AGENDA
CITY PLANNING COMMISSION MEETING
Thursday, January 2, 2020@ 3:00 PM
City Hall Council Chambers
101 First Street SE, Cedar Rapids, IA 52401

Call Meeting to Order

Roll Call

A. Approval of the Minutes

B. Adoption of the Agenda

C. Action Items

1. Case Name: 6600 Kirkwood Boulevard SW (Conditional Use)
   COND-029879-2019; Case Manager: Dave Houg
   Consideration of a Conditional Use for a contractor shop in a T-MC, Traditional Mixed-Use Center District as requested by MBS Development, LLC (Titleholder).

2. Case Name: 238 Blairs Ferry Road NE (Conditional Use)
   COND-029943-2019; Case Manager: Dave Houg
   Consideration of a Conditional Use for a contractor auto sales in an S-MC, Suburban Mixed Use Community Center District as requested by Frank C. Orr (Applicant) and James JR. and Donna Raftis (Titleholder).

3. Case Name: 0000 C Street SW (Rezoning)
   RZNE-029619-2019; Case Manager: Dave Houg
   Consideration of a Rezoning from A-Ag, Agriculture District to S-RM1, Suburban Medium Single Unit District and S-MC, Suburban Mixed-Use Community Center District as requested by SK Investments, LLC (Titleholder).
4. **Case Name:** 0 Crimson Lane SW (Preliminary Plat)  
**PRPT-029620-2019; Case Manager: Dave Houg**

Consideration of a Preliminary Plat for Clover Heights Addition as requested by SK Investments, LLC (Titleholder).

5. **Adoption of 2020 CPC Workplan**  
**Presenter: Sylvia Brueckert**
CONDITIONAL USE
EXECUTIVE SUMMARY
CASE # COND-029879-2019
CASE MANAGER: David Houg

OWNER/APPELLANT INFORMATION

OWNER Name: MBS Development, LLC

MAILING/PROPERTY ADDRESS: 6600 Kirkwood Boulevard SW

CONDITIONAL USE REQUEST

Industrial Services Use in a Traditional Mixed Use Center District

OUTSTANDING ISSUES AND STANDARDS FOR APPROVAL

Compatibility with the immediate neighborhood

STAFF RECOMMENDATION

Staff recommends approval subject to conditions.
FINDINGS OF FACT:
1. MBS Development, LLC is the owner of record of the subject property.
2. The Future Land Use Map designation is Urban Medium Intensity.
3. The property is zoned T-MC, Traditional Mixed Use Center District.
4. The property is 1.8 acres in size, and is described as HAWKEYE PLAZA 1ST STR/LB 2.
5. The property owner filed the conditional use request with the Development Services Department on November 21, 2019.

CRITERIA:
32.05.09.G, of the Cedar Rapids Municipal Code requires that ALL of the following criteria for the granting of a conditional use be met:

1. The conditional use is permitted in the district where the property is located.
   Staff Conclusion: The conditional use as requested is allowable within the T-MC, Traditional Mixed Use Center District.

2. The application complies with all use-specific standards applicable to the use, as listed in Sec 32.03, Use-Specific Standards.
   Staff Conclusion: The site development plan conforms to all applicable requirements of Chapter 32, The City’s Zoning Ordinance.

3. The application complies with all other applicable standards of this Code.
   Staff Conclusion: The site will be subject to all applicable codes and regulations.

4. The proposed use and development will be consistent with the intent and purpose of the Future Land Use Map and other elements of the Comprehensive Plan.
   Staff Conclusion: This area is designated as “Urban Medium Intensity” on the City’s Future Land Use Map. Limited industrial uses are appropriate within this LUTA.
5. There is sufficient compatibility with the adjacent properties and the overall neighborhood. When considering aspects unique to the proposed use as compared to other permitted uses within the same zone district, the reviewing body should consider:

   a) Whether the proposed development of use will be located, designed, constructed, and operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development and improvement of surrounding property.

   b) Whether the proposed use or development will have adverse effects on existing traffic conditions, parking, utility and service facilities, and other factors affecting the public health, safety, and welfare.

   c) Whether the impacts of the proposed use or development extend beyond that of development that would be permitted by-right in the same zone district.

   d) Whether any additional impacts that may be created as a result of the proposed use or development are acceptable and not a detriment.

   e) Whether any additional impacts that may be created as a result of the proposed use or development have been considered by the applicant and adequate steps have been taken to eliminate or mitigate these impacts.

_Staff Conclusion:_

Due to the nature of the proposed business, the proposed use is not expected to have adverse effects on the surrounding area.

6. Adequate conditions can be placed on the approval to eliminate or mitigate any adverse impacts of the proposed use or development.

_Staff Conclusion:_ Staff recommends 1 condition. Refer to Staff Recommendation below.

**STAFF CONCLUDES:** The requested use of Vehicle Sales is recommended for approval.

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**ALTERNATIVES:**

The Board of Adjustment may consider the following alternatives:

1. Grant the requested conditional use subject to conditions or modifications.
2. Table the requested motion to give the applicant time to modify the application.
3. Deny the requested conditional use.

**STAFF RECOMMENDATION:**

Staff recommends approval subject to the following conditions:

1. A certificate of occupancy must be obtained for the change of use prior to occupying the structure.

_It is the responsibility of the applicant to complete all conditions, as outlined in this staff report, prior to final approval of the case. If you have questions regarding a condition, contact the_
DEPARTMENT UNDER WHICH THAT CONDITION IS LISTED. THE CONTACTS’ NAMES AND PHONE NUMBERS ARE LISTED BELOW. ITEMS IN THE COMMENTS SECTION ARE NOT A REQUIREMENT TO BE MET PRIOR TO APPROVAL. THEY ARE INTENDED TO INCREASE YOUR KNOWLEDGE AND AWARENESS OF ISSUES THAT MAY POSSIBLY EXIST ON THE PROPERTY.
EXECUTIVE SUMMARY

CASE # COND-029943-2019
CASE MANAGER: David Houg

OWNER/APPELLANT INFORMATION

OWNER Name: James T Jr & Donna Raftis

MAILING/PROPERTY ADDRESS: 238 Blairs Ferry Road NE

CONDITIONAL USE REQUEST

Auto Sales in an Suburban Mixed Use Community Center District

OUTSTANDING ISSUES AND STANDARDS FOR APPROVAL

Compatibility with the immediate neighborhood

STAFF RECOMMENDATION

Staff recommends approval subject to conditions.
FINDINGS OF FACT:

1. James T Jr & Donna Raftis are the owners of record of the subject property.

2. The Future Land Use Map designation is Urban High Intensity.

3. The property is zoned S-MC, Suburban Mixed Use Community Center District.

4. The property is 0.78 acres in size, and is described as RAFTIS 1ST EX RD STR/LB 3.

5. The property owner filed the conditional use request with the Development Services Department on December 13, 2019.

CRITERIA:

32.05.09.G, of the Cedar Rapids Municipal Code requires that ALL of the following criteria for the granting of a conditional use be met:

1. The conditional use is permitted in the district where the property is located.

   Staff Conclusion: The conditional use as requested is allowable within the S-MC, Suburban Mixed Use Community Center District.

2. The application complies with all use-specific standards applicable to the use, as listed in Sec 32.03, Use-Specific Standards.

   Staff Conclusion: The site development plan conforms to all applicable requirements of Chapter 32, The City’s Zoning Ordinance.

3. The application complies with all other applicable standards of this Code.

   Staff Conclusion: The site will be subject to all applicable codes and regulations.

4. The proposed use and development will be consistent with the intent and purpose of the Future Land Use Map and other elements of the Comprehensive Plan.

   Staff Conclusion: This area is designated as “Urban High Intensity” on the City’s Future Land Use Map. Vehicles sales are appropriate within this LUTA.
5. There is sufficient compatibility with the adjacent properties and the overall neighborhood. When considering aspects unique to the proposed use as compared to other permitted uses within the same zone district, the reviewing body should consider:

a) Whether the proposed development of use will be located, designed, constructed, and operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development and improvement of surrounding property.

b) Whether the proposed use or development will have adverse effects on existing traffic conditions, parking, utility and service facilities, and other factors affecting the public health, safety, and welfare.

c) Whether the impacts of the proposed use or development extend beyond that of development that would be permitted by-right in the same zone district.

d) Whether any additional impacts that may be created as a result of the proposed use or development are acceptable and not a detriment.

e) Whether any additional impacts that may be created as a result of the proposed use or development have been considered by the applicant and adequate steps have been taken to eliminate or mitigate these impacts.

Staff Conclusion:
Due to the commercial nature of the area, the proposed use is not expected to have adverse effects.

6. Adequate conditions can be placed on the approval to eliminate or mitigate any adverse impacts of the proposed use or development.

Staff Conclusion: Staff recommends 1 condition. Refer to Staff Recommendation below.

STAFF CONCLUDES: The requested use of Vehicle Sales is recommended for approval.

ALTERNATIVES:
The Board of Adjustment may consider the following alternatives:

1. Grant the requested conditional use subject to conditions or modifications.
2. Table the requested motion to give the applicant time to modify the application.
3. Deny the requested conditional use.

STAFF RECOMMENDATION:
Staff recommends approval subject to the following conditions:

1. A certificate of occupancy must be obtained for the change of use prior to occupying the structure.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLETE ALL CONDITIONS, AS OUTLINED IN THIS STAFF REPORT, PRIOR TO FINAL APPROVAL OF THE CASE. IF YOU HAVE QUESTIONS REGARDING A CONDITION, CONTACT THE DEPARTMENT UNDER WHICH THAT CONDITION IS LISTED. THE CONTACTS’ NAMES AND PHONE NUMBERS ARE LISTED
BELOW. ITEMS IN THE COMMENTS SECTION ARE NOT A REQUIREMENT TO BE MET PRIOR TO APPROVAL. THEY ARE INTENDED TO INCREASE YOUR KNOWLEDGE AND AWARENESS OF ISSUES THAT MAY POSSIBLY EXIST ON THE PROPERTY.
EXECUTIVE SUMMARY
REZONING – A-AG to S-RM1 & S-MC
CASE MANAGER: David Houg

OWNER/APPELLANT INFORMATION
OWNER / APPLICANT: SK Investments, LLC
MAILING/PROPERTY
ADDRESS: East of C Street SW; South of Prairie Rose Dr

REZONING REQUEST
A-AG, Agriculture District to S-RM1, Suburban Residential Medium Single Unit District and S-MC, Suburban Mixed-Use Community Center District

OUTSTANDING ISSUES AND STANDARDS FOR APPROVAL
Compatibility with the surrounding area
Consistency with the Comprehensive Plan
Area Character

STAFF RECOMMENDATION
Staff recommends approval of the rezoning requests.
FINDINGS OF FACT:
1. SK Investments, LLC is the owner of record of the subject property.
2. The Future Land Use Map designation is Urban Medium Intensity.
3. The property is zoned A-AG, Agriculture District.
4. The property is approximately 36.35 acres in size, and is described as Plat of Survey #1755, Parcels A & B.
5. The property owner filed the rezoning request with the Development Services Department on September 20, 2019.

CRITERIA:
32.05.04.E.3, of the Cedar Rapids Municipal Code requires City Planning Commission to consider the following criteria in making a recommendation:

1. Correction of a technical mistake.
   a. A rezoning may be approved if the action is necessary to correct a technical mistake or omission in the zoning map.

   Staff Conclusion: This amendment is not to correct a technical mistake on the existing Zoning Map.

2. Consistency with Comprehensive Plan and other studies.
   a. Whether the rezoning is consistent with the Future Land Use Map, other elements of the Comprehensive Plan, and any other adopted plans or studies.
      i. All rezonings shall be to a district permitted by the Future Land Use Map as shown in 32.02.01.B.
      ii. The proposed zone district should be consistent with the general intent of the Comprehensive Plan, as well as any area plans or studies adopted by the City Council.

   Staff Conclusion: The subject property is shown as Urban Medium Intensity on the Future Land Use Map (FLUM) in EnvisionCR, the City’s Comprehensive Plan. The requested zone change to S-RM1, Suburban Residential Medium Single Unit District and S-MC, Suburban Mixed Use Community Center District, are in accord with this Future Land Use Map designation and the general intent of the Comprehensive Plan.

3. Public facilities, Services and Suitability.
   a. The property should be suitable for the development of structures and uses permitted in the proposed district.
   b. Adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, police and fire protection, and roads and transportation, as applicable) will be available to serve the subject property while maintaining adequate levels of service to existing development.
   c. Development should ensure effective and adequate utilization of existing or planned public facilities and services.

   Staff Conclusion: All facilities and services, including sewer, water, gas, electricity and roads will be constructed and installed by the developer. The proposed changes in use are not expected to negatively impact the levels of service to existing development in the general area.
4. Character.
   a. The proposed district should be compatible with the existing or planned character of the surrounding area. Compatibility can be achieved by a rezoning to:
      I. Districts of the same character type (Urban, Traditional, Suburban, etc). Changes between character areas should be carefully reviewed for compatibility.
      II. Districts of a similar use type (Residential, Mixed-Use, etc), particularly when transitioning between character areas.
      III. Other transitions may be appropriate depending on other review criteria and conditions which may be placed on approvals.
   b. The proposed rezoning should be consistent with the existing or planned character of the surrounding area.
   c. A variety of housing types and a mix of land uses should be provided in all neighborhoods. A change in intensity or type of use is most appropriate between rear yards, at corners, or along higher classified streets.
   d. Whether the rezoning is consistent with the characteristics of the surrounding area, including any changing conditions.
   e. Whether the proposed rezoning will protect existing neighborhoods from nearby development at heights and densities that are out of scale with the existing neighborhood.

Staff Conclusion: The property proposed for rezoning is currently undeveloped land being used for farming. The areas to the north and east are developing as single-family residential. Commercial uses front “C” Street SW to the north. The proposed rezoning will not have a negative impact on the surrounding area and City staff has received no objections to this application.

STAFF CONCLUDES:
Staff believes the requested zone changes and uses allowed within the S-RM1 and S-MC Districts will be compatible with the existing and contemplated development for this area.

ALTERNATIVES:
The City Planning Commission may consider the following alternatives:

1. Grant the requested rezoning.
2. Grant the requested rezoning subject to conditions.
3. Table the requested rezoning and ask for more information.
4. Deny the requested rezoning.

STAFF RECOMMENDATION:
Staff recommends approval of the rezoning requests with the following conditions:

1. Subject property shall be platted per State and City platting regulations.
2. Prior to issuance of Building Permits, a second street access shall be constructed.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLETE ALL CONDITIONS, AS OUTLINED IN THIS STAFF REPORT, PRIOR TO FINAL APPROVAL OF THE CASE. IF YOU HAVE QUESTIONS REGARDING A CONDITION, CONTACT THE DEPARTMENT UNDER WHICH THAT CONDITION IS LISTED. THE CONTACTS’ NAMES AND PHONE NUMBERS ARE LISTED BELOW. ITEMS IN THE COMMENTS SECTION ARE NOT A REQUIREMENT TO BE MET PRIOR TO APPROVAL. THEY ARE INTENDED TO INCREASE YOUR KNOWLEDGE AND AWARENESS OF ISSUES THAT MAY POSSIBLY EXIST ON THE PROPERTY.
REZONING EXHIBIT CLOVER HEIGHTS ADDITION
TO THE CITY OF CEDAR RAPIDS, LINN COUNTY, IOWA

PARCELS A AND B, PLAT OF SURVEY NO. 1775 IN THE CITY OF CEDAR RAPIDS, LINN COUNTY, IOWA
SUBJECT TO ALL COVENANTS, CONDITIONS, EASEMENTS AND RESTRICTIONS OF RECORD.

REZONING DESCRIPTIONS

TRACT 1 (1-6AC):

Begins at the southwest corner of the southwest quarter of the northwest quarter of Section 14, Township 103 North, Range 2 West of the Iowa First Principal Meridian. Proceeds north 519.48 feet along the north line of said quadrangle. Said line is 279.40 feet from the west line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds southeasterly 519.48 feet along the east line of said quadrangle. Said line is 279.40 feet from the south line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds southerly 519.48 feet along the south line of said quadrangle. Said line is 279.40 feet from the east line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds westerly 519.48 feet along the west line of said quadrangle. Said line is 279.40 feet from the north line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds northerly 519.48 feet along the north line of said quadrangle. Said line is 279.40 feet from the west line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Containing 1.61 acres, consisting of 1.61 acres of 12 Street SW.

TRACT 2 (A-W):

Begins at the southwest corner of the southwest quarter of the northwest quarter of Section 14, Township 103 North, Range 2 West of the Iowa First Principal Meridian. Proceeds north 519.48 feet along the north line of said quadrangle. Said line is 279.40 feet from the west line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds southeasterly 519.48 feet along the east line of said quadrangle. Said line is 279.40 feet from the south line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds southerly 519.48 feet along the south line of said quadrangle. Said line is 279.40 feet from the east line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds westerly 519.48 feet along the west line of said quadrangle. Said line is 279.40 feet from the north line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Proceeds northerly 519.48 feet along the north line of said quadrangle. Said line is 279.40 feet from the west line of said quadrangle, as shown on the face of an engineering plat of said quadrangle, Plat No. 1775, in the city of Cedar Rapids, Linn County, Iowa. Containing 27.94 acres.
STAFF REPORT TO CITY PLANNING COMMISSION
Major Preliminary Plat

CPC Date: January 2, 2020
To: City Planning Commission
From: Development Services Department

Applicant: SK Investments, LLC
Titleholder: SK Investments, LLC

Plat Name: Clover Heights Addition
Location: East side of “C” Street SW; b/w Prairie Rose Dr. & corporate limits

Request: Consideration of a Major Preliminary Plat in the S-RM1 & S-MC Districts

Case Manager: David Houg
Case Number: PRPT-029620-2019

BACKGROUND INFORMATION:
The applicant is requesting approval of a Major Preliminary Plat for land located east of “C” Street SW and south of Prairie Rose Drive SW. The property is currently undeveloped and zoned A-AG, Agriculture District. The applicant wishes to subdivide the property for development of single family dwellings and 2 commercial lots.

The preliminary plat as submitted includes the following:
- Total site area – 27.05 acres
- Total lots – 62
- Storm water management will be provided via a detention basin.
- Access provided from “C” Street SW
- Street extensions provided to north, south and east property lines.

FINDINGS:
The City Planning Commission shall review the application based on the following criteria:

1. That the proposed use and development will be consistent with the intent and purposes of the Comprehensive Plan and other applicable codes and regulations.

Staff Comments: The proposed uses and development are consistent with the intent and purposes of the Comprehensive Plan. The property is shown as “Urban Medium-Intensity” on the Future Land Use Map in EnvisionCR, the City’s Comprehensive Plan. The proposed subdivision and zoning would be in accord with the Future Land Use Map
designation and the goals and objectives of the City’s Comprehensive Plan. Future development will comply with all other applicable codes, regulations and approvals.

RECOMMENDED CONDITIONS:

If the City Planning Commission approves the proposed major preliminary plat, adoption of the following conditions as recommended by Development Services should be considered. The City Planning Commission may approve with additional conditions.

1. The property owner is responsible to extend sanitary sewer to serve the development. If sewer extensions crossing private property are necessary to serve the subject property, as determined by the City, the property owner shall be responsible for the related costs including (but not limited to) planning and design of the sewer, acquisition of right-of-way and/or easements, construction, administration, inspection and other incidental costs.

2. PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY, the property owner shall be responsible to complete the following:
   A. Prior to the issuance of any certificate of occupancy, a professional civil engineer licensed in the State of Iowa shall certify in writing that the lowest as-built building opening elevation(s) on the Lot(s) as identified by the Civil Engineer in the Development Agreement, are equal to or higher than the lowest allowable building opening elevation(s), or higher than the water surface elevation(s) of the overland conveyance of the 100-year storm water runoff, as stated on the approved improvement plans by the engineer of record.
   B. Construction of concrete sidewalk along all streets adjoining and within this site. The property owner shall construct the sidewalk improvements in accordance with City Standards, City policy, ADA requirements, and improvement plans accepted by the City. The property owner may request deferral of the sidewalk installation requirement if in accordance with the sidewalk installation policy.

3. The Developer agrees the City will not take over maintenance of the public storm water detention basin(s) in the development until ninety five percent (95%) of the lots, or other number of lots approved by the City, that are tributary to the detention basin(s) have been built, building construction and grading have been completed, and sod/grass have been established in the lots as approved by the City Engineer. The City Engineer may authorize the City take over maintenance of the detention basin(s) after a period of time if the site is stabilized and deemed appropriate. The Developer agrees to be responsible remove all sediment and debris from the detention basin(s) and restore grading to the original design and stabilize the basin establishing permanent vegetation as approved by the City Engineer, prior to the City taking over maintenance of the basin(s). Upon completion of the detention basin(s) construction and stabilization, and after the agreed upon time period for the Developer to maintain the basin(s), the City Engineer shall cause to be filed a release instrument of this condition. Such release instrument will indicate that the improvements have been completed and the detention basin(s) maintenance responsibilities are being assumed by the City and will release the Developer and the Real Estate from all obligations due under this Agreement and will specifically discharge and release the Developer and the Real Estate from any lien.

4. When this property is final platted, must comply with lot area and width requirements prescribed for in the Zoning Ordinance.
City of Cedar Rapids City Planning Commission  
Work Plan for 2020

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

<table>
<thead>
<tr>
<th>Commissioners</th>
<th>Staff Liaisons</th>
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<tbody>
<tr>
<td>Jim Halverson, Chair</td>
<td>Seth Gunnerson</td>
</tr>
<tr>
<td>Linda Langston, Vice Chair</td>
<td>(319) 286-5129</td>
</tr>
<tr>
<td>Samantha Dahlby</td>
<td><a href="mailto:s.gunnerson@cedar-rapids.org">s.gunnerson@cedar-rapids.org</a></td>
</tr>
<tr>
<td>Virginia Wilts</td>
<td>Ken DeKeyser</td>
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<tr>
<td>Kim King</td>
<td>(319) 286-5078</td>
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<tr>
<td>Karl Cassell</td>
<td><a href="mailto:developmentservices@cedar-rapids.org">developmentservices@cedar-rapids.org</a></td>
</tr>
<tr>
<td>Lisa Peloquin</td>
<td></td>
</tr>
<tr>
<td>Amy Homan</td>
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<tr>
<td>Daniel Seufferlein</td>
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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

At its November 21, 2019 meeting the City Planning Commission was presented with the 2019 work plan for review. On January 2, 2020 the Planning Commission recommended adoption of the following work plan for the 2020 calendar year.

- **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 2020 and any changes that may arise during finalization of the plan.
City of Cedar Rapids City Planning Commission
Work Plan for 2020

\textit{Work Plan}

**VISION**
To improve the standard of planning and development activities in the City of Cedar Rapids while being user 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

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<tr>
<th>TASK</th>
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<tr>
<td>• Review best practices used by other communities for parking standards, storm water, and other key areas.</td>
<td>Full Commission</td>
<td>Ongoing</td>
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**GOAL 2**
Increase knowledge of CPC by attending training opportunities

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<tr>
<td>• Staff will continue to provide updates on training opportunities.</td>
<td>Ongoing</td>
<td>Ongoing</td>
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<td>• CPC will proactively look for training opportunities they are interested in.</td>
<td>Full Commission/Staff</td>
<td>Ongoing</td>
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<td>• Staff will provide updates and training on new adopted codes and regulations such as, but not limited to the Comprehensive Plan, Zoning Ordinance amendments, etc.</td>
<td>Full Commission/Staff</td>
<td>Ongoing</td>
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**GOAL 3**
Participate and contribute to the continued implementation of the City’s Zoning Code update and other plans

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<th>TASK</th>
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<tr>
<td>• Review and provide input on draft and final plans such as, but not limited to updates to the zoning Zoning Ordinance, Area Plans, etc.</td>
<td>Full Commission</td>
<td>As needed</td>
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<td>• Review and provide input on annual update to EnvisionCR</td>
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<td>Fall, 2020</td>
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**GOAL 4**
Increase interaction and communication with City Council as necessary

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<th>TASKS</th>
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<td>• Continue to ensure CPC attendance at City Council and Development Committee meetings as needed.</td>
<td>Chair</td>
<td>Ongoing</td>
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