



**City Council
Development Committee
Meeting Agenda Packet
September 25, 2013
3:00pm**



City of Cedar Rapids
Development Committee Meeting Agenda
City Hall Council Chambers
Wednesday, September 25, 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 – August 20, 2013 (Joint Meeting) and August 28, 2013
- Review of Development Committee Issue Processing Chart
- Informational Items and Updates
 - 1) Downtown SSMID Update
 - 2) Marion Annexation Update 5 Minutes
- 1. Ellis Boulevard Viable Commercial Corridor Alex Sharpe 10 Minutes
Community Development
- 2. Vacant Housing Kevin Ciabatti 10 Minutes
Building Services
- 3. Historic Preservation Demolition Ordinance Update Thomas Smith 10 Minutes
Community Development
Amanda McKnight
HPC Chair
- 4. Alcohol and Tobacco Distance Separation Thomas Smith 10 Minutes
Community Development
- 5. ROOTs Round Four Paula Mitchell 10 Minutes
Community Development

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. CDBG Funding Priorities	Paula Mitchell <i>Community Development</i>	10 Minutes
7. Request for City-Owned Property – Landover Development Corporation	Paula Mitchell <i>Community Development</i>	10 Minutes
8. Kingston Village Overlay District Recommendation	Seth Gunnerson <i>Community Development</i>	10 Minutes
9. Sign Code Progress Update	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 **October 23** Agenda –
 - a) City Planning Commission Work Plan
 - b) Historic Preservation Commission Work Plan
 - c) Visual Arts Commission Work Plan
 - d) LIHTC Requests
 - e) Comprehensive Plan Update
 - f) HPC Creation of Local Historic District
 - g) HPC Criteria List of Local Historic Buildings and Resources
 - h) Knutson Building
 - i) Gymnasiums in Industrial Areas

2. Items for **November 27** Agenda –
 - a) Parklet Program Evaluation
 - b) DRTAC Design Guidelines

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City of Cedar Rapids
SPECIAL MEETING OF THE CEDAR RAPIDS CITY COUNCIL
DEVELOPMENT AND INFRASTRUCTURE COMMITTEE MEETING MINUTES
Police Station— Iowa Briefing Room
Tuesday, August 20, 2012

Meeting was called to order at 3:02 p.m. by Council member Chuck Swore.

Development Committee Members Present: Council members Monica Vernon (Chair); Scott Olson; Pat Shey

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/Speakers: Jeff Speck, Principal, Speck & Associates; Ron Griffith, Public Works Project Engineer II – Traffic; Jennifer Pratt, Community Development Planner III

JOINT Development and Infrastructure Committee Items:

1. Street Typology Update – *Jeff Speck*
See PowerPoint: Proposed Citywide Street Typology – Second Draft

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.

On December 11, 2012, Jeff Speck presented to the Development Committee and Infrastructure Committee members his Proposed Citywide Street Typology for the City of Cedar Rapids. Working closely with Tom Peterson, City of Cedar Rapids Traffic Engineering Manager, a revised presentation was created.

Information presented by Jeff Speck during the PowerPoint

City staff is now developing new standards that reflect a “complete streets” approach. 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 “kit of parts” of design criteria that can then integrate the appropriate elements of transportation and environment.

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 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 and cars tend to drive slower when vehicles are traveling in both directions.

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. To help determine changes for rural, suburban, urban and retail areas there are eight thoroughfare components and five design factors to consider which make up a “Kit of Parts”:

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.
- Tree Requirements – these need to be properly chosen so that they are thin at the base with a large canopy.
- Street Width – 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:

Olson: Which codes would be impacted by what you are proposing? Due to the standards for streets, how does your proposal change what we do?

Speck: The proposal becomes a new design standard for Public Works. As soon as the proposal is implemented Public Works will have a “Kit of Parts” to use at their disposal. When it is adopted, which will be many months from now as it is linked with Blue Zones; it will become a new standard that developers.

Elgin: There is a relationship between the improvements on the public right-of-way and the adjoining land use that should be coordinated. The relationship is part of a comprehensive plan so that everyone is headed in the same direction, and it will allow the zoning ordinance to be compatible with the design standards. Public Works will probably suggest incorporating the “Kit of Parts” as part of the Metro Area Design Standards; Cedar Rapids will cooperate and implement the new standards and if others do not join in it will become the Cedar Rapids Design Standards. Private parking standards will be reviewed, currently the City requires private property to provide parking. It has been pointed out that it is less expensive to build a parking spot to a driveway standard because the pavement is thinner and does not have to accommodate garbage trucks and snow plows. These standards have to be coordinated and will be part of the process.

Poe: How could this relate to the Comprehensive Plan (Comp Plan)? How long do you think it will take to hammer out?

Pratt: The Comp Plan will be a nine to twelve month process. The “Kit of Parts” would not need to wait on the Comp Plan.

Vernon: Let’s get started sooner than later because the Comp Plan is a much bigger picture and does not need this level of detail.

Speck: The “Kit of Parts” wasn’t created for the general public to use, it was created for the Public Works Department and engineers who design streets.

Swore: As we develop any of these codes my biggest concern is flexibility. We cannot possibly put together any code that’s going to cover every situation that will arise. I do not like tying the hands of staff.

Speck: This code will vastly increase the number of choices you have for what kind of streets or roads you may have in your City. It is important that staff has the capacity to override the code in certain circumstances.

Shields: There is a current debate and discussion in Cedar Rapids about infrastructure and the introduction of new bike lanes. Council has received many emails from community members who do not like the bike lanes. Although City Council and staff members recognize the importance of City streets not everyone does. How do you get to the point where you don't have drivers saying it's "Us" vs. "Them"?

Speck: In regard to bike lanes there is a strong perception in Iowa that the drivers used to having the streets all to themselves don't want bikes in the streets. There is an economic argument that Millennial's, also known as the Millennial Generation with birth dates from the early 1980s to the early 2000s, favor bike lanes. The experience so far with bike lanes concludes that if you provide the facilities you will see an increase in usage.

Visitor: What is the downside to having sidewalks on just one side of the street?

Speck: There are density and transect issues in a rural condition that show sidewalk on one side is okay. When there are more people using and paying for the streetscape, sidewalks are needed on both sides. Designs have been created to take these situations into account.

Vernon: The City has retro-fit problems in regard to sidewalks, along with terrain and fairness issues. There are approximately 55% of homes without sidewalk.

Speck: Public Works can override when there are terrain issues.

Vernon: I would like to see a sidewalk master plan that notifies owners of the proposed work in their area. There should be a time frame relayed to the owners.

Olson: What have you found that has been successful in other cities to designate bike lanes?

Speck: Obviously, the better it looks the more it costs; I'd rather see more bike lanes painted less fully than fewer bike lanes painted. However, there is clear evidence that the full, broad stripe is more effective in keeping bikers safe than a non-painted line. Some cities will choose to paint the entire lane green for the first 30 feet of the block, and then two solid lines would continue.

The meeting was adjourned at 4:08 p.m.

Respectfully submitted,

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

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Community Development

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Public Works Department

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



**City of Cedar Rapids
DEVELOPMENT COMMITTEE MINUTES
City Hall Council Chambers
Wednesday, August 28, 2013
3:00 p.m.**

The meeting was brought to order at 3:01 p.m.

