



**City Council  
Development Committee  
Meeting Agenda Packet  
April 16, 2014  
12:00 p.m.**



City of Cedar Rapids  
**Development Committee Meeting Agenda**  
City Hall Council Chambers  
Wednesday, April 16, 2014  
12:00 pm – 2:00 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:**

Council member Monica Vernon, Chair  
Council member Pat Shey  
Council member Susie Weinacht

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

**Agenda:**

- Approval of Minutes – February 26, 2014
  - Review of Development Committee Issue Processing Chart
  - Informational Items and Updates
    - Knutson Building
- 
- |                                       |   |
|---------------------------------------|---|
| 1. Workforce Development Presentation | Jasmine Almoayed<br><i>Development Services</i> |
| 2. Request for City-Owned Properties  | Caleb Mason<br><i>Community Development</i>     |
| a) 214 1 <sup>st</sup> Street SW      |   |
| b) 1016 3 <sup>rd</sup> Avenue SW     |   |
| c) 1216 2 <sup>nd</sup> Street SE     |   |
| d) Chipping Green – Discussion Only   |   |
| 3. Overlay District Review Process    | Kirsty Sanchez<br><i>Community Development</i>  |
| 4. Street Interface                   | Jeff Hintz<br><i>Community Development</i>      |
| a. Setbacks                           |   |
| b. Trees                              |   |
| c. Typology                           | Todd Fagan<br><i>Public Works</i>               |

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, February 26, 2014  
4:00 p.m.**

The meeting was brought to order at 4:04 p.m.

Present: Council members Vernon (Chair) and Weinacht. Staff members present: Gary Kranse, Community Development Director; Wayne Jerman, Police Chief; Mark English, Fire Chief; Sven Leff, Parks and Recreation Director; Thomas Smith, Community Development Planner; LaSheila Yates, Housing Programs Manager; Pam Mosbaugh, Leased Housing Specialist; Seth Gunnerson, Community Development Planner; Jeff Hintz, 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 January 22, 2014. Council member Weinacht made a motion to approve the minutes from January 22, 2014. The motion passed unanimously with none opposed.

### **Informational Items and Updates**

Gary Kranse, Community Development Director, stated staff was going to provide an update on ROOTs but the update will be deferred until the March Development Committee meeting.

#### **1. Renaming H Street SW**

Sven Leff, Parks and Recreation Director, stated this item came from the December 17<sup>th</sup> City Council meeting when Councilwoman Vernon mentioned H Street SW does not fit with the naming conventions for the City's streets. It was requested the street be renamed to something that is in line with the festival grounds or the amphitheatre. Mr. Leff stated following the meeting it came to Parks and Recreation to consider name options but there is an important aspect to the festival grounds located on H Street SW. The grounds include a park that is a Peace Officers Memorial and a dedication will be coming up this summer. Mr. Leff stated he felt it would be appropriate to defer the naming of the street to the City's Public Safety Chiefs.

Wayne Jerman, Police Chief, stated the Police Department is appreciative and honored the park is named after Officer Sunner. The Police Department decided to work with the Fire Department to have a joint naming of the street as the park is already named after a Police Officer. The current Police Department employees were asked what they would like the name of the street to

be and several suggestions were made. Of the suggestions made, Valor Way was the number one suggestion made that was forwarded to Mr. Leff and Chief English.

Mark English, Fire Chief, stated the Fire Department could not have agreed more that Valor Way is a great name for the street. The Fire Department has been in existence for 145 years and seven people have been lost in the line of duty. Two of the seven were in traffic accidents, two in fires, two drown and one died of a heart attack. Valor Way is also a tip of a hat or respect to the Veterans and current people in the military.

Council member Weinacht stated it is a proper name to honor those who serve us. Council member Vernon stated there is unanimous consent to send the recommendation to City Council.

## **2. Historic Preservation Commission Demolition Review Period**

Thomas Smith, Community Development Planner, stated the current demolition review process that the Historic Preservation Commission (HPC) uses has one procedural area that creates a number of issues for HPC and staff. The ordinance is design so when a demolition application is received there is a 10 business day wait period in which the HPC must review the application or the application is released for lack of action. Upon reviewing the application the HPC can place the demolition on a 60 day stay or release the application for demolition without any delay. Mr. Smith stated the HPC is currently meeting the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month to meet the ordinance requirements for the 10 business day wait period.

