



City of Five Seasons®

City of Cedar Rapids

Development Committee Meeting Agenda

City Hall Training Room

Wednesday, April 20, 2016

3:00 pm – 4:00 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 Ann Poe, Chair

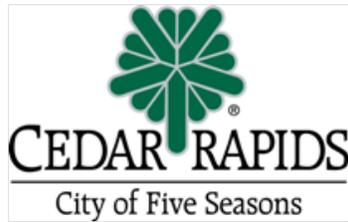
Council member Pat Shey

Council member Scott Overland

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

Agenda:

- Approval of Minutes – March 9, 2016
- Presentations:
 1. New Zoning Code Project
Anne Russett
Community Development
- Recommendation Items:
 1. Highway 100
Seth Gunnerson
Community Development
 2. Chapter 32 Amendments
Seth Gunnerson
Community Development
 3. Mobile Food Vending Ordinance
Jeff Hintz/Bill Micheel
Community Development
 4. Knutson Building Request for Proposals
Caleb Mason
Community Development
- Updates
 1. Mt. Vernon Road Corridor Action Plan
Bill Micheel/Kirsty Sanchez
Community Development
 2. NW Neighborhood Action Plan
Kirsty Sanchez
Community Development



**City of Cedar Rapids
DEVELOPMENT COMMITTEE MINUTES
City Hall Council Chambers
Wednesday, March 9, 2016
3:00 p.m.**

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

Present: Council members Poe (Chair), and Overland. Staff members present: Jennifer Pratt, Community Development Director; Paula Mitchell, Housing and Redevelopment Manager; Caleb Mason, Economic Development Analyst; Sara Buck, Housing Programs Manager; Bill Micheel, Community Development Assistant Director; Jeff Hintz, Community Development Planner; Anne Russett, Community Development Planner; and Anne Kroll, Community Development Administrative Assistant.

Council members Overland and Poe approved the minutes from February 17, 2016 with unanimous consent.

Presentations:

1. Housing Programs Overview

Paula Mitchell, Housing and Redevelopment Manager, stated that this is an overview of the CDBG/HOME Programs. The primary CDBG National Objective as established by Congress is to provide a benefit to the Low/Moderate Income (LMI) citizens. LMI is defined as at or below 80% of Area Median Income (AMI). Compliance with National Objective must be documented. The current trend is declining in federal funding for these programs. The City identifies programmatic needs by ongoing Housing Market Analysis; data from HUD, American Communities Survey, Census, etc.; and extensive public outreach during development of the current Five-Year Strategic Plan: Public Input Survey and CR Talks, interviews with key stakeholders and partner agencies, stakeholder focus group meeting, public open house meeting, guest editorial in The Gazette, and two (2) public hearings and 30 day public comment period.

Ms. Mitchell shared detailed information about the following CDBG and HOME funded Programs:

- Owner-Occupied Rehabilitation
 - Comprehensive Rehab
 - Emergency Rehab
- First Time Homebuyer Program

Ms. Mitchell shared some of the frequently asked questions, a map that shows property value changes by neighborhood, and the next steps.

Council member Overland expressed a strong commitment to finding ways to continue to invest and reinvest in core neighborhoods. If we let up on finding ways to assist in these core neighborhoods we will pay the price for that as we cannot let these neighborhoods deteriorate.

Council member Poe stated that as we see a decline in funding resources, how can you envision with the decline that the City would be able to have some sort of funds to continue on with a ROOTS project? Ms. Mitchell stated that there have been preliminary discussions, but staff has looked at what local resources exist. Staff is always looking for what State and Federal funding exists as well.

Council member Poe asked for an example of a Comprehensive Rehab project. Ms. Mitchell shared what the process is after an application is submitted and pulled from the waiting list. Council member Poe asked how a homeowner finds out about this program. Ms. Mitchell stated by word of mouth and referrals from social service agencies and Code Enforcement. Council member Poe asked how much funding is allocated to this program. Ms. Mitchell stated that the Comprehensive Rehab and Emergency Rehab are counted as all one activity, but it varies year to year in the range of \$250,000 to \$300,000.

