



City of Five Seasons®

City of Cedar Rapids

**Development Committee Meeting Agenda**

City Hall Training Room

Wednesday, November 18, 2015

4:00 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:**

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 – October 21, 2015

- Presentations:

1. Housing Market Analysis

Mary Bujold, *Maxfield Research and Consulting, LLC*  
Paula Mitchell, *Community Development*

- Recommendation Items:

1. Low Income Housing Tax Credit Projects
2. CBO/DRTAC Overlay District Standards
3. Parklets
4. Highway 30 Area Study
5. City Planning Commission Work Plan
6. Visual Arts Commission Work Plan
7. Historic Preservation Commission Work Plan

Paula Mitchell  
*Community Development*

Kirsty Sanchez  
*Community Development*

Seth Gunnerson  
*Community Development*

Seth Gunnerson/Anne Russett  
*Community Development/Corridor MPO*

Scott Overland, *Chair*  
Seth Gunnerson  
*Community Development*

Bill Stamats, *Chair*  
Seth Gunnerson  
*Community Development*

Amanda McKnight Grafton, *Chair*  
Anne Russett  
*Community Development*

- Public Comment



**City of Cedar Rapids  
DEVELOPMENT COMMITTEE MINUTES  
City Hall Training Room  
Wednesday, October 21, 2015  
4:00 p.m.**

The meeting was brought to order at 4:00 p.m.

Present: Council members Shey and Weinacht. Staff members present: Jennifer Pratt, Community Development Director; Seth Gunnerson, Community Development Planner; Brandon Whyte, Corridor MPO Multimodal Transportation Planner; Ron Griffith, Traffic Project Engineer; Matt Myers, Traffic Engineering Manager; Paula Mitchell, Housing and Redevelopment Manager; and Anne Kroll, Community Development Administrative Assistant.

Council member Weinacht motioned to approve the minutes from September 23, 2015. Council member Shey seconded the motion. The motion passed unanimously.

**Presentations:**

**1. 3<sup>rd</sup> Avenue Street Conversion and Bike Lanes**

Seth Gunnerson, Community Development Planner, gave an overview of the 2<sup>nd</sup> and 3<sup>rd</sup> Avenue road conversions.

- Two-Way Conversion and Road Diet
  - Remove unnecessary travel lanes (based on traffic volume)
  - Allow traffic in both directions
- Protected Bike Lanes
  - Dedicated and protected bicycle facility on 3<sup>rd</sup> Avenue
- Narrower Intersection Width
  - Reduced walking distance to a manageable 22-24 feet (as opposed to 50 to 60 feet).
- Refuge areas (painted and/or physical barriers such as planters)
  - Increased visibility of pedestrians
  - Reduced crossing distance
  - Decreased vehicle speeds

Mr. Gunnerson gave a timeline of City Council actions:

- June 10, 2014 – Development Agreement with CRST
  - Conversion of 2<sup>nd</sup> and 3<sup>rd</sup> Avenue Bridge in 2015
- January 27, 2015 – 5-year vision for two-way conversions
- April 14, 2015 – 2<sup>nd</sup> and 3<sup>rd</sup> Avenue Design Contract (HR Green)
- May 26, 2015 – City Council approves plans and specifications
- June 15, 2015 – Price Industrial awarded contract to complete work

- September 8 , 2015 – Various resolutions adopting new traffic control regulations on 2<sup>nd</sup> and 3<sup>rd</sup> Avenue

Mr. Gunnerson discussed outreach that was done with open houses, farmer's markets, presentations, and demonstrations. Matt Myers, Traffic Engineering Manager, stated that a radio interview is set for next week. Ron Griffith, Traffic Project Engineer, stated that there has also been a lot of coverage from KCRG and the Gazette. Brandon Whyte, MPO Multimodal Transportation Planner, stated that The Des Moines Register wrote a piece on comparing Des Moines and Cedar Rapids and what Des Moines could learn from Cedar Rapids.

Mr. Gunnerson stated that work on the street conversions began the week of September 7, 2015 on 2<sup>nd</sup> Avenue and traffic was converted to two-way on 2<sup>nd</sup> and 3<sup>rd</sup> Avenues by the week of September 21, 2015. Protected bike lanes were added, planters were placed at no parking and pedestrian areas to help direct traffic and keep cars in the right spots, and green boxes were painted for bicyclists making left turns.

Mr. Gunnerson shared what is left to do with this project.

- 2nd Avenue South
  - Durable Markings on Bridge to delineate pedestrian refuge areas.
- 3rd Avenue South
  - 2016 project to resurface street
  - Durable markings and pedestrian improvements
- 1st Street SW Traffic Signals

Mr. Gunnerson stated that there are still issues with parking on the 3<sup>rd</sup> Avenue Bridge over the bike lanes. Outreach is being done to help educate citizens on the conversion and bike lanes such as bike lane demos, public events, courtesy notices, and business visits. City staff is monitoring and observing traffic patterns. To help with parking over bike lanes on the 3<sup>rd</sup> Avenue Bridge, flexible delineators will be installed. Mr. Myers stated that the delineators are flexible and will not damage a vehicle. Mr. Gunnerson shared pictures of the redesigned streets.

Council member Weinacht asked what the cost of the conversion was and if it was within budget. Mr. Myers stated that the current project (2<sup>nd</sup> and 3<sup>rd</sup> Avenues) costs just under \$1 million and it is within the budget. That includes the markings, the parking structure redesign, removing five signals, sign adjustments, and some rebuilding of streets. Mr. Griffith stated that 4<sup>th</sup> Avenue costs \$1.9 million and that includes rebuilding the street and utility work.

Council member Weinacht asked which intersections will have stop lights reactivated. Mr. Myers stated that there are two signals that are flashing red which will be reactivated and the rest of the intersections will remain two and four way stops.

Council member Weinacht stated that she is hearing people ask why the City is not taxing bicycles. Mr. Griffith stated that most bicyclist own a car or home and are paying taxes. Look at the damage that a vehicle does to the roadway and the amount of room that you need for a car compared to the damage a bicycle does and how little room is needed. Mr. Whyte stated that if we can see a modest change from ½% for road share (commuter trips) up to 4-5% of cars not on that road anymore causing that damage and increased up keep that would make the roads more sustainable.

Council member Shey stated that he is thrilled with the conversions because the whole idea is to slow down the traffic and make downtown a more inviting place. Do you expect traffic patterns to change so that there is more local traffic on 2<sup>nd</sup> – 5<sup>th</sup> Avenues coming to downtown as a destination instead of passing through? Mr. Myers stated that he would agree with that and the streets will have more equal volume as people get used to the conversions.

Council member Shey stated that the goal here is complete streets which are streets that can accommodate vehicles, bicycles and pedestrians. Council member Shey asked if the bicycle lanes being used are standard design practices. Mr. Whyte stated that they are and there are a lot nationally, but this is the first in Iowa.

Council member Weinacht asked about the safety of four way/two way stops versus stop lights in the winter since everyone has to stop at the signs. Mr. Myers stated that he will speak with Mike Duffy (Streets Superintendent) about keeping bicycle lanes clear in the winter. There should be a level of service that is expected and it is not so much the stop signs, but road surface. Mr. Duffy probably has a plan as to what the road condition should be during a snow event. There are policies for chemical treatments as well as how many people to have on a shift and what equipment is needed.

### **Recommendation Items:**

#### **1. 12<sup>th</sup> Avenue and Otis Road SE Intersection Review**

Mr. Myers stated that the intersection at 12<sup>th</sup> Avenue and Otis Road was counted and it does not meet the volume warranted to put in a four way stop. The Depot development is underway nearby and Mr. Myers needs to speak with Development Services about how future traffic will look like. The crash history of this intersection does not warrant a four way stop. There are a lot of things that are going to be built in the area in the future and may increase traffic volumes. Mr. Myers would also like to reach out to Metro High School to get their feedback. Mr. Myers is not recommending a four way stop now, but will speak with Development Services and Metro High School and will return to a future meeting to share that feedback.

Council member Weinacht asked if pedestrians and bicyclist were taken into consideration at this intersection and not just vehicle traffic since there is a school and park nearby. Mr. Myers stated that pedestrians and bikes are part of the traffic count. The school intersection was not taken into account, but it would be a good idea to count and review that intersection as well. Mr. Griffith stated that Paving for Progress has a project in the area that includes adding bicycle lanes. That may impact future traffic as well.

Council member Weinacht motioned to approve moving forward without a four way stop until Mr. Myers has spoken with Development Services and Metro High School. Council member Shey seconded the motion. The motion passed unanimously.

### **Informational Items:**

#### **1. Low Income Housing Tax Credit Projects**

Paula Mitchell, Housing and Redevelopment Manager, stated that this is a preview of projects for proposed Low Income Housing Tax Credit (LIHTC) applications which are due to the Iowa Finance Authority (IFA) in December. This will come back to Development Committee in November for recommendation. The City received three (3) new requests of support for LIHTC projects which includes two (2) workforce housing proposals and one (1) senior housing

proposal. If funded, the proposals would create 152 new units. Options for Local Government Contribution include land, Urban Revitalization Tax Exemption, and Tax Increment Financing. Ms. Mitchell reviewed the three projects and shared maps of their locations. Ms. Mitchell shared the next steps:

- October/November – Staff will review financial requests to identify options for City participation.
- November 18 – Staff will bring back recommendations to Development Committee.
- December 1 – City Council consideration of City participation.
- December 7 – LIHTC applications due to IFA.

Ms. Mitchell stated that staff will receive an updated draft of the Housing Market Analysis later this week. The market analyst will weigh in on the market need for these housing types in these locations. Staff will work with the Assessor to identify the potential value of City contribution.

Council member Shey asked if the market analysis is part of the justification for these projects. Ms. Mitchell stated that, yes, it is and in previous years other projects that were approved were consistent with the market analysis for the City.

