



City of Five Seasons®

City of Cedar Rapids

**Development Committee Meeting Agenda**

City Hall Training Room

Wednesday, May 18, 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

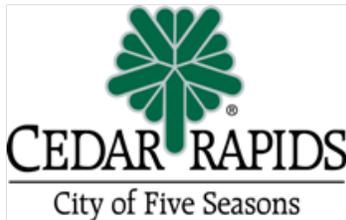
Council member Pat Shey

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 – April 20, 2016
- Recommendation Items:
  1. Citizen Participation Plan (CDBG/HOME) Erika Kubly (15 minutes)  
*Community Development*
- Updates
  1. Zoning Code Update Bill Micheel (10 minutes)  
*Community Development*
  2. 1<sup>st</sup> Street/3<sup>rd</sup> Avenue SE Redevelopment Caleb Mason (15 minutes)  
*Community Development*
- Public Comment



**City of Cedar Rapids  
DEVELOPMENT COMMITTEE MINUTES  
City Hall Council Chambers  
Wednesday, April 20, 2016  
3:00 p.m.**

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

Present: Council members Poe (Chair), Shey, and Overland. Staff members present: Jennifer Pratt, Community Development Director; Anne Russett, Community Development Planner; Seth Gunnerson, Community Development Planner; Bill Micheel, Community Development Assistant Director; Jeff Hintz, Community Development Planner; Caleb Mason, Economic Development Analyst; Kirsty Sanchez, Community Development Planner; and Anne Kroll, Community Development Administrative Assistant.

Council member Shey made a motion to approve the minutes from March 9, 2016. Council member Overland seconded the motion. The motion passed unanimously.

Recommendation item one (1) was presented first.

**Recommendation Items:**

**1. Highway 100**

Seth Gunnerson, Community Development Planner, shared background information and an overview of the Highway 100 Corridor Management Plan. Mr. Gunnerson discussed the development scenarios (standard development, urbanism, and conservation), vetting development scenarios, assumptions associated with Preferred Land Use Scenario, the phasing and implementation of the Plan, how the Plan will be used, and the four (4) phases of development. Mr. Gunnerson shared the next steps.

Council member Overland stated that he agrees with the combination between the conservation and urban. As we develop this area out it is important that we do it the right way environmentally, but at the same time, also doing it in such a way where it maximizes the value of these developments that occur so that they can contribute to the tax base as much as possible.

Council member Poe stated that since the Zoning Code is closely related to this is it premature to approve this before the Zoning Code update? Jennifer Pratt, Community Development Director, stated that at this level it is consistent with the Future Land Use Map that was adopted in EnvisionCR. The Zoning Code update is drilling down into the everyday zoning. Mr. Gunnerson stated that this is the correct staging in that EnvisionCR and this Plan set up the vision for the technical document (Zoning Code) that will really help enable that and will react to individual sites as they come in.

Council member Poe asked when activity by developers would be expected once City Council adopts the Plan and the road from Covington to Edgewood is finished. Mr. Gunnerson stated that section of the road is scheduled to open by the end of this year. Council member Poe wants to make sure that the updates in the Zoning Code are prepared as developers come forward. Mr. Gunnerson stated that there are many steps such as land being annexed, land being subdivided, and land being zoned. Decisions will need to be made as these requests come through.

Council member Overland made a motion to recommend that the City Council approve the adoption of the Highway 100 Corridor Management Plan. Council member Shey seconded the motion. The motion passed unanimously.

## **Presentations:**

### **1. New Zoning Code Project**

Elizabeth Garvin of LSL Planning presented on the new Zoning Code project. Ms. Garvin discussed the key principles to a successful code revision, the goal of this project, implementing EnvisionCR, the overview of the project, the scope of work, character area development classifications, form-based codes, form-based districts, preliminary drafting topics, community outreach, user-friendly code elements, project committees, and the project calendar. Ms. Garvin also highlighted some preliminary outreach efforts including meetings with various user groups.

Council member Shey asked who the user groups are. Ms. Garvin stated that the user groups are representatives from the MedQuarter, developers, realtors, design professionals, environmental, overlay districts, cell towers and signs, and historic preservation.

Council member Shey asked for how the form-based code works. Mary Madden of Ferrell Madden stated that most of the communities that are moving to form-based districts are typically doing them in areas where they would like to see mixed use development, for example, in the NewBo area. There is no real benefit to use form-based codes in single family neighborhoods, so that part of the Zoning Code would be cleaned-up and modernized. The consultants are working on character area development classifications now by touring the city and looking at the current Zoning Code.

Council member Overland asked if there is a trend towards municipalities going towards form-based zoning. Ms. Madden stated that the term form-based code has been used for the past 10-12 years, but if you look at the history of zoning, the earliest zoning codes were basically form-based. A lot of communities are using form-based codes because it is more streamlined. Council member Overland asked if it is easier for the development community to propose things that the City would like to see in certain areas. Ms. Madden believes that it is if you use form-based codes for what is really important and do not try to use the form-based code to regulate aesthetic details. The form-based code should set the framework and let the developers have the ability to respond to the market. Generally, developers would rather put their money in the project and not the process.

