MINUTES OF
CITY PLANNING COMMISSION MEETING,
Thursday, January 7, 2016 @ 3:00 p.m.

Cedar Rapids City Hall Council Chambers, 101 First Street SE

Members Present:  
Jim Halverson, Chair  
Richard Pankey, Vice Chair  
Carletta Knox-Seymour (Arrived at 3:05pm)  
Virginia Wilts  
Samantha Dahlby  
Kim King  
Dominique Blank  
Bill Hunse  
Anthony Brown

DSD Staff:  
Joe Mailander, Manager  
Vern Zakostelecky, Zoning Administrator  
Johnny Alcivar, Development Services Specialist

CD Staff:  
Seth Gunnerson, Planner  
Adam Lindenlaub, Planner  
Bill Micheel, Assistant Director  
Betty Sheets, Administrative Assistant

City Council Liaison: Justin Shields

Call Meeting to Order

The meeting was called to order at 3:00 p.m.

Opening statements were presented stating the protocol of the meeting and the purpose of the City Planning Commission.

Commissioner Halverson welcomed new Commissioner Anthony Brown to the meeting.

Roll Call

Roll call was answered with nine (9) Commissioners present.
A. Approval of the Minutes

Commissioner Halverson called for any additions or corrections to the minutes. Commissioner Halverson stated with no additions or corrections, the December 3, 2015 Minutes stand approved.

B. Adoption of the Agenda

Commissioner Halverson called for any additions or corrections to the agenda. Commissioner Halverson stated with no additions or corrections, the agenda stands approved.

C. Action Items

1. Case Name: 902 17th Street NE (Preliminary Site Development Plan)

   Consideration of a Preliminary Site Development Plan in an O-S, Office/Service Zone District as requested by Mount Mercy University (Applicant/Titleholder)
   
   *Case No. PSDP-022285-2015; Case Manager: Vern Zakostelecky*

Commissioner Knox-Seymour arrived to the meeting.

Mr. Zakostelecky stated the applicant; Mount Mercy University is requesting Preliminary Site Development Plan approval for the property located at 902 17th Street NE. This site is currently undeveloped and was formerly an industrial site. The property is currently zoned O-S, Office/Service Zone District. The proposal is to construct an athletic facility will include softball field, baseball field, a track with football/soccer/lacrosse field with associated bleachers, dugouts, press boxes, parking, public trail, as well as locker rooms/restrooms. Mr. Zakostelecky presented a Location Map, General Information, Aerial, Site Development Plan, Renderings and Next Steps.

Commissioner Halverson called for questions of Mr. Zakostelecky.

Commissioner Dahlby asked about bicycle parking on the property. Mr. Zakostelecky stated he would let the representative of the applicant answer that question.

Commissioner Brown asked what the timeline for construction. Mr. Zakostelecky stated he would let the representative of the applicant answer that question.

Commissioner Hunse asked how trash and deliveries worked on the site as well as if there were restrooms on the site. Mr. Zakostelecky stated he would let the representative of the applicant answer those questions. Commissioner Hunse further asked if the O-S Zoning District was exempt from screening roof top mechanical unit. Mr. Zakostelecky stated that it is not. It is a Zoning Ordinance requirement.

Commissioner Halverson called for a representative of the applicant.

Jon Fitch, Shive Hattery Architecture & Engineering, 316 2nd Street SE representing Mount Mercy addressed the Commission. Mr. Fitch stated that the owner is excited about this site and plans to open up the site to teaming up with under privileged programs within the community to them to use the facility for camps and other programs throughout the year.
Mr. Fitch stated that construction is planned to start in April with a full year of construction. Mr. Fitch stated that bike racks will be placed on the plaza. There is not a fixed concession area but carts will be brought in during games. Mr. Fitch said deliveries will be via small delivery vehicles or vans on the 8 foot wide sidewalks. As noted the restrooms and locker rooms are provided on the plaza.

Commissioner Blank asked if there was a walking area to come from the campus. Mr. Fitch stated they would access from the north and east to the plaza. Mr. Fitch stated that construction traffic will come off of I Avenue NE or 17th Street NE.

Commissioner Knox-Seymour asked about underserved groups. Mr. Fitch stated that groups such as Four Oaks will be allowed to use the facility at a reduced rate.

Commissioner Blank asked if there was an issue with drainage. Mr. Fitch stated that there was not, but that they were still working through many of the issues.

Commissioner Halverson called for members of the public who wished to speak. No members of the public were present.