Mr. Smith presented various scenarios to demonstrate the negative impacts of the current 10 business day review period. Mr. Smith stated this may present issues for the applicant as it is may be an inconvenience to applicant's schedule to attend the HPC meeting. If the applicant is unable to attend the meeting not all information is available and this may increase the likelihood of a hold. Mr. Smith stated issues for the HPC include receiving demolition application 24 hours before the meeting with little time to research the historic value. This creates uncertainty and hesitation about releasing demolition applications. If no demolition applications are received, cancellation notices are sent at the last minute. Mr. Smith stated issues for staff include struggles to balance the ordinance and open meetings laws as the newspaper notice doesn't include applications received 3 days or less before a meeting. Final agenda are often posted only 24 hours before a meeting and it is difficult to compile staff reports and presentations the day of a meeting, especially if there is trouble contacting an applicant.

Mr. Smith stated the HPC discussed the issue at their January meeting and recommended a 15 business day wait period. This would mean demolition applications would be due the Friday prior to a meeting and would allow notices for all demolitions to be posted in the Gazette. The final agenda packet would be sent out the Monday prior to the meeting which provides 32 hours for site visits and research.

Mr. Smith reviewed the previously presented scenarios that demonstrated the negative impacts and also presented scenarios of how the process could be improved by changing the review period to 15 business days.

Council member Vernon suggested when staff is sending the posting for the gazette they also let the HPC members know which properties are coming for demolition review.

### **3. Section 8 Housing Choice Voucher Plan Update**

LaSheila Yates, Housing Programs Manager, stated the purpose of the Section 8 Housing Choice Voucher program is to assist very low income persons, persons 62 and over and person with disabilities. The intent of the program at the national level is to serve families that are in need of rent assistance. In order to address the needs the program has an Administrative Plan and Annual Plan to detail how the program operates and any goals or barriers. The program allocates approximately \$5,000,000 in rent assistance payments which is paid directly to landlords in Linn and Benton County. Ms. Yates identified 2013 accomplishments including the High Performer rating and a total of 151 families were served throughout the year under the Family Self-Sufficiency (FSS) program.

Ms. Yates stated of the families on the program, 75% have an annual income of under \$15,000 with 54% of the families having at least one person with a disability and 12% are 62 and over. As this is a federal program there is no time limit on how long someone can be on the program but the average length of time a family is on the program is 3.75 years. Because most of the families make \$15,000 or less each year the majority of the families do not have earned income. Income is received from other sources such as pensions, general assistance, Social Security, Child Support Benefits, etc.

Ms. Yates identified some of the goals for the next five years including maximizing the number of families assisted with available resources and continuing to provide information and resources to program participants as to the location of units outside of areas of high poverty concentration. Ms. Yates identified significant changes made to the plan including adding a limited Child Welfare and Housing preference for up to 75 families with children under the age of 18 that are experiencing homelessness or at imminent risk of homelessness and have current involvement with the Iowa Department of Human Services Child Welfare Division (DHS).

Council member Vernon asked where the insufficient funding was coming from for the Housing Assistance Payment (HAP) contracts that are terminating families. Ms. Yates stated last year there were challenges that could have terminated families but staff made adjustments and didn't have to terminate families. Due to this Housing and Urban Development (HUD) is requiring a plan be in place should HAP contracts need to be terminated in the future.

Council member Weinacht made a motion to move plan update to the full City Council. The motion passed unanimously with none opposed.

### **4. Chapter 32 Updates**

Seth Gunnerson, Community Development Planner, stated staff would like to update a variety of sections within Chapter 32. The updates are stemmed from errors in the current code and aspects of the code that are creating a lot of variances through the Board of Adjustment (BOA).

Jeff Hintz, Community Development Planner, stated the current regulations exempt any sign that is three square feet or less from obtaining a sign permit. The intent of the regulation to exempt entrance signs but staff would propose increasing the size limits and place additional limitations. The recommendation is based upon survey of signage in town, practices of other communities and United States Sign Council's recommendation. Staff recommends informational signs exempt from permitting would be allowed if they are no more than six square feet in size, no more than five feet tall and no more than two per approved access point.