Council member Poe spoke about using form-based codes in developing the west side of the river and in the previously flooded Ellis Boulevard Business Corridor.

Council member Poe asked what is being attempted with the form-based regulations regarding historic preservation. Anne Russett, Community Development Planner, stated that how the regulations impact the historic districts will be considered as part of this code update. If there are

vacant lots in the districts, we want to make sure that new development is consistent with the existing development pattern. A member of the Historic Preservation Commission is on the Project Steering Committee and will be involved in the process throughout.

Council member Poe asked when this will come back to the Development Committee and to the City Council. Ms. Pratt stated that staff plans to keep Development Committee informed. Before an open house, staff will preview what information will be provided and staff will also provide feedback on what was heard at the public outreach events.

### **Recommendation Items:**

#### **2. Chapter 32 Amendments**

Mr. Gunnerson stated that the intent of the amendments is to clarify policy and correct errors. Larger changes will wait for the Zoning Code update to avoid changing policy twice in a short period of time and to allow the Zoning Code update process to play out. The amendments allow projecting signs in the Design Review Overlay Districts, self-service storage facilities, and a text error. Mr. Gunnerson shared the timeline.

Council member Overland made a motion to recommend that the City Council approve the adoption of the Chapter 32 Amendments. Council member Shey seconded the motion. The motion passed unanimously.

#### **3. Mobile Food Vending Ordinance**

Bill Micheel, Community Development Assistant Director, described who the ordinance is for and where the vendors can park. Input was received from local restaurant owners and operators, mobile food vendor owners and operators, Economic Alliance, ParkCR, and local government staff. Mr. Micheel shared input from the two (2) public meetings held earlier in the week. Mr. Micheel and Jeff Hintz, Community Development Planner, detailed the draft ordinance.

Council member Overland asked if the 100 foot buffer for food vendors from restaurants is something that the City will help the vendors with. Mr. Micheel stated that staff will go out and walk through the streets to see what parking spaces are off limits. The vendors that come in for a license will be able to look at a map to see which parking spots are available.

Council member Poe would like the vendors to have a list of events, such as the ski show at Ellis, to have the opportunity to have their trucks available.

Council member Poe asked about the dimensions of the truck and how the truck takes up one parking spot and the vehicle attached to the truck takes up another which then gets towed. Mr. Micheel stated that in the ordinance it states that the vehicle pulling the food truck, as well as employee vehicles will have to be parked in a parking ramp.

Council member Poe asked about fees because currently, the license in Cedar Rapids is around \$300 and the food trucks in Iowa City are \$1200 year. Mr. Micheel stated that the fees will be considered in a different resolution. The Clerk's Office will work with the Finance Department to determine what that fee will be and it will fluctuate depending on the length of the license.

Council member Shey made a motion to recommend that the City Council approve the Mobile Food Vending Ordinance. Council member Overland seconded the motion. The motion passed unanimously.

Council member Shey left the meeting at 4:43 p.m.

#### **4. Knutson Building Request for Proposals**

Caleb Mason, Economic Development Analyst, stated that proposals may include a range from full restoration to partial restoration, proposers may submit 2 proposals (one for each option of treatment for the building - full or partial restoration), and adjacent vacant land is part of the RFP so proposers may include new construction or other creative improvements that enhance the proposal. Mr. Mason shared the review criteria: developer capacity and project feasibility, historic preservation, community benefit, and economic impact. Mr. Mason shared the timeline for next steps in the RFP process.

Council member Overland noted that in four (4) months a final decision will be made on this building. Council member Poe stated that we have done everything possible to try and save this building, so we will see if anyone can help us on this project.

Council members Overland and Poe recommend that City Council approve the criteria and disposition process for the Knutson Building with unanimous consent.

#### **Informational Items:**

##### **1. Mt. Vernon Road Corridor Action Plan**

Mr. Micheel stated that this relates to Goal 2, StrengthenCR, to improve the quality and identity of neighborhoods and key corridors. The purpose of the Plan is to expand on the concepts of EnvisionCR and focus on connecting all the various planning efforts, such as, parks and recreation, flood recovery, pedestrians, and trails together related to a specific neighborhood, road corridor, or area of the city and identify specific actions needed to address issues or make improvements. Mr. Micheel shared the Plan goals, project focus, and next steps. There will be a citizen's advisory group and staff is currently getting names together for that list which Council will see.