Recommendation Items:

1. Neighborhood Development Corporation (NDC) Funding

Caleb Mason, Economic Development Analyst, stated that in January 2009, City Council directed staff to pursue establishing a non-profit neighborhood development corporation. In March 2009, City Council accepted Articles of Incorporation and By-laws of the NDC of Cedar Rapids, Inc. In June 2009, City Council approved the NDC as a sub-recipient to receive \$1.5 million in Community Disaster Grant Funding. Mr. Mason shared the NDC's mission and key complete projects as well as the projects that are currently underway. The NDC is requesting City funding to assist with operations and project costs as well as a request to capture a portion of the increased taxes being generated by the projects. To date, the NDC's projects have not participated in any City Economic Development Program. Mr. Mason stated that staff recommends providing a 3-year commitment of \$50,000 per year based on increased taxes generated by projects.

Council member Overland asked if when NDC invests in these properties do they typically sell them or continue to own them. Mr. Mason stated that it is a mix of both depending on the project.

Council member Poe stated that she likes the proposal because she has seen the work of the NDC and the impact they have had on the community since the flood of 2008. Council member Poe likes their partnerships with developers and the fact that they have not come to the City to participate in any Economic Development Programs.

Council members Overland and Poe approved staff's recommendation to recommend approval to provide a 3-year commitment of \$50,000 per year based on increased taxes generated by projects by City Council with unanimous consent.

2. Section 8 Administrative Plan Amendments

Sara Buck, Housing Programs Manager, stated that the Section 8 Housing Choice Voucher Program is funded through the U.S. Department of Housing and Urban Development (HUD). The City serves as the Public Housing Authority (PHA) for both Linn and Benton counties and

has administered the program for approximately 39 years. The Section 8 Housing Choice Voucher Program provides rent assistance to very low-income families; ensures decent, safe, and sanitary housing; housing is provided by private owners and rental agents; and nearly \$5 million in rent assistance payments are paid directly to Linn and Benton County landlords. Ms. Buck shared who benefits from the program along with a chart of household demographics. Ms. Buck shared the PHA 5-year goals and PHA annual goals as well as the 2015 accomplishments. Ms. Buck described the proposed changes for the administrative plan.

Council member Overland asked for more explanation of the funding allocation for 75 participants. Ms. Buck stated that HUD requires that they are a set amount of participants in the Family Self Sufficiency Program. The City receives \$138,000 in grant funds for the administration of that program, so there has to be a minimum of 75 participants. Those 75 participants can earn escrow as their income increases, and receive referrals to services in order to become self-sufficient. This 5-year program is available to all Section 8 participants, with goals that must be obtained prior to graduation and receiving their escrow.

Council member Poe asked how many staff is working on this program because there is a lot of work being done especially with the Family Self Sufficiency Program. Ms. Buck stated that, she, along with four (4) case managers, two (2) inspectors, and two (2) administrative staff are working on the Section 8 Housing Choice Voucher Program and Family Self Sufficiency Program.

Council members Overland and Poe approved to recommend approval of the proposed changes for the administrative plan by City Council with unanimous consent.

Informational Items:

1. Food Trucks Ordinance

Bill Micheel, Community Development Assistant Director, stated that food trucks are currently permitted as transient merchants. The City has seen an increase level of interest in this type of business model. This is a relatively new type of business for Cedar Rapids so there is not currently a licensing process for this.

Jeff Hintz, Community Development Planner, stated that Community Development staff began research and stakeholder outreach in January 2016 with other City Departments as well as external stakeholders. Staff plans to compile input and formulate a draft ordinance for internal comment, revise the draft and bring to the public for comment, come back to Development Committee in April for recommendation, and then bring it to City Council for public hearing and possible reading of ordinance in May.

Council member Overland asked for a preliminary rundown of thoughts for this ordinance. Mr. Hintz stated that staff has done research on ordinances of this type from other cities. Staff has also received good feedback from restaurant owners and current food truck owners in Cedar Rapids. Council member Overland suggested having food truck zones around the City. Mr. Micheel stated that staff is considering all elements that this impacts such as parking, existing business owners, and current and potential food truck owners and trying to balance the interest of all of those groups of people.