Present: Council members Vernon (Chair), Shey and Olson. Staff members present: Joe O'Hern, Community Development Interim Director; LaSheila Yates, Housing Programs Manager; Pam Ammeter, Leased Housing Specialist; Vern Zakostelecky, Development Services Planner; Caleb Mason, Housing Rehabilitation Specialist; Seth Gunnerson, Community Development Planner; Kevin Ciabatti, Building Services Director; Alex Sharpe, Community Development Planner; and Alicia Abernathey, 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 July 24, 2013. Council member Olson made a motion to approve the minutes from July 24, 2013. Council member Shey seconded the motion. The motion passed unanimously with none opposed.

Informational Items and Updates

Comprehensive Plan:

Joe O'Hern, Community Development Interim Director, stated the contract with the consultant will be brought forward to City Council in September. The Steering Committee kick-off will take place in late September followed by public engagement in October.

Parking Ordinance:

Mr. O'Hern stated a recommendation will be brought forward in September for Development Committee consideration. The recommendation will include expansion in the core, taking into account the street typology.

Council member Vernon requested staff look into options for incorporating requirements for different types of materials if parking reaches a certain level.

Alcohol and Tobacco:

Mr. O'Hern stated a recommendation will be brought forward in September for consideration.

Sign Code Progress:

Mr. O'Hern stated stakeholder meetings were held and updates will be provided in September.

1. Section 8 Financial Update

LaSheila Yates, Housing Programs Manager, stated in May 2013 the U.S. Department of Housing and Urban Development (HUD) projected a budgetary shortfall of approximately \$498,000 that would result in approximately 211 families losing rent assistance. On May 24th staff submitted a set-aside application to HUD seeking funds to cover the shortfall. On July 29th staff received notification from HUD the Section 8 Housing Choice Voucher (HCV) program received approximately \$411,000 in set-aside funding to cover the budgetary shortfall, with a possibility of surplus to add to the reserves. This is the highest amount the program has received in set-aside funding since the HCV program was established.

Ms. Yates stated due to the program receiving additional funding, staff will place the actions presented at the July Development Committee meeting on hold. Staff is recommending submission of an across the board payment reduction from 95% to 90% during the regular timeframe. As a result, the reduction will take place over two years instead of immediately.

Council member Olson asked if all jurisdictions were going to the 90% level. Ms. Yates stated based on the current Fair Market Rent it was determined 90% would be a fair rate as other jurisdictions offered payments between 80% and 110%. Also, if the Fair Market Rent increases or HUD reduces the housing assistance payment, the City will still be able to lease to families.

2. Continuous Foundation

Vern Zakostecky, Development Services Planner, stated continuous foundation requirements were discussed at the Development Committee meeting in April 2011 and again in November 2012. Staff was directed to research how other communities are handling requests to build without continuous foundations. Mr. Zakostecky identified the current language in Chapter 32 pertaining to continuous foundations and identified a requested amendment to allow homes be constructed on foundations consisting of pilings/pilasters/post footings. Staff surveyed several communities and did not find any new information that would suggest a best practice of using pilings/pilasters/post footings. Staff recommends the code language remain as is.

Council member Vernon asked if any of the communities researched have language in their code that allows post footings. Mr. Zakostecky stated some of the communities allow post footings but most do not receive applications for post footings to be used.

3. Housing Market Analysis Update

Caleb Mason, Housing Rehabilitation Specialist, stated as part of the budget planning for housing replacement programs, a housing market analyst, Maxfield Research, Inc. was hired in 2009. The purposes of hiring a housing market analyst are to:

- Identify needs and opportunities for replacement housing programs,
- Inform policy discussion,
- Ensure replacement housing programs (ROOTs/MFNC) are meeting identified needs, and
- Ensure programs are not negatively impacting the housing market.

Mr. Mason stated the City has a shortage of affordable housing that existed pre-flood and the flood exacerbated the shortage. To date, approximately 1,100 residential structures have been demolished and areas have been deemed unavailable for redevelopment based on Federal, State or City policies. Therefore, there is a significant need for affordable housing in Cedar Rapids.

Mr. Mason provided a progress update for owner occupied housing and rental housing. The 2013 market analysis findings include:

- Rental market vacancy rate below 3% (market equilibrium is ~5%)
- Home sales prices continue to rise
- Time on the market for existing homes is around 90 days (consistent over last 3 years)
- Demand for new housing remains strong – particularly in core neighborhoods
- Demand for market rate housing downtown
- Identified need for senior housing

Council member Vernon asked if it would be acceptable to rehabilitate buildings downtown for condo use. Council member Olson stated there are some buildings that could use the boost in funding if the State would allow that type of development. Mr. Mason stated staff will be talking to the State to determine a way to make it work. Council member Olson stated the buildings available for conversion have already been identified and it would not be very complicated to locate 100 units in the downtown. Mr. O’Hern stated there may not be a lot of relief from the State on the purchase price and they have to meet an 80% Area Median Income (AMI).

Council member Shey stated there are some individuals that feel the Single Family New Construction Program is devastating the housing market. Mr. Mason stated the findings show the housing market is very strong and continuing to grow. Council member Olson suggested staff look at the completed owner occupied homes and compare current property taxes to what they were pre-flood. Mr. O’Hern stated approximately 59 properties were researched and the total pre-flood property taxes were approximately \$4,000,000 and after redevelopment there is approximately \$7,000,000 in property taxes. Council member Olson asked if the property taxes for the other completed owner occupied homes could be determined as well.

4. Kingston Village Overlay District Update

Seth Gunnerson, Community Development Planner, stated a meeting was held with stakeholders of the Kingston Village area on July 29th to review ordinance options for the overlay district. From the meeting, there was broad support for adopting an ordinance similar to the ordinance for the Czech Bohemia Overlay District. Feedback received suggested language describing the Kingston Village district include aspects specific to the district including emphasis on historic preservation. Mr. Gunnerson explained aspects of DRTAC review. Staff would like to streamline code language where possible and clarify what cases require DRTAC review.

Council member Olson suggested the code language be the same for all districts with subsections of elements that are specific to each district. Council members made suggestions for other overlay districts to consider in the future.

5. Annexation Agreement with Marion

Alex Sharpe, Community Development Planner, stated staff is currently working on an annexation agreement with Marion as the previous agreement expired in July 2008. The annexation agreement will create a boundary line between Cedar Rapids and Marion, and each community may annex on their side of the line. The agreement allows for both communities to plan for future services and land use. Mr. Sharpe presented a map explaining the different areas and which city can annex in that area. Mr. Sharpe identified State requirements and next steps.

Council member Vernon asked how this agreement is different from the agreement that expired in 2008. Mr. Gunnerson stated this agreement modified the separation line between the two cities to accommodate an anticipated storm water management system in Marion and extended the line further north to White Road.

Council member Olson asked if Cedar Rapids had an agreement with Robins. Mr. Gunnerson identified on a map the separation line for annexations between Cedar Rapids and Robins.

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

Meeting adjourned at 4:13 p.m.