Mr. Hintz stated from 2001 to 2006 there were no variance requests pertaining to garages or accessory structures at the rear of residential properties. Since 2006 77 variances have been sought and of those 70 have been approved with 43 variances sought and approved since 2010. The current regulations allow for a detached garage at 900 sq. ft. and 40% of rear yard area while 1,250 sq. ft. and no larger than 50% of the home is allowed for attached garages. The intent of the regulation is to prevent overcrowding in rear yards as it takes away from neighborhoods and open space. Mr. Hintz provided options for Development Committee consideration and identified the option staff recommends.

Mr. Gunnerson stated Urban Agriculture was discussed at the January meeting and identified the recommendations presented at the January meeting. Recommendations included allowing Urban agriculture in all zone districts, permits required for primary uses or accessory uses over 1/4<sup>th</sup> of the an acre and allowing riding garden tractors with deck widths up to 36 inches.

Council member Vernon asked if there was a way to regulate what chemicals are being used. Mr. Gunnerson stated staff can research the topic and provide options at the next meeting. Council member Weinacht asked how often permits have to be renewed. Mr. Gunnerson stated permits have to be renewed annually.

Mr. Gunnerson stated in 2013 the City created the Development Services Department to handle land development cases. Roles taken over by the Development Services Department are currently defined in the Zoning Ordinance as belonging to Community Development. Staff is recommending the code be updated to reflect recent organization of roles and responsibilities. Staff would recommend identifying roles, not job titles, to accommodate any future changes.

Mr. Gunnerson stated Gymnasiums in Industrial Areas was previously recommended by the Development Committee in November 2013. The recommendation allows gymnasiums and similar uses within Industrial Zone Districts as Conditional Uses.

Mr. Gunnerson stated in 2012 the City added a Shopping Center category and in error replaced General Retail. Staff recommends adding General Retail back to the parking requirements table with 3 spaces per 1,000 sq. ft. GFA. Mr. Gunnerson stated staff is also recommending clarification of the definition of Assisted Living, Small to read "2 or fewer persons."

Council member Vernon and Council member Weinacht expressed support for all Chapter 32 update recommendations.

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

Meeting adjourned at 5:31 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
10/23/2013	Low Income Housing Tax Credit Requests			CD	Done	Dec 13.
11/20/2013	SAFE CR Update			PD	Done	Dec 13.
2/27/2013	Downtown Parklets	Figure out a minimum number of parklets		CD	Done.	Completion slated 6.13. Installation complete. Evaluation 11.13
4/30/2013	Ellis Plan			CD	Done.	
7/24/2013	Section 8 Funding Update			CD	Done	
11/20/2013	Gymnasiums in Industrial Areas	Incorporate into larger Chapter 32 update		CD	Done.	
1/22/2014	NewBo Station	Development Agreement to Council		CD	Done	
1/22/2014	SFNC Round Four			CD	Done	
1/22/2014	Urban Agriculture	Incorporate into larger Chapter 32 update		CD	Done	
2/26/2014	Renaming of H Street SW			PD, Fire, Parks & Rec	Done	
2/26/2014	Section 8 Housing Choice Voucher Plan Update			CD	Done	
2/26/2014	Chapter 32 Update - Garages, Urban Ag, Development Services, Signs			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
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

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
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 early 2014.
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	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 early 2014
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 2014.
11/28/2012	Signage	Return with best practices on general signage.		CD	Oct 2013	ongoing.
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
4/30/2013	NewBo Volleyball			CD		
5/22/2013	Comprehensive Plan			CD	Update 1.14	Ongoing.

Original Agenda Date	Agenda Item / Presenter	Action Item	Action Taken	Owner	Date Return to Committee	Recommendation to City Council
7/24/2013	Convention Center Parking Structure - 1st Floor Retail			CD		Ongoing.
7/24/2013	North Gateway Sign			CD		Ongoing.
7/24/2013	Design Review Overlay Districts			CD		Ongoing.
8/28/2013	Annexation Agreement with Marion			CD		Ongoing.
9/25/2013	Vacant Housing			BS/CD	Jan 2014	Ongoing
9/25/2013	Historic Preservation Demolition Ordinance Update			CD	March 2014	Ongoing. Review Period Options presented on 2.26.14 and sent to Council.
10/23/2013	Emerald Ash Borer Update	Continue to monitor spread. Proactively plant trees.		PW		Ongoing.
10/23/2013	Parking Changes - Round 3	Stakeholder Input		CD	Early 2014	ongoing
11/20/2013	Residential Fiber Optics	Call for RFP's in early 2014.		IT	Early 2014	ongoing.
1/22/2014	720 1st Ave NW - Disposition Process	Set Public Hearing on disposition. Bring back recommendation based on proposals received.		CD	May 2014	June 2014.
1/22/2014	615 K Ave NW - Disposition Process	Set Public Hearing on disposition. Bring back recommendation based on proposals received.		CD	May 2014	June 2014.
1/22/2014	Commercial Setbacks	Further analyze data		CD	Spring 2014	ongoing.