Council member Poe requested that staff bring the ordinance to City Council the first meeting in May. Council member Poe suggested having the food trucks in parks in designated areas on weekend evenings and when activities are going on in the parks.

Council member Poe asked about the license and fees. Mr. Micheel stated that, currently, they apply for the transient merchant license with the City Clerk's Office and then get a license with Linn County Public Health. Mr. Micheel stated that staff is taking a look at what the fee will be.

Council member Poe would like staff to be cognizant of the restaurants and businesses downtown that are paying taxes as this ordinance is being written. Mr. Micheel stated that the ordinance is being written based on a lot of conversations with restaurant owners, food truck owners, and Linn County Public Health as well as many others.

2. Chapter 18 Historic Preservation

Anne Russett, Community Development Planner, stated that this is an update on the stakeholder outreach that has been done for the Chapter 18 update. Stakeholder outreach started in November with two focus groups including one for the historic review process and the other for the demolition review process. Staff also had meetings with the following key groups: Developer's Council, Economic Alliance, Czech Village/New Bohemia Main Street Design Committee, Affordable Housing Network, and SaveCR Heritage. Surveys were mailed to all property owners in local historic districts with a response rate of 15%. Staff also held a public workshop on March 8, 2016.

Council member Overland stated that it makes a lot of sense to make the process as easy as possible for the property owners and thinks that we should not overdo it so that you have to get approval for everything on the exterior.

Council member Poe stated that she is not a fan of unfunded mandates because it makes it difficult; however, in this case, if you want to maintain the integrity of the district these mandates are important because they increase the value of the home and provide continuity of that area. The HPC is there to help provide information and expertise. There is the forming of a nonprofit organization that will work with the HPC to help homeowners fund projects that are within the district guidelines.

Public Comment:

Clark Rieke shared his ideas to make the process more efficient for the HOME program.

Justin Wasson shared his experience in working with the Historic Preservation Commission and Development Services for the addition on his garage.

Robin Kash shared his thoughts on the Chapter 18 workshop held on March 8, 2016 as well as his concerns on the Chapter 18 update.

Council members Overland and Poe adjourned the meeting at 4:44 p.m. with unanimous consent.

Respectfully submitted,

Anne Kroll, Administrative Assistant II
Community Development



Community Development and Planning Department
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 Telephone: (319) 286-5041

To: City Council Development Committee
From: Anne Russett, Planner III, Community Development Department
Subject: New Zoning Code Project
Date: April 21, 2016

Background

With the adoption of EnvisionCR in January 2015, the Community Development staff is moving forward with a comprehensive update to the City’s zoning code. At the Development Committee’s meeting on April 20, Community Development staff and the consultant team will provide an overview of the project.

Purpose of this Project

The primary purpose for updating the zoning code is to accomplish the goals and vision established in EnvisionCR. Specifically, the new zoning code will aim to create strong neighborhoods, encourage infill development, and promote environmental stewardship and economic prosperity.

EnvisionCR is the foundational policy document that guides growth and development in the city. The zoning code is the implementation tool that helps to ensure that new development achieves the agreed-upon vision outlined in EnvisionCR. Since the City’s current zoning code does not result in development projects that align with the vision established in EnvisionCR, the development of a new zoning code is critical. The zoning primer [Attachment 1] provides more detail on the purpose of the project and some of the issues being explored.

Form-Based Codes

One of the approaches that the City is exploring as part of this update is form-based regulations. Form-based codes focus more on the form of a building and how it interacts with the public realm and less on the use of the building (e.g., residential, commercial). A definition of form-based codes, as well as other terms that will be utilized throughout this process, are outlined in a glossary [Attachment 2].