Respectfully submitted,

Alicia Abernathey, Administrative Assistant II
Community Development

DRAFT

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
7/25/2011	Med District Design Guidelines			CD/Medical Quarter	April 2013	Will revisit April 2013 - Pending
9/26/2011	Land Development Fees Update	Given to City Council (full) to review for further discussion at November 2011 meeting.		CD		On Hold
1/23/2012	Walkable Community Follow-Up Discussion / Council member Vernon AND Charlotte's Street Elevations / Tom Peterson	Jeff Speck to meet with the City Council and Staff. Bring back to Dev Comte a DRAFT of the Street Elevations for Cedar Rapids in April.	Christine Butterfield to set up meeting with Jeff Speck. Public Works Traffic Engineer and staff to bring back recomenation 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	Summer 2013	Payday Lending Slated City Council 5.13. Alcohol & Tobacco to Dev. Ongoing.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
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	April 2013	Underway.
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		Ongoing.
5/22/2013	Comprehensive Plan			CD		Ongoing. Fall 2013.
7/24/2013	Science Center Progress Update			CMO		Ongoing.
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	Returned 8.13. Ongoing.	Ongoing.
7/24/2013	Design Review Overlay Districts			CD		Ongoing.
8/28/2013	Housing Market Analysis Update			CD		Ongoing.
8/28/2013	Kingston Village Overlay District	Update City Code to include Overlay District for Kingston Village		CD	Sept 2013	Ongoing.
8/28/2013	Annexation Agreement with Marion			CD		Ongoing.

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



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: Downtown Self-Supporting Municipal Improvement District Expansion
Date: September 25, 2013

At the September 19th City Planning Commission Meeting, the CPC was asked to review and make a recommendation on the proposed expansion of the Downtown Self-Supporting Municipal Improvement District (SSMID) to the east, adding approximately 8 square blocks to the district.

Final approval of the SSMID expansion will be voted on by City Council this fall.

Background

The proposed expansion closes a gap that was created by the establishment of the MedQuarter SSMID in 2011. The identified properties are completely surrounded by the two districts. The expansion area is the only property west of 10th Street SE and north of 8th Avenue SE in the core of the City that is not currently in a SSMID district. Diagram 1 on the following page shows the expansion area.

The Downtown SSMID was established in 1986 in order to provide streetscape and beautification improvements, encourage development, and promote the district. In 2007 the District was renewed for 10 additional years, continuing until 2017. Property within the expansion area will be taxed at the same rate as the overall SSMID, which is currently capped at \$2.75 per thousand dollars of assessed value. The petition states that money generated from the assessment will be used for:

- Downtown Economic Development Programs
- Communications and Advocacy
- Capital Improvements downtown
- Enhanced Maintenance
- Parking Management

City Planning Commission Action

Chapter 386 of the Iowa Code requires that the City Planning Commission review the petition request and make a recommendation to City Council on the merit and feasibility of the request.

The Iowa Code requires that a petition to create or expand a SSMID district must be made by 25% of the property owners representing at least 25% of the assessed property value in the district.

The petition for the expansion of the Downtown SSMID district was signed by owners of 22 of the 59 taxable parcels (40%) representing 61% of the assessed value for the proposed expansion area.

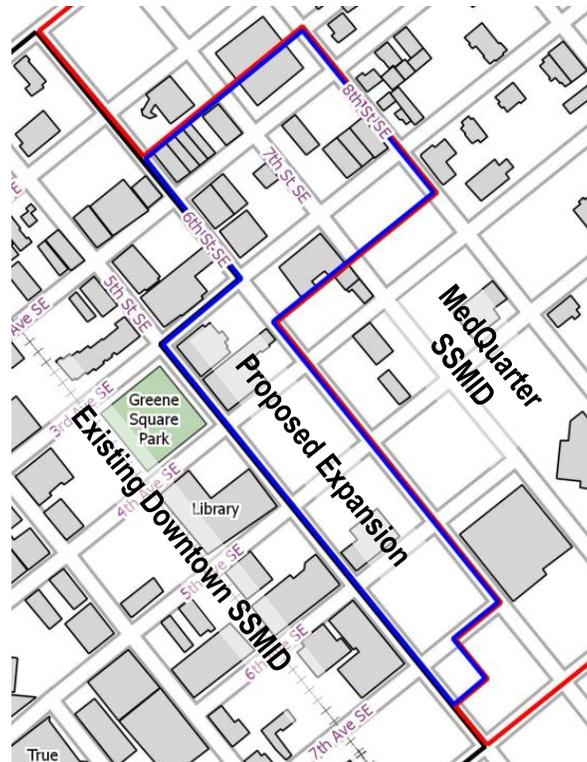


Diagram 1 – Proposed Downtown SSMID Expansion Area (blue outline)

Diagram 2 on the next page shows both SSMID district's in Cedar Rapids, with the proposed expansion area.

Timeline:

Step	Date:
City Planning Commission Review	September 19
Motion Setting a Public Hearing	October 8
Public Hearing	October 22
30 day comment period	October 22 – November 21
1 st Reading of ordinance	December 3
2 nd and potential 3 rd Reading	December 17