Council member Weinacht asked for a definition of workforce housing. Ms. Mitchell stated that, generally, it is housing along a continuum that provides affordable housing for the bulk of the workforce. People who are employed and can afford to pay rent with or without a subsidies program.

Jennifer Pratt, Director Community Development and Planning, stated that this is the competitive LIHTC round and they are looking at a 9% tax credit. There is also a noncompetitive round and that is an easier application process, but only 4% of the tax credit is provided. Those applications are due in March.

Council member Shey asked how many projects there were last year. Ms. Mitchell stated projects were funded two years ago. Seven projects were submitted and only two received funding. Last year there were three projects, but based on the details of the projects not coming together the way they hoped, none of them moved forward. It does vary year to year along with IFA's application form. Council member Shey asked if the five projects from two years ago that did not get funding moved forward. Ms. Mitchell stated that one of the projects previewed today is a repeat attempt. There have been cases where a project is not successful in one type of application, but it may come back for another funding program. A lot of times, though, projects like this without some type of assistance do not get done.

Council member Weinacht motioned to adjourn the meeting. Council member Shey seconded the motion. The motion passed unanimously.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Anne Kroll, Administrative Assistant II  
Community Development

### ***Purpose and Scope of Study***

Maxfield Research and Consulting, LLC was engaged by the City of Cedar Rapids to complete an update of the *Comprehensive Housing Needs Analysis* for the City. The Housing Needs Analysis provides recommendations on current and projected housing conditions and the amount and types of housing that should be developed in order to meet the needs of current and future households who choose to reside in the City. This document, October 2015, updates information that was provided to the City in October 2014.

The scope of this study includes: an analysis of the demographic and economic characteristics of the City; a review of the characteristics of the existing housing stock and building permit trends; an analysis of the market condition for a variety of rental and for-sale housing products; and an assessment of the need for housing by product type in the City. Recommendations on the number and types of housing products that should be considered in the City are also supplied.

### ***Demographic Analysis***

- As of the 2010 Census, the City of Cedar Rapids had 126,326 people and 53,236 households. The tri-city area, including the Cities of Cedar Rapids, Marion and Hiawatha, had 168,118 people and 70,415 households. Between 2000 and 2010, the flood impact area in the City of Cedar Rapids lost population and households. As of 2010, the flood impact area had 16,955 people and 6,888 households. The decrease in population and households in the flood impact area over the period was 11.3% for population and 22.1% for households.
- Despite population and household decreases in the flood impact areas, Cedar Rapids and the surrounding tri-city area grew during the 2000s by 5,558 people and 14,586 people, respectively. These increases reflect growth rates of 4.6% and 9.5%, respectively. By comparison, Linn County increased its population by 13.6% during this same period to 211,226 people.
- A similar situation occurred with household growth. The City of Cedar Rapids experienced a net increase of 3,416 households (6.9%) while the tri-city area grew by 7,278 households (11.5%). Linn County increased its household base by 10.1% between 2000 and 2010.
- Most recent estimates (2015) shows that Cedar Rapids' population is estimated at 129,000 people and 54,692 households.
- Growth in population and households is expected to continue in Cedar Rapids and in the tri-city area. By 2020, Cedar Rapids is projected to have 136,000 people and 59,650 households. A higher growth rate is projected for households versus population as household sizes have been trending down over the past 20 years with fewer people per household. Smaller household sizes reflect an overall aging population base, households having fewer

## EXECUTIVE SUMMARY

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children, on average, and many households choosing to live alone. These trends are discussed further in the data on age distribution and household type.

- Growth in the flood impact area is expected to occur over the next six years. However, the amount of growth projected for the area will depend on higher land utilization with increased housing densities, continued replacement of housing that was lost and other development initiatives. The projected growth rates for the flood impact area anticipate a proactive approach to residential development in these areas.
- The population in Cedar Rapids and the tri-city area is aging. Although Cedar Rapids continues to attract a healthy share of people in their 20s and 30s, people over the age of 45 accounted for a higher proportion of the total population in 2010 than in 2000 and this trend is expected to continue. Over the next six years, the age 65 to 74 cohort is estimated to have the highest growth numerically and by percent (3,428 people, or 42.6%). This age group is the largest in the community although Millennials (those born between 1980 and 2000) account for only slightly less than those age 49 to 67.
- In 2014, the City of Cedar Rapids had an estimated median household income of \$52,724. The median household income of non-senior households was \$61,286 compared to senior households with a median household income of \$38,687. A majority of seniors are typically retired utilizing retirement savings, pension and social security as income; some remain employed. Most non-senior households are likely to have two incomes through full-time employment.
- Between 2000 and 2010, homeownership rates in Cedar Rapids and the tri-city area decreased from 69.2% to 67.9%.
- Approximately 33% of all households in Cedar Rapids lived alone in 2010. In the Remainder of the County, 24% of all households lived alone. Married households without children in Cedar Rapids and in the Remainder of the County accounted for the second highest percentages at 25.2% and 33.1, respectively. Married households with children accounted for a much lower proportion of total households in 2010 than in 2000.
- The unemployment rate for Linn County of 4.8% as of August 2014 is slightly higher than for the State of Iowa (4.5%), but much lower than the Nation (6.3%). The unemployment rate for the City of Cedar Rapids was 5.1%, slightly higher than the County and the State. These unemployment rates indicate that job recovery in the area has been generally strong.
- According to a recent report (June 2013) on workforce and economic development, from 2010 to 2011, the Region, which includes Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington Counties, has exhibited strong migration growth over the past couple of years. Migration to the area was highest in Johnson County (7,300 people) followed by Linn County with 896 people. Data indicates that more people are migrating to urban areas from rural areas where there are more job opportunities. Average travel time to work (2011) was

## **EXECUTIVE SUMMARY**

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greatest in Benton and Cedar counties at 24.8 minutes, but lowest in Linn and Johnson Counties at 18.3 minutes and 17.6 minutes, respectively. This suggests that transportation infrastructure and close proximity to employment centers reduces the amount of time that households require to commute to work.

- The City of Cedar Rapids is a net importer of workers. Fully, 61,213 workers enter the City for work while 21,171 workers leave the City for employment. An estimated 38,262 (38%) of workers in the City of Cedar Rapids also live in Cedar Rapids. The largest numbers of workers that leave the City for employment generally commute to nearby communities including Marion, Hiawatha, Iowa City, Coralville, Davenport, Des Moines, Waterloo, and North Liberty.
- The highest proportion of workers lives in Cedar Rapids (38%) and the second highest proportion lives in Marion (10.3%). Smaller proportions live in Hiawatha (2.2%) and Iowa City (2.1%).

### ***Housing Characteristics***

- The City of Cedar Rapids issued permits for the construction of 1,995 new residential units from 2010 through September 2014. The majority of new construction has been single-family homes and developed has been focused in the Northwest and Southwest, although recently development has increased in some subdivisions in the Northeast. The number of residential permits decreased in each year since 2010 from 498 to 316 in 2012, but then rose again in 2013 to 541. Gradually, new residential construction is increasing in the core neighborhoods impacted by the Flood.
- As of 2013, the City of Cedar Rapids is estimated to have approximately 53,145 housing units, of which about 68% are owner-occupied and 32% are renter-occupied.
- Most of the homes in Cedar Rapids were built between 1950 and 1980 (44%). An estimated 23% of homes in Cedar Rapids were built pre-1950 and the remaining 33% were built in 1980 or later. Except for the core central city neighborhoods, most of the housing in Cedar Rapids is newer.
- According to the Cedar Rapids Area Association of Realtors, the median value of homes in the tri-city area was \$138,000 as of year-end 2013. The average price was \$162,600, indicating that there were more high-priced homes sold than low-priced homes, causing the average to be significantly higher than the median. Market activity indicators such as number of homes sold, average sold price and days on market are all trending in positive directions indicating that the housing market is recovering from the Recession. However, year-to-date figures for 2014 have shown a softening in the market and sales have not been at the level of 2013, although total sales are up from the years previous to 2013.

## **EXECUTIVE SUMMARY**

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- The median contract rent was estimated at \$581 in Cedar Rapids as of 2013. Approximately 52% of renters in Cedar Rapids were paying monthly rents ranging from \$400 to \$699 as of 2013. Approximately 28% of renters in Cedar Rapids were estimated to be paying monthly rents of \$700 or more as of 2013 including service-enriched age-restricted housing. Approximately 2.8% of households were estimated to pay no cash rent and may be renting their housing from family or friends or may be caretakers of property whereby they have housing provided to them as a benefit of their employment.

### ***Rental Housing Market Analysis***

- In order to assess the current market conditions for rental housing in Cedar Rapids and the surrounding area, Maxfield Research completed a survey of rental housing that includes deep-subsidy units (i.e. housing that is income-restricted to households earning at or below 50% of the Area Median Income), shallow-subsidy (i.e. housing that is income-restricted between 40% and 80% of the Area Median Income) and market rate (i.e. housing that is not income-restricted); properties surveyed include those located in Cedar Rapids and Marion, with a few properties located outside of these two communities. Cedar Rapids and Marion contain the majority of general market rental units in the area.
- Since undertaking the original analysis back in the late 2000s, Maxfield Research has consistently inventoried an increasing number of rental units throughout the area. In October 2015, a total of 6,060 general occupancy market rate rental units in the City of Cedar Rapids spread across more than 60 multifamily developments. At the time of the survey, there were 145 vacant units resulting in an overall vacancy rate of 2.5%. Typically, a healthy rental market maintains a vacancy rate of roughly 5%, which promotes competitive rates, ensures adequate consumer choice, and allows for unit turnover. While the current vacancy rate remains below 5%, conversations with leasing agents and rental property managers indicated that there are more units vacant now than one year ago and that absorption of vacant units has slowed causing some increased concessions in the market.
- Maxfield also surveyed workforce housing properties, a majority of which have been typically financed through the Low Income Housing Tax Credit program (LIHTC) administered by the Iowa Housing Finance Agency. Properties financed through the LIHTC program usually provide housing to households that have median household incomes ranging from about 40% to 60% of median. As of October 2015, about 1,800 units were surveyed. The overall vacancy rates for these properties have remained low, but have increased slightly since our previous survey in September 2015. Properties that provide housing to those with the lowest household incomes typically have lengthy waiting lists.
- The City of Cedar Rapids currently manages 1,086 active Housing Choice Vouchers. There is a wait list of 1,000 households, the vast majority of which are single-person households, account for 44% of all households on the wait list. The annual turnover of vouchers is 14% or about 160 vouchers per year. The Housing Department estimates it may open the wait list within two to three years for vouchers.