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



**The Workforce Development  
Presentation will be provided  
at the April 16, 2014  
Development Committee  
Meeting.**



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

**To:** City Council Development Committee  
**From:** Caleb Mason through Gary Kranse, Director of Community Development and Planning  
**Subject:** City Properties – Kingston Village  
**Date:** April 16, 2014

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***Background***

The City has received a formal request for two City owned properties in the Kingston Village area, 214 1<sup>st</sup> Street SW & City parking lot #6 on 2<sup>nd</sup> Street SW between 2<sup>nd</sup> & 3<sup>rd</sup> Avenue SW. The request identifies the need to provide off-street parking for redevelopment projects in the area, in particular those in the 3<sup>rd</sup> Avenue SW Commercial Historic District. The typical process is to bring the requests forward to the Development Committee for discussion and direction.

At this time staff is bringing forward discussion on 214 1<sup>st</sup> Street SW. Additional research and evaluation is needed before staff brings forward the request for City parking lot #6.

***214 1<sup>st</sup> Street SW***

The City acquired 214 1<sup>st</sup> Street SW through the acquisition program. Previously a structure was situated on the lot, which faced 1<sup>st</sup> Street SW built in the late 1960s similar to the concrete structure at 100 3<sup>rd</sup> Avenue SW now being redeveloped. This property was identified in multiple proposals the City received for the redevelopment of 100 & 102 3<sup>rd</sup> Avenue SW including the proposal submitted by KHB Redevelopment, LLC which City Council selected as the preferred developer for the site. Through the Development Agreement negotiations, KHB Redevelopment reiterated their interest in the property to:

- provide off-street parking for residential units proposed as part of their project;
- employee parking for commercial/retail tenant being recruited for the first floor;
- allow for location for trash enclosure for the building; and
- allow for the undergrounding of electrical utilities.

***Kingston Village Plan***

The Kingston Village Plan identifies the 3<sup>rd</sup> Avenue SW Commercial Historic District as a placemaking destination, or urban center for the area. The plan encourages parking to be located behind structures, leaving on street parking for short-term retail users, and shared parking arrangements where appropriate.

***Staff Recommendation***

Staff recommends initiating the request for proposal and disposition for this property based upon a proposed use which is consistent with the Kingston Village Plan. Although the parcel in and of itself meets minimum requirements for a new structure, new construction on this site would be inconsistent with the Kingston Village plan which focuses on 3<sup>rd</sup> Avenue SW as the urban center.

As such, staff is recommending proceeding with inviting competitive proposals for these properties using the following criteria:

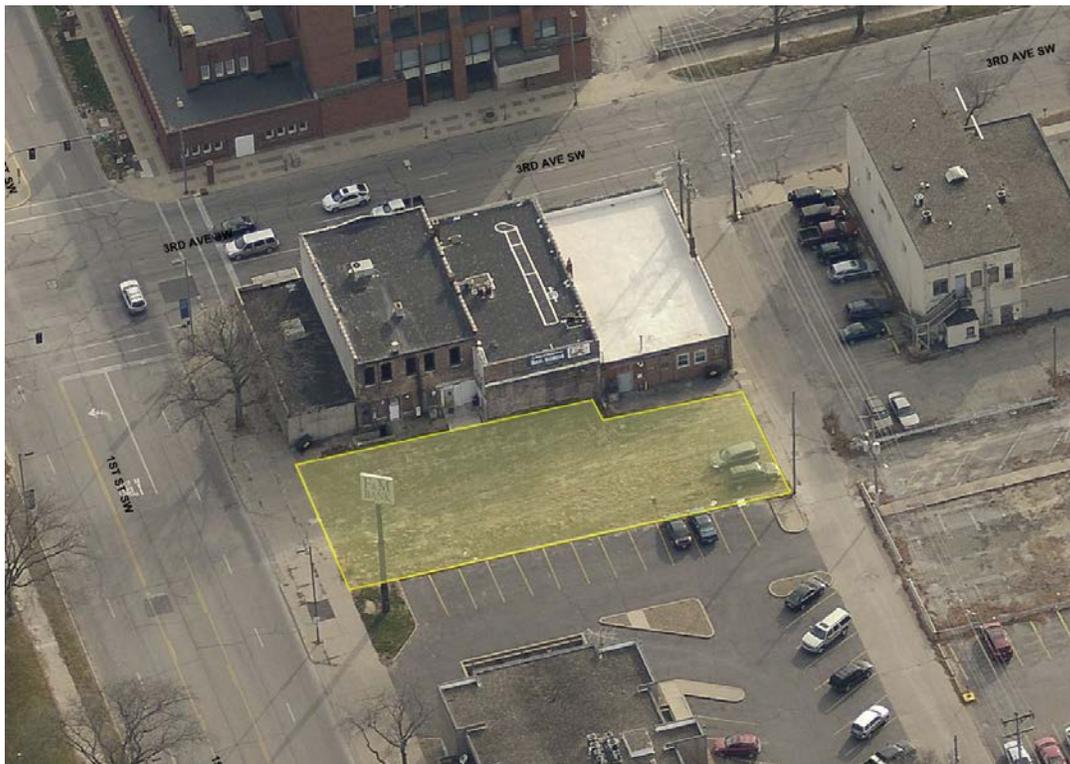
- Capacity and experience of the Development Team
- Experience with similar projects
- Financial feasibility
- Consistency with area plans
- Community benefit, including shared parking arrangements
- Timeline for redevelopment and operations
- Financial commitment from lending institution
- Landscape and buffering that enhances the site
- Incorporation of innovative and sustainable surface water management practice

The proposal process allows for the disposition of the property in conjunction with the Development Agreement, which allows City Council to establish terms and conditions to the sale and redevelopment of the property.

***Timeline and Next Steps***

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

- April 16, 2014                      Requests previewed at Development Committee
- May 13, 2014                      Motion Setting a public hearing
- May 27, 2014                      Public Hearing on disposition and inviting proposals
- June 27, 2014                      Proposal Deadline
- Week of June 30, 2014           Stakeholder panel review
- July 22, 2014                      City Council consideration of proposals



**To:** City Council Development Committee  
**From:** Caleb Mason through Gary Kranse, Director of Community Development and Planning  
**Subject:** City Properties  
**Date:** April 16, 2014

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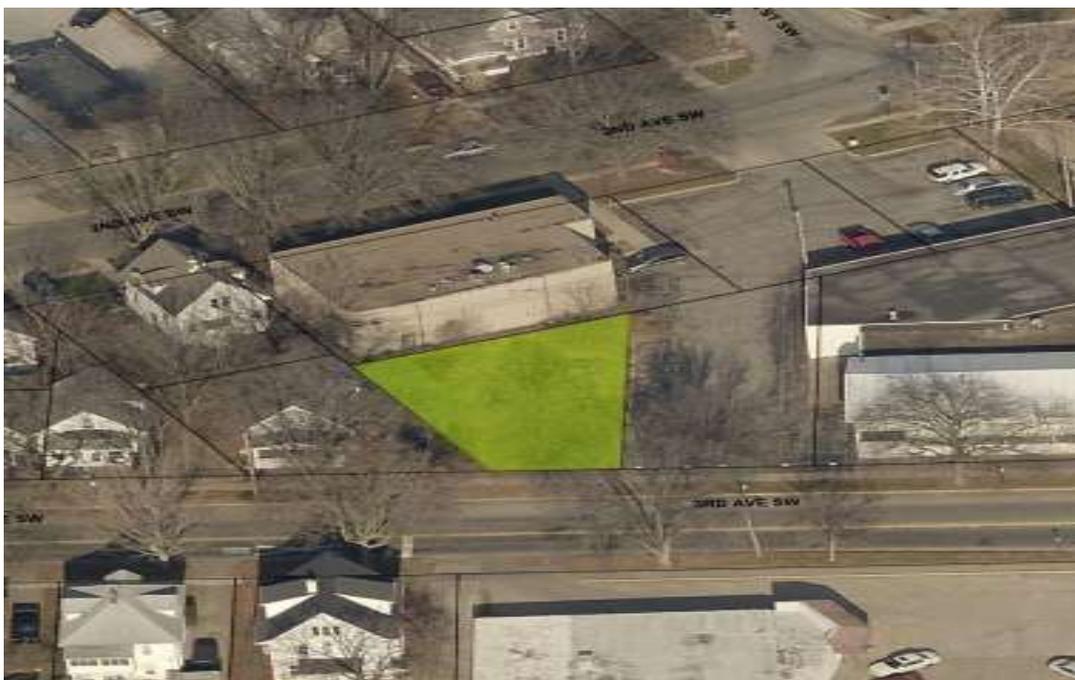
***Background***