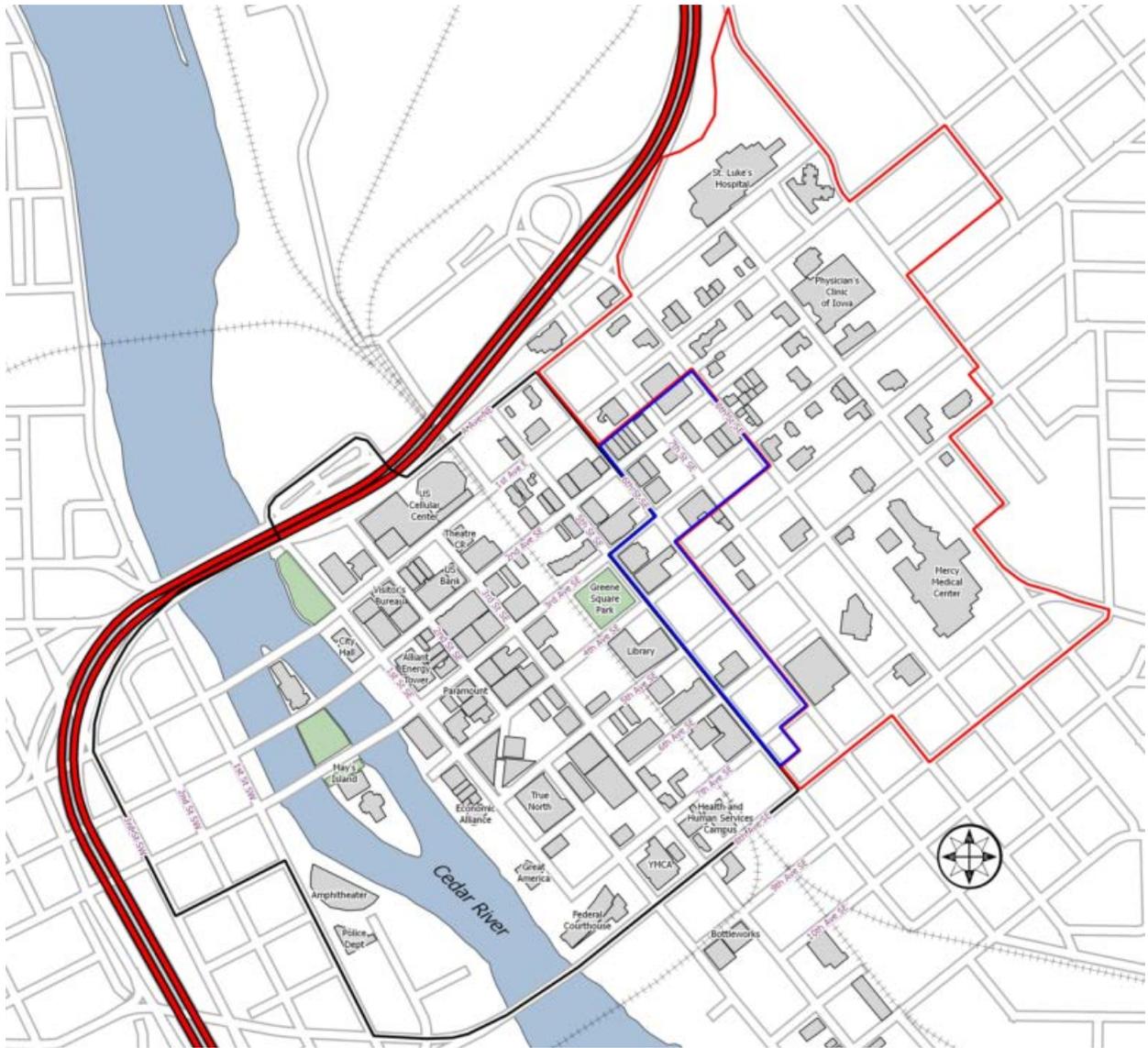


Diagram 2 – Existing SSMID’s in Cedar Rapids (Expansion Area in Blue)



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To: City Council Development Committee
From: Alex Sharpe through Joe O'Hern, Executive Administrator of Development Services
Subject: Annexation Boundary Agreement with the City of Marion
Date: September 25, 2013

Staff from Cedar Rapids and Marion have been working on an annexation agreement that will establish a growth boundary for each community. This new agreement is an extension of an annexation agreement that lapsed in July 2008.

State law requires that a notification is posted 30 days before City Council from either city may vote to approve the agreement. An open house for affected property owners in the County is scheduled for October 1st, and a mailing was sent on Thursday, September 19th.

The agreement does not compel existing property owners to annex into either city, nor does it establish a timeline for future annexation. The annexation agreement indicates which community the land will be incorporated into, if development occurs, and allows both communities to plan for future services and land use.

The proposed annexation agreement will focus on the northern growth corridor for Cedar Rapids, north of future Tower Terrace Road. Under the proposed agreement, each community agrees not to annex any territory across the boundary line. The agreement will remain in place for ten years from the date it is enacted. A map of the annexation boundary is included.

Timeline and Next Steps:

Annexation Boundary Agreement Open House: Tuesday, October 1, 2013, 6:00 p.m. – 8:00 p.m. at St. Mark's Lutheran Church, 8300 C Avenue NE in Marion

Marion City Council Meeting: Thursday, November 7, 2013, 7:00 p.m. at Marion City Hall, 1225 6th Avenue.

City of Cedar Rapids Meeting: Tuesday, November 19, 2013, 4:00 p.m. at Cedar Rapids City Hall, 101 1st Street SE.

Cedar Rapids - Marion Annexation Agreement | Exhibit A

Date: 8.14.2013

Author: Cedar Rapids Community Development

Source: Cedar Rapids GIS Division

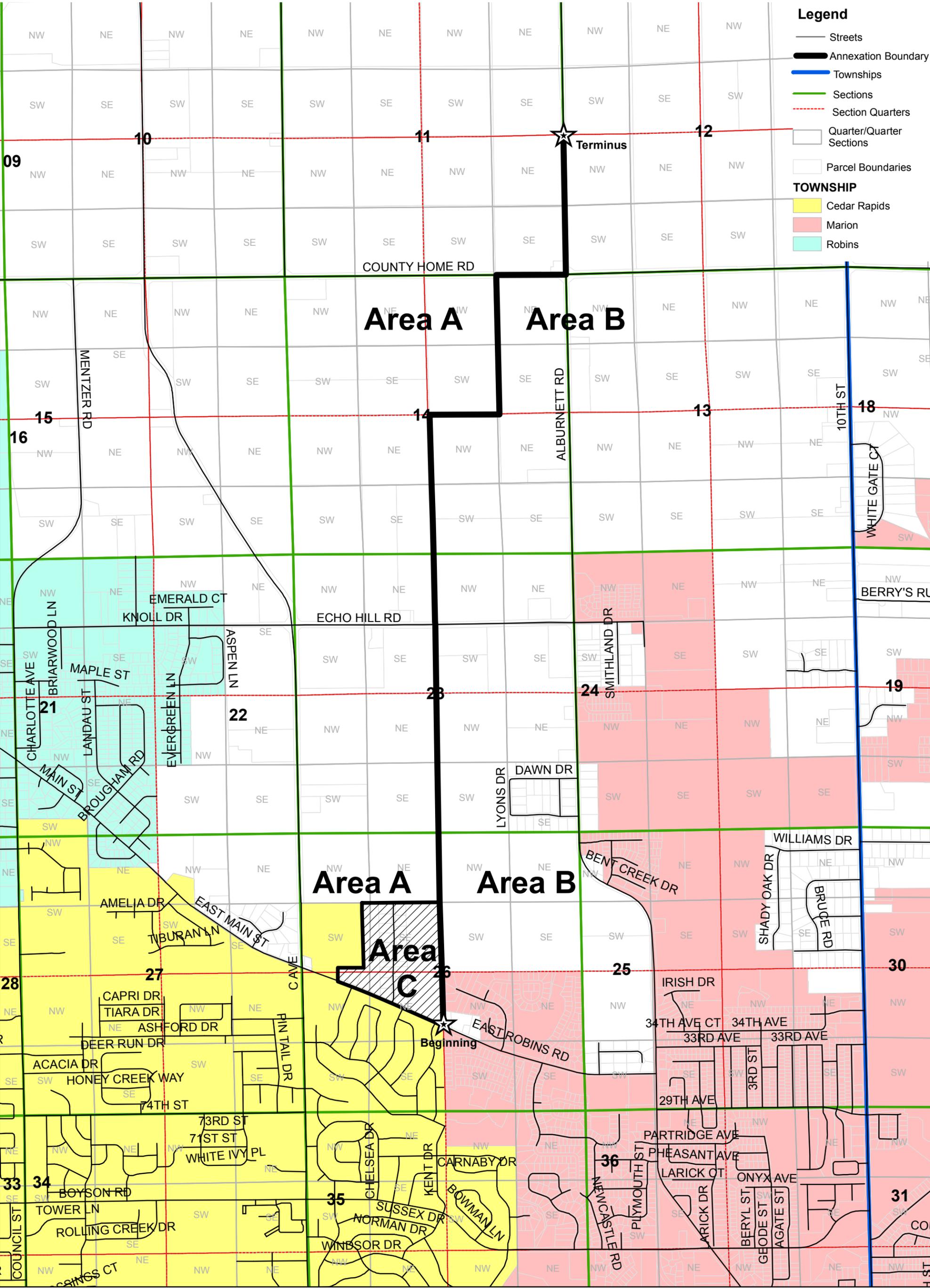
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0 0.375 0.75 1.5 Miles