Stakeholder Outreach

Stakeholder outreach will be an integral component to the project. The specific approach to stakeholder outreach will be outlined in a stakeholder outreach plan, but generally outreach will include the following:

Internal	External
Project Management Team (i.e. team of representatives from a variety of City departments)	Project Steering Committee (i.e. committee approved by City Council that represent a variety of interest groups)
Ongoing coordination between Community Development, Development Services, and Building Services	User group meetings
	Public open houses and workshops Social media

Project Components & Schedule

The project includes the following main components:

1. *Community-character Analysis*: A documentation and analysis of the city's existing built environment that distinguishes between the diverse areas of the city.
2. *New Zoning Code*: A complete re-write of the zoning code that ensures consistency with EnvisionCR, balances the City's diverse needs and goals, and focuses on the design, form, and physical character of development.
3. *New Zoning Map*: A new zoning map that applies the new code. The new zoning map should appropriately assign the newly created zoning districts based on the defining characteristics of the neighborhood (e.g. urban core, historic neighborhood, suburban).
4. *Zoning Handbook*: An easy to read handbook that helps laypersons navigate zoning regulations and processes.

Due to the large scope, which requires extensive technical analysis and a transparent and inclusive stakeholder outreach process, staff anticipates an 18 month process for this project [Attachment 3].

Attachments:

1. Zoning Primer
2. Glossary
3. Anticipated Project Schedule

Cedar Rapids New Zoning Code Project Zoning Primer



Welcome to the Cedar Rapids New Zoning Code Project! Over the next 16 months, the community will be working with the city planning staff and consultant team to update the zoning regulations. The goal of the project is to provide the city with a more modern set of regulatory tools that will meet the needs of residents, developers, and city staff to guide the next decade of growth in Cedar Rapids.

Purpose of this Project

The zoning code will be updated to include regulations designed to partially or fully accomplish the goals for Cedar Rapids established in EnvisionCR:

StrengthenCR

- Improve the quality and identity of neighborhoods and key corridors
- Adopt policies that create choices in housing types and prices throughout the city

GrowCR

- Encourage mixed-use and infill development
- Connect growing areas to existing neighborhoods

GreenCR

- Be stewards for the environment, promoting economic and social growth while restoring the relationship between the city and natural environment
- Have the best parks, recreation, and trails system in the country
- Lead in energy conservation and innovation

ConnectCR

- Build a complete network of connected streets
- Establish a network of complete streets
- Improve the function and appearance of our key corridors
- Support the development of an effective, regional, multi-modal transportation system

InvestCR

- Reinvest in the city's business corridors and districts

ProtectCR

- Protect Cedar Rapids from flooding and other hazards
- Manage growth and development to balance costs and serviceability to neighborhoods
- Maintain and provide quality services to the community
- Demonstrate best practices in building construction

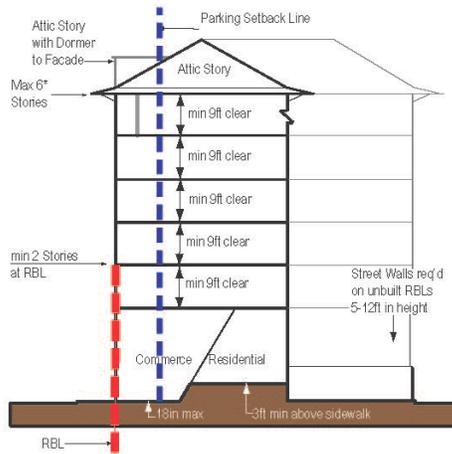


Updating the zoning code now is important to move the community's hard work in EnvisionCR forward. The current regulations have been in place for 10 years and are due for an overhaul. As development patterns and preferences change over time, zoning regulations start showing signs of aging. Important standards to guide new development types may be missing from the code and the existing standards may actually (and inadvertently) create a barrier to development patterns that the community wants to encourage. And while zoning regulations can certainly be amended, it is important to update the entire code

periodically to ensure that all of the moving pieces of the regulatory process are designed to function together and don't end up working at cross purposes or creating language conflicts.

Issues We Will Address

One of the exciting, new zoning tools that the city wants to explore during this update is form-based regulations. Typically referred to as form-based code, these standards establish or reinforce the “form” of a neighborhood or geographic area by regulating how the structures work together, how public and open spaces are provided, and the size and design of streets and sidewalks. Form-based codes also take in account how people’s daily lives are positively or negatively impacted by the built environment. The major change from more traditional zoning is that form-based codes provide sufficient detail in the regulatory process to achieve a more specific outcome that meets the community vision established by EnvisionCR.