The City received two requests for City-owned properties from adjacent commercial property owners both expressing need for additional off-street parking for their respective businesses. The typical process is to bring the requests forward to the Development Committee for discussion and direction before consideration by the full City Council.

***1016 3<sup>rd</sup> Avenue SW***

The City acquired 1016 3<sup>rd</sup> Avenue SW through the Voluntary Property Acquisition program. Previously there was a single family dwelling on the parcel, which has since been demolished. The request has been received by the property owner of two commercial structures, one to the North and the other to the East of the subject parcel.

Based on the City Council’s direction to-date, staff has investigated whether the site could participate in ROOTs. The property was made available for the program based on the lot meeting minimum R-TN zoning requirements. Through several offerings, there was no interest in constructing a new home through the program, based on the marketability of the property and lot configuration. It is staff’s recommendation to invite proposals for this property through the typical request for proposal process being used for City-acquired properties.



### ***1216 2<sup>nd</sup> Street SW***

The property at 1216 2<sup>nd</sup> Street SE was also acquired through the acquisition program. Previously the historic structure formerly on the property was offered for redevelopment; however, the City did not receive redevelopment proposals and the home was subsequently demolished. The City has received interest from the property owner of the Village Bank site, requesting the parcel to provide site parking.



### ***Staff Recommendation***

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

- 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
- Landscape and buffering that enhances the site
- Incorporation of innovative and sustainable surface water management practices

### ***Timeline and Next Steps***

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**To:** City Council Development Committee  
**From:** Caleb Mason through Gary Kranse, Director of Community Development and Planning  
**Subject:** Chipping Green Site  
**Date:** April 16, 2014

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***Background***

The City has received a formal request from Ahmann Companies to initiate the competitive disposition process for a portion of the Ellis Golf Course commonly called the “Chipping Green Site”. Typically, staff brings forward the request to initiate the disposition process to the Development Committee with recommendations for discussion and direction.

After the 2008 flood, this property was considered by City Council for potential housing development. These proposals were denied due to concerns from residents related to the nature of the proposed housing, as well as the use of public park land.

***Research and Next Steps***

Based on the nature and history of this particular site, Community Development and Parks & Recreation staff will continue to research the following items:

- Methods of establishing a fair market value for usable park land;
- Historical covenants and restrictions that might affect this property;
- Results of the next public input session for Greenway planning on April 24, 2014;
- Determination if commensurate property characteristics exist elsewhere;

Staff anticipates bringing additional information for the Development Committee’s consideration in May, based upon research conducted on the items listed above. Additionally, staff is seeking direction from the Development Committee on additional areas of interest not listed above that it finds germane to the discussion of this site.





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

**To:** City Council Development Committee  
**From:** Kirsty Sanchez & Seth Gunnerson through Gary Kranse, Director of Community Development and Planning  
**Subject:** Overlay District Review Process  
**Date:** April 16, 2014

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**Background:**

The City of Cedar Rapids has established three Design Review Overlay Districts to encourage quality urban infill development in the Czech Village/New Bohemia, Kingston Village and Ellis Boulevard areas of town. Each established overlay district has an appointed Design Review Technical Advisory Committee (DRTAC) which is tasked with reviewing site plans and building permits and providing comments to the approving body. While the DRTAC does not have the ability to approve or deny projects, its recommendations are taken under consideration by approving bodies such as the City Planning Commission and Board of Adjustment.

Staff and the Czech Bohemia DRTAC have met to identify ways to improve the current system to allow for more meaningful input from the committee. One concern identified is that some site plan approvals within the Overlay Districts are done administratively (by staff) and do not require review by City Planning Commission. Due to this, there is limited opportunity for the DRTAC to recommend conditions of approval that can be enforced by the City Planning Commission.