Legend

- Streets
- Annexation Boundary
- Townships
- Sections
- Section Quarters
- Quarter/Quarter Sections
- Parcel Boundaries
- TOWNSHIP**
 - Cedar Rapids
 - Marion
 - Robins





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To: City Council Development Committee
From: Alex Sharpe through Joe O'Hern, Executive Administrator of Development Services
Subject: Ellis Boulevard Viable Business Corridor
Date: September 25, 2013

Ellis Boulevard Viable Business Corridor Workshop

The second Ellis Boulevard workshop has held on September 19th, at St. James United Methodist Church. Approximately 30 stakeholders were involved in reviewing a draft plan that will be submitted to the Iowa Economic Development Authority (IEDA) in November. The plan will be submitted to the State, which will consider designating the area a Viable Business Corridor, a designation which allows for limited redevelopment in the 100-year floodplain.

Citizen Feedback

The plan presented incorporated stakeholder feedback from the August 26th Ellis Boulevard workshop, CRTALKS, and any other correspondence the City received. An identified area of interest was the extension of the Viable Business Corridor from O Avenue to Ellis Lane. Based on this feedback this area has been included in the Viable Business Corridor as an area identified for future redevelopment pending resolution of flood protection.

Residents also have the ability to contribute their input through the September 27th, online at www.crtalks.com by participating in the online discussion board.

Ellis Boulevard Viable Business Corridor Plan

Staff will incorporate the common themes from stakeholders and incorporate these into the final plan. The Development Committee and City Council will have the ability to review this plan as these comments are incorporated.



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To: City Council Development Committee
From: Kevin Ciabatti, Director of Building Services Department
Subject: Vacant Building Registry
Date: September 25, 2013

Background:

Chapter 22A Nuisance Properties and Chapter 29 Housing Code:

The City of Cedar Rapids City Council has taken steps to improve neighborhood and property conditions over the course of this last year. The City Council passed recent ordinances in order to improve the quality of life in the Cedar Rapids community. These ordinances have had common goals in mind:

- Preserving property values
- Controlling the costs of taxpayer-funded services such as Police, Fire, Public Works and Building Services
- Ensuring that properties within the City limits are well maintained and are not used for unlawful conduct or conduct which disturbs the peaceable use of surrounding properties
- Holding property owners more accountable for nuisance activity and nuisance condition of their properties

Chapter 22A, Nuisance Properties was passed January 8, 2013. This code established properties as nuisance properties where founded calls for service occur on a given property, given a tiered system of violations. A revised Chapter 29 Housing Code was passed March 13, 2013. This code established minimum standards for all properties, with special conditions and requirements as it relates to rental properties.

Chapter 22 Nuisances:

Current Chapter 22 Nuisances addresses eighteen specific conditions that cause a property to be considered a nuisance. According to Chapter 22, a property that is secured is not considered a nuisance by definition. Further, the current Chapter 22 Ordinance makes no mention of vacant or abandonment in classifying a property as a nuisance.

Although the City has made progress in addressing the condition of properties through newly passed ordinances, vacant and abandoned structures continue to be issues for neighborhoods in our community. Both the Development Committee and the Public Safety Committee have expressed interest in exploring an ordinance that monitors and registers abandoned and vacant structures. Both Committees share a common interest in exploring ordinances that further support the common goals above and will be another tool for the City to improve our neighborhoods and Community.

Proposed Next Steps:

By surveying other communities, staff will research key common attributes of an ordinance that establishes a vacant building registry. Common policy discussion items may include but are not limited to the following:

- Definition of a vacant or abandoned structure
- Fees
- Requirements for registration
- Securing requirements
- Impact and coordination with current City ordinances
- Additional requirements

Proposed Schedule:

The following is a tentative timeline of next steps:

October-November Research other communities to determine how they address vacant structures through adopted ordinances.

December-January Once research is complete, create a detailed matrix of gathered data. Present findings to the Development Committee and Public Safety Committee. Decide on key policy decisions to begin to establish a framework for an abandoned and vacant structure registry ordinance.

February Staff will begin work on draft code language.



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To: City Council Development Committee
From: Thomas Smith and Amanda McKnight-Grafton, HPC Chair, through Joe O'Hern,
Executive Administrator of Development Services
Subject: Chapter 18 Historic Preservation Ordinance Updates
Date: September 25, 2013

Background and Recommendations:

Over the past few months, the Historic Preservation Commission (HPC) has discussed and recommended three updates to the City's Chapter 18 Historic Preservation ordinance. The proposed updates are generally small additions to ensure that owners of potentially historic buildings aren't circumventing the intended review process for buildings fifty years old or older, and that adequate time is provided to properly notify the Commission and the public of potential demolitions. Three changes are being proposed, as follows:

Review of Partial Demolitions for Buildings 50 Years Old or Older

Recently, a potentially-historic home near one of the City's local historic districts was deconstructed down to the foundation and chimney and then rebuilt with all new materials. Had the contractor given a full accounting of the work to be performed on the structure, it technically would not have been considered a demolition based on the City's current demolition definition. 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 HPC is recommending that the following definition of a partial demolition be added to Chapter 18:

Partial Demolition (for structures determined to be fifty (50) years old or older):

1. Removal of more than twenty-five (25) percent of an exterior wall(s) facing a public street(s) or fifty (50) percent of all exterior walls; or
2. Enclosure or alteration of more than fifty (50) percent of the exterior walls so that they no longer function as exterior walls; or
3. Removal of a roof, or rebuilding of the roof to a different pitch; or
4. A proposed alteration, which in combination with other alterations of the building authorized within the preceding five (5) years will represent a change defined in subsections (1), (2), or (3).

Review of Demolitions of Accessory Structures 50 Years Old or Older

In certain cases, large carriage houses and other historic accessory structures have been demolished without any notice or review by the HPC. The language in Chapter 18 states that a historically significant building is "a principal building determined to be fifty (50) years old or older." For this reason, HPC has not been forwarded demolition applications for accessory structures in the past, which include garages and carriage houses. The HPC is recommending that the Historic Preservation Code be amended to include accessory structures as potential historically significant buildings:

Historically significant building: A principal *or accessory* structure determined to be fifty (50) years old or older, and:

- The building is associated with any significant historic events;
- The building is associated with any significant lives of persons;
- The building signifies distinctive architectural character/era;
- The building is associated with the lives of persons significant in our past;
- The building is archeologically significant.

Staff tracked the potential increase in demolition applications for HPC review if these updates are implemented and found that over a three month period, an additional eight applications would've been affected by the ordinance updates.