### ***Senior Housing Market Analysis***

- There are more than 19 age-restricted housing facilities located in Cedar Rapids with more than 1,600 units. About 600 of those units are deep-subsidy age-restricted units and the remainder is shallow-subsidy and market rate. Combined, the overall vacancy for senior properties was 4.5% as of September/October 2015. Our conversations with senior marketing directors indicated that independent living and memory care are performing at the highest levels with softness in the market for assisted living. Properties that had the most units available were Continuing Care Retirement Communities. While some properties are full with waiting lists, other properties are experiencing vacancies. At this time, we believe that higher vacancies among specific properties may be a result of product types that are not meeting the needs of the market.
- Adult/few services buildings in the Cedar Rapids/Marion area include: Village Cooperative (65 units-nearing completion), Cedar Crest (36 shallow-subsidy units – 1BR and 2BR) and Legacy Manor (60 units – 1BR/2BR – shallow-subsidy). Cedar Crest is located in the Time Check neighborhood and opened a couple of years ago. Legacy Manor recently opened and Village Cooperative is under construction. Village cooperative is an ownership format while Cedar Crest and Legacy Manor are rental. A new development, Commonwealth, has been approved and would bring 77 shallow-subsidy units to the market.
- There are two Continuing Care Retirement Communities in the area and both are located in Cedar Rapids, Cottage Grove Place and Methwick Community. These communities provide a full continuum of care from purely independent living through skilled nursing with various levels of care and services in between to serve the needs of their residents. While these properties tend to maintain relatively high occupancies, in recent years, there have been increased efforts to attract new residents to Cottage Grove and Methwick.
- There are a number of properties in Cedar Rapids that provide assisted living care and services. These properties combine for a total of 434 assisted living units. Some of the assisted living facilities also offer memory care. The survey includes 127 memory care units. The newest facility in the area is Irving Pointe, which opened in 2008. Located near Mercy Hospital, Irving Pointe is the area's first affordable assisted living.

### ***For-Sale Housing Market Analysis***

- The average resale price of homes in the Cedar Rapids Metro (tri-city area plus Robins) was \$162,600. Sales prices had been gradually increasing as had the number of home sales in the area. The year 2013 was a banner sales year, but in 2014 and 2015, sales have been lower than expected. Days on market time has strengthened however and is currently at 73 days.

## EXECUTIVE SUMMARY

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- In 2014, 2,922 homes sold, well above the average of 1,060 homes in 2011 and 2012. Year to date home sales for Cedar Rapids as of September 2015 were 2,622.
- The median sales price of homes in Cedar Rapids was \$134,000 as of year-end 2015. Based on the median sales price, a household would need an annual income of between \$40,000 \$45,000 based on an industry standard of 3.0 to 3.5 times income at today's interest rates. About 57% of Cedar Rapids households have annual incomes at or above \$40,000.

### *Housing Needs Analysis*

- Based on our calculations, demand exists for the following general occupancy product types between 2015 and 2020:
  - Market rate rental 793 units
  - Shallow-Subsidy rental 270 units
  - Deep-subsidy rental 191 units
  - For-sale single-family 1,641 units
  - For-sale multifamily 380 units
- In addition, we find demand for multiple age-restricted (55+) and/or service-enriched housing product types. As of 2015, demand for age-restricted and/or service-enriched housing is forecast for the following:
  - Active adult ownership 163 units
  - Active adult market rate rental 112 units
  - Active adult shallow-subsidy 26 units
  - Active adult deep-subsidy 377 units
  - Congregate (IL w/some services) 146 units
  - Assisted living 107 units
  - Memory care 121 units



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

**To:** City Council Development Committee  
**From:** Paula Mitchell through Jennifer Pratt, Director of Community Development & Planning  
**Subject:** Requests for City Support – Low Income Housing Tax Credit (LIHTC) Projects  
**Date:** November 18, 2015

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**Background:**

At the October 21, 2015 meeting of the Development Committee, staff previewed the three proposed LIHTC projects that were submitted for consideration of City support. A summary of the proposed project follows, with additional detail shown in an attached matrix:

- **MV Affordable Housing LLC – Cedar Lofts** – Requesting a resolution of support and City financial participation for a workforce housing project located on land at the SE corner of Jacolyn Drive SW and 12<sup>th</sup> Avenue SW. The project proposes new construction of a 50-unit workforce housing development providing a mix of 1, 2, and 4-bedroom sizes, with the majority of units in the two-bedroom range.
- **MWF Properties, LLC – Cedar Hills Apartments** – Requesting a resolution of support and City financial participation for a workforce housing project located at 4241 Johnson Avenue NW. The project proposes 44 units, providing 2, 3, and 4-bedroom units ranging from \$420-\$980 for affordable units. In addition to the affordable units, four 2-bedroom units are proposed at market rate.
- **TWG Development and Landover Corporation – Kingston Village II** – Requesting resolution of support and City financial participation for a senior housing project located at 7<sup>th</sup> Avenue and 3<sup>rd</sup> Street SW, in the Kingston Village area. The developer has acquired site control for several privately-owned lots and is requesting City-owned parcels located at 617, 623, 625, and 709 3<sup>rd</sup> Street SW and 217 7<sup>th</sup> Avenue SW. The project proposes new construction of 60 units, providing 1 and 2-bedroom units ranging from \$625-\$675.

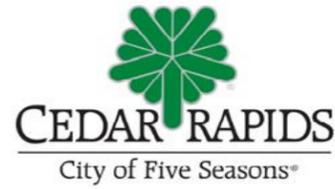
Staff has recently worked with the City's housing market analyst to update the overall housing market analysis for Cedar Rapids. The October 2015 update to the housing market analysis does find some additional demand for housing that is affordable in this range and for these market segments. However it is noted there is some saturation of affordable 2-bedroom workforce units, so workforce projects that include more of a mix of unit sizes will be more competitive. At the same time, there is greater demand for 2-bedroom units in senior projects, making senior projects that offer 2-bedroom units more competitive within that market sector.

Potential sources of funding that may be available to these types of projects include City land, Urban Revitalization Tax Exemption, and Tax Increment Financing. Because Local Government Contribution is required to score competitively, these projects qualify as affordable housing for the City's Economic Development - Local Match program. Staff recommends that Urban Revitalization Tax Exemption be used as the mechanism for providing local match. In addition, staff is recommending disposition of the City-owned property as requested by TWG Development and Landover Corporation via an Option to Purchase Agreement that is conditioned upon receipt of Low Income Housing Tax Credits. The value of this land, as

determined by an appraiser, can be counted toward the local government contributed. The preliminary estimate of value for this land assigned by the City Assessor's office is approximately \$200,000.

**Timeline and Next Steps:**

- November 18, 2015 – Development Committee consideration of financial requests.
- December 1, 2015 – City Council consideration of financial requests.
- December 7, 2015 – Applications due to Iowa Finance Authority.



**Low Income Housing Tax Credit Proposals - 2016**  
**Proposal Summary**  
**11/4/2015**

Developer	Project	Type	Total # Units	Total Project Cost	\$/Unit	FINANCING							LOCAL MATCH - Land & URTE	
						Tax Credit Equity	Conventional Debt	Owner Equity	Deferred Developer Fee	Workforce Housing Tax Credit	Land Value (City Property)	Urban Revit Tax Exemption Estimate	Local Contribution Needed for Max Points	Gap
TWG Development, LLC John Sullivan (Landover Corp.)	Diagonal Drive Senior Apartments 617, 623, 625, 703 & 709 3rd St SW 214, 217 & 220 7th Ave SW	Senior Housing New Construction	60	\$10,100,000	\$168,333.3	\$7,413,040	\$1,500,000	\$436,960	\$0	\$0	\$200,000	\$495,100	\$707,000	\$11,900
MV Affordable Housing, LLC Brian McGeady	Cypress Residence SE Corner of Jacolyn Dr SW and 12th Ave SW	Workforce Housing New Construction	50	\$9,117,898	\$182,358.0	\$7,066,251	\$1,340,000	\$227,000	\$314,698	\$169,949	\$0	\$381,700	\$638,253	\$256,553
MWF Properties, LLC Ryan Schwickert	Cedar Hills Apartments 4241 Johnson Ave NW	Workforce Housing New Construction	44	\$9,466,065	\$215,137.8	\$7,267,265	\$1,125,000	\$236,585	\$537,215	\$0	\$0	\$414,420	\$662,625	\$248,205



Community Development and Planning Department  
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**To:** City Council Development Committee  
**From:** Kirsty Sanchez, Planner through Jennifer Pratt, Community Development and Planning Director  
**Subject:** Czech Bohemia Overlay District Standards Update  
**Date:** November 18, 2015

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At the November 18 Development Committee meeting, staff will present a recommendation to update the standards for the Czech Bohemia Overlay District.

Staff has met multiple times with the Czech Bohemia Design Review Technical Advisory Committee (DRTAC), which is comprised of technical experts, property owners and stakeholders, to review existing Overlay District standards and make recommendations for updates to those standards. The proposed updates were presented to stakeholder groups including the Oak Hill Jackson Neighborhood Association, the Czech Village Association, and the Executive Committee for the Main Street District.