Other issues that we anticipate addressing during this update include (but certainly are not limited to):

- Residential development patterns and types of housing mix (i.e., single-family, multi-family)
- Downtown, infill, suburban development, and redevelopment
- Complete streets (i.e., streets that accommodate all modes of transportation and all users).

- Commercial and corridor design standards
- Mixed-use (e.g., residential and commercial) development types
- Neighborhood preservation
- Parks, trails, and open spaces
- Sustainable development patterns
- Creating places that build upon a community’s strengths in order to promote community well-being, commonly referred to as placemaking

Project Approach and Schedule

We will be undertaking the new zoning code project in the following phases:

1. Understand and define issues and opportunities through discussions with the community and city staff
2. Create a roadmap to the new zoning code
3. Draft the new regulations and processes and gather community thoughts and comments
4. Review, revise, and adopt the new zoning code and zoning map

There will be many opportunities to participate in the process as the project moves forward. During each phase of the project, the public will be invited to review and comment on our work and recommendations. We look forward to hearing from you as the project proceeds. If you have any questions, feel free to reach out to:

Anne Russett
 Planner, Community Development Dept
 Phone: 319/ 286-5075
 Email: a.russett@cedar-rapids.org

-Or-

Bill Micheel
 Asst. Director, Community Development Dept
 Phone: 319/ 286-5045
 Email: w.micheel@cedar-rapids.org

Cedar Rapids New Zoning Code Project Glossary

This document outlines various terms that will be utilized throughout the development of the New Zoning Code Project. This document will be updated as necessary over the course of the project.

Character Area Development Classification

General categorization of the long-term growth and build-out of a neighborhood, area, or corridor designed to help guide the selection of zone district(s) for that location. Character areas will be identified and developed based on the community character documentation and analysis undertaken during the early phases of this project. The anticipated character areas are likely to be:

- Downtown,
- Urban neighborhoods,
- Traditional neighborhoods and centers,
- Suburban neighborhoods and centers,
- Urban and suburban corridors,
- Special districts (such as corporate campuses and industrial areas), and
- Rural areas.

The character area identification process will focus on the existing or desired future character of an area—building forms and orientation, street and block layout, intensity, and uses that build on the Land Use Typology Areas.

In order to help guide the drafting of new zone district(s) for Cedar Rapids, the character areas will be evaluated through the lens of their existing and/or desired future character and placed into one of the following development classifications:

Preserve: Applied to areas in the community where design and character are established and will remain relatively stable over time. New development should be designed to work with existing development and reinforce the character of the area in a contextually appropriate manner.

Enhance: Applied to areas where gradual improvements through infill and redevelopment will improve the design and function of the existing development over time. New development should build upon the area's uniqueness, as well as anticipated changes in the area.

Transform: Applied to areas where significant redevelopment is critical to the long-term economic health of the geographic area. This category is also applied to some new mixed-use and non-residential greenfield development.

Development Standards

Those sections of the zoning code that establish categories of regulations applicable across multiple development types, such as parking, landscaping, signs or commercial design standards.

Dimensions/Bulk Regulations

Bulk regulations are the combination of controls (lot size, floor area ratio, lot coverage, open space, yards, height, and setback) that determine the maximum size and placement of a building on a lot.

EnvisionCR

The City's comprehensive plan, adopted in January 2015, which provides the guiding policy framework for how the city will grow over the next several years.

Form-Based Code

A method of regulating development (usually within a character area) that emphasizes building form (scale, massing, relationship to public realm) over building use, with the purpose of achieving a particular type of "place" or built environment based on a community vision.

Form-Based District

A form-based district (used in place of a conventional Zone District) combines development standards, dimension and bulk regulations, and uses. They can be mixed- or single-use districts, but the overarching goal is place-making by regulating physical form, character and intensity.