10 Business Day Wait Period Extension

The HPC has expressed concern with the amount of time currently permitted to review demolition applications, especially those that are submitted to the City less than 48 hours before a meeting. The City's Chapter 18 Historic Preservation ordinance currently requires the HPC to review demolition applications within a "ten (10) business day wait period" after a demo application is received by City staff. Because of the current twice-monthly meeting schedule of the HPC, staff must add demolition applications received up to the day before the meeting to an HPC agenda. If the application isn't reviewed at that day's meeting, the ten business day wait period expires prior to the next HPC meeting, and the demolition application must be released without any review for historic significance.

The HPC recommends extending the 10 business day wait period to a 15 business day wait period. By adding five additional business days to the wait period, the following goals can be accomplished:

- Demolition applications not received the Friday prior to an HPC meeting will be scheduled for the next available HPC meeting afterward. This gives HPC members at least 32 hours' notice to review demolition applications before a meeting.
- Staff can publish a notice in the Gazette for all demolition applications to be reviewed at an upcoming HPC meeting.
- Agenda packets may be sent the Monday prior to a meeting instead of 24 hours in advance.

Timeline and Next Steps:

If recommended by the Development Committee to proceed to City Council, the next steps for the Chapter 18 ordinance update are as follows:

- October 8, 2013 – City Council motion setting a public hearing.
- October 22, 2013 – City Council public hearing and first reading.
- November 5, 2013 – Combined City Council second and third readings.



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To: City Council Development Committee
From: Thomas Smith through Joe O'Hern, Executive Administrator of Development Services
Subject: Distance Separation Requirements for Alcohol and Tobacco Sales Uses
Date: September 25, 2013

Background:

At the June 26, 2013 Development Committee meeting, staff presented a series of best practices related to distance separation and zoning regulation of liquor and tobacco stores in other Iowa cities. Davenport, Des Moines, and Waterloo all currently implement greater restrictions than Cedar Rapids in limiting the locations of businesses that specialize in the sales of liquor and tobacco.

The City does not currently regulate alcohol and tobacco sales through zoning. Instead, alcohol is regulated through Chapter 51, a separate area of the City's Municipal Code, and is not restricted in any zoning districts. The City's current distance separation requires that a business selling liquor or beer may not be established within 300 feet of a church or school.

Over the course of the past few months, City staff have collaborated to draft a new ordinance that would place greater restrictions on businesses making a sizeable profit from sales of alcohol and tobacco products. These businesses are referred to in the new ordinance as "Alcohol/Tobacco Sales Uses."

Staff Recommendations:

Staff is proposing updates to two chapters of the Municipal Code: Chapter 51 "Alcoholic Liquors and Beer," and Chapter 32, "Zoning." The updates to Chapter 51 would address basic requirements that should apply to any business selling alcohol, while the updates to Chapter 32 would apply more stringent requirements to businesses that make substantial profits from the sales of alcohol and/or tobacco alone. The updates to each chapter are outlined below:

Chapter 51, "Alcoholic Liquors and Beer"

Staff recommends updating the existing Chapter 51 ordinance requiring a 300 foot distance separation from any church or school by including the following modifications:

- More clearly define and modernize the uses protected by the ordinance. Instead of "a building used for church or school purposes," the ordinance would require a 300 foot distance separation from "a daycare center, a school or educational institution presenting formalized courses or curriculum for educational purposes, a religious facility, a rehabilitation house, or an emergency residential shelter."
- Change how the distance is measured between a protected use and a business selling alcohol. Currently, the ordinance measures 300 feet from the center of the front door of each building along a public sidewalk or right-of-way. The proposed update would measure the distance along a straight line from the nearest points of each structure.

Chapter 32, "Zoning"

Staff recommends updating the existing Chapter 32 ordinance by introducing a new type of use called an Alcohol/Tobacco Sales Use. This use would be defined and regulated as follows:

- An Alcohol/Tobacco Sales Use is a business that derives more than 40 percent of its gross receipts from the sale of alcoholic liquor, wine, beer and/or tobacco products primarily intended for off-premise consumption. This definition *exempts* the following types of businesses: restaurants, bars, brewpubs, benevolent clubs and organizations, grocery stores, hotels/motels offering restaurant service, open-air events of not more than five days' duration that are open to the general public, golf courses or publicly owned sports complexes or facilities, or non-profit educational institutions or museums hosting special events in support of the organization. This definition ensures that the requirements apply only to a very narrow segment of businesses operating in the City.
- In addition to the distance separation requirements in Chapter 51, an Alcohol/Tobacco Sales Use would have to meet these additional requirements:
 - Beyond the protected uses listed in Chapter 51, Alcohol/Tobacco Sales Uses would not be able to locate within 300 feet of a library, public park or recreation center, or a civic auditorium/convention hall.
 - Any two Alcohol/Tobacco Sales Uses would need to be separated by a distance of at least ¼ of a mile.
- A conditional use would be required for an Alcohol/Tobacco Sales Use, and the following conditions would need to be met:
 - Location, design, construction and operation safeguard the health, safety and welfare of the public and persons residing in the surrounding area.
 - Adequate distance, landscaping, walls, fencing or structures will be used to prevent noise, vibration or light from the business from having an impact on any surrounding residential uses.
 - The operation of the business will not constitute a nuisance.
 - Twenty-four hour contact information for a manager will be posted near the front entrance.
 - The business will institute a strict no loitering policy and post signs on the property.
 - Litter receptacles will be provided at convenient locations inside and outside the premises, and will be regularly emptied and maintained.
 - Functional security cameras must be installed to video monitor the premises.
 - The business may not advertise, store, nor offer for sale any form of synthetic recreational drug.
- An Alcohol/Tobacco Sales Use that does not comply with the conditions outlined above would be subject to amendment or revocation of its conditional use permit.
- Any business that would be considered an Alcohol/Tobacco Sales Use that has continuously held a license or permit to sell alcohol and/or tobacco prior to the approval of the ordinance would be exempt from the conditional use and new distance separation requirements.

Timeline and Next Steps:

If recommended by the Development Committee to proceed to City Council, the next steps for the Chapter 51 and Chapter 32 ordinance updates are as follows:

- October 10, 2013 – City Planning Commission review.
- October 14, 2013 – Board of Adjustment review.
- November 5, 2013 – City Council motion setting a public hearing.
- November 19, 2013 – City Council public hearing and first reading.
- December 3, 2013 – City Council second and third readings combined.



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To: City Council Development Committee
From: Paula Mitchell through Joe O’Hern, Executive Administrator of Development Services
Subject: Single Family New Construction – Round 4
Date: September 25, 2013

Background:

Cedar Rapids has received budget authority of \$11,130,227 to carry out a Fourth Round of the Single Family New Construction Program and is required to submit a development plan to IEDA prior to February 28, 2014 in order to access the funds. It is expected that the available funding can create 200 or more new single family units. Through the program, buyers receive up to 25% of the purchase price of the home as mortgage buy down assistance as a forgivable loan. The developer may receive up to \$12,000 in infrastructure reimbursement and a developer’s fee not to exceed 15% of the total development cost.

