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City of Hiawatha
Community Development Department

Purpose: Conceptual Site Plan: CPR-1 and Design Guidelines (DG) **Date: 10/24/2017**

To: City Council

Name of Plan: Hiawatha Public Library

Address: 150 West Willman Street **Zone**: CPR-1

Number of Lots: 1 lot

Reviewed by: Patrick Parsley, Community Development Director

Description: This is an expansion of our existing library on the same lot. The new building will have a 16,000 ft² area on the main floor with a 5,000 ft² basement. The building will include a meeting room of about 4,000 ft². The proposed exterior design is similar to the existing with a masonry finish and sloped asphalt roof.

The changes to the site will include added parking, installation of a water quality bio-swale for the added storm water and complying landscaping trees and green space. New sewer and water services will be installed to accommodate the increased demand and a fire sprinkler system.

Report: The Council concern is with the CPR-1 specifications for the lot layout, access, parking and Design Guideline. CPR-1 specifications require all site plans to be "conceptually" approved by Council because of the desired building-forward concept, limiting access to Center Point Road and shared rear parking as noted in this section of the UDC.

165.16 (17) CPR Center Point Road District CPR-1, CPR-2, CPR-3

O. Conceptual Plan Approval. The standards set forth for building location, architectural requirements and access management and control in the CPR District are inherently discretionary. The final decision with respect to building location, architectural requirements and access management and control requirements in the CPR District rests with the City Council……

(1) A Conceptual Plan must show the building layout including driveway and access. The Conceptual Plan must show an illustration of the architectural features of the building and identify proposed building materials. It is preferred, but not required, for the Conceptual Plan to illustrate the architectural style in color.

(2) The Conceptual Plan must be sufficiently complete to allow the City to review and consider the issues of building location, architectural requirements and access. The Conceptual Plan is not required to meet additional standards set forth for a site plan……..

(7) The Planning and Zoning Commission shall consider the Conceptual Plan within 45 days after referral from the Zoning Administrator. Following review by the Planning and Zoning Commission, or the passage of 45 days without consideration by the Planning and Zoning Commission, the Conceptual Plan will be placed on the next available agenda of the City Council for consideration.

(8) The City Council shall consider and take action on the Conceptual Plan within 45 days after referral. In the event the City Council takes no action within 45 days the Conceptual Plan shall be deemed to be denied, unless both parties mutually agree to an extension of the 45 day period.

(9) Construction of the proposed buildings set forth in an approved or conditionally approved Conceptual Plan must be initiated within 36 months following final action by the City Council to approve or conditionally approve the Conceptual Plan. The period of validity of a Conceptual Plan may be extended by the City Council.

The Design Guidelines (DG) require a 25 foot setback from Center Point Road except when approved as a building-forward design, and requires an exterior masonry finish on at least 50% of the exterior walls visible from Center Point Road. The DG also requires a 25 foot setback for the parking or the installation of a berm with plantings to a height of 3 feet above the curb. In this case the building is masonry and set back and screening are in place. The site plan complies with the DG requirements.

Access from Center Point Road is discouraged as an effort to create a pedestrian friendly downtown. This plan complies with the access concepts for CPR-1 because there is no direct access to Center Point Road. However there is a need for additional parking. The size of the building requires a minimum of 69 parking spaces but only 51 are proposed.

The P&Z Commission noted the need to address this issue as part of their review of this site plan. The options to "share" parking with City Hall or to ask for a variance of 25% exist for this project. Either option would be considered viable for this odd shaped lot in the CPR-1 zone. Because Council is the final decision making body for CPR-1 conceptual plans, it is appropriate to designate and approve the shared parking between the Library and City Hall as part of the approval of this site plan.

Staff has reviewed the remainder of the site plan for compliance to the UDC. Storm water management plans have been submitted. The City Engineer has reviewed the design of a water-quality bio-swale along the west side of the property. The applicant is also aware exterior lighting plans must be submitted

Recommendation: The Planning and Zoning Commission supports the approval of this site plan with the condition the Council address the parking shortage. Community Development recommends approval of the conceptual site plan, and further recommends the Council recognize available on-street parking and parking at City Hall as the acceptable solution to the parking shortage on this plan.

City of Hiawatha
Engineering Department
101 Emmons St., Hiawatha Iowa, 52233-1697
PHONE (319) 393-1515 ext. 511 FAX (319) 393-1516

To: **Planning and Zoning Commission** **Date:** **October 19, 2017**

From: John Bender PE, City Engineer

Re: **Hiawatha Library Expansion**

Description: Revised Site plan

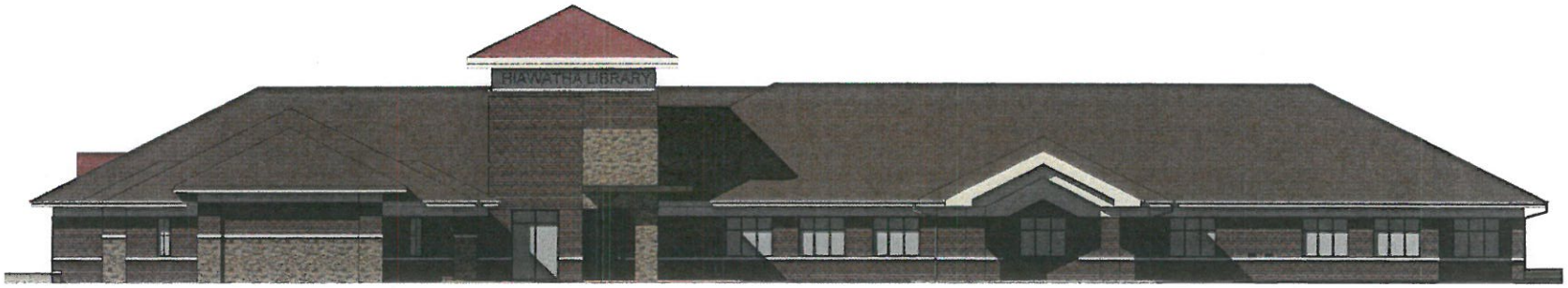
Report:

We have reviewed the above site plan submitted for the proposed library expansion. They will treat the entire site's water quality volume (1.25" over the entire site) using a bio-cell along the west side of the lot which will also provide enough storage volume onsite to provide storm water management for the increased impervious area on the plan. The new access will also align with the existing 1st Avenue.

With the proposed plan we find our comments have been addressed. Engineering can recommend approval.

If you need any further information, please let us know.

4 WEST ELEVATION
1/8" = 1'-0"



2 SOUTH ELEVATION
1/8" = 1'-0"

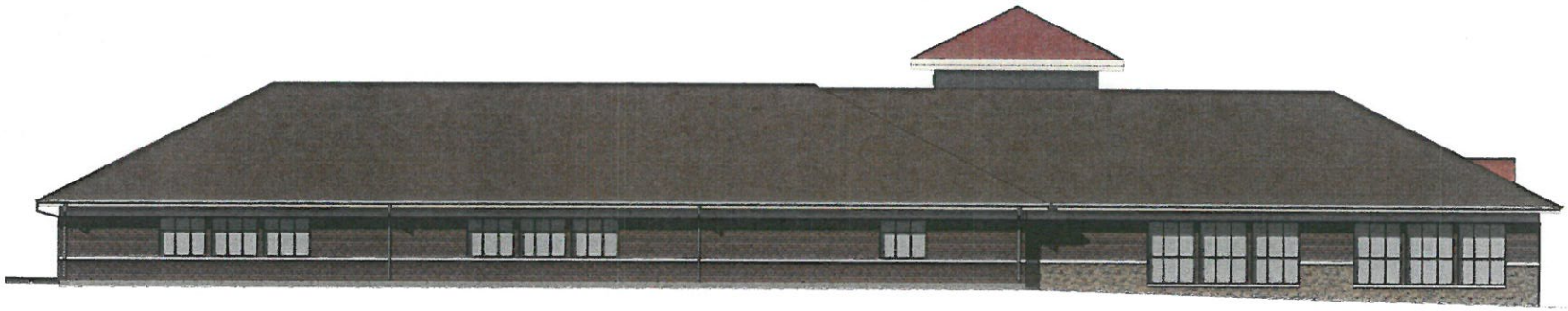
Exterior Elevations

09/26/2017

Hiawatha Public Library

FUSION ARCHITECTS, INC.

3 EAST ELEVATION
1/8" = 1'-0"



1 NORTH ELEVATION
1/8" = 1'-0"

Exterior Elevations

09/26/2017

Hiawatha Public Library

FUSION ARCHITECTS, INC.

A. Building Location. In District CPR-1 all buildings with any building face adjoining Center Point Road shall be constructed with the primary or front face of the building toward Center Point Road. The preferred location for new buildings in District CPR-1 shall be in accordance with Layout 1 or Layout 2 in Appendix B. Buildings configured in accordance with Layout 3 considered acceptable as an expansion of an existing building or new building where Layout 3 is approved by the City Council as part of a Conceptual Plan. Buildings and parking generally in accordance with Layout 4 in Appendix B are discouraged and are allowed only with approval by the City Council as part of a Conceptual Plan.

B. Architectural Requirements. All buildings located in District CPR-1 and CPR-2 shall be constructed with the primary building material being an architectural masonry product. The desired architectural style or appearance is a distinctive style using clean or simple lines and features. Decorative and ornate architectural features generally not allowed. Individual building must comply with the architectural guidance standards.

C. Access Management and Control. To minimize traffic congestion and conflicting traffic movements along Center Point Road from Blairs Ferry Road to Boysen Road the following access management and control standards shall generally be applicable.

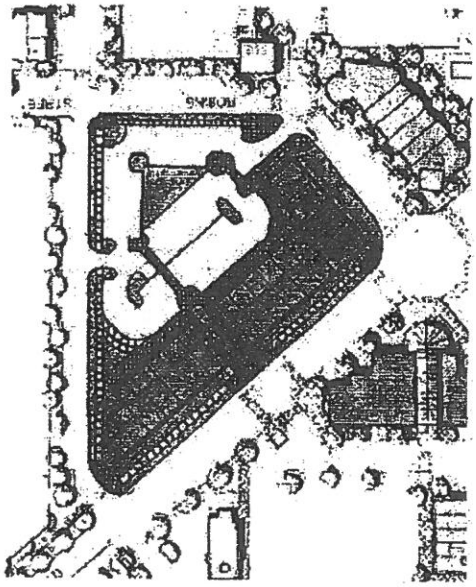
1. No driveway access directly to Center Point Road shall be permitted within 200 feet of any public street intersecting Center Point Road.
2. No driveway shall be permitted within 200 feet of an existing driveway.
3. All driveways and parking lots along Center Point Road shall be developed in a manner in which there will be connectivity between lots. The connectivity requirement is to encourage the movement of vehicles to public streets by means other than direct driveway access to Center Point Road.

D. Conceptual Plan Approval. The standards set forth for building location, architectural requirements and access management and control in the CPR District are inherently discretionary. The final decision with respect to building location, architectural requirements and access management and control requirements in the CPR District rests with the City Council. Any party considering a development with the CPR District that would need to comply with any or all of these three standards is encouraged to submit a Conceptual Plan for review and consideration by the City Council.

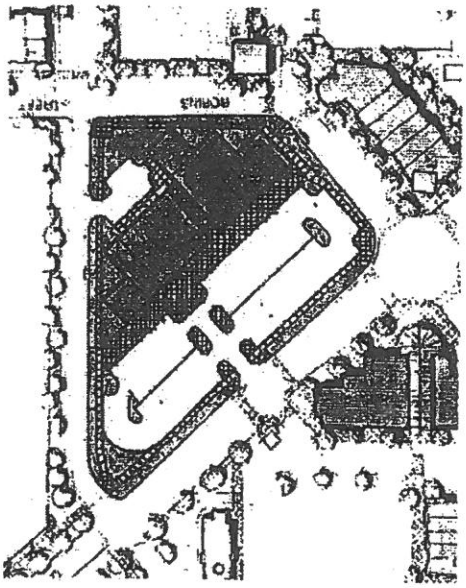
1. A Conceptual Plan must show the building layout including driveway and access. The Conceptual Plan must show an illustration of the architectural features of the building and identify proposed building materials. It is preferred, but not required, for the Conceptual Plan to illustrate the architectural style in color.
2. The Conceptual Plan must be sufficiently complete to allow the City to review and consider the issues of building location, architectural requirements and access. The Conceptual Plan is not required to meet additional standards set forth for a site plan.
3. The Conceptual Plan shall be submitted on drawings not larger than 11-inch by 17-inch.
4. The Conceptual Plan shall be submitted to the Zoning Administrator. The number of copies required shall be as determined by the Zoning Administrator.
5. Within 35 days after receipt of a Conceptual Plan the Zoning Administrator shall complete its review in writing.
6. Following completion of the review by the Zoning Administrator, the Zoning Administrator will be reviewed by the Planning and Zoning Commission. The Zoning Administrator shall place the Conceptual Plan on the next agenda of the Planning and Zoning Commission.
7. The Planning and Zoning Commission shall consider the Conceptual Plan within 45 days after referral from the Zoning Administrator. Following review by the Planning and Zoning Commission, or the passage of 45 days without consideration by the Planning and Zoning Commission, the Conceptual Plan will be placed on the next available agenda of the City Council for consideration.
8. The City Council shall consider and take action on the Conceptual Plan within 45 days after referral. In the event the City Council takes no action within 45 days the Conceptual Plan shall be deemed to be denied, unless both parties mutually agree to an extension of the 45 day period.
9. Construction of the proposed buildings set forth in an approved or conditionally approved Conceptual Plan must be initiated within 36 months following final action by the City Council to approve or conditionally approve the Conceptual Plan. The period of validity of a Conceptual Plan may be extended by the City Council.

APPENDIX B

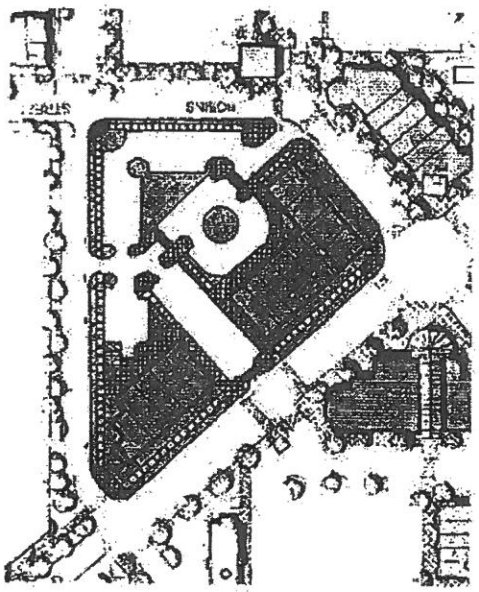
BUILDING LAYOUT IN DISTRICT CPR-1



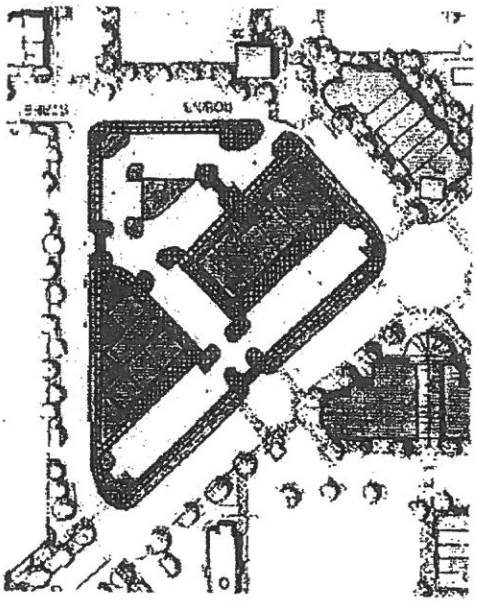
Layout