On November 4, 2015, staff hosted an open house for property owners in the Overlay District. One recommendation that was provided is to consider adjusting the boundary of the Czech Bohemia Overlay District to match the boundary of the proposed Czech Village-New Bohemia Self-Supporting Municipal Improvement District (SSMID). Staff will present this recommendation to DRTAC on November 16<sup>th</sup> and provide Development Committee with an update at the November 18<sup>th</sup> Development Committee Meeting.

The proposed Czech Bohemia Overlay District standards will be similar to the MedQuarter Overlay District standards which were adopted earlier this year. Key differences between the current standards and the proposed standards include:

- More detailed design requirements.
- The addition of standards regarding site furnishings and landscaping.
- Additional design recommendations that will not be included in the ordinance language but will be part of a proposed Design Guide to give guidance to developers.

Each section of the Guide contains a number of standards which all new development will be required to meet, along with recommendations on best practices. The Guide covers four aspects of building and site design:

- 1. Building Massing, Orientation and Site Design** – Requiring appropriate placement for urban infill development with an emphasis on pedestrian friendly design.
- 2. Building Design** – Requiring high quality of design for new and renovated buildings.
- 3. Site Furnishings and Landscaping** – Recommendations for elements that enhance site design.
- 4. Signage** – Requirements for attractive building signage as well as permitting districtwide signage.

The specific recommendations are found beginning on Page 5 of this memo.

**Recommendation:**

Staff is seeking a recommendation from Development Committee on the following actions:

1. Amend the boundaries of the overlay district to match the boundary of the proposed Czech Village-New Bohemia SSMID (exhibit on next page)
2. Amend Chapter 32 of the Municipal Code, the Zoning Ordinance, Section 32.03.010.C.6.c.i – Czech Bohemia (CB-O) Overlay District through adoption of the Czech Bohemia (CB-O) Overlay District Design Guide, which includes the required Overlay District Standards and Design Recommendations outlined in the following pages.

**Next Steps:**

- December 3<sup>rd</sup> – City Planning Commission Review
- December 15<sup>th</sup> – Motion setting Public Hearing
- January 12<sup>th</sup> – Public Hearing and 1<sup>st</sup> Reading of the Ordinance
- January 26<sup>th</sup> – 2<sup>nd</sup> and possible 3<sup>rd</sup> Reading of the Ordinance



# Czech Bohemia Overlay District

Design Guide – November 10, 2015

## What is affected by the Czech Bohemia Overlay District?

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- Construction of new buildings.
- Building additions, to the extent feasible.
- Changes to the exterior of buildings.

## What is NOT affected?

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- Single or two family home construction or renovation.
- Any interior work on a building.
- Building maintenance that does not change the exterior.

## How are the Standards and Recommendations in this document structured?

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**Czech Bohemia Overlay District Standards** – Shall apply to new construction, additions to existing buildings and/or the exterior rehabilitation of buildings located within the boundaries of the CB-O District and that are submitted after **January 26, 2015** (APPROVAL DATE). The Zoning Administrator may waive certain standards which may not be applicable to certain projects due to scope of work. For example, specific façade requirements may be waived for rehabilitation work on existing structures.

**Design Recommendations** – Should be considered as part of the development of site plans and the design of buildings within the district. These recommendations include best practices along with suggested strategies to meet district standards and other aspects of the zoning ordinance. These recommendations may be included in recommendations made by the Design Review Committee and may be considered by approval bodies such as the City Planning Commission, Board of Adjustment or City Council

## What is the Design Review Technical Advisory Committee?

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The DRTAC is a seven member committee tasked with reviewing and providing comment on projects within the overlay district. The Committee is appointed by City Council and will be comprised of district stakeholders.

## What is the timeline for review of projects in the Overlay District?

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- For building permits or site plans which are reviewed and approved by staff:
  - The DRTAC will meet and make recommendations within 10 business days.
- For Land Development projects which go to the City Planning Commission
  - The DRTAC will review the case prior to the CPC meeting. This will not add time to the project.

## Section A: Building Massing, Orientation and Site Design

<b>CZECH BOHEMIA OVERLAY DISTRICT STANDARDS</b>	
1)	Commercial buildings shall be constructed with a 10 foot maximum setback (including building plinths). New construction should be pedestrian friendly.
2)	Multi-family buildings shall be constructed with setbacks that lie within the established setback range of the district with care taken to existing buildings on the block.
3)	Buildings shall be placed close to streets, drives and other buildings. Pedestrians shall be able to easily travel between buildings on clearly defined pedestrian paths, not parking lot driveways.
4)	Service/loading areas should not be located near primary entrances to buildings.
5)	Building shall be oriented towards the street with a pedestrian entrance facing the street encouraged.
6)	Building scale and massing shall maintain a relationship with adjacent structures to create building street walls along streets, drives and sidewalks where possible. Building massing shall be consistent with the City's Comprehensive Plan, adjacent structures, and the character of the District.
7)	Proposed facades wider than the established historic range of the block upon which the proposed development is to be located may be permitted, but design features shall be included to mimic traditional building widths of 50 feet or less. Changes in façade material, building height, window style or architectural detail are examples of techniques that may be permitted to break up a façade.
8)	Multi-story buildings are encouraged. Single-story commercial buildings shall take adjacent building heights into consideration. These should be constructed with high ceilings or parapet walls to create a greater feeling of enclosure along the street and to compliment horizontal elements of adjacent buildings.
9)	Buildings shall hold the corners of intersections where possible to enhance the sense of enclosure and pedestrian-orientation of the commercial area. Building heights at the corners of intersections may exceed those of the surrounding block.
10)	The required screening of mechanical, loading, trash, and utilities shall complement materials used on the adjacent building. Brick or decorative stone in combination with decorative fencing and landscaping is preferred.
11)	Site plans should conform to the Pedestrian Friendly Site Design standards of the Commercial and Office Building Placement Guidelines section of the ordinance.
12)	Parking should be located behind buildings when feasible. Parking lots adjacent to sidewalks are discouraged. Additional landscaping and architectural elements shall be required for parking lots adjacent to sidewalks to help contribute to an attractive streetscape.
13)	Where feasible, parking lots shall be linked between sites to reduce the need for district visitors to drive between adjacent stores and services. Shared parking between parcels is encouraged, and parking should be coordinated and signed appropriately to avoid user confusion

## Section A: Building Massing, Orientation and Site Design

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### DESIGN RECOMMENDATIONS:

- Any mechanical equipment, whether on rooftops or in service/loading areas, should be consolidated if possible and shall be screened from view.
- Sharing of loading, trash and utility areas among business is encouraged
- Screening should be at least as high as the equipment it is supposed to hide and should be of a color and material that matches or is compatible with the dominant colors and materials found on the building. Chain link fencing, with or without slats, is prohibited.
- Loading, trash, and utility areas adjacent to a building should be designed as an integral component of the building. Outside storage of materials, equipment, or trucks should be kept to a minimum and in areas screened from view.
- Parking and service areas should incorporate attractive materials to minimize the “hard” appearance of driveways and surface parking lots. Decorative paving should be used to delineate pedestrian crossings, parking aisles, and entrances within parking lots.
- Parking and service areas, including alleys, should be well lit with glare on surrounding properties minimized
- All parking and service areas should be designed to accommodate efficient snow removal and storage.
- Parking and service areas should be located and designed to minimize interference with pedestrian circulation and sidewalk connections to surrounding neighborhoods.
- Parking areas should be buffered with landscaping, fencing, and or architectural elements to help contribute to an attractive streetscape

## Section B: Building Design

New and reconstructed elevations within the Czech Bohemia Overlay District shall comply with the requirements of this section. Provisions may be waived for existing structures if necessary to preserve the historic character of the building.

A high quality of design is expected of all new construction within the District. Criteria may vary whether an elevation is facing a street frontage, interior portions of a property, or are places close to a property line. The diagram and tables below shall be used to guide the application of Building Design requirements in the Overlay District.

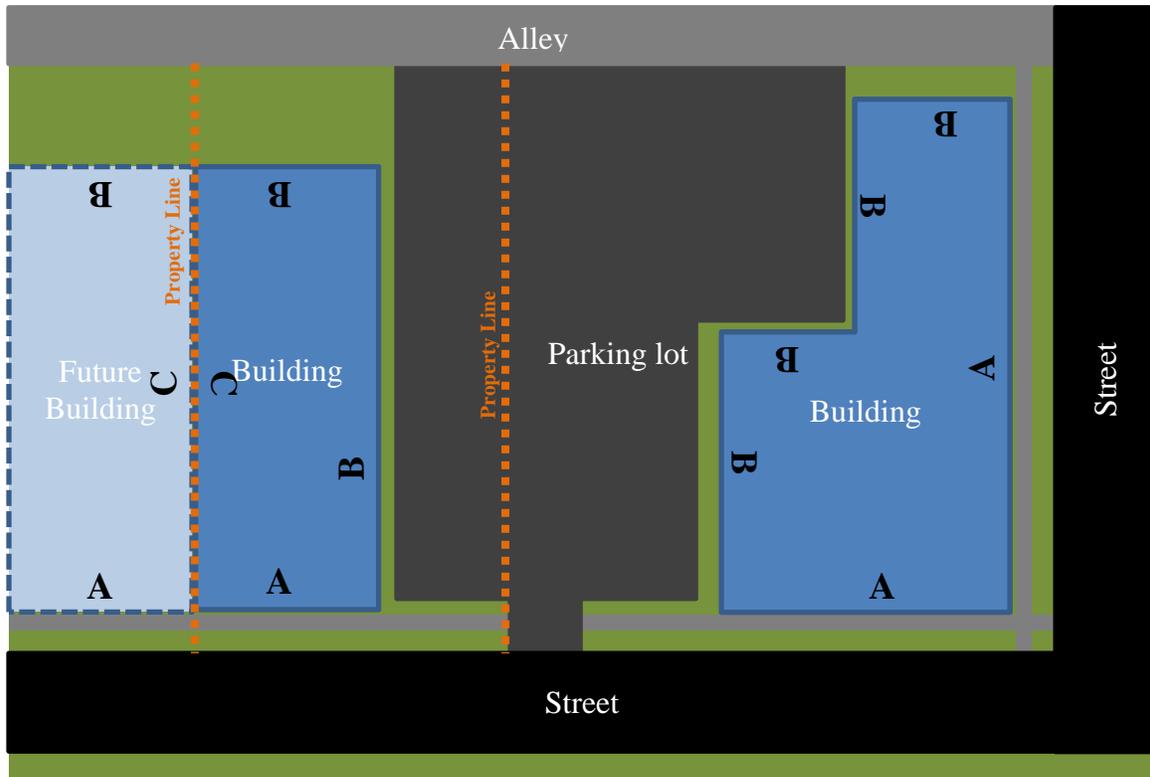


Diagram Reference	Location	Description
A	Street elevation	Elevations along street frontages
B	Interior elevation	Elevations interior to the parcel which are visible to the street
C	Lot line elevation	Elevations <b>without a public entrance</b> which are located within 7' of a rear or side yard parcel boundary which may be obscured by future construction.