Cedar Rapids has been the recipient of three prior rounds of Single Family New Construction funding to generate replacement housing to recover from the 2008 flood. Locally, the most recent round of the program is being marketed as the “ROOTs” Program. The following matrix summarizes replacement housing created through the first three rounds of the program:

Project	Unit Type	Total Units Committed	Units Complete to-date	Public Funds Invested	Private Investment	Total Investment
Single Family New Construction (SFNC)						
SFNC-1	Owner Occupied	182	182	\$8,000,000	\$19,356,482	\$27,356,482
SFNC-2	Owner Occupied	241	241	\$13,355,991	\$27,174,054	\$40,530,045
SFNC-3	Owner Occupied	205	72	\$11,130,227	\$22,594,361	\$33,724,588
SFNC Subtotal		628	495	\$32,486,218	\$69,124,897	\$101,611,115

As part of the implementation of these program funds, the City undertakes market analysis periodically to ensure units brought online are being absorbed and are not unreasonably impacting the overall housing market. The most recent housing market analysis, completed in summer 2013, had the following findings:

- Median and average sales price of existing homes rose;
- Time on the market for existing homes has remained consistent over the past 3-years at around 90-days;
- On pace to exceed the 2011 market activity:
 - 2011: 3,600 homes sold
 - 2012: 3,800 homes sold
 - 2013: 2,360 homes sold through June
- Demand for new and existing housing remains strong.
- Continued need for housing replaced in the core neighborhoods and Downtown.

In August, staff previewed the findings of the market analysis with the Development Committee and received preliminary feedback to continue the policy focus on the core (Tier 1) neighborhoods and the downtown area. Staff has taken this feedback and is proposing administrative plan criteria for Round 4 consistent with this direction.

Recommendations:

Staff is recommending the following criteria for the Single Family Round 4 administrative plan:

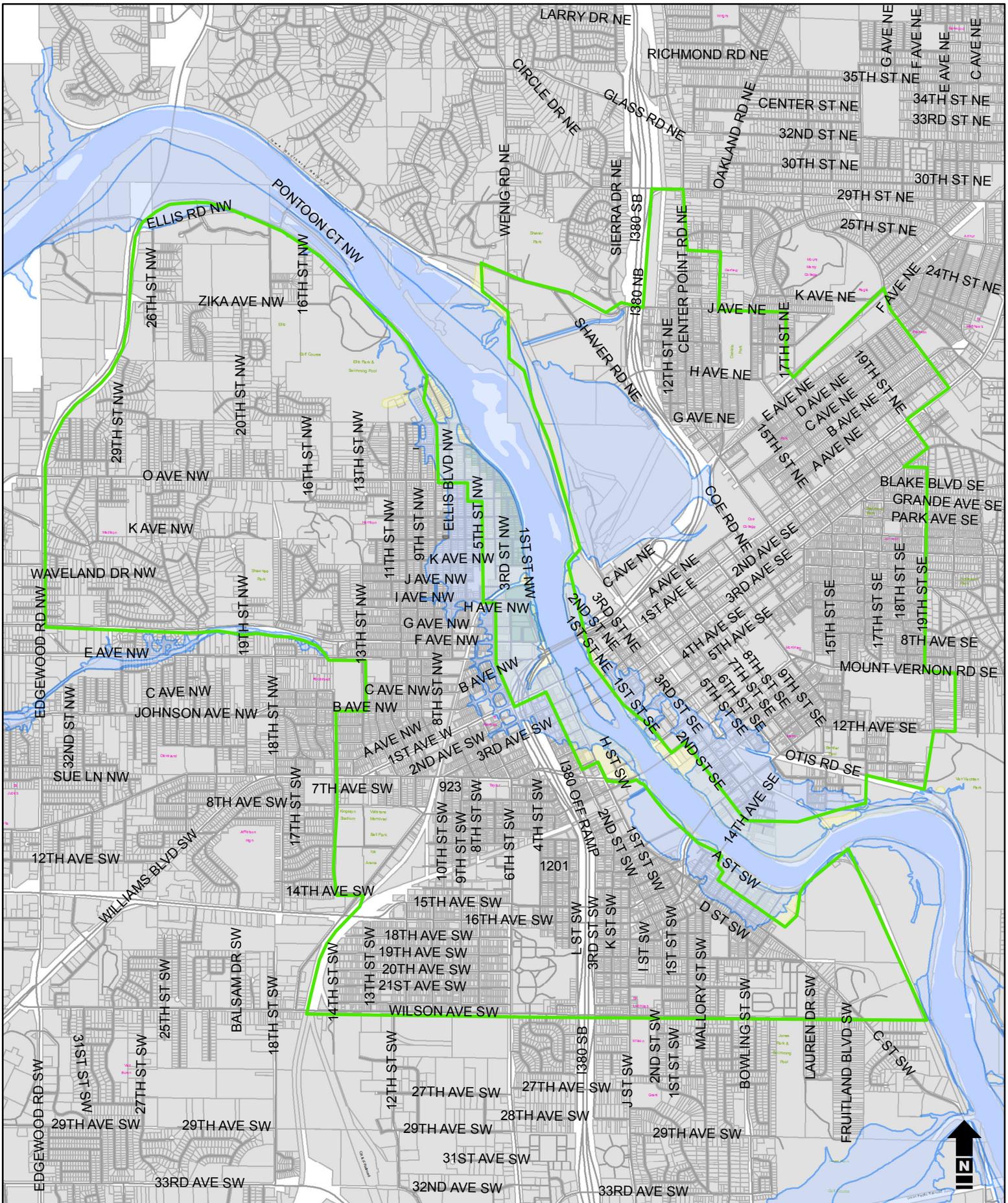
- Development limited to Tier 1 geographic area as shown on the attached map;
- City owned property offered on a competitive basis to achieve highest and best uses;
- Privately owned property also eligible for participation.
- Creative development plans such as row housing, adaptive re-use of existing buildings, and mixed use development encouraged in appropriate locations.
- Acquisition and rehabilitation of existing housing for sale is eligible, provided the product complies with all applicable codes.
- Design guidelines similar to Round 3 to promote high quality design and neighborhood compatibility.
- Up to \$12,000 per unit available for infrastructure assistance. (Staff is currently exploring with IEDA possible ways to expand the definition of infrastructure assistance to support adaptive reuse and projects requiring more complicated site assembly and clearance).

The program also carries the following State/Federal requirements:

- Development cost per unit/total sales price may not exceed \$150,000;
- Developer's fee, included in total sales price, may not exceed 15%.
- Buyer income may not exceed 80% of Area Median Income (AMI) adjusted for household size.
- Buyers must be able to obtain mortgage financing meeting minimum standards.
- Units must be complete and funds expended by September 2015.

Timeline and Next Steps:

- September 25, 2013 – Consideration of Administrative Plan by Development Committee.
- October 8, 2013 – City Council consideration of Administrative Plan.
- October 2013 – Orientation session for interested parties.
- December 20, 2013 – Proposals due from interested parties.
- January 2014 – Proposal review by community stakeholder committee.
- January 2014 – Presentation of results to Development Committee.
- February 2014 – City Council consideration of Development Plan.
- February 2014 – Submittal of Development Plan to IEDA.