Council member Overland asked if this includes a majority of the property owners along Mt. Vernon Road. Mr. Micheel stated that it does and staff will make an effort to talk to specific user groups. Council member Overland thinks it is important to have property owners look at this because there is a group of them that welcome the involvement of the City to try to focus in on the broader area there. Everyone can agree that this area is grossly underutilized. Mr. Micheel views this as a big opportunity for the City. What is the most interesting are the neighborhoods that flank the road. Each of the neighborhoods has a different idea of how they would like to use Mt. Vernon Road.

Council member Poe asked if the street will be made narrower because she walks down Mt. Vernon Road and the cars fly by. The sidewalk is so close to the street that it is dangerous. Mr. Micheel stated that staff will focus on how to improve the pedestrian access and walkability in addition to accommodating bicycles and transit. However, this is also an area that sees a lot of truck traffic. It could be considered to move the sidewalk to create a buffer. There are tools that can be used to help all modes of traffic.

Council member Poe stated that there is a group that would like to see signage on the bridge to show entrance into the MedQ. Council member Poe encourages staff to work with the school district on sidewalks so that kids can walk to school safely.

## **2. NW Neighborhood Action Plan**

Kirsty Sanchez, Community Development Planner, stated that this relates to Goal 1, StrengthenCR, to support existing neighborhood associations through the development of Neighborhood Action Plans. The Neighborhood Action Plan expands on concepts identified in many other City Plans and staff is focusing on how these Plans come together and impact the Northwest Neighborhood. Ms. Sanchez shared Plan elements, neighborhood feedback, and next steps.

Council member Poe stated that the connectivity between Ellis Boulevard and 6<sup>th</sup> Street is going to drive development in this area. Housing provides the demand for development.

### **Public Comment:**

There was no public comment.

Council members Overland and Poe adjourned the meeting at 5:04 p.m. with unanimous consent.

Respectfully submitted,

Anne Kroll, Administrative Assistant II  
Community Development



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**To:** City Council Development Committee  
**From:** Paula Mitchell through Jennifer Pratt, Director of Community Development & Planning  
**Subject:** Updates to Citizen Participation Plan  
**Date:** May 12, 2016

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The City of Cedar Rapids has been a recipient of Community Development Block Grant (CDBG) funding for over 40 years, and a participating jurisdiction in the HOME Investment Partnership Program since 1994. As a condition of receiving funds, the City is required to adopt, and follow, a Citizen Participation Plan that provides opportunities for public input on activities undertaken through the CDBG and HOME programs.

HUD recently adopted new requirements regarding what processes must be addressed in the Citizen Participation Plan, requiring the City to update its plan. As part of this work effort, staff undertook a comprehensive review of the Citizen Participation Plan to make administrative corrections and bring the plan into alignment with the operations of other boards and commissions, and to ensure compliance with all Federal, State, and Local Requirements.

The changes proposed generally fall into three categories:

1. Administrative changes, such as updating references to programs that have undergone name changes, bringing appointment procedures into alignment with other boards and commissions, aligning the timeline with the regular City Board and Commission appointment cycle, and clarifying how reasonable accommodations will be made to allow for full participation by people with disabilities.
2. Changes that are regulatory in nature and prescribed by HUD, specifically outlining a process for seeking citizen input on Affirmatively Furthering Fair Housing and input on any substantial changes to the Consolidated Plan.
3. Changes that are regulatory in nature and intended to ensure compliance with State open meeting laws.

A matrix detailing the proposed changes is provided on an attached matrix.

<b>Administrative Updates and Changes for Consistency With Other Boards and Commissions</b>	<b>Changes to align with HUD Rules and Objectives</b>	<b>Changes to Clarify Requirements Relative to Open Meeting Laws</b>
The Emergency Shelter Grant is now the Emergency Solutions Grant.	Clarifying that consideration is given to eligible activities that aid in the de-concentration of low- to moderate-income households.	The General Provisions section now includes a point to clarify the requirements of Iowa's open meeting laws, including refraining from side meetings and discussions relating to the meeting's proceedings.
Representative appointments are to be made by April 30 <sup>th</sup> instead of July 1 <sup>st</sup> so that City Council may take action prior to the July 1 <sup>st</sup> program start.	Process outlined for Consolidated Plan and Affirmative Fair Housing Plan Citizen Participation.	Whereas prior to these changes only the 5 City Council appointed representatives went through Board and Commissions Training, now all members will attend the same training.
Roles and responsibilities have been clarified in regards to the Chair-Person's role versus staff's role.	Substantial change plans outlined for both Consolidated Plan and Affirmative Fair Housing Plan, where previously just outlined for Annual Action Plan.	
Language updated to clearly outline policies for reasonable accommodations to allow for full participation by persons with disabilities.		
Timeframe for responses to comments now outlined in plan.		
Where previously City Council only approved 5 at large representatives, all members will now be approved by City Council resolution.		
Provides that neighborhood representatives will be nominated by their organization through a democratic election to ensure full input by affected stakeholders.		
City Council will be the final authority to appoint and remove members.		