Commissioner Halverson called for a motion. Commissioner Hunse made a motion to approve the Preliminary Site Development Plan in an O-S, Office/Service Zone District with the condition that all mechanical units be screened per the ordinance requirement. Commissioner Brown seconded the motion.

Commissioner Halverson called for discussion on the motion. No further discussion.

Commissioner Halverson called for a vote on the motion. The motion passed unanimously with none opposed.

2. **Case Name: 7708 6th Street SW (Rezoning)**

   Consideration of a change of zone from A, Agriculture Zone District to I-2, General Industrial Zone District as requested by TH Development, LLC (Applicant) and Louis L. and Margaret Ellen Barta (Titleholders)

   *Case No: RZNE-022246-2015; Case Manager: Johnny Alcivar*

Mr. Alcivar reviewed the City Planning Commissions Criteria for recommendation and action, Mr. Alcivar state the property is currently zoned A, Agriculture Zone District and I-2, General Industrial Zone District and this is a request to rezone a portion of the area zoned A, Agriculture Zone District to the I-2, General Industrial Zone District to allow for the previously approved development of semi-trailer sales and service facility. Mr. Alcivar presented two Location Maps, General Information, the approved Preliminary Plat, the approved Preliminary Site Development Plan, Zoning and Street View and Next Steps. Mr. Alcivar stated the rezoning would be a public hearing at the February 9th City Council Meeting.

Commissioner Halverson called for questions of Mr. Alcivar.
Commissioner Hunse asked about trash enclosures on the site. Mr. Alcivar stated the Administrative Review Plan will show those enclosures. Commissioner Hunse stated the same for oil and grease. Mr. Zakostelecky stated that as a point of clarification, this is a cleanup of a portion of this farmstead that is required to be rezoned I-2, General Industrial Zone District and that all departments reviewed the Administrative Review Plan.

Commissioner Halverson called for a representative of the applicant.

Brent Jackman, Hall & Hall Engineers, 1860 Boyson Road, Hiawatha, IA and stated that Mr. Alcivar and Mr. Zakostelecky had done a great job of answering the questions.

Commissioner Hunse asked if the grading and drainage plan satisfy the concerns of settlement and containment area had been addressed. Mr. Jackman stated that had all been addressed properly.

Commissioner Halverson called for members of the public who wished to speak. No members of the public wished to speak.

Commissioner Halverson called for a motion. Commissioner Pankey made a motion to approve the change of zone from A, Agriculture Zone District to I-2, General Industrial Zone District. Commissioner Knox-Seymour seconded the motion.

Commissioner Halverson called for discussion on the motion. No further discussion.

Commissioner Halverson called for a vote on the motion. The motion passed unanimously with none opposed.

3. **Case Name: 4600 20th Avenue SW (Rezoning)**

   Consideration of a change of zone from C-3, Regional Commercial Zone District to I-1, Light Industrial Zone District as requested by Midwest 3PL (Applicant/Titleholder)

   **Case No. RZNE-022431-2015; Case Manager: Johnny Alcivar**

Mr. Alcivar stated this is a request to rezone 5.94 acres of vacant land currently zoned C-3, Regional Commercial Zone District, to the I-1, Light Industrial Zone District. The request is to allow for the expansion of an existing warehouse on the adjoining property west of the site. Mr. Alcivar presented a Location Map, General Information, Zoning, Revised Site Plan, Street View and Next Steps. Mr. Alcivar stated the rezoning would go to City Council for a public hearing on January 26th. The variance request would go to the Board of Adjustments on February 8th.

Commissioner Halverson called for questions of Mr. Alcivar. No questions were presented.

Commissioner Halverson called for a representative of the applicant.

Jacob Hahn, Anderson-Bogert Engineering, 790 11th Street, Marion, Iowa stated he did not have anything to add and that it was an expansion of the warehouse.

Commissioner Halverson called for questions of the applicant.
Commissioner Halverson asked since this is a revised site plan being presented; it appears that there is proposed extensive landscaping to screen that area long Jacolyn Drive. Mr. Hahn stated yes there will have to be special landscaping due to the fact this is a food grade warehouse.

Commissioner Halverson asked what landscaping was proposed. Mr. Hahn stated most will be evergreen and increased shrubs away from the building.

Commissioner Dahlby asked if there were changes being made to the stormwater runoff. Mr. Hahn stated the existing detention pond on site is not sized for the current site so proposing a new detention pond on the southeast corner.

Commissioner Halverson called for members of the public who wished to speak. No members of the public were present.