Symbol	Description
●	All new or reconstructed elevations must comply with this requirement.
◇	All new or reconstructed elevations are encouraged to comply with this requirement.
×	This requirement is not applicable to the elevation

## Section B: Building Design

CZECH BOHEMIA OVERLAY DISTRICT STANDARDS	Street Frontages	Interior	Lot line
14) Building design and architectural style create and enhance the character of the Czech Bohemia Overlay District for pedestrians and motorists. A range of architectural styles is preferred. However, all buildings should be designed with common elements:			
<ul style="list-style-type: none"> <li>a. Open glass storefronts (where retail is provided) or public entrances (other non-residential development)</li> <li>b. Clearly defined entrances to ground and upper floors (if applicable);</li> <li>c. Sign bands and awnings incorporated into the design and scale of the buildings;</li> <li>d. Upper floor windows</li> </ul>	<ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>◇</li> <li>●</li> <li>●</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>×</li> <li>×</li> <li>◇</li> <li>×</li> </ul>
15) Variations in rooflines are encouraged add interest to buildings and reduce the massive scale of large buildings. Buildings which are taller than adjacent structures by more than 1 story should consider the use of upper-floor setbacks, dormers or other architectural features to soften the transition between structures.	●	◇	◇
16) The top edge of the building shall be defined by a cornice line or similar articulation.	●	●	◇
17) Windows and doors shall be located, spaced and aligned on the building facade in a manner consistent with the established context of the block.	●	◇	×
18) The sizes of windows and doors shall be consistent with the proportions of historic buildings in the District.	●	◇	×
19) Highly reflective, opaque or darkly tinted glass shall not be used for windows or doors.	●	●	×
20) Rear building entrances and facades shall be designed in a manner consistent with the front and a side facade, especially when parking is behind buildings.	×	●	◇
21) Entrances into commercial buildings should not be recessed more than five feet from the exterior building wall.	●	●	×
22) Buildings shall primarily be constructed of high-quality materials such as brick, stone, split face block masonry, architectural paneling, and glass. Exterior finish insulation systems (EFIS) and vinyl may be used on upper floors but use should be limited on the ground level. Concrete block, metal or plywood should not be used on building facades or on walls that are visible from streets, driveways, sidewalks or parking areas. Stucco is allowed but should be limited on any building façade to a maximum of 10% of the façade.	●	●	◇

CZECH BOHEMIA OVERLAY DISTRICT STANDARDS	Street Frontages	Interior	Lot line
23) At a minimum, 60% of the building elevation dedicated to non-residential uses should be windows, doors, and fenestration.	●	◇	✕

## Section B: Building Design

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### DESIGN RECOMMENDATIONS:

- Interesting architectural details and features are preferred to provide layers of interest and variety for pedestrians and motorists.
- Whenever possible, adjacent buildings should have component parts in good proportion with one another. Similar design linkages include placing window lines, belt courses, and other horizontal elements in a pattern that is harmonious and reflects the same elements on neighboring buildings.
- Solid windowless walls are discouraged unless necessary to the function of the building. These should be avoided along building elevations which face the right-of-way or interior elevations which are visible from the right-of-way. In such a case, a solid, windowless wall should incorporate material and color variations, arches, piers, columns, murals, high quality graphics, landscaping and other elements that reduce building scale and add visual interest.
- Building entrances should be designed so that doorways and vestibules are easily seen by shoppers and visitors, easily distinguished by tenant and use, and open and visible from the sidewalk. Entrances should provide a sense of welcoming hospitality.
- Architectural design should articulate and enhance buildings, especially those at street corners because of their prominence and visibility.
- Buildings that attempt to use the building itself as “advertising” are discouraged, particularly where the proposed architecture is a corporate or franchise style.
- Building projections, such as awnings, window bays, and terraces should be pedestrian scale, proportional to the building façade, and proportional to adjacent structures.
- Building entrances should be visible from the street, well-lit, and easily accessible. Architectural elements, canopies, and/or lighting are preferred to identify entrances, not screen them. If vehicular canopies are provided, provide adequate lighting – either natural or artificial – to avoid dark or unsafe conditions.
- Main commercial building entrances should be emphasized with larger door/window combinations, overhangs, slight recesses, unique roof forms, arches, accent colors, or architectural details.
- Building-mounted lighting should be carefully integrated into the design of the building and streetscape.
- The number of materials on an exterior building face should not exceed five to prevent visual clutter.

## Section C: Site Furnishings and Landscaping

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<b>CZECH BOHEMIA OVERLAY DISTRICT STANDARDS</b>
24) Visual continuity within the district is important. Site furnishings and other amenities significantly contribute to the overall image of the District. Site furnishings should be made of quality materials and complement the character of the District. These elements include benches, waste receptacles, planters, railings, bollards, bike racks, and tree grates.
25) Site furnishings are encouraged to be provided in pedestrian spaces such as building entrances, along walkways and in pedestrian plazas and seating areas.
26) Fencing shall be constructed of compatible materials that complement adjacent structures. The use of chain link fencing is not permitted within the Overlay District.

### **DESIGN RECOMMENDATIONS:**

- Visual continuity within the district is important. Site furnishings and other amenities significantly contribute to the overall image of any district.
- Benches should be provided near drop-off areas and entryways to major buildings, at key locations along pedestrian ways, and at bus stops and plazas.
- Planters should be provided in plaza areas, building entry areas, and other paved open spaces to provide green space and sense of scale to pedestrian spaces.
- Waste and recycling receptacles should be provided at building entry ways, public plazas, bus stops, and near benches.
- Bike racks should be provided at public plaza spaces and major building entryways.
- Tree grates should be provided in paved plazas and pedestrian ways to protect tree roots from compaction.
- Plants installed to satisfy the requirements of this section should meet or exceed the standards of the most recent edition of the American Standard for Nursery Stock, published by the American Association of Nurserymen. Plants should be capable of withstanding the extremes of individual microclimates, be nursery-grown, and be balled and burlapped (when applicable).
- Landscape treatment should be provided to enhance architectural features, strengthen vistas, and provide shade.
- Plant materials should be selected for structure, texture, color and for ultimate growth potential. Plants that are indigenous to the area and that will be hardy, harmonious to the design, and attractive (including seasonal interest) should be used.
- In locations where plants will be susceptible to injury by pedestrian or vehicular traffic, they should be protected by appropriate curbs, tree guards or other devices.
- Trees should be installed consistently along all sidewalks and pedestrian paths in parks/plazas.
- New plantings and color pockets should be added along the street where space allows. Raised beds, moveable planters, flower boxes, and hanging baskets are favored and provide seasonal interest, enhance the pedestrian experience, and reinforce an areas character.
- Along wider sidewalks, raised landscape planters may be used to break up large paved areas, add visual interest to the street, and separate pedestrians from traffic.

## Section C: Site Furnishings and Landscaping (continued)

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- All parking lots should be designed with perimeter and island landscaping. Such planting areas should be sufficient in size to provide visual breaks in parking areas and to allow for plant materials to grow. Sidewalks provided in parking lots to direct pedestrians to commercial frontages and storefronts should also include edge landscaping.
- Plant materials in islands, excluding shade trees, should not exceed a height of 36" at maturity.
- Vacant lots should be maintained with sod and low-level plantings until developed with new buildings.
- In areas where general planting will not prosper, other materials, such as fences, walls and pavers should be used. Carefully selected plants should be combined with such materials where possible.
- Where a building does not form the street edge, landscaping should be used to delineate that separation.
- All required landscaping areas not dedicated to trees, shrubs, or preservation of existing vegetation should be landscaped with grass, ground cover, or other landscape treatment, not including sand, rock or pavement.
- For each plant type associated with the landscaping requirements of this section, no single plant species should represent more than 40% of the total plantings.
- Plant material should be installed so it related to the natural environment and habitat in which it is placed.
- The scale and nature of landscape material should be appropriate to the site and structures. For example, large-scale buildings should be complemented by large-scale plant material. Plant material should be selected for its form, texture, color and concern for its ultimate growth.

## Section D: Signage

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<b>CZECH BOHEMIA OVERLAY DISTRICT STANDARDS</b>
27) New signage shall respect the size, scale, and design of the building to which it is attached, and the buildings of the surrounding District. New signage shall not obscure significant architectural details of a historic structure.
28) All freestanding signs shall be low in height and placed within planting areas that are coordinated with the overall design of the site. Small directional signs under 6 square feet are not required to be in planting areas.
29) Public art, sculpture, murals, etc. are encouraged in the Czech Bohemia Overlay District.
30) Acceptable forms of signage include signs integrated into or affixed flat against a building facade, wall signs, projecting signs and monument signs. Other types of signage, including pole signs, may be considered if compatible with the unique character of the District.