Future Land Use Map (FLUM)

From EnvisionCR, the FLUM is a map of Cedar Rapids that identifies the locations and the boundaries of the Land Use Typology Areas.

Land Use Typology Areas (LUTAs)

From EnvisionCR, the LUTAs specify the intended types, forms, densities, and intensities of development allowed in each area. Cedar Rapids has 15 LUTAs.

Planned Unit Development

Flexible zone district intended to promote developments that have unique project design intended to surpass the quality of development resulting from a strict application of the regulations of conventional zoning districts.

Procedures/Administrative Procedures

All of the permits, processes, and reviews permitted or required as part of zoning approval, all of which are included in the zoning code, such as rezoning, variance, or site development plan review.

Site Development Plan

A technical drawing used to illustrate, in detail, the proposed use(s) and layout of area development site and its relationship to the surrounding area.

Uses

Any activity, occupation, business, or operation conducted in a building or on a tract of land. Uses may be permitted *by-right*, which means they are allowed in a zone district provided they meet the standards of that district, or as *conditional uses*, which means they are allowed in a zone district subject to conditional use review and approval. Uses are typically categorized as residential, civic, commercial, industrial, and agricultural, accessory, and temporary.

Use Standards

Standards that are applicable to specific uses that may be generally applicable, applicable based on the size of the use, type of use, or zone district in which the use is located. For example, urban gardens may be permitted in mixed-use districts but restricted in industrial districts.

Zone Districts

A residential, commercial, mixed-use, or industrial area of the city within which zoning regulations govern land use and building bulk. Special purpose and overlay districts are used to apply specific regulations to limited geographic areas or development types within the city.

Zoning Map

A map of Cedar Rapids that indicates the locations and boundaries of the individual zone districts. Used to implement the Future Land Use Map.



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To: City Council Development Committee
From: Seth Gunnerson, Community Development
Subject: Highway 100 Study
Date: April 21, 2016

Introduction

At the April 20 Development Committee Meeting, staff will present the Highway 100 Corridor Management Plan. The document can be downloaded at the following link:

<http://bit.ly/1LVUmoh>

The plan was commissioned through the Corridor Metropolitan Planning Organization (MPO) with work being completed with MPO and City staff. On March 17, 2016 the MPO's Policy Board reviewed and approved the plan and referred it to the City of Cedar Rapids and Linn County for adoption.

The document looks at future land use and infrastructure requirements for future development which may occur around the Highway 100 corridor after the extended road opens over the coming years. The land use plan was developed in conjunction with EnvisionCR, which is the City of Cedar Rapids' comprehensive plan. Public input as a result of this process showed a preference for conservation-focused neighborhood development around walkable, more traditionally developed neighborhood commercial centers. Based on this land use scheme the plan projects population yields for future developable land and identifies major infrastructure needs for the transportation network along with public utilities such as water, sewer, and stormwater management.

Plan Background and Study Area

The construction of Highway 100 will influence land use in west Cedar Rapids. The road will create a completed loop of the community along Highway 13, Highway 30 and Highway 100 and provide a bypass of downtown for some freight traffic. It will also provide a link between the Westdale area and largely single family development along the west side of town to commercial and employment centers along the Collins Road/Highway 100 corridor on the east side. With the announcement of funding for Highway 100 the City realized the importance of long range planning of the corridor to ensure appropriate and high quality growth.

The study area for the plan goes along the alignment of the Highway 100 extension from the existing City Limits to 2-miles west of the new highway.

How the City will use the plan.

The land use plan developed by the Highway 100 Corridor Management Plan has already been adopted by the City Council as part of EnvisionCR. The Highway 100 CMP expands on EnvisionCR by examining the costs for road, water, sanitary, and storm sewer improvements in the study area. Development is described in four phases, or analysis areas, showing the cost for

development around the Covington Road interchange, the E Avenue Interchange, the land between the two interchanges, and future development further to the west of the highway. This information will be beneficial as the City continues to refine its analysis of development options on all sides of the community and will help inform decision making as the City makes decisions about how to effectively invest in future growth, both infill and greenfield.