Commissioner Halverson called for a motion. Commissioner Knox-Seymour made a motion to approve the change of zone from C-3, Regional Commercial Zone District to I-1, Light Industrial Zone District. Commissioner Blank seconded the motion.

Commissioner Hunse asked if the walks coming out of the building would be ADA accessible. Mr. Hahn said that there would be ADA accessibility.

Commissioner Halverson called for discussion on the motion. No further discussion.

Commissioner Halverson called for a vote on the motion. The motion passed unanimously with none opposed.

A. New Business

a. Election of Officers for 2016 - Chair and Vice Chair

Commissioner Pankey made a motion to nominate Jim Halverson as Chair. Commissioner Blank seconded the motion. Commissioner Halverson called for a vote on the motion. The motion passed unanimously with one abstention.

Commissioner Wilts made a motion to nominate Richard Pankey as Vice Chair. Commissioner Knox-Seymour seconded the motion. Commissioner Halverson called for a vote on the motion. The motion passed unanimously with one abstention.

b. Consideration of a recommendation of approval of EnvisionCR 2016 Initiatives Update Report to City Council

   Planner: Adam Lindenlaub

Mr. Lindenlaub stated as part of the implementation of EnvisionCR, the first annual review of the Initiatives was completed at the end of 2015. The purpose of this review is to check the status of Initiatives and to help City Departments prepare for the upcoming budget development process. The report provides a status summary of the Initiatives, a summary of 2015 accomplishments, a preview of anticipated 2016 activities, and finally the Initiatives update. Mr. Lindenlaub stated that there were 97 Initiatives of the EnvisionCR with 53 that have started; 37 are on-schedule and 7 have been completed.
Upon City Planning Commission recommendation, this report will go to City Council for their approval. This approval will also include any changes to the EnvisionCR document such as Initiative Lead changes or Schedule changes.

Commissioner Knox-Seymour asked where the City stands with including the Senior Citizen group and perhaps other that need addressing. Mr. Lindenlaub stated that when they start looking at individual elements they would be included.

Commissioner Knox-Seymour asked what elements they would be included in. Mr. Lindenlaub stated that he did not have any at this time.

Commissioner Knox-Seymour asked about future transportation specifically bus transportation and how we are improving that in all sectors of the City. Mr. Lindenlaub stated that there is mention of transportation throughout EnvisionCR, however in ConnectCR that will be looked at more specifically, however we do have an initiative specifically with buses to do a study that looks at the transit system, almost like there is no transit system and how that would look. The Corridor Metropolitan Planning Organization, of which the City is a member of, has a consultant on contract right now to do that study. The consultant has one year to complete the study which also includes outlining cities.

Commissioner Knox-Seymour stated that funding is always a problem, but specifically with respect to Cedar Rapids and how folks can get around more efficiently. Mr. Lindenlaub stated that the study will look at how to better serve the people who need it but also how to attract those that want to take the bus instead of using their car.

Commissioner Dahlby asked if the transit study was something that will be presented to the City Planning Commission. Mr. Lindenlaub stated he would make a note to present to the CPC.

Commissioner Hunse stated that he would like to see bus stops and bus shelters especially incorporated into development plans especially large projects when there are existing bus stops that need improvements or in fact bus stops in the future to include shelters and benches, and suggests powered with solar to maybe provide enough heat to melt the snow. It is pretty daunting to see all that snow at the bus stops. Commissioner Hunse also stated that he notices increasing in regard to buses. They are stopped in a travel lane on two lane streets with their flashers, no one is getting on or no one is getting off. And what that is telling me is that they are early on their schedule. There is a way to accommodate that with bus turn out base. I would like the leader of this operation to delve a little deeper into it. Mr. Lindenlaub stated he would let Mr. DeBrower know of his concerns.

Commissioner King asked if he was asking the Commissioners to approve this in its current form to go forward to Council. Mr. Lindenlaub stated that was correct. Commissioner King asked if he could share with the Commissioners how do you envision the life of this document going forward. Mr. Lindenlaub stated it was a quick summary to City Council, CPC and other Boards and Commissions and the public on how we are doing with implementing the plan. Commissioner King asked what medium will you produce this. Mr. Lindenlaub stated it would be online as well as through an e-newsletter. Commissioner King asked if this was the first one. Mr. Lindenlaub stated that it was the first review. Commissioner King suggested contact information be added to this report and further stated that she personally could not approve the
document as it is written because of typos, verbiage, not in one voice. The City should be proud of what it has done and suggested that visuals be added and that the City should toot your horn more as you have a great story to tell.

Commissioner Halverson asked if there was a tight timeline on this project. Bill Micheel stated that there was not a tight timeline on this. Certainly we would like to move forward so that we can get down to the business of updating the elements themselves.

Commissioner Halverson recommended that Commissioners could contact City staff with any suggestions.

Commissioner Knox-Seymour asked what was meant by allowance of density bonuses for affordable housing.

Bill Micheel stated it is an incentive to encourage developers to include affordable housing in their developments. It encourages developers to find ways to incentive, encourage affordable housing across the city.

Commissioner Brown asked what defines affordable housing. Mr. Micheel said defined by HUD, a percentage of income, perhaps 40% of your income on housing.

Commissioner Brown also asked if a graph with the six sub categories that have been started and completed could be included.

Commissioner Wilts stated that highlights the seven (7) initiatives that are completed and give more specifics. Make that the lead in the document to show what has been done. Mr. Micheel stated we appreciate the input and will incorporate the suggestions.

Commissioner Halverson called for a motion. Commissioner Brown made a motion to table the EnvisionCR 2016 Initiatives Update Report until the next meeting. Commissioner King seconded the motion. Commissioner Halverson stated that the Commission would take action on this at the next meeting.

Commissioner Halverson called for a vote on the motion. The motion passed unanimously with none opposed.

c. Consideration of a recommendation to approve staff-initiated amendments to the Future Land Use Map as part of the annual update to EnvisionCR.

   **Planner: Seth Gunnerson**

At the January 7, 2016 City Planning Commission Meeting, City staff presented a number of proposed changes to the EnvisionCR Future Land Use Map for recommendation to the City Council. This action item is in conjunction with the update to the EnvisionCR document itself.

EnvisionCR is intended to be a living document that is refreshed annually. As part of this process, staff has identified a number of changes to the map which are described in this memo.

The individual changes in the proposed amendment fall into three broad categories:

1. Correcting errors or omissions that have been identified in the initial map.
2. Amending the map as a result of studies or plans that have been completed during the year.
3. Updating the map to better reflect the reality of land use in the City as it changes from year to year.

The individual proposed changes are summarized below. Attached to this memo is the proposed Future Land Use Map. The existing Future Land Use Map can be viewed online at http://crgis.cedar-rapids.org/FLUM/index.html. The recommendation of the City Planning Commission will be presented at the January 26, 2016 City Council meeting.

Mr. Gunnerson elaborated on all the following proposed changes:

- Minimize Urban-Large Lot Areas
- Errors with Parks and Open Space
- Southeast Quadrant and Highway 30 East Areas
- Reclassify Quarries as Agriculture Preserve
- College Community School District Campus
- Mt. Mercy Athletics Campus
- Other Changes:
  - Remove the “Civic” designation from 12 small city owned parcels (typically detention basins or small parcels used for utility purposes) and reclassifying them to the surrounding LUTA. This is to avoid using the Civic designation for small, individual parcels.
  - Reclassify the Northwest Water Treatment Plant as Civic, reflecting its long-term use.

Commissioner Halverson asked regarding the designation of Agricultural Preserve Area could it create a situation for the City down the road. Mr. Gunnerson stated that staff will look into this and see what the consequences might be. Mr. Micheel stated that there is no definition for Agriculture exemption in state code for zoning. They leave it to the local jurisdictions to administer that. What you find in Linn County, mining or quarries do not fall into that category of Agriculture, however we will look into it.

Commissioner Halverson stated we stand adjourned at 4:16 pm

Commissioner Hunse asked to resume the meeting. Commissioner Hunse asked if details of plans could be enlarged so that they could be read. Commissioner Halverson stated that would be useful. Vern Zakostelecky indicated to Mr. Hunse that if he would like more or better quality information on a particular case to please contact the case manager for the case and his request for most information would be addressed.

Commissioner Hunse further asked if we could see more architects at the meetings rather than Engineers. Mr. Zakostelecky responded by stating that projects that come before the City Planning Commission are preliminary and often the Architect is not hired until the preliminary approval for the project are completed. This is a cost savings to the applicant. Mr. Zakostelecky also stated that most of the reviews by the Commission are for preliminary plans and that much of the detail Mr. Hunse is questioning is covered by adopted codes and regulations. These details are dealt with at the time of such applications as administrative site plans, final plats, building permits, etc. should the preliminary applications be approved.
The meeting was adjourned at 4:23 pm

Respectfully Submitted,
Betty Sheets, Administrative Assistant
Community Development and Planning Department