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 Marty Hoeger
Council member Ashley Vanorny
- Mayor Bradley Hart is an ex-officio member of all Council Committees per City Charter Section 2.06.

Agenda:

1. Approval of Minutes – December 11, 2019

2. Presentation
   a) Age-Friendly Network
      Stephanie Schrader
      Community Development
      10 Minutes
   b) Lantern Art Project
      Sylvia Brueckert
      Community Development
      10 Minutes
      Bill Micheel
      Community Development
      10 Minutes

3. Recommendation Items
   a) Board & Commissions Work plans
      a. City Planning Commission
         Seth Gunnerson
         Community Development
         10 Minutes
      b. Historic Preservation Committee
         Adam Lindenlaub
         Community Development
         10 Minutes
      c. Visual Arts Committee
         Sylvia Brueckert
         Community Development
         10 Minutes
   b) Request for Proposals
      a. 1527 2nd Ave. SE
         Lauren Freeman
         Community Development
         15 Minutes
      b. 1021 8th St. NW
      c. 1027 8th St. NW
      
   c) Zoning Code Update
      Seth Gunnerson
      Community Development
      10 Minutes

4. Updates
   a) River Recreation Feasibility
      Sylvia Brueckert
      Community Development
      5 Minutes

5. Public Comment

6. Future Discussion Items

Next Meeting Wednesday, February 19, 2020

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the Community Development Department at (319) 286-5041 or email communitydevelopment@cedar-rapids.org as soon as possible, but no later than 48 hours before the event.
City of Cedar Rapids
DEVELOPMENT COMMITTEE MINUTES
Cedar Rapids City Hall, Council Chambers
Wednesday, December 11, 2019
4:00 p.m.

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

Present: Councilmember Hoeger; Councilmember Vanorny; Councilmember Poe; Jennifer Pratt, Community Development Director; Seth Gunnerson, Community Development Planner; Adam Lindenlaub, Community Development Planner; Lauren Freeman, Community Development Program Coordinator; Caleb Mason, Economic Development Analyst; Stephanie Schrader, Community Services Coordinator; Jeff Wozencraft, Community Development Planner; Sylvia Brueckert, Community Development Planner; Scott Hock, Parks & Recreation Director; Sandi Fowler, Deputy City Manager; Eric Holthaus, Sustainability Coordinator; Steve Hershner, Utilities Director; Angie Charipar, Assistant City Manager; Caleb Mason, Economic Development Analyst; April Wing, Program Manager; Jasmine Almoayed, Economic Development Manager.

1. Approval of Minutes
Councilmember Vanorny moved to approve the minutes from the October 16, 2019 meeting. Seconded by Councilmember Hoeger. The motion carried.

2. Presentations
   a. Volunteer Initiative
      Stephanie Schrader, Community Services Coordinator, shared a presentation on the Volunteer Initiative. This initiative is of great importance to the Staff and Administration of the City. This initiative supports numerous City priorities which help foster connections to the community and is a positive way to promote city programs. There was discussion among the Committee members and Staff regarding how this initiative contributes to the goals of becoming an ARP-friendly community.

   b. iGreenCR Action Plan
      Sandi Fowler, Deputy City Manager and Eric Holthaus, Sustainability Coordinator, shared a presentation on the iGreenCR Action Plan. This presentation gave background information about the creation of the Action Plan as well as the 4 focus elements that involves all City Staff and how it will be cared out in upcoming years. There was discussion among the Committee members regarding the 4 focus elements. From that discussion, Committee members made suggestions about possible future topics and ideas that they would like to see associated with the elements. Committee members were very passionate and excited about the iGreenCR Action Plan.

3. Recommendation Items
   a. NFC Map Amendment
      Adam Lindenlaub, Community Development Planner, shared a presentation on the NFC Lending Map Amendment. There was discussion among the Committee members regarding the purpose of the
amendment to the proposed lending area. Councilmember Vanorny motioned to move the recommendation of the NFC Lending Map amendments to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.

b. Czech Village/NewBo Area Action Plan
Adam Lindenlaub, Community Development Planner, shared a presentation on the Czech Village/NewBo Action Plan. There was discussion among the Committee members regarding potential housing in the Czech Village-NewBo Area and if there were any barriers associated with potential housing in the area. Councilmember Vanorny motioned to move the recommendation of adoption of the plan to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.

4. Updates
a. 6th Street SW Corridor Action Plan
Seth Gunnerson, Community Development Planner, shared an update on the 6th Street SW Corridor Action Plan. There was discussion among the Committee members regarding pedestrian walkways/sidewalks in heavy-pedestrian areas; as well as, if City Staff has reached out to the owners of Hawkeye Downs for their input in the Action Plan.

b. Zoning Advisory Group
Seth Gunnerson, Community Development Planner, shared an update on the Zoning Advisory Group and the Zoning Code Updates. There was discussion among the Committee members regarding how the Zoning Code changed a year ago and whether or not any big issues have arisen from that change and how they’ve been handled; as well as, the amount of time that has been devoted to this group.

5. Public Comment
There were no public comments.

6. Future Discussion Items
There were no future discussion items

Councilmember Poe moved to adjourn the meeting at 4:54pm. Seconded by Councilmember Vanorny. The motion carried.

Respectfully submitted,

Amy Cannon, Administrative Assistant II
Community Development
To: City Council Development Committee
From: Seth Gunnerson, Planner through Jennifer Pratt, Director of Community Development & Planning
Subject: City Planning Commission 2020 Work Plan
Date: January 15, 2020

Background:
The City Planning Commission is required to approve a Work Plan annually for the City Council’s review and approval. At the Commission’s meeting on January 2, 2020, the Commission recommended adoption of its 2020 Work Plan. The Work Plan includes tasks for both the Commission and City staff and includes a completion timeline for each item. Some tasks are ongoing items that are performed regularly.

The City Planning Commission is a body required by state code to review and provide recommendations to the City Council on the zoning ordinance and the comprehensive plan, this includes applications for future land use map amendments, rezonings, and text amendments to the zoning code. The Commission is also required to review and provide recommendation on other items, such as establishment of local historic districts and landmarks, and the establishment of new urban renewal areas. The Commission also provides recommendation to the Board of Adjustment for conditional use and major design exception applications.

In 2019 the City Planning Commission played an important role in the implementation of the City’s newly adopted Zoning Ordinance. In 2020 the CPC will continue to review land development applications and will provide recommendations to the City Council on further code amendments.

Recommendation
The City Planning Commission recommended approval on January 2, 2020

Next Steps
City Council review and approval.

Attachments:
1. Draft City of Cedar Rapids City Planning Commission 2020 Work Plan
To: City Council Development Committee  
From: Adam Lindenlaub, Planner IV through Jennifer Pratt, Director of Community Development & Planning  
Subject: HPC 2020 Work Plan  
Date: January 15, 2020

Background:
The Historic Preservation Commission is required to approve a Work Plan annually for the City Council’s review and approval. At the Commission’s meeting on November 14, 2019, staff provided a draft for the Commission’s review. The Work Plan includes tasks for both the Commission and City staff and includes a completion timeline for each item. Some tasks are ongoing items that are performed regularly.

The Historic Preservation Plan, which was adopted in September 2015, includes the goals and initiatives that make up the tasks included in the annual Work Plan. As these tasks are completed, they are removed from the Work Plan. The 2020 Work Plan includes tasks that have not yet been completed, ongoing tasks, and new tasks that help achieve the goals of the Historic Preservation Plan.

Several major tasks were completed in 2019:
- The City designated two new local historic landmarks, the Perkins House located at 1228 3rd Avenue SE and the Witwer Grocery Company Building (a.k.a. Bottleworks Condominiums) located at 905 3rd Street SE.
- The City committed over $84,000 in grants to 16 exterior rehabilitation projects in the local historic districts through the Historic Rehabilitation Program, and has already paid out over $54,000 to completed projects in FY20.
- The Historic Asset Inventory Sub-Committee established an initial inventory of historic properties, developed their 2019 focus properties list to prioritize proactive preservation strategies, and created a handout for property owner outreach.
- City staff hired a consultant to complete the Bever Woods neighborhood intensive survey, which was funded through the state Certified Local Government (CLG) grant program. Staff also hosted an open house neighborhood residents to explain the survey process.
- City staff created the Historic Preservation Postcard Project to highlight 12 historic properties in the city and celebrate achievements in historic preservation. The collectible postcards were given to both local historic preservation non-profits as a fundraising tool. The information from the postcards was also featured in the May issue of the Our CR Magazine.

Recommendation
The Historic Preservation Commission recommended approval on November 14, 2019.

Next Steps
City Council review and approval.

Attachments
1. Draft City of Cedar Rapids Historic Preservation Commission 2020 Work Plan
To:         City Council Development Committee
From:      Sylvia Brueckert, Planner through Jennifer Pratt, Director of Community Development & Planning
Subject:   VAC 2020 Work Plan
Date:      January 15, 2020

Background:
The Visual Arts Commission is required to approve a Work Plan annually for the City Council’s review and approval. At the Commission’s meeting on December 12, 2019, staff provided a draft for the Commission’s review. The Work Plan includes tasks for both the Commission and City staff and includes a completion timeline for each item. Some tasks are ongoing items that are performed regularly.

The Work Plan includes a summary of tasks completed in 2019. These accomplishments include:

- Supporting Shifting Ground-Outro Chao, a partnership with Mt. Mercy University and the Iowa Ceramics Center and Glass Studio.
- Supporting the City’s storm water drain mural project.

The Commission also began some projects that will continue into 2020. These include:

- Working on finding art for the UFG Pocket Plaza
- Identifying an artist to create a major installation at the U.S. Cellular Center.

The 2020 Work Plan includes completion of the above projects. Additionally, the Work Plan includes several new tasks, including reviewing condition of the City’s pieces to identify maintenance needs and developing a Public Art Master Plan that identifies gaps and prioritizes areas for additional art.

Recommendation
The Historic Preservation Commission recommended approval on December 12, 2019.

Next Steps
City Council review and approval.

Attachments
1. Draft City of Cedar Rapids Visual Arts Commission 2020 Work Plan
To: City Council Development Committee  
From: Lauren Freeman, Program Coordinator through Jennifer Pratt, Director of Community Development & Planning  
Subject: Request for Proposals – 1527 2nd Ave SE  
Date: January 15, 2020

Property Background
The City received a request from Friends of Cedar Rapids Historic Preservation to purchase the vacant City-owned property located at 1527 2nd Avenue SE. This property is located in the 2nd & 3rd Avenue Local Historic District and was acquired by the city in January 2019 to address the blighted and vacant house that had several nuisance violations and neighborhood complaints. The house was recently demolished by the City due to its significant structural instability. The City Council Development Committee will consider the request to initiate the standard competitive disposition process inviting proposals for City-owned property during their meeting on January 15, 2020.
Staff Recommendation
Staff recommends inviting redevelopment proposals for the property with the following key objectives:

1. Provide an opportunity for infill redevelopment through new construction or relocation of historic structures in an established local historic district.
2. Design that enhances the character of the neighborhood and follows the Historic Preservation Design Guidelines
3. Preference for projects that meet housing needs identified in the City’s comprehensive housing market analysis.

The proposals will be evaluated and ranked in the following categories by a stakeholder review panel:

1. Capacity, experience, and capability of the Proposer with similar projects
2. Financial feasibility
3. Quality of architecture and/or historic preservation
4. Innovative sustainability features in the site and building design
5. Inclusion of housing options

The following is the recommended RFP schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 15, 2020</td>
<td>City Council Development Committee</td>
</tr>
<tr>
<td>January 28, 2020</td>
<td>Public Hearing &amp; Resolution to invite competitive proposals</td>
</tr>
<tr>
<td>March 13, 2020</td>
<td>11:00 a.m. - Proposal Deadline</td>
</tr>
<tr>
<td>March 27, 2020*</td>
<td>Stakeholder panel selects proposal</td>
</tr>
<tr>
<td>April 14, 2020</td>
<td>City Council consideration of preferred Developer</td>
</tr>
</tbody>
</table>

*Bold items denote City Council action
*Tentative date
To: City Council Development Committee
From: Lauren Freeman, Program Coordinator through Jennifer Pratt, Director of Community Development & Planning
Subject: Request for Proposals – 1021 & 1027 8th St NW
Date: January 15, 2020

Property Background
The City received a request from Nick McGrath to purchase the vacant City-owned property at 1027 8th Street NW and a request from SanDee Skelton for the adjacent City-owned property at 1021 8th Street NW. Both individuals have made this request because they are interested in moving a house to the referenced parcels. The City Council Development Committee will consider the request to initiate the standard competitive disposition process inviting proposals for City-owned property during their meeting on January 15, 2020. The properties will be included in two separate Request for Proposals.
**Staff Recommendation**

Staff recommends inviting redevelopment proposals for the property with the following key objectives:

1. Provide an opportunity for infill redevelopment through new construction or relocation of historic structures in an established neighborhood.
2. Design that enhances the character of the neighborhood.
3. Preference for projects that meet housing needs identified in the City’s comprehensive housing market analysis.

The proposals will be evaluated and ranked in the following categories by a stakeholder review panel:

1. Capacity, experience, and capability of the Proposer with similar projects
2. Financial feasibility
3. Quality of architecture and/or historic preservation
4. Innovative sustainability features in the site and building design
5. Inclusion of housing options

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<td>11:00 a.m. - Proposal Deadline</td>
</tr>
<tr>
<td>February 14, 2020*</td>
<td>Stakeholder panel selects proposal</td>
</tr>
<tr>
<td>February 25, 2020</td>
<td>City Council consideration of preferred Developer</td>
</tr>
</tbody>
</table>

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*Tentative date
To: City Council Development Committee  
From: Seth Gunnerson, Planner through Jennifer Pratt, Director of Community Development & Planning  
Subject: Zoning Code updates  
Date: January 15, 2020  

Background:  
On December 16, staff met with the Zoning Advisory Group to discuss a variety of updates to the code for City Council Public Hearing in February. A summary of the proposed updates is found below. Staff is currently drafting ordinance language and will take the updates to the City Planning Commission for their review and recommendation at the end of January.

Proposed February Updates:

Use Specific Standards:
- Permit Warehousing as Conditional Use in Traditional Mixed Use Center (consistent with other districts)
- Permit Auto Sales by right in Suburban Mixed Use Centers
- Create New Use for various non-profit institutions such as neighborhood centers and food pantries, not adequately defined under “Assembly, Civic and Religious”
- Add permitted uses to Public (P-xx) Zone Districts that are consistent with government or institutional activities.
- Ensure Uses permitted in the Suburban Mobile/Manufactured Housing district are consistent with other Suburban Single Unit districts.
- Rename “Farmer’s Market” temporary use to “Public Market” and remove language requiring locally produced goods.
- Create “Temporary Public Display” use to allow for creative public displays which do not otherwise fall within the design standards of the code to exist for a short period of time.

Development Standards:
- Clear up language with roof-mounted solar panels, allowing them on all roofs even near property line.
- Permit upper story signs on tall buildings to be treated like freestanding or roof signs.
- Provide relief from parking setbacks for significant infill development on small corner lots in Urban Districts.

Zoning Map Updates:
- Several map amendments will be proposed, a complete list will be available at the next ZAG meeting
**Future Update Items**
The following topics were discussed with ZAG on December 16 and will be discussed further on January 20. These are longer-range updates to the code that require additional research prior to a recommendation for adoption:

- **Large Accessory Structures:** Whether to place restrictions on the maximum size of accessory structures, such as garages.
- **Vehicle Related Issues:** Staff from multiple departments are working on recommendations to harmonize vehicle enforcement issues in multiple chapters of the city code. This includes an evaluation and possible updates to the zoning ordinance.
- **Home Occupations and Live/Work:** Staff is exploring options to allow for a wider variety of home businesses, either administratively or by requiring a public hearing. The purpose would be to permit entrepreneurship but also make sure that changes to the neighborhood are minimized and involve public input.
- **Duplex and small multi-unit housing in Single-Unit Districts:** Staff is researching other cities that have open paths to small multi-unit homes, such as duplexes, to exist in more areas of the community.
- **Adaptive Reuse Ordinance:** This includes adding language to the code to make it clear the intent of the ordinance is to encourage reuse of existing structures, even if the design of the structures may not meet the new design requirements established by the new code.
- **Mixed-Use Industrial:** Staff is exploring whether to create a new “Suburban Industrial Mixed Use” zone district and eliminate one of the two Urban Tech Shop districts to create a zone district in each design area (Urban, Traditional, Suburban) that allows for a wide variety of uses ranging from light industrial to commercial and residential.

**Recommendation**
Staff will proceed with drafting updates to the zoning code for City Council consideration in February. A draft ordinance will be brought before the City Planning Commission on January 23 for review and recommendation. A City Council Public hearing is anticipated for February 11, 2020.

**Next Steps**
The next Zoning Advisory Group Meeting will be January 20, 2020. In addition to reviewing language for the February Code Updates, staff will continue to discuss outstanding issues with the group.