The plan also looked at the character for development which might occur in the future. Resident input showed a preference for conservation-oriented residential neighborhoods surrounding more traditionally developed mixed-use commercial centers. As the City develops a new Zoning Ordinance the plan will help guide staff in ensuring that the correct zoning districts exist to allow this development in the future.

Next Steps

Based on Development Committee's recommendation, staff will take the plan before the City Planning Commission for review and recommendation in early May with a presentation of the plan to the City Council for adoption on May 24th.

Staff will also coordinate adoption of the Plan with Linn County. Any future agreement which may be made between Linn County and the City of Cedar Rapids to facilitate implementation of the plan will be brought back before the Development Committee prior to going to City Council.



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To: City Council Development Committee
From: Seth Gunnerson, Community Development
Subject: Zoning Code Amendments
Date: April 21, 2016

Introduction

At the April 20 Development Committee Meeting, staff will present an amendment to Chapter 32 of the Municipal Code, the Zoning Ordinance, to correct scrivener's errors, clarify definitions, and make a change to signage regulations to match the intent of the Design Review Overlay Districts. The City is in the process of a comprehensive rewrite of the Zoning Ordinance. These amendments are meant to provide clarity to the code prior to consideration of the full Zoning Ordinance Update.

Recommended Amendments:

1. Allow wall signage on Multi-Family Buildings within an approved Design Review Overlay District.

The City has created four Design Review Overlay Districts to provide for unified design standards and enhanced urban design for buildings in core neighborhoods. These districts have been established in Kingston Village, the Czech Village and New Bohemia Districts, the MedQuarter, and along Ellis Boulevard. The intent is to allow for buildings to be built along the sidewalk with an 'urban' feel that might otherwise not be permitted by the zoning ordinance. Buildings built in this manner typically have wall signage (affixed flat against the building) or projecting signs (which are attached to the building and project outward) instead of freestanding signs (signs installed on the ground) as there is typically not room for free standing signage in front of buildings which are built to or near the sidewalk.

Currently projecting signs are not permitted in multi-family residential zone districts, even though standards for all four Design Review Overlay Districts specifically describe projecting signage as an encouraged sign type.

The amendment would allow projecting signs up to 32 square feet in size to be placed on multifamily buildings in Residential Zoning Districts within a Design Review Overlay District.

2. Self-Service Storage Facilities

The amendment would change the parking standards and fix inconsistencies in the definition of Self-Service Storage Facilities (also known as mini-warehouses) within the zoning ordinance. Chapter 32 uses the "Self-Service Storage Facility" term in the definitions section and within the Permitted Uses Table, but refers to them as "Mini-

warehouses” for parking standards. The term “mini-warehouses” would be removed and replaced with “Self-Service Storage Facility”

In addition, the code currently requires 1 parking spot per 3,000 square feet of Gross Land Area dedicated to Self-Service Storage”. Staff feels this is excessive and is recommending changing the definition to 1 parking spot per 3,000 square feet of **Gross Floor Area** for the structures on the site. This is more in line with other communities surveyed in Iowa.

3. Text Error

Section 32.05.030.A.2.a.ii, which deals with landscaping standards, incorrectly lists which subsequent section deals with landscaping within and outside of the Core. The proposed amendment would fix this error.

Timeline

This item will be on the agenda for the City Planning Commission meeting on April 21. The recommendation of the City Planning Commission will be presented to Council a public hearing on April 26.

If the first reading of the ordinance is adopted by Council on April 26, it is anticipated the 2nd and 3rd Readings of the Ordinance will be adopted on May 10.



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To: City Council Development Committee
From: Bill Micheel and Jeff Hintz, Community Development
Subject: Mobile Food Vending Ordinance
Date: April 20, 2016

Background: After the update to the Development Committee at the March 9 meeting, City staff began drafting ordinance language based upon previous stakeholder feedback and the input of the Development Committee.