Single Family New Construction - Round 4

- Greenway
- Construction/Study Area
- Tier 1 Boundary



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To: City Council Development Committee
From: Paula Mitchell through Joe O'Hern, Executive Administrator of Development Services
Subject: Fiscal Year 2014 CDBG & HOME Priorities
Date: September 25, 2013

Background:

In effort to better target the City's declining CDBG and HOME entitlement resources an annual prioritization process was established in September 2012 to target funds towards highest priority community needs. These needs were determined using City Council's strategic goals and priorities, as well as the City's 5-year Consolidated Plan and other City planning efforts.

One requirement of the US Department of Housing and Urban Development is to assist with capacity building and funding of Community Housing Development Organizations (CHDOs). Therefore an additional priority would be set for the HOME program that would set-aside \$150,000 for CHDO organizations applying for eligible HOME program activities.

Recommendations:

Recommended dollar amounts are based off of FY2013 funding levels of \$1,085,181 for CDBG. Recommendations are shown on the table following this memo. In general, the recommendations focus on activities that improve housing stock and promote neighborhood quality of life either through infrastructure improvements or through provision of services in core neighborhoods.

It is also recommended that \$150,000 of the budgeted \$309,892 for HOME program funds be prioritized for CHDO applicants.

Preliminary timeline and Next Steps:

1. October 8, 2013 – City Council consideration of proposed priorities for the FY2014 CDBG and HOME program year.
2. October 2013 – Pre-application workshop for CDBG and HOME applicants and distribution of funding applications.
3. December 2013 – Applications are due to the City.
4. January – February 2014 – Consideration of funding applications by the Grants and Programs Citizens Advisory Committee.
5. March 2014 – Public Hearing on proposed Annual Action Plan and budget with 30-day public review period.
6. May 2013 – City Council adoption of final Annual Action Plan and budget.

Proposed FY14 CDBG Priority Percentages				
City Council Goal	City Council Desired Outcome	CDBG Activity	CDBG Percentage Allocation	Budget Amount
Create Current and Future Financial Strength	Balanced budget and long term financial plan	Admin Costs – CDBG Services provided without cost to the General Fund	20%*	\$217,036
Bold moves in Economic Development	Provide workforce housing options	Housing Activities, Including Owner-Occupied Rehabilitation, Rental Rehabilitation, Acquisition Rehabilitation	50%	\$542,590
Strategic/ Intentional Community Planning	Wide range of housing options Targeted use of resources to maximize impact and rebuild core of city			
Strategic / Intentional Community Planning	Walkable and livable neighborhoods Connectivity	Neighborhood Infrastructure Projects with priority given to projects that are identified in an existing neighborhood plan, such as the recent Wellington Heights Neighborhood Plan adopted in July 2013.	10%	\$108,518
		Public Services Including Neighborhood Services, Youth Services, Elder Services, Homeless Services, Handicap Services, and Other Eligible Expenses	15%*	\$162,777
		Other Eligible activities as needed by the Community	Up to 5%	\$54,259



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To: City Council Development Committee
From: Paula Mitchell through Joe O'Hern, Executive Administrator of Development Services
Subject: Request for City-owned parcels in Kingston Village Area
Date: September 25, 2013

Background:

On August 13, 2013, the City received a request from Landover Development Corporation for City-owned properties located at:

- 600 2nd Street SW,
- 517 Third Street SW,
- 202 6th Avenue SW,
- 208 6th Avenue SW, and
- 216 6th Avenue SW.

Landover proposes to apply for Low Income Housing Tax Credit (LIHTC) assistance to redevelop the half block of 6th Avenue SW between 2nd and 3rd Streets with a multi-family building similar to the proposal submitted previously to the Multi-Family New Construction Program, but not funded. The City just recently acquired 202 6th Avenue SW through the voluntary property acquisition program, and is now in a position to call for proposals on these five properties. Landover has been working with other property owners on that block to privately acquire additional properties needed for the project. The developer is also requesting vacation of a portion of 6th Avenue SW if the project moves forward.

All of the requested parcels are located outside of the 100-year flood plain, and therefore they may be made available for redevelopment. A map showing the City owned and privately owned parcels, along with the area requested to be vacated, is attached to this memo.

Recommendations:

Staff recommends calling for proposals from qualified developers to redevelop these parcels, using the City's standard proposal evaluation criteria, including:

- Capacity and experience of developer;
- Financial feasibility;
- Market feasibility;
- Design compatible with neighborhood;
- Community support;
- Long term projected use consistent with Neighborhood Planning Process.

Timeline and Next Steps:

- October 8, 2013 – City Council motion setting Public Hearing.
- October 11, 2013 – Public Notice published in the Gazette.
- October 22, 2013 – Public Hearing.
- Late October 2013 – Informational meeting held for interested parties.
- November 15, 2013 – Proposals due from developers.
- Week of November 18, 2013 – Proposals evaluated by stakeholder team.
- December 3, 2013 - City Council consideration of proposals and authorization of execution of a purchase agreement/negotiation of a development agreement.



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To: City Council Development Committee
From: Seth Gunnerson through Joe O’Hern, Executive Administrator of Development Services
Subject: Kingston Village Overlay District Update
Date: September 25, 2013

At the September 25th 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:

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)

Staff will return to Development Committee with the completed ordinance in September, with City Planning Commission review in early October and an anticipated Public Hearing on October 22nd.



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To: City Council Development Committee
From: Seth Gunnerson through Joe O'Hern, Executive Administrator of Development Services
Subject: Sign Code Update
Date: September 25, 2013

Digital Sign Ordinance Update

On July 26th the City Council adopted the Digital Sign Ordinance, which set display criteria standards for on and off-premise signs in the community.

One of the provisions of the ordinance is a prohibition on full motion video on digital signs in the community, effective January 1, 2014. At the time staff committed to come up with a process to allow exceptions to be approved by the City. Staff then looked into whether this would be best handled through the existing Conditional Use Process, or if a separate permit process could be instituted that would be approved by City Council.

Staff researched options and notes the following:

- State law requires a separation of powers, where the legislative body creating the regulation should not be the body which enforces the regulation. This is interpreted to mean that appeals or exceptions to the ordinance should not be ruled on by City Council.
- Appeals or exceptions to zoning issues are, by state code, exclusively the domain of the Board of Adjustment. The limitation on video on signs is in a gray area, and could be interpreted to not be exclusively a zoning issue.
- If locational considerations are a factor in determining the permit, then the matter may be a zoning issue, which would be reviewed by the Board of Adjustment.

Based on research, staff is recommending the following:

- Full motion video be permitted by Conditional Use in all commercial and industrial districts.
- Limitations on full motion video shall not apply to scoreboards or video displays not intended to be viewed from the public right of way.
- Limitations shall not apply to video displayed to special events, such as movie nights, which would be reviewed and approved separately by City Staff.

In addition, staff is proposing to provide updates to City Council Development Committee on any Conditional Use requests ruled on by the Board of Adjustment, in order to ensure that the ordinance is applied in a manner consistent with the intent of the ordinance. If any issues are

identified staff can work to provide further policy clarification to the Board of Adjustment or amend the ordinance as needed.

Timeline:

Based on Development Committee recommendations, this issue will be reviewed by the City Planning Commission in October and a public hearing will be scheduled for November 19th.



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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: September 25, 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 September 25th 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

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

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 October with an update and potentially recommendations for an ordinance.