### **DESIGN RECOMMENDATIONS:**

- Signs should be constructed of high-quality, solid, and durable materials.
- Sign colors and materials should be consistent with the colors and materials of the associated building.
- Sign lighting should be carefully considered in the building design. Back-lit panel signs are discouraged. Back-lit lettered signs are appropriate. If direct lighting is used, glare, brightness, visible hardware, and maintenance issues must be addressed. Strategically placed lamp fixtures that are compatible with the sign design and building architecture should be used for illuminated signs.
- All signs placed on a site should be designed as part of a coordinated signage theme.
- Text on signs should be simple and easy to read.
- To avoid visual clutter, redundant signage or multiple external signs should not be used.



**To:** City Council Development Committee  
**From:** Seth Gunnerson, Community Development  
**Subject:** Parklet Program for 2016  
**Date:** November 18, 2015

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At the November 18, 2015 Development Committee Meeting staff will provide an update on the City’s Parklet Program and provide recommendations for 2016.

**Program Overview**

The Parklet Pilot Program was started during the summer of 2013 to provide additional outdoor seating areas in the downtown. The City purchased material to construct four parklets and offered them to interested businesses downtown. Parklets have been constructed by the City’s Public Works Streets crew in the spring and removed in the fall.

Businesses lease the parklets from the City for a nominal fee (\$250). Similar to other outdoor cafes, businesses provide furnishings for the parklets and are responsible for maintaining liability insurance and monitoring the space.

**Program Successes**

The parklet program has been well received. Businesses that have parklets have experienced a boost in business and the program has received significant attention from local media. The parklets have an added bonus of providing additional planters along 3<sup>rd</sup> Street, which has helped make the corridor more visually appealing.

In 2014 the City provided planters for Popoli, at the corner of 3<sup>rd</sup> Avenue and 1<sup>st</sup> Street SW, in order to provide an enclosed outdoor seating space on 3<sup>rd</sup> Avenue. The success of outdoor seating in 2014 lead to Popoli constructing public improvement along the sidewalk on 1<sup>st</sup> Street SE which provided a permanent outdoor seating area for customers.

**Program participation:**

<b>Business</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Zins	Standard Parklet	Expanded Parklet	Expanded Parklet
Lost Cuban	Standard Parklet	Expanded Parklet	Expanded Parklet
White Star	Standard Parklet		
Theatre Cedar Rapids	Standard Parklet		
Popoli		Parklet Planters	(Permanent outdoor seating area constructed along 1 <sup>st</sup> Street SW)

\* Standard sized parklets are 20 feet long by 8 feet wide. In 2014 the City installed expanded the length parklets of 26’ x 8’ on 3<sup>rd</sup> Street, providing approximately 42 extra square feet of seating area to those businesses.

# In 2014 Popoli had a row of planters installed along 3<sup>rd</sup> Ave SW

**Issues:**

After three years the Parklet Pilot Program has demonstrated that parklets work and have been beneficial to businesses. There are issues though with continuing the program in its current format:

**Limited number of parklets**

The City currently has material available to construct approximately 2 larger parklets or 3 parklets of the original size used in 2013. In 2014 one parklet was damaged by a delivery truck attempting to double-park along 3<sup>rd</sup> Street. The Citywide flash flooding event in June of 2014 also damaged both parklets along 3<sup>rd</sup> Street.

The City currently has two users of the parklets, who have first right of refusal to lease the parklets each year. No new businesses would be able to participate in the program in future years unless the City were to purchase additional parklets (cost of approximately \$12,000/piece in 2013) or if an existing business were to drop out of the program.

**Availability of Public Works Street Crews**

Currently the only parklets permitted are those owned by the City and constructed by City crews. While construction in the spring and tear down in the late fall is generally feasible for City crews there has been difficulty in committing to exact dates to construct the parklets. Weather events guide when City crews may be available and can vary from year to year.

In addition, the annual fee to lease parklets (\$250) does not meet the estimated labor costs to install each parklet (approximately \$2,000). Individual businesses would likely be able to install them for lower labor costs.

**Limited scope of program**

The program is currently open only to the boundaries of the Downtown SSMID district, with a priority on those who are not otherwise able to provide outdoor seating (such as those along 3<sup>rd</sup> Avenue, where the sidewalks are narrower).

Other businesses around town may be interested in constructing parklets.

## Options for 2016:

With the success of the Pilot Program after 3 years, the City has several options for how to proceed in 2016.

Option	Pro's	Con's
<b>Option 1: Continue existing program</b> <ul style="list-style-type: none"> <li>Lease existing parklets under current guidelines</li> <li>No expansion of the number of parklets</li> </ul>	<ul style="list-style-type: none"> <li>Parklets would continue to be provided for existing businesses.</li> </ul>	<ul style="list-style-type: none"> <li>No ability to expand number of parklets</li> <li>Unless fees were raised substantially, program costs would not be covered.</li> </ul>
<b>Option 2: Expand program based on Interest</b> <ul style="list-style-type: none"> <li>City would continue to purchase parklets</li> <li>Parklets would be leased under current guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Would allow additional businesses to participate</li> </ul>	<ul style="list-style-type: none"> <li>Would require additional funding from the City (not currently planned)</li> <li>Unless fees were raised substantially, program costs (including labor and funding for future replacement of parklets) would not be covered.</li> <li>Would require additional resources from Public Works to install parklets</li> </ul>
<b>Option 3: Allow for Private Parklet Construction, sell existing parklets to businesses</b> <ul style="list-style-type: none"> <li>City would permit parklets in a manner similar to sidewalk cafes.</li> </ul>	<ul style="list-style-type: none"> <li>Allows all businesses to explore constructing parklets</li> <li>Allows for creative design of parklets from businesses</li> </ul>	<ul style="list-style-type: none"> <li>Startup costs maybe high for new businesses</li> <li>Existing businesses would be responsible for constructing parklets</li> </ul>

Staff's recommendation is Option 3, which would remove the City from providing parklets for businesses but allow any interested business or organization to sponsor parklets.

## Next Steps

Based on Development Committee feedback, staff will develop recommended policy changes for 2016:

- Sale of existing parklets:** Would offer the existing parklet materials to businesses in the community, with existing program participants having priority.
- Policy for privately constructed parklets:** Staff will review the existing parklet program and make recommended changes based on the following:
  - Locations: Appropriate locations would be pedestrian friendly streets with slower traffic.
  - Dimensional requirements: Maximum size for each parklet and placement guidelines based on street type and location near intersections
  - Maximum number on any street: Would ensure that parking remains along City streets.
  - Notification of adjacent businesses: Businesses wishing to establish a new parklet would need to reach out to adjacent property owners.

- e. Design requirements and review: Plans for parklets would be provided by businesses. Parklets would either need to be purchased from a vendor or designed by a professional designer.
3. **Options for continued City assistance:** While the staff recommendation is that the City cease ownership and construction of the parklets, there may be ways that the City can continue to encourage and support businesses interested in constructing parklets on City streets.
  4. **Promotion and information:** Staff will work on producing informational materials to explain updated policies to businesses and encourage them to construct their own parklets.

**Next Steps:**

Staff will continue outreach with businesses and business organizations such as the Economic Alliance prior to returning with a comprehensive policy for 2016. Staff will return to Development Committee with this policy for recommendations prior to Council adoption in January, 2016.

**To:** City Council Development Committee  
**From:** Seth Gunnerson, Community Development  
**Subject:** Highway 30 Area Study  
**Date:** November 18, 2015

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### **Background**

Due to recent request for development in the Highway 30 study area and concerns regarding the availability and provision of services, the City of Cedar Rapids submitted a request to the Corridor Metropolitan Planning Organization for the development of a Highway 30 study. In March 2015, the Corridor MPO Policy Board approved executing a contract with HR Green and teaming partner SB Friedman for the project. To view the final study, please visit: [http://www.corridormpo.com/images/files/Whats\\_New/Hwy%2030%20Area%20Study/Amended\\_Final\\_Report\\_102615\\_with\\_Policy\\_Board\\_Cover.pdf](http://www.corridormpo.com/images/files/Whats_New/Hwy%2030%20Area%20Study/Amended_Final_Report_102615_with_Policy_Board_Cover.pdf)

The study area shown in Figure 1 includes portions of the City of Cedar Rapids and unincorporated Linn County. The study is a technical analysis of the multiple impacts from land development, and includes an associated fiscal impact assessment. It is not a plan. More specifically, the study examines the following in the context of two growth scenarios:

- Determine how the study area would be served with municipal transportation, water, sanitary sewer, and stormwater maintenance;
- Identify environmental impacts to the area based on available information; and
- Complete a fiscal impact analysis for each development scenario to determine if each development scenario is sustainable.

Two growth scenarios were developed as part of the study. Scenario 1, planned growth, depicts development that is consistent with growth allowed by the City of Cedar Rapids and Linn County comprehensive plans. Scenario 2, market-driven growth, depicts a combination of growth allowed by the comprehensive plans, development that aligns with existing development, and recent development proposals.

As part of the development of the study, the MPO convened a task force that included representatives from the City of Cedar Rapids, City of Ely, Linn County, and the Iowa Department of Transportation. Representatives from these member jurisdictions, as well as the Iowa DOT, had the opportunity to comment and provide input on the study throughout the process. The study will serve as a resource to member jurisdictions; it supports the policy direction of both the City of Cedar Rapids and Linn County's comprehensive plans.

Figure 1. Highway 30 Study Area



In April 2015, the MPO staff commenced work with the consultants on the development of the study. Since that time, a task force consisting of staff from the cities of Cedar Rapids, Ely, Linn County, and Iowa DOT met five times to provide feedback throughout the process. In addition, the consultant conducted one-on-one meetings with key staff from the member jurisdictions who specialize in planning, utilities, transportation, public safety, and finance. In order to obtain some qualitative input, two focus groups sessions were conducted, which included representatives of environmental organizations and land owners, business, and residents of the study area.