**Recommendation:**

The Zoning Ordinance currently allows staff to require a Preliminary Site Development Plan (PSDP) for any project in the City. The majority of projects within the overlay districts require a PSDP due to their location next to residential developments. There are some locations, however, that staff would not typically require a PSDP in.

Staff is seeking City Council direction on whether to require PSDP's for all major site plan approvals within an established Overlay District. This would include all new construction and major restoration or expansion projects. It would not include minor rehabilitation projects or those that do not change the appearance of existing buildings.

If recommended by Development Committee, staff will bring a resolution before City Council in May to:

1. Require all site plans within a Design Review Overlay District go through the Preliminary Site Development Plan Process.
2. Direct staff to review DRTAC recommendations and incorporate them into the staff report to City Planning Commission.

The City Planning Commission will have the ability to incorporate DRTAC recommendations into conditions of site plan approval that then must be followed by the applicant.

Staff does not believe that the proposed change will add significant time to the development process. Due to the sensitive nature of new development within the overlay districts, staff feels that the additional review and requirement for a public hearing is appropriate.



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**To:** City Council Development Committee  
**From:** Jeff Hintz & Seth Gunnerson through Gary Kranse, Director of Community Development and Planning  
**Subject:** Street Interface – Setbacks, Street Trees & Complete Streets  
**Date:** April 16, 2014

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**Background:** In January of 2013, staff presented an analysis of observed setbacks along some of the major commercial corridors in the community. Community Development staff received feedback from the Development Committee at that meeting and now desires to provide additional information and strategies to address how buildings interface and relate to the overall street environment.

**Research and Approach:** Staff has researched strategies related to how buildings interact with the street and policies and procedures of other communities.. These policies include the following:

- Building setback strategies
- Parking strategies
- Transitional and infill strategies

Building setbacks are one method of dealing the building / street interface; however, there are a variety of other options that can be used to achieve the goal of having a high functioning interface. Two specific issues with just addressing setbacks are eliminating setbacks does not address building design, so the interface with the public area can be less than desired and there is no guarantee that by eliminating setbacks, builders would not still set buildings back away from the street. The following should be used in conjunction with each other to provide the type of street interface that creates a high quality experience:

- Elimination of setback requirements
- Require a “build-to” line
- Allow for contextual (context sensitive) setbacks
- Require parking on the rear or sides
- Require shared parking agreements, lots or access points
- Maximum parking requirements (minimums are more common)
- Limit parking in front of a building
- Parking Setback

Staff continues to review infill strategies that will help with the transition of existing properties. Many times a community will develop differently depending upon what decade structures and properties were developed. Development and re-development of surrounding buildings and

vacant lots are vital to the success of any built environment. Strategies staff is presently examining transitional & infill development techniques that include the following:

- Design of buildings
- Place making
- Meaningful Infill
- Transitional & buffering methods

**The role of Complete Streets:** The classification and functionality of a street a property is fronting on certainly has an impact on the development of the building. Streets with higher speed flows generally tend to have buildings with more parking out front and the building set further back from the street. In some communities that is beginning to change. The amenities present on a street and the bones of the community, the infrastructure, all play a part in the appearance of a building and how it is interacts with the street.

Trees, plantings need space to grow and mature. Merchants may be looking to place outdoor seating areas and limited display of merchandise out in front a building as well. When factoring in bike lanes, sidewalks, street parking and space for utilities, the buildings become spaced further apart. When an optimal designation for right-of-way allotment has been reached, building interaction adjacent to it can be envisioned and the best possible interaction can be achieved through matching regulations and codes.

**The next steps:** Finalizing complete streets and putting those policies and procedures into place will help to create the vision of what the area between the asphalt and the building frontage can look like. The relationship between buildings and street right-of-way are intertwined with one another and it is essential we tie these two important elements together.

More importantly, the Envision CR Comprehensive Plan update continues. Consultants and staff have met and received comments from the public and continue to reach out to our citizens to collect for input. Citizens have made comments directly related to this building / street relationship and many of the topics within this memo. It is important to make certain that the community vision for the future aligns with the goals of creating a viable and effective streetscape / street interface. As such, it would be staff's intention to bring back more definitive aspects of this issue once the EnvisionCR process is nearing conclusion.

We believe a multi-faceted approach will yield the desired best results of improving the quality of life for our citizens as well as providing for a quality standard for the street / building interface area. Some combination of all or a majority of the strategies within this memo will, in our opinion, achieve the desired goals of the community.