Initial Outreach Process

In January and February of 2016, Community Development Staff met with the following City Departments:

- Zoning/Development Services
- Building Services Department
- City Clerk
- Traffic Engineering
- Parks and Recreation
- Police Department
- Fire Department

During this time frame, Community Development Staff also met with the following external stakeholders:

- Economic Alliance
- ParkCR
- Linn County Public Health
- Restaurant owner/operators
- Food truck owner/operators

Stakeholder meeting: On April 18 and 19, stakeholder meetings will be held to gather comments on the proposed ordinance language from mobile food vendors and restaurant owners. Feedback from stakeholders at the meeting will be shared with the Development Committee during the April 20 meeting as part of the presentation.

Proposed Changes to the Municipal Code: As a result of the stakeholder feedback, analysis of practices from other communities, and input from the Development Committee the following changes to Chapter 42 of the municipal code would be sought:

- Current Chapter 42 of the Municipal Code would remove any reference to food vending. Chapter would then address pushcarts, peddlers, solicitors and transient merchants selling anything that is not food.
- A new sub-chapter of the municipal code would be created, 42A titled Mobile Food Vendors.

Within this newly created sub-chapter, regulations would exist for anyone looking to vend whole unprocessed food, prepared food, or pre-packaged food products without a permanent location. Regulations applicable to food vendors selling within the right-of-way or on a private parcel would be included, in addition to regulations specific to types of mobile food vending units.

The ordinance would contain locational requirements including a separation distance requirement for mobile food vendors from brick and mortar restaurants, separation from intersections, bike lanes, and others. In addition, the ordinance will address hours of operation, disposal of waste and other safety related regulations which are applicable to all mobile food vendors. The ordinance will also contain language which exempts the requirements for a mobile food vending license on private parcels of land when certain conditions are met. Exemptions for religious institutions, charitable organizations, clubs/lodges, those included as part of a special event permit and farm stand type operations would also be included within the ordinance language.

Any time a mobile vending operation would occur within the public right-of-way, a mobile food vending license would be required. The ordinance language will also address the process for obtaining a license, including when a license can be revoked, the reasons a license can be revoked and what the process would be to hear an appeal. There would also be a definitions section of the ordinance which clearly defines what is meant by terminology used throughout the document.

Next Steps:

1. May 12 – Set public hearing for May 24
2. May 24 – Public Hearing to consider ordinance
3. June 14 – 2nd and Possible 3rd reading of ordinance



Community Development and Planning Department
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To: City Council Development Committee
From: Caleb Mason, Community Development
Subject: Knutson RFP
Date: April 20, 2016

Background:

On March 22, 2016 the City Council adopted a Resolution directing staff to invite redevelopment proposals for the former Knutson Building at 525 Valor Way SW and two adjacent vacant properties owned by the City. As part of the action, the City Council directed staff to broaden the scope of the request for proposals (RFP) to include options for redevelopment ranging from full restoration of the building to partial restoration which incorporates a portion of the existing building.

Additionally, the RFP includes opportunity to include use of two adjacent vacant City-owned parcels allowing proposals to contemplate additional new construction or other creative improvements which enhance the proposal. Proposers may submit a proposal for either full or partial renovation, or proposals for both.

Proposals will be evaluated based on the following criteria:

1. Developer Capacity and Project Feasibility
 - a. Capacity, experience, and capability of the Proposer
 - b. Market feasibility
 - c. Financial feasibility
 - d. Timeline for redevelopment and built-out
2. Historic Preservation
 - a. Promotes the local historic architectural character and nature of the City's industrial development along the Cedar River
 - b. Promotes sense of place unique to Cedar Rapids
3. Community Benefit
 - a. Site and development amenities
 - b. Innovative sustainability features in the site and building design
 - c. Quality design and architecture for any new construction
4. Economic impact
 - a. Overall project investment
 - b. Jobs created or retained
 - c. Amenities or services provided

The following is the timeline for the RFP Process:

April 12	Motion Setting a Public Hearing
April 20	Development Committee
April 26	Public Hearing & Resolution to initiate RFP
May 2	Informational meeting
June 6	Deadline to request proposal extension
June 27	11 a.m. - Deadline for proposals
June 29	Proposal Review
July 12	City Council consideration of proposal recommendation
August 23	City Council consideration of a Development Agreement