### Key Findings

The study outlines the following key findings:

1. Revenue generated from development with either Scenario does not cover the costs associated with providing City infrastructure and services.
2. Infrastructure improvements needed to support growth in the Study Area are significant.
3. Concerns exist related to safety along the Highway 30 corridor.
4. Impacts to contiguous forested areas, as well as prime agricultural resources, should be avoided, at a minimum, mitigated.
5. The capital costs associated with Scenario 2 are over double that of Scenario 1.
6. Compared with Scenario 1, Scenario 2 would take over 3 times as long to pay off the municipal share of capital costs.

### Overview of Scenarios

A key component of the Highway 30 study included the development of two growth scenarios. The development of these scenarios included input from City and County planning staff. One scenario is consistent with adopted comprehensive plans, while the other represents market driven growth. Scenario 1, or the planned growth scenario, represents development that is

consistent with EnvisionCR, the City of Cedar Rapids comprehensive plan and the Linn County comprehensive plan. Scenario 2, or the market-driven growth scenario, represents densities that align with recent development proposals, which exceed the densities allowed by the comprehensive plans. Table 1 provides a summary of the number of dwelling units assumed based on these two scenarios.

*Table 1. Scenarios & Associated Dwelling Units*

<b>Scenario</b>	<b>Number of Units</b>
Scenario 1 – Planned Growth	10,483
Scenario 2 – Market Driven Growth	22,640

### **Technical Analysis of Growth Scenarios**

Using these two scenarios, the consultants analyzed the associated infrastructure needs. More specifically, the consultants analyzed and outlined the necessary transportation, water service, sanitary sewer service, and stormwater management improvements needed to accommodate the growth in both scenarios. Using this information, the fiscal impact analysis outlines the associated municipal costs for growth.

### **Fiscal Impact Analysis**

The fiscal impact analysis utilizes a model that projects the municipal operating and capital costs and revenues at full build-out of the two growth scenarios. This tests whether revenue from the development outlined in the scenarios could offset the costs of extending and maintaining municipal services and capital infrastructure. For the purposes of the fiscal impact analysis, it is assumed that the entire study area would be annexed into the City of Cedar Rapids for Scenario 2.

In summary, the fiscal impact analysis indicates that it would take approximately 44 years to pay off the municipal share of capital costs in Scenario 1 and 137 years in Scenario 2 (see Table 3). This implies that operating revenues (largely property taxes) from new residential uses are inadequate to cover both operating and capital costs within the build-out timeframe of new development. A key factor driving this result is the upfront capital infrastructure load of \$91 million and \$204 million in Scenarios 1 and 2, respectively.

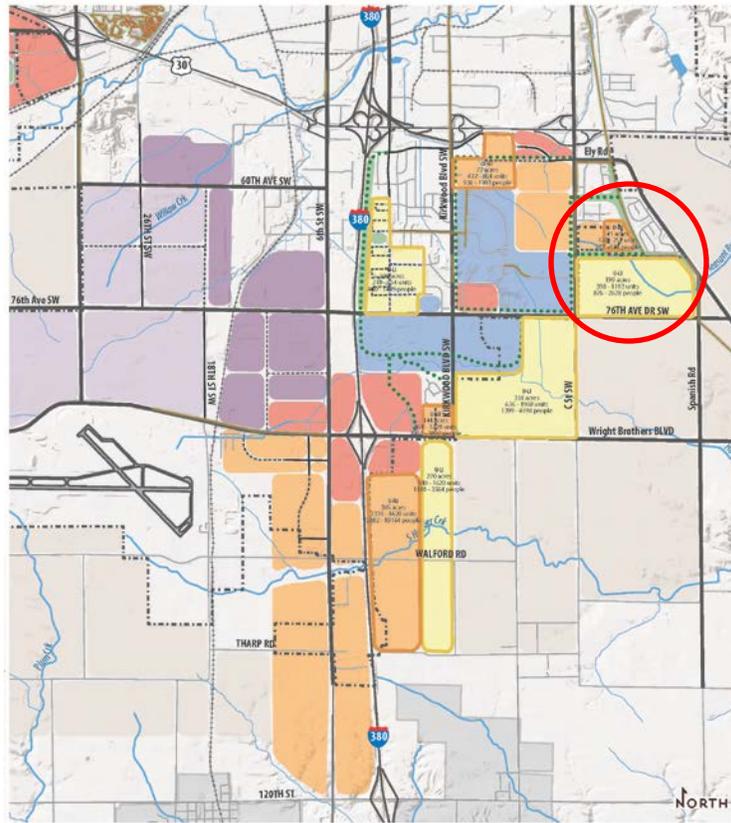
*Table 3. Full Build-Out and Break-Even Years*

<b>Scenario</b>	<b>Full Build-Out Year</b>	<b>Break-Even Year</b>
Scenario 1 – Planned Growth	16	44
Scenario 2 – Market Driven Growth	50	137

### **Relationship to EnvisionCR**

The City’s comprehensive plan, EnvisionCR, is the guiding policy document for growth and development in the city. It promotes infill development within the city’s core neighbors where there are existing services and infrastructure. In addition, recognizing that the city will grow, the plan identifies growth areas. The South Growth Area includes a very small portion of the Highway 30 study area. Specifically, the portion south of Highway 30, west of Ely Road, and north of Wright Brother Blvd (see Figure 2).

Figure 2. South Growth Area



For a variety of reasons, including topography, agricultural resources, environmentally sensitive lands, as well as issues with providing infrastructure and service, the plan does not identify the remainder of the study area as a growth area. Therefore, the results of the Highway 30 Area Study support the policy direction of the plan.

**Recommended Action:** The City staff recommends that the Development Committee recommend approval of the Highway 30 Area Study by the City Council.



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

**To:** City Council Development Committee  
**From:** Seth Gunnerson, Community Development  
**Subject:** 2016 City Planning Commission Work Plan  
**Date:** November 18, 2015

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## **BACKGROUND**

At the November 18, 2015 Development Committee meeting staff will present a recommendation to take the 2016 City Planning Commission Work Plan forward to City Council.

The City Planning Commission recommended approval of the work plan at its November 5, 2015 meeting. At the September 10, 2015 City Planning Commission meeting staff reviewed the Commissions' 2015 Work Plan and lead a discussion on updates for the 2016 Work Plan.

The City of Cedar Rapids Board and Commissions adopt an annual work plan which lays out goals and objectives for the coming calendar year. The 2016 City Planning Commission Work Plan is attached to this memo.

Based on the discussion at the September 10 CPC meeting staff updated the previous year work plan to emphasize the CPC's role in providing recommendations on the annual update to EnvisionCR and various initiatives associated with the Comprehensive Plan, including area plans and the zoning code update.

## **TIMELINE**

- September 10 – CPC review of the 2015 Work Plan
- November 5 – CPC action on 2016 Work Plan
- November 12 – Presentation to City Council Development Committee
- December 15 – City Council approves 2016 Work Plan



## City of Cedar Rapids City Planning Commission Work Plan for 2016

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### *General Information*

#### **CHARTER**

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

#### **MEETINGS**

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

#### **COMMISSIONERS and CONTACTS**

##### **Commissioners**

Scott Overland, *Chair*  
Jim Halverson, *Vice-Chair*  
Samantha Dahlby  
Carletta Knox-Seymour  
Virginia Wilts  
Richard Pankey  
Kim King  
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*This work plan serves as a guide to action and may be adapted or revised as new events and opportunities arise.*

*Process*

On September 10, 2015, the City Planning Commission discussed updating the work plan for the 2016 calendar year. The Commission reviewed the current year work plan and discussed the following:

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

This work plan contains the work/action items the Commission plans on being involved in for the year 2016 and any changes that may arise during finalization of the plan.

**City of Cedar Rapids City Planning Commission**

**Work Plan for 2016**

**Work Plan**

**VISION**

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

**GOAL 1**

**Develop tools to assist in measuring the effectiveness of projects**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
<ul style="list-style-type: none"> <li>Review best practices used by other communities for parking standards, storm water, and other key areas.</li> </ul>	Full Commission	Ongoing

**GOAL 2**

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

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
<ul style="list-style-type: none"> <li>Staff will continue to provide updates on training opportunities.</li> </ul>	Ongoing	Ongoing
<ul style="list-style-type: none"> <li>CPC will proactively look for training opportunities they are interested in.</li> </ul>	Full Commission/Staff	Ongoing
<ul style="list-style-type: none"> <li>Staff will provide updates and training on new adopted codes and regulations such as, but not limited to the Comprehensive Plan, Zoning Ordinance amendments, overlay district, etc.</li> </ul>	Full Commission/Staff	Ongoing

**GOAL 3**

**Participate and contribute in EnvisionCR initiatives and updates and the development of the City's Zoning Code**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
<ul style="list-style-type: none"> <li>Review and provide input on draft and final plans such as, but not limited to the Zoning Ordinance, Area Plans, etc.</li> </ul>	Full Commission	As needed
<ul style="list-style-type: none"> <li>Review and provide input on annual update to EnvisionCR</li> </ul>		January

**GOAL 4**

**Increase interaction and communication with City Council as necessary**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
<ul style="list-style-type: none"> <li>Continue to ensure CPC attendance at City Council and Development Committee meetings as needed.</li> </ul>	Chair	Ongoing



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**To:** City Council Development Committee  
**From:** Seth Gunnerson and Kirsty Sanchez through Jennifer Pratt, Community Development and Planning Director  
**Subject:** 2016 Visual Arts Commission Work Plan  
**Date:** November 18, 2015

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This memo is to provide a summary of the Visual Arts Commission's 2016 Work Plan (attached). Following review by the Development Committee it will be reviewed by City Council.

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

**Charge:**

The Visual Arts Commission (VAC) is a nine member commission appointed by the Mayor of Cedar Rapids. The Commission was established as the recommending body to City Council regarding public visual art within the City.

The Commission's charter goals are:

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

**Accomplishments in 2015:**

- Relocation of *Skyblade* sculpture from Greene Square to the intersection of 1<sup>st</sup> St and 5<sup>th</sup> Ave SE
- Installation of the Tree, a wooden sculpture previously in storage by local artist Dick Pinney, to the City Services Center Lobby.
- Reframing and installation of several paintings in City Hall.
- Reviewed and recommended approval of signature sculpture for Greene Square Park

- Assisted with public outreach with the unveiling of the East and West Walls of the City Hall murals.
- Updates to the Visual Arts Commission website including information about the City Hall Murals
- Completed a brochure highlighting artwork throughout the City.

### **Goals and Objectives for 2016:**

At its November 12, 2015 meeting the VAC reviewed its work plan and set the following priorities for 2016. Similar to previous years the VAC will form into three working groups that will focus on the following areas:

1. Public Outreach and Planning
  - a. Evaluate needs for public art within the community
  - b. Develop a prioritized list for future projects
2. Support Arts within the community
  - a. Develop a program to support artists and provide lower-cost semi-permanent public art
  - b. Evaluate needs for the artistic community
3. Manage the City's Art collection
  - a. Complete a survey of the existing collection
  - b. Identify pieces requiring maintenance or more intensive survey.

Ongoing activities of the VAC include:

- Review Gift Art Applications and make recommendations to the City Council for inclusion into the collection.
- Review and make recommendations on mural applications.
- Serve as recommending body on other matters pertaining to public art.
- Assist groups interested in installing art in the community.
- Review and make recommendations on placement of pieces in the City art collection.
- Review and make recommendations on deaccessioning pieces of the City art collection.
- Promote newly acquired art in the community.
- Develop promotional materials to educate and celebrate public art collection.
- Represent the City at public events such as Downtown Farmer's Markets.
- Seek resident input on ideas to enhance Cedar Rapids.
- Identify opportunities to purchase new art through the 2% for Arts Policy.
- Survey existing art and identify maintenance and conservation needs for the public art collection by hiring a Collections Manager.
- Plan a public outreach event to promote art in Cedar Rapids.

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



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**To:** City Council Development Committee  
**From:** Anne Russett, Community Development  
**Subject:** 2016 Historic Preservation Commission Work Plan  
**Date:** November 18, 2015

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This memo is to provide a summary of the Historic Preservation Commission's 2016 Work Plan [Attachment 1]. After review by the Development Committee, the work plan will be submitted to the City Council for final review and approval. As part of ongoing organizational development, the Community Development Department facilitates a discussion with boards and commissions to establish a work plan for the upcoming year. The work plans allow the boards and commissions to address the City Council's priorities, communicate their own priorities, and serves to measure the accomplishments of the board or commission.

### **Overview of the Historic Preservation Commission**

The Historic Preservation Commission (Commission) was established per Chapter 18 – Historic Preservation of the Cedar Rapids municipal code as an advisory commission to the Cedar Rapids City Council regarding historic preservation matters. Members of the Commission are appointed by the Mayor with the approval of City Council.

Some of the Commission's main responsibilities include:

- Making recommendations for the listing of a historic district or site on the National Register of Historic Places.
- Making recommendations on the adoption of ordinances designating historic landmarks and districts.
- Reviewing Certificates of Appropriateness.
- Making recommendations to City Council or other City commissions regarding preservation issues, as appropriate.
- Making recommendations on the disposition of historic properties.
- Providing information for the purpose of historic preservation to the governing body.
- Promoting and conducting an educational and interpretive program on historic properties within its jurisdiction.

### **Recent Accomplishments**

In 2015, the Commission achieved the following:

- Planned and hosted the 2015 Preservation Showcase, which featured informative sessions by the preservation expert Bob Yapp and mobile tours that highlighted the city's unique history.
- Hosted the fourth annual Preservation Awards ceremony to honor the City's most outstanding preservation efforts.

- Worked with salvage operations like Habitat for Humanity’s ReStore program to salvage historic materials from demolished buildings over 50 years old.
- Worked in partnership with Save Cedar Rapids Heritage and others to relocate a historically significant home in Wellington Heights, saving it from demolition
- Completed the following projects from the FEMA Memorandums of Agreement and Letter of Agreement with the Iowa Economic Development Authority:
  - Developed the City’s first Historic Preservation Plan
  - Completed three nominations to the National Register of Historic Places
  - Installed a kiosk on 3<sup>rd</sup> Street SW highlighting the significance of the sidewalk mosaic advertisements
  - Developed exhibits that were installed in the museum space of the Cedar Rapids Central Fire Station
  - In partnership with Brucemore, developed sustainable access to the Farmstead Food Collection through digitization and web hosting of archival resources
  - Developed and published booklets on the history of the Sinclair properties and the Link-Belt Speed corporation
  - Installed new historic districts signs in the City’s two local historic districts

**2016 Work Plan**

In the 2016 Work Plan [Attachment 1] the Commission has identified a variety of tasks to help achieve the following five goals:

- Goal 1: Participate in preservation, salvage and documentation of historic structures
- Goal 2: Increase communication
- Goal 3: Improve public relations
- Goal 4: Provide information and educational opportunities for the public
- Goal 5: Provide educational opportunities for HPC members

Some key tasks to highlight for 2016 include incorporation of the initiatives in the Historic Preservation Plan scheduled to commence within one year of plan adoption.

**Recommended Action:** The City staff recommends that the Development Committee recommend approval of the 2016 Historic Preservation Commission Work Plan by the City Council.

*Attachments:*

1. Historic Preservation Commission Work Plan for 2016 – Final Draft



## City of Cedar Rapids Historic Preservation Commission Work Plan for 2016

Approved by the Cedar Rapids City Council on \_\_\_\_\_

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### General Information

#### **CHARTER**

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

#### **MEETINGS**

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

#### **COMMISSIONERS and CONTACTS**

##### **Commissioners**

Amanda McKnight-Grafton, *Chair*  
Todd McNall, *Vice-Chair*  
Bob Grafton, *Secretary*  
Pat Cargin  
Barbara Westercamp  
Tim Oberbroeckling  
Mark Stoffer Hunter  
Ron Mussman  
Caitlin Hartman  
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*This work plan serves as a guide to action and may be adapted or revised as new events and opportunities arise.*

Process

On October 8, 2015, the Historic Preservation Commission met to affirm its goals for the 2016 work plan. The Commission engaged in an action planning process that involved the following steps:

- **Commitments and Vision:** Selection of goals that the Commission agreed upon and believed to be achievable over the course of a year.
- **Key Actions:** Identification of action steps to address goals.

Work Plan

**VISION**

The purpose of Chapter 18 of the Municipal Code, which outlines historic preservation and the duties of the Historic Preservation Commission are to:

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

**City of Cedar Rapids Historic Preservation Commission**  
**Work Plan for 2016**

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**GOAL 1: Participate in preservation, salvage and documentation of historic structures**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Review projects related to the FEMA MOAs and State LOA	Full Commission/Staff	Ongoing
-Prepare a list of criteria to aid property owners, developers, and others in the identification of potentially historic buildings	Full Commission	2 <sup>nd</sup> Quarter
-Determine neighborhoods' interests in establishing local historic districts/landmarks	Full Commission	3 <sup>rd</sup> Quarter
-Research and explore financial resources for preservation related activities	Full Commission/Staff	Ongoing
-Explore the preparation of an adaptive reuse ordinance	Staff	Ongoing
-Work with iGreenCR and the environmental initiatives in EnvisionCR to include preservation in the environment programs	Staff	Ongoing
-Incorporate historic preservation into Neighborhood Action Plans and Corridor Action Plans, planning Study Areas, and other City planning projects	Staff	Ongoing
-Update Chapter 18 Historic Preservation of the municipal code	Full Commission/Staff	Ongoing
-Update the Guidelines for Cedar Rapids Historic Districts	Full Commission/Staff	Ongoing
-Identify a team leader to coordinate project review	Staff	Ongoing
-Expand administrative permitting	Staff	Ongoing
-Update Chapter 32 Zoning of the municipal code to better support preservation and conservation of neighborhood character	Staff	Ongoing
-Maintain the disaster-response program for endangered properties	Staff	Ongoing

**GOAL 2: Increase communication**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Continue to improve the HPC website for ease of use and to provide more information	Staff	Ongoing
-Explore creating a program that coordinates Public Works and Community Development staff on infrastructure projects within historic districts	Staff	Ongoing
-Implement an annual program review	Staff	Ongoing
-Maintain and enhance compliance regulations for Certified Local Government status	Full Commission/Staff	Ongoing

**City of Cedar Rapids Historic Preservation Commission**  
**Work Plan for 2016**

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**GOAL 3: Improve public relations**

<b>TASK</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Develop and distribute educational materials (e.g. brochures, postcards, web-based materials) for property owners and the general public to enhance public awareness and understanding of the city’s cultural and social history	Full Commission/Staff	Ongoing
-Continue to honor exemplary preservation efforts through annual Community Preservation Awards and the Preservation Showcase	Full Commission	2 <sup>nd</sup> Quarter
-Link interested property owners to training and technical assistance programs on the use of tax credits	Full Commission/Staff	Ongoing
-Continue to promote public access to historically significant civic resources	Full Commission/Staff	Ongoing

**GOAL 4: Provide information and educational opportunities for the public**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Provide training programs for preservation partners and the general public	Full Commission/Staff	2 <sup>nd</sup> and 4 <sup>th</sup> Quarters
-Plan and host the 2016 Preservation Showcase	Full Commission	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters
-Expand the use and content of the GIS database of historic properties	Staff	Ongoing
-Establish a “Self-Test” tool for historic significance	Full Commission/Staff	Ongoing

**GOAL 5: Provide educational opportunities for HPC members**

<b>TASKS</b>	<b>ASSIGNMENT</b>	<b>DUE</b>
-Provide training to the Historic Preservation Commission	Full Commission/Staff	Ongoing
-Encourage attendance at the 2016 Preservation Showcase	Full Commission/Staff	2 <sup>nd</sup> Quarter