT STRATEGIC REVITALIZATION PLAN

EXECUTIVE SUMMARY



Czech Village — 16th Avenue Conceptual Rendering



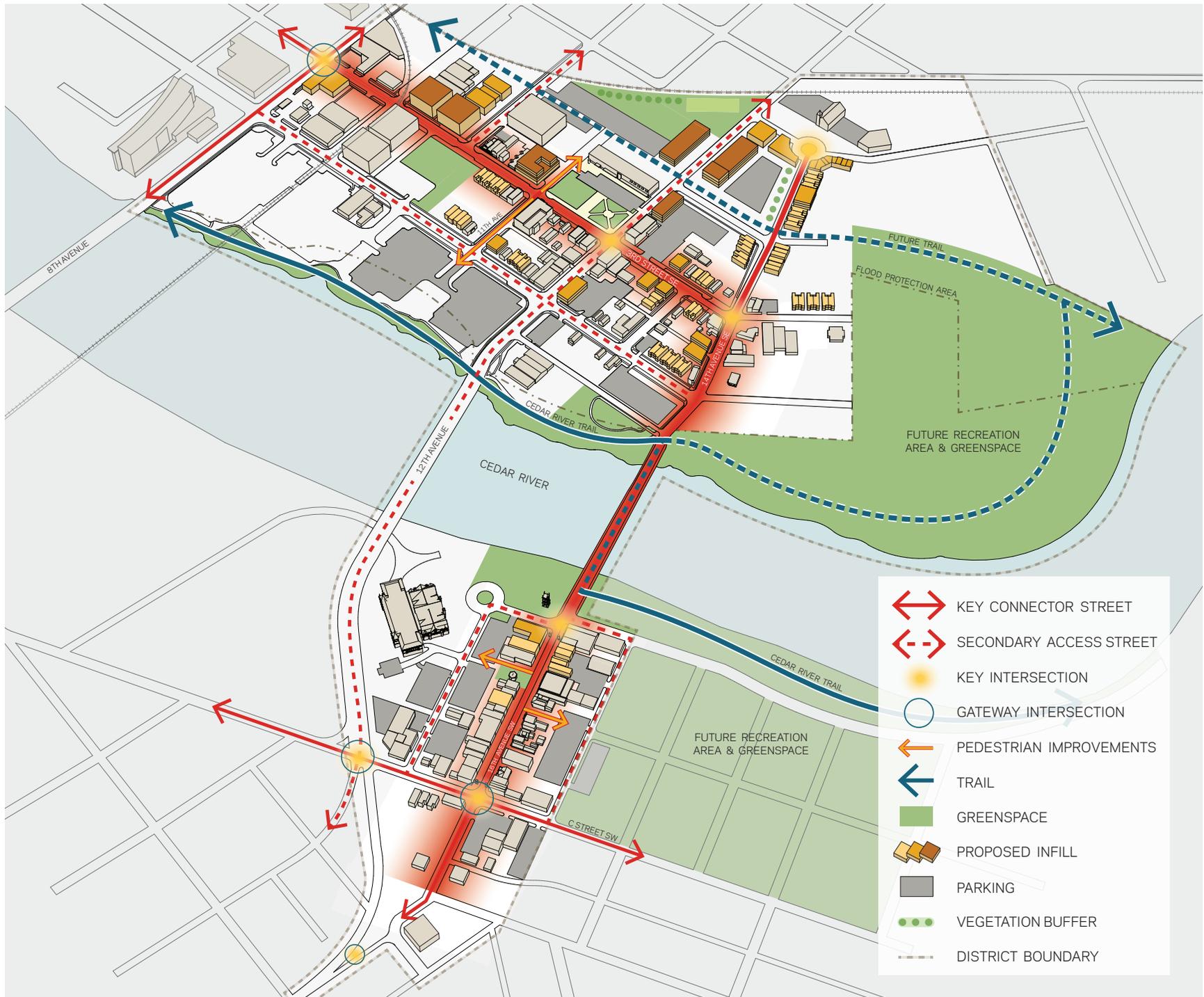
New Bohemia — 3rd Street Conceptual Rendering

FORWARD MOTION

Cedar Rapids is in a period of unprecedented urban and civic renewal. As the community continues to build back from the 2008 floods, citizens are redoubling their efforts to push the city beyond recovery and into full-scale revitalization. Out of the devastation of the fifth largest natural disaster in America's history, city leaders and neighborhood champions have re-calibrated the city's trajectory, charting a bold course toward a more vibrant urban landscape.

Two of our city's most unique and important neighborhoods are playing a key role in this rebirth — Czech Village and New Bohemia. Individually, these areas are vibrant, growing and home to some of the region's most valued cultural assets. Together, they comprise the **Czech Village / New Bohemia Main Street District** (the District). The District's historical identity combined with its cultural and commercial assets has become a powerful magnet for urban redevelopment. While the area is already a destination for entertainment, dining, and shopping, it has the potential for extraordinary future growth. Today, the District stands on the cusp of unparalleled opportunity. As investors rush to capitalize on the mix of attractions and open land in the area, the District is faced with the challenges that accompany rapid growth. Namely, how to guide investment in ways that will complement the area's established identity while embracing growth.

While the District reaps the benefits of strong community support and investment, there is an urgent focus on creating a sustainable vision for the area. **The Strategic Revitalization Plan** (the Plan) for the District was created to help guide development while thoughtfully preserving and enhancing the District's unique charm and architectural assets. The Plan incorporates past studies and urban master plans, significant public feedback and best practices for urban planning to create a road map for future growth.



IMPLEMENTATION STRATEGY

The Revitalization Plan contains design guidelines and critical best practices for new development activities relative to their scale, conceptual design, and relationship to the neighborhoods and surrounding area. This framework also outlines best practices on how to respect the existing District's urban context and character and includes conceptual images illustrating the form and character of the overall development approach. The Design Guidelines address desirable architectural and site development standards, and serve as a guiding framework for future redevelopment projects and improvements. They illustrate the intended character of new development in the District. The essence of the plan is to create an urban environment that will generate civic vitality that will encourage people to live, work and play in the District.

The first five years are the most important to maximize the current buzz about the area— keep people interested and thinking about New Bohemia and Czech Village. Temporary installations and temporary infill can keep people coming back to see what's new in the area. These efforts bridge the gap of time that larger development can take. The following list offers a set of recommended actions to preserve the momentum of the area and direct growth:

1 - 5 Years

- Develop branding and marketing
- Tactical Urbanism - temporary infill
- Continue streetscape improvements
- Public Parking areas
- Continue pedestrian amenities and lighting
- Continue trails, river access, Sinclair clean up
- Small construction infill projects
- Begin Catalyst Projects
- Augment existing Anchor Projects

5 - 10 Years

- Complete Catalyst Projects
- Complete Anchor Projects
- Begin Flood Control Projects

10 - 20 Years

- Continued Infill, Expansion, and District Maturation
- Complete Flood Control Projects

TACTICAL URBANISM

refers to temporary, cheap, and usually grassroots interventions . . . designed to improve city life on a block-by-block, street-by-street basis. These efforts give concerned citizens and creative thinkers ways to reclaim built environments, encourage pedestrian traffic and street life, and promote economic investment without being bogged down in big politics and strangled budgets.

"No city will build a bridge or a light-rail system with tactical urbanism alone," (Mike) Lydon says. "But creative and smart interventions can build the social and political capital needed to push such projects forward from the study and proposal stage. Tactical urbanism looks physical, but often the best results are social, in building more capacity and ties to longer-term change within neighborhoods."

"Newest Urbanism: Tactical urbanism has caught on in a big way. But is it big enough?"
— Kim A. O'Connell, *Architect magazine* (July 2013)

PROMOTE **GROWTH**

Promoting growth in the District is in many ways a function of branding. Branding is more than just a logo or visual identity. A strong brand has the power to create a unifying message for a district with two distinct neighborhoods. By continuing efforts to promote a message based on the connections and synergies of Czech Village and New Bohemia, the Main Street District will benefit from stronger collaborations and increased opportunities to draw visitors.

The diverse nature and “draw” of the district is illustrated in the wide distribution of responses to the question, “What brings you to the district?” Restaurants and bars were selected by the largest segment of all survey respondents (64%), followed by shopping - food (47%), live music (38%), festivals (37%) and shopping - retail (31%).

The findings helped to pinpoint what’s missing in the District. There’s a clear desire to see more retail, housing, dining and entertainment and outdoor recreation in the area. Survey responses also point to the continued need to build awareness through marketing, advertising and messages that promote the complete and abundant mix of businesses, attractions and experiences offered in the District. Marketing efforts might seek to expand on the sense of the District as a historic and culturally diverse hometown neighborhood business district, and nurture an even stronger sense of brand-loyalty by encouraging cross-marketing efforts which promote the District’s full range of products, services, attractions and experiences.

Taking cues from the survey results and ongoing research, the Main Street Organization is developing new marketing strategies and messages. While tangible assets, businesses and various features were cited frequently, the largest concentration of survey respondents pointed to more intangible features and qualities related to the District’s character and environment, including its historic character and heritage, its feel, its uniqueness, its potential, its urban flair, and the sense that the District is an area on the rise.

These are only a few excerpts from the full **Strategic Revitalization Plan** which further explores design strategies and concepts for the sustainable redevelopment of the District. For a complete copy of the plan, contact the Main Street Organization:

www.crmainstreet.org | crmainstreet@gmail.com | 319-432-9785



Cedar River — Potential Recreation Conceptual Rendering

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|--|--|---|
| <h2>SURVEY RESULTS</h2> <p>what brings you to the district?</p> <p>There's always something new & fun going on!</p> | <p>desired housing types</p> <p>#1 apartment loft / condo #2 single-family housing #3 townhouse</p> | <p>the district should appeal to</p> <p>#1 pedestrians #2 bicyclists #3 drivers</p> |
| | <p>what's missing from the district?</p> <p>#1 RETAIL #2 HOUSING #3 DINING</p> | <p>what do you like about the area?</p> <p>“ IT'S WHERE ALL THE MOST WONDERFUL THINGS ARE HAPPENING!</p> |
| <p>the historic character is important</p> <p>92% agree or strongly agree</p> | <p>It is an artistic and cultural gathering place with a strong link to its heritage. The buildings and the people have individuality and unique personalities. [The District is] a fun part of town!</p> | |

To: City Council Development Committee
From: Paula Mitchell through Joe O'Hern, Executive Administrator of Development Services
Subject: Requests for City Support – Low Income Housing Tax Credit (LIHTC) Projects
Date: October 23, 2013

Background:

On May 28, 2013, City Council adopted a policy for City evaluation of projects requesting local government support of a Low Income Housing Tax Credit (LIHTC) project application. The policy requires a developer to submit their request to the City, along with information about their proposal, a minimum of 60 days prior to the Iowa Finance Authority's application deadline, in order for the City to evaluate proposals, identify funding sources for any requests for financial participation, and seek input from the City Council.

As of the October 9, 2013 deadline for submittals, the City has received six requests for a resolution of support for a project, and five of those projects are also requesting financial assistance from the City. Staff will be evaluating the financial requests and making recommendations at the November 20, 2013 meeting of the Development Committee. A summary of the proposed projects follows:

- **The Affordable Housing Network, Inc. (AHNI)** – Requesting a resolution of support for “Monroe Villas” project located at 3200 Pioneer Avenue SE. The project proposes adaptive re-use of the former Monroe school building site to create 43 units of workforce housing. Of the 43 units, 19 units would be located in the former school building and 24 units would be newly constructed single-family homes. The project consists of 28 three-bedroom and 15 four-bedroom units renting from \$625 to \$700 per month. The developer is not requesting City financial assistance, however is requesting a resolution of support.
- **Silverstone Partners, Inc. and Landover Development Corporation** – Requesting a resolution of support and City financial participation for “Kingston Village” project located near the northwest corner of Diagonal Drive and 2nd Street SW. The project proposes demolition of existing single family homes and new construction of a 4-story, 64-unit apartment building with 16 one-bedroom, 32 two-bedroom, and 16 four-bedroom units. Of the 64 units, 54 are proposed to be affordable workforce housing and 10 are proposed to be market rate. Rents range from \$350 for an affordable one-bedroom unit to \$1,095 for a market rate four-bedroom unit. The developer is seeking City financial participation to meet an \$820,256 gap in the project budget.
- **TWG Development, LLC and Landover Development Corporation** – Requesting a resolution of support and City financial participation for “Commonwealth Senior Apartments” located at 1400 2nd Avenue SE. The project proposes rehabilitation of the historic Commonwealth Apartments for senior housing. Density will be reduced from approximately 100 to 86 units. Of these, 18 will be studio/efficiency, 59 will be one-bedroom, and 9 will be two-bedroom, with all units proposed to be affordable. Rents range from \$308 to \$625. The developer is seeking \$800,000 in City financial participation.

- **High Development** – Requesting a resolution of support and City financial participation for “Sonoma Square Senior Living” located at Ellis Boulevard and J Avenue NW. The project proposes new construction of a 48-unit senior housing development in the Ellis Boulevard Viable Business Corridor. Units will be one and two-bedroom. Rents range from \$476 to \$605 for affordable units. The developer is seeking Enterprise Zone credits, City land, and additional City financial participation of approximately \$300,000.
- **MetroPlains LLC and Neighborhood Development Corporation** – Requesting a resolution of support and City financial participation for “2nd Avenue SW Senior Apartments.” The project proposes new construction of 30 units of senior housing on 2nd Avenue SW, consisting of 22 one-bedroom and 8 two-bedroom units. All units except 1 are proposed to be affordable. Rents range from \$470 to \$850. The developer is requesting to use City-owned property for which NDC was the successful proposer for this project and relocating NDC’s Multi-family New Construction project to another nearby site in the Kingston Village Area. The developer is also requesting Enterprise Zone credits and City financial participation of approximately \$350,000.
- **Miller Valentine Group** – Requesting a resolution of support and City financial participation for “Cypress Senior Residence.” The project proposes new construction of 48 senior housing units at the SE corner of 12th Avenue and Jacolyn Drive SW. All units will be two-bedroom, affordable units. Rents range from \$596 to 696. The developer is requesting City financial participation of approximately \$520,000.

Staff will continue to evaluate the financial elements of these proposals and return to the Development Committee in November with recommendations. Potential sources of funding that may be available include City land, Enterprise Zone Credits, Urban Revitalization Tax Exemption, Tax Increment Financing, and low interest loans.

Timeline and Next Steps:

- October 23, 2013 – Requests previewed at Development Committee.
- November 20, 2013 – Development Committee consideration of financial requests.
- December 3, 2013 – City Council consideration of financial requests.
- December 9, 2013 – Applications due to Iowa Finance Authority.

To: City Council Development Committee
From: Caleb Mason through Joe O’Hern, Executive Administrator of Development Services
Subject: Requests for City Land
Date: October 23, 2013

Background:

The City has received formal requests from two entities to purchase City properties. Accompanying this memo are the respective letters of request. The standard process has been to bring forward requests for the Development Committee’s review and consideration.

438 4th Avenue SW

A request has been received from the owner of property which surrounds this property and owns a commercial property on the corner of 6th Street SW and 4th Avenue SW. Previously this property was offered to Developers participating in the ROOTs program. Developers have not expressed interest in this property based upon the relative location of the property and adjacent uses.



821 and 825 Shaver Road NE

A request has been received by the adjacent property owner operating a small restaurant operation. The property is adjacent to Cedar Lake and situated in the 100-year floodplain. Based on the funding source the City used to acquire the property, redevelopment of the property is limited to preserving the natural values and limited improvements such as surface parking or bio retention. Construction of new buildings is prohibited. The request that was submitted outlines the expansion of the intended use of the property to enhance the amenities of the business operations.



The request has been reviewed by the Park and Recreation Department pertaining to the Parks and Rec Master Plan. The enhancement of commercial amenities in this area is consistent with that plan.

Staff Recommendation

It is staff’s recommendation to proceed with inviting competitive proposals for these properties using the following criteria:

- | | |
|---|--|
| <p><u>821 and 825 Shaver Road NE</u></p> <ul style="list-style-type: none"> • Capacity and experience of the Development Team • Experience with similar projects • Financial feasibility • Consistency with area plans • Use consistent with the current deed restrictions • Community benefit • Timeline for redevelopment and operations. • Financial commitment from lending institution | <p><u>438 4th Avenue SW</u></p> <ul style="list-style-type: none"> • Capacity and experience of the Development Team • Experience with similar projects • Financial feasibility • Consistency with area plans • Community benefit • Timeline for redevelopment and operations. • Financial commitment from lending institution |
|---|--|

Timeline and Next Steps:

If the Development Committee were to move forward with seeking competitive proposals, staff would propose the following timeline:

- | | |
|--|--|
| <ul style="list-style-type: none"> • October 23, 2013 • November 12, 2013 • November 26, 2013 • December 30, 2013 • Week of January 6, 2014 • January 14, 2014 | <ul style="list-style-type: none"> Requests previewed at Development Committee Motion Setting a public hearing Public Hearing on disposition and inviting proposals Proposal Deadline Stakeholder panel review City Council consideration of proposals |
|--|--|

Mr. Joe O'Hern, Director
Community Development
City of Cedar Rapids
101 First Street SE
Cedar Rapids, IA 52401

RE: flood damaged parcels

To Whom It May Concern:

Be advised that I have an interest in acquiring two flood damaged properties located in the 400 block of Fourth Avenue SW now owned by the City.

One is located 410 Fourth Avenue (Lot #19, Auditor's Plat #37) and 438 Fourth Avenue (Lot 13, Auditor's Plat #32).

Lot #19 sits between parcels I already own at 408 and 416 Fourth Avenue. They are zoned RMF (multi-family) and could be developed for multi-family use with the emphasis on affordable housing.

Lot 13 is located between two parking lots I own near the corner of Fourth Avenue and Sixth Street. It's zoned C-2 (commercial) so the dwelling on the property was a non-conforming use.

If I can acquire the parcel, I would combine the lots to provide additional parking for tenants of my commercial building at Third Avenue and Sixth Street. That would include a new neighborhood retail outlet.

We are very interested in purchasing the two flood-damaged properties and proceed with redevelopment as soon as soon as possible. Our proposals would increase the value of the parcels.

I would welcome the opportunity to discuss our plans with you at your earliest convenience.

Respectfully,



319-310-5175 Ray Larson

319-3297050 Jody Keener

Christine Butterfield
Director, Community Development
101 1st Street SE
Cedar Rapids Iowa

Dear Christine,

I am writing you to request land acquisition adjacent to property that we currently own. These properties were acquired by the City of Cedar Rapids through the Voluntary Property Acquisition program and demolished.

Our group owns the property located at 827 Shaver Rd NE which is in the process in developing a Deli and Brew at that location. We are currently in the process of re-zoning the property from Industrial to C-2 zoning. We are also in the process of getting a conditional use and parking variance for this site due to the outdoor patio that we will be providing for the patrons.

The business plan for the Deli and Brew is to cater to the bicycle traffic that will be riding on the bike trail that will be riding past the front door. Our plan for these properties is to create a park like setting towards the rear of the property that overlooks Cedar Lake and the City of Cedar Rapids skyline. We would like to also provide additional parking for patrons towards the front of the property.

The properties that we are looking to acquire are as follows:

1. 825 Shaver Rd NE GPN #141645900800000
2. 821 Shaver Rd NE GPN # 14164590090000

Attached you will see a map showing the properties that we currently own and the properties that we would like to acquire from the City of Cedar Rapids.

Thank you for your consideration in this matter and moving it forward to the City Council.

Sincerely,



Marty Hoeger

Noleshawk Investments LLC



Development Services Department
City Services Center
500 15th Avenue SW
Cedar Rapids, IA 52404
Telephone: (319) 286-5043

To: City Council Development Committee
From: Vern Zakostecky through Joe O'Hern, Executive Administrator of Development Services
Subject: Review of Annexation Request by DK Land Services
Date: October 23, 2013

Background

This memo is to provide an overview of a request from DK Land Development Services, LLC to annex property north of Blairs Ferry Road and west of Milburn Road. The developers, DK Land Development Services, LLC and Armstrong Development Company have requested annexation of the property to extend the development area for the Rapid Ridge Estates single family subdivision located adjacent to and east of the property requested for annexation. Much of the property cannot be served by gravity sanitary sewer. The applicant is proposing a lift station with associated forced mains to provide sanitary sewer to the development. City policy is that these facilities be privately owned and maintained by the development. The applicant is requesting that the City own and maintain the lift station and associated forced mains.

Summary of the Application

Proposed development information:

- Property consists of 63.61 acres.
- Parcel at 4502 Blairs Ferry Road - Galilee Baptist Church Property
- Parcel north of 4490 Blairs Ferry Road NE owned by Russell & Marjorie Morris. North portion to be included in proposed development.
- Parcel at 4480 Blairs Ferry Road - Salem United Methodist Church property. North portion to be included in proposed development.
- Parcel north of Blue Ridge Estates Addition owned by LaVonne Hudson. This property constitutes the bulk of the proposed development area.
- Proposed development of approximately 95 single family detached homes.
- Property to be developed to City standards including City public utilities and services.

The City Council Infrastructure Committee (CCIC) reviewed the request for annexation on October 16, 2013 and recommended approval of the annexation. The CCIC also reviewed the request for the City to own and maintain the lift station and forced main. City staff was directed to look at the possibility of the City owning and maintaining the facility provided the developer creates a homeowners association that would collect funds annually to pay the City for maintaining said facilities.

Question for Council Development Committee Consideration:

1. Should the property be annexed to the City of Cedar Rapids?

Options for recommendation to Council Development Committee and Full City Council:

- a. Recommend annexation of the property as requested.
- b. Recommend to not annex property.

Next Steps

- City Council motion setting a public hearing to consider annexation request.
- City Council public hearing and action on annexation by vote on a resolution.
- If annexation is approved by full Council annexation documents sent to State City Development Board for final action & recording.



**Staff will provide an update
on Emerald Ash Borer at the
October 23, 2013
Development Committee
Meeting.**



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 Joe O'Hern, Executive Administrator of Development Services
Subject: 2014 Historic Preservation Commission Work Plan
Date: October 23, 2013

This memo is to provide a summary of the Historic Preservation Commission's 2014 Work Plan (attached). Following review by the Development Committee it will be approved 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 2013:

- Hosted the second annual Preservation Showcase in Cedar Rapids, including:
 - Information about the city's historic buildings and districts
 - Demonstrations of restoration techniques for historic homes
- Second annual Preservation Awards ceremony to honor the City's most outstanding preservation efforts in five categories
- 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 the B Avenue National Register of Historic Places historic district

Goals and Objectives for 2014:

- 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 the statewide 2014 Preserve Iowa Summit in Cedar Rapids, showcasing local preservation efforts and successes for participants from across the state
- Improve communications and coordination with other local preservation interest groups
- Distribute an informational brochure 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



City of Cedar Rapids Historic Preservation Commission Work Plan for 2014

General Information

CHARTER

The Historic Preservation Commission (HPC) is comprised of at least 11 volunteer citizens appointed by the Mayor and approved by the City Council for three year terms. The Cedar Rapids Historic Preservation Commission makes recommendations on National Register of Historic Places nominations and local historic district designation. With City Council approval, the Historic Preservation Commission initiates historic preservation studies designed to identify and preserve the City's historic building resources. The Commission also reviews and approves applications for Certificates of Appropriateness in the two local historic districts.

MEETINGS

The Historic Preservation Commission meets every second and fourth Thursday of the month at 4:30 p.m. unless otherwise published. Meetings are held at the Cedar Rapids City Hall.

COMMISSIONERS and CONTACTS

Commissioners

Amanda McKnight-Grafton, *Chair*
Todd McNall, *Vice-Chair*
Bob Grafton, *Secretary*
Pat Cargin
Moirra Blake
Barbara Westercamp
Tim Oberbroeckling
Mark Stoffer Hunter
Ron Mussman
Vacant Position
Vacant Position

Council Liaison

Ann Poe
(319) 286-5099
a.poe@cedar-rapids.org

Staff Liaisons

Thomas Smith
(319) 286-5161
t.smith@cedar-rapids.org

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

City of Cedar Rapids Historic Preservation Commission Work Plan for 2014

Process

On October 10th, the Historic Preservation Commission met to affirm its goals for a 2014 work plan. The Commission engaged in an action planning process that involved the following steps:

- **Commitments and Vision:** Selection of goals that the Commission agreed upon and believed were achievable over the course of a year.
- **Key Actions:** Identification of action steps to address goals.
- **Calendar Timeline:** Arrangement of Key Actions throughout a year-long timeline.

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.

City of Cedar Rapids Historic Preservation Commission
Work Plan for 2014

Work Plan

VISION

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

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

GOAL 1

Participate in preservation, salvage and documentation of historic structures

| TASK | ASSIGNMENT | DUE |
|---|-----------------------|-------------------------|
| -Review historic surveys and National Register nominations related to FEMA MOAs and State LOA with City | Full Commission/Staff | Ongoing |
| -Prepare a criteria list of historic Cedar Rapids buildings and architecture | Full Commission | 2 nd Quarter |
| -Determine neighborhoods' interests in establishing local historic districts/landmarks | Full Commission | 3 rd Quarter |
| -Continue recommending improvements to historic preservation ordinance and processes | Full Commission | Ongoing |

GOAL 2

Increase communication

| TASK | ASSIGNMENT | DUE |
|--|-----------------------|-------------------------|
| -Make improvements to HPC website for ease of use and to provide more information | Staff | 1 st Quarter |
| -Create informational brochure to explain benefits of historic districts and HPC processes | Full Commission/Staff | 2 nd Quarter |

City of Cedar Rapids Historic Preservation Commission
Work Plan for 2014

GOAL 3

Improve public relations

| TASK | ASSIGNMENT | DUE |
|--|-------------------|-------------------------|
| -Send brochure to all property owners in historic districts explaining benefits and requirements | Staff | 3 rd Quarter |
| -Continue to honor exemplary preservation efforts through annual Community Preservation Awards and the Preservation Showcase | Full Commission | 3 rd Quarter |

GOAL 4

Provide information and educational opportunities for the public

| TASKS | ASSIGNMENT | DUE |
|--|-----------------------|--|
| -Hold two trainings per year on various practical preservation topics like wood window repair and brick tuckpointing | Full Commission/Staff | 2 nd and 4 th Quarters |
| -Participate as leaders in planning the 2014 Preserve Iowa Summit in Cedar Rapids | Full Commission | Ongoing |
| -Develop historic district markers and signage to help public identify key historic areas and landmarks | Full Commission/Staff | 3 rd Quarter |

GOAL 5

Provide educational opportunities for HPC members

| TASKS | ASSIGNMENT | DUE |
|---|-----------------------|------------|
| -Continue to provide outside training opportunities, and encourage attendance at 2014 Preserve Iowa Summit and public trainings | Full Commission/Staff | Ongoing |



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, Community Development
Vern Zakostelecky, Development Services
Subject: 2014 City Planning Commission Work Plan
Date: October 23, 2013

This memo is to provide a summary of the City Planning Commission's 2014 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 plan allows the boards and commissions to address the City Council's priorities, communicate their own priorities, and measure the accomplishments of the board or commission.

In 2012 Cedar Rapids led the State of Iowa in value of new construction permitted. As part of the development process, the City Planning Commission continues to have an active role in reviewing and helping guide development in the community.

In January of 2013, the Development Services Department was created with a Development Services Team tasked with overseeing the land development process. To date, the new team has continued to see record caseloads.

In addition to the role of the Development Services Department handling Land Development cases, the Community Development Department continues to work with the City Planning Commission on code and policy updates.

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.

Goals and Objectives for 2014:

- Assist in Developing a Sustainable Development Measurement Tool
- Increase knowledge of CPC by attending training opportunities
- Participate and contribute to the development of the City's Comprehensive Plan
- Increase interaction and communication with City Council



City of Cedar Rapids City Planning Commission Work Plan for 2014

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 three weeks on Thursday at 3:00 p.m. unless otherwise published. Meetings are held at City of Cedar Rapids City Hall Council Chambers.

COMMISSIONERS and CONTACTS

Commissioners

Scott Overland, *Chair*
Jim Halverson, *Vice-Chair*
Samantha Dahlby
Carletta Knox-Seymour
Richard Pankey
Mike Tertinger
Allan Thoms
Virginia Wilts
Vacant Position

Council Liaison

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

Staff Liaisons

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

Seth Gunnerson
(319) 286-5129
s.gunnerson@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 August 19, 2013 a City Planning Commission sub-committee met to begin development of a work plan for the 2014 calendar 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

| TASK | ASSIGNMENT | DUE |
|---|-------------------|------------|
| -Review best practices used by other communities for parking standards, storm water, and other key areas. | Full Commission | Ongoing |

GOAL 2

Increase knowledge of CPC by attending training opportunities

| TASK | ASSIGNMENT | DUE |
|---|-----------------------|------------|
| -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 |

GOAL 3

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

| TASK | ASSIGNMENT | DUE |
|--|-------------------|------------|
| -Review and provide input on draft and final plans | Full Commission | TBD |

GOAL 4

Increase interaction and communication with City Council as necessary

| TASKS | ASSIGNMENT | DUE |
|--|-------------------|------------|
| -Continue to ensure CPC attendance at City Council and Development Committee meetings as needed. | Chair | Ongoing |



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 Joe O'Hern, Executive Administrator of Development Services
Subject: 2014 Visual Arts Commission Work Plan
Date: October 23, 2013

This memo is to provide a summary of the Visual Arts Commission's 2014 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 2013:

- Installation of \$100,000 sculpture entitled "Distortion", by Volkan Alkanoglu, in the US Cellular Center Lobby
- Installation of five original paintings by local artists (John Paul Schafer, Sue Hettmansperger, Mary Zeran, and Susan White) in US Cellular Center
- Installation of "Crystal Impression" by Tom and Jean Latka at Amphitheater
- Restoration of several works of art for the Paramount Theater

- Ignite Event held March 7, attended by nearly 100 residents. Led to downtown intersection Mural Project in July

Goals and Objectives for 2014:

- Continue to provide an advisory role to City Council, reviewing Gift Art and Mural Applications.
- Research retaining a Collections Manager to provide services such as appraising the collection and developing a conservation plan.
- Develop a strategy and promotional materials to increase awareness of the City's collection.
- Identify opportunities to place unused art in the City's collection in prominent public locations or deaccess from the collection.
- Identify opportunities to purchase additional art through the 2% for Art Policy.
- Continue to promote public art and engage citizens in ways to enhance the community.

Funding for Visual Arts in Cedar Rapids comes from remaining Hotel/Motel allocation from City Council, and from the 2% For Arts policy, which allows up to 2% of certain capital projects to be reserved for community visual enhancements.

Visual Arts Commission 2014 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 second 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 |
| Andi Londquist | Term thru 2014 |
| Ann Knierim | Term thru 2015 |
| Arbe Bareis | Term thru 2015 |
| Marilee Fowler | Term thru 2015 |
| Lynn Ocken | Term thru 2016 |

VACANT

VACANT

City Council Liaison

TBD

Staff Liaisons

Seth Gunnerson
319.286.5129

s.gunnerson@cedar-rapids.org

Visual Arts Commission 2014 Work Plan

2013 Highlights

- Installation of \$100,000 sculpture entitled “Distortion”, by Volkan Alkanoglu, in the US Cellular Center Lobby
- Installation of five original paintings by local artists (John Paul Schafer, Sue Hettmansperger, Mary Zeran, and Susan White) in US Cellular Center
- Installation of “Crystal Impression” by Tom and Jean Latka at Amphitheater
- Restoration of several works of art for the Paramount Theater
- Ignite Event held March 7, attended by nearly 100 residents. Led to downtown intersection Mural Project in July

Advise City Council on Public Art Collection

Goals and Ongoing Tasks

- Review Gift Art Applications and make recommendations to the City Council for inclusion into the collection
- Review and make recommendations on mural applications
- Serve as recommending body on other matters pertaining to public art
- Assist groups interested in installing art in the community.
- Develop annual Work Plan

2014 Action Items

| Item | Cost or resource | Timeline |
|--|------------------|---------------|
| Elect Chair and Vice Chair | VAC | January, 2014 |
| Develop 2015 Work Plan | VAC and Staff | October, 2014 |
| Present Work Plan to Development Committee | VAC and Staff | October, 2014 |
| Present Work Plan to City Council | VAC and Staff | January, 2015 |

Public Outreach and Education

Ongoing Tasks

- Promote newly acquired art in the community
- Develop promotional materials to educate and celebrate public art collection
- Represent the City at public events such as Downtown Farmer’s Markets.
- Seek resident input on ideas to enhance Cedar Rapids

Visual Arts Commission 2014 Work Plan

2014 Action Items

| Item | Cost or resource | Timeline |
|--|------------------|------------|
| Develop promotional material for art collection – either pamphlets or downtown tours | Up to \$10,000 | Early 2014 |
| Update website | Staff | Early 2014 |
| Update photography to include new and relocated pieces | Up to \$2,500 | Mid 2014 |

Stewardship of Public Art Collection

Ongoing Tasks

- Identify opportunities to purchase new art through the 2% for Arts Policy
- Make Recommendations on Gift Art Applications
- Identify maintenance and conservation needs for Public Art Collection

2014 Action Items

| Item | Cost | Timeline |
|---|-----------------------------|------------|
| <ul style="list-style-type: none"> • Research hiring of a Collections Manager to: <ul style="list-style-type: none"> ○ Survey existing art ○ Maintain Records, including appraisal of art ○ Develop Conservation Plan and schedule | Up to \$10,000 | Early 2014 |
| <ul style="list-style-type: none"> • Install or deaccess public art currently in storage | Staff and VAC Subcommittee | Early 2014 |
| <ul style="list-style-type: none"> • Identify opportunities to purchase art as part of the 2% for art policy for FY2015 | As available in FY15 Budget | Early 2014 |
| <ul style="list-style-type: none"> • Work to develop budgets and timelines for any public art purchases through 2% for Arts Policy | Staff and VAC Subcommittee | Mid 2014 |



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 Joe O’Hern, Executive Administrator of Development Services
Subject: Kingston Village Overlay District Update
Date: October 23, 2013

At the October 23rd Development Committee Meeting, staff will be looking for formal recommendations to move forward with an Overlay District Ordinance.

Kingston Village Overlay District:

On July 29th, staff met with stakeholders in the Kingston Village area to discuss establishing an overlay district. Attendees at the meeting:

- Confirmed interest in establishing an overlay district for the Kingston Village area
- Recommended adopting design standards from other overlay districts
- Suggested staff include wording to emphasize unique character of the district, proposed language is:

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

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

Sign Review

On July 30th, staff met with representatives from sign companies to discuss future sign code updates. At that meeting, staff presented the recommendation from the Development Committee that new sign permits be reviewed by the DRTAC for each overlay district.

Recommendation:

- Include review of sign permits involving establishing new signs or changing the size or type of existing signs.

Design Review Technical Advisory Committee

In July, the Development Committee reviewed recommendations from staff on establishing an additional Design Review Technical Advisory Committee (DRTAC) for the Kingston Village area. The following was presented:

Recommendations:

- Maintain a standard meeting time for all overlay districts (currently 4:00 pm on Monday)
- When cases from multiple overlay districts occur, meetings will be held jointly, with cases taken in the order received and reviewed by the appropriate committee.
- Technical expert members may sit on multiple committees.
- Staff will monitor the case load and return to the Development Committee in the future should issues arise.
- Review time for applications before DRTAC:
 - 10 business days for staff-approved applications
 - Prior to first public meeting (CPC, BOA, City Council) for Commission or Council approved applications.
 - Applications not acted on by committee will be forwarded to approving body.

DRTAC Composition:

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| ISSUE | Increases in the number of overlay districts require additional citizens to serve on Design Review Committees to review applications. | |
| TIMING | Recommendation will be included in Overlay District Ordinance | |
| Options | <ul style="list-style-type: none"> • Option 1: Separate DRTAC's for each district – Each established overlay district will have its own 5-7 person committee comprised of separate membership (15-21 members total) • Option 2: Hybrid DRTAC membership – Approximately three technical advisory members (architects, developers, etc.) will serve on all DRTAC's along with two or more neighborhood specific members who review cases (9-12 members total) • Option 3: Combined DRTAC membership – Establish a single DRTAC (7-9 members total) | |
| OPTION 1: Separate DRTAC membership for each district | PROS | CONS |
| | <ul style="list-style-type: none"> • More individual representatives for each district | <ul style="list-style-type: none"> • Increased staff time to support individual committees • Difficult to combine meetings |
| OPTION 2: Hybrid DRTAC membership | <ul style="list-style-type: none"> • Allows for combined review of cases | <ul style="list-style-type: none"> • More meetings for technical members |
| OPTION 3: Combined DRTAC membership | <ul style="list-style-type: none"> • Allows for combined review of cases | <ul style="list-style-type: none"> • Fewer individual representatives for each district |
| Recommendation | Staff recommends option 2, the Hybrid Approach. | |

Next Steps:

Staff is working to draft an overlay district ordinance to preview with City Planning Commission prior to a public hearing with City Council. The following will be considered:

- Incorporating existing design requirements for other overlay districts (stakeholder recommendation)
- Combining ordinance language of all three overlay districts to make the ordinance easier to read (staff recommendation, previewed in July)
- Requiring review of permits for new or resized signs (recommended by Development Committee in July)
- Clarifying the timeframe for DRTAC review (staff recommendation)



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To: City Council Development Committee
From: Seth Gunnerson through Joe O’Hern, Executive Administrator of Development Services
Subject: Parking Ordinance Update
Date: October 23, 2013

In the spring of 2013 City Council adopted an ordinance amending the zoning ordinance to update parking standards in the core of the community. Recent ordinances adopted by City Council have granted substantial relief to parking requirements within the core of the community. Staff has been asked to examine which requirements can be applied citywide.

On August 20, 2013 the City Council Infrastructure and Development Committees held a joint meeting to discuss the City’s street typology project being worked on by Speck & Associates. The purpose of the street typology project is to establish guidelines for the construction and reconstruction of public streets. The proposed guidelines also establish a framework for when on-street parking is required. One of the recommendations from this proposal was to ensure that requiring more on-street parking does not result in an increase in parking citywide.

Staff will review recent parking updates and current standards outside of the core at the October 23rd Development Committee Meeting. At the meeting staff will be looking for input on any missing issues, and will discuss a timeline for ordinance approval.

Parking Code Update – Phase III Topics

Establishing parking maximums

- Overview:** Parking maximums set an upper limit on the number of parking spaces that can be provided on a site.
- Core Area Update:** Within the core any parking spaces over 110-120% (depending on size) of the requirement for the site must be constructed with pervious pavement.
- Outside of Core:** Currently no limit on parking outside of the core of the community.
- New Information:** Several cities surveyed placed a limit on the number of parking spots allowed on site. Sites which go over the limit are often required to mitigate by providing pervious pavement or additional green space, or are required to get a variance or conditional use.

Allowing or requiring on-street parking to be counted towards parking requirements

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| Overview: | On-street parking spaces adjacent to a site could be counted towards the required parking spaces. |
| Core Area Update: | On-street parking is counted towards minimum requirement. |
| Outside of Core: | On-street parking spaces are not considered as part of the site plan. |
| New Information: | The draft Street Typology plan recommends counting street parking as part of the parking on a site. |

Reduction in Parking Requirements

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| Overview: | Granting a reduction to minimum parking for sites with certain attributes, this can include: <ul style="list-style-type: none">• Bicycle parking• Motorcycle parking• Proximity to bus stop |
| Core Area Update: | Core area update included several factors that can reduce parking requirements, including bicycle and motorcycle parking, proximity to bus stops or trails, and sustainable site plan considerations. |
| Outside of Core: | Outside of the core parking can be reduced if adjacent sites develop a shared parking program. |
| New Information: | Staff is researching which standards would apply outside of the core. |

Next Steps

Staff will discuss proposed changes with stakeholders and return to the Development Committee in November with an update and recommendations for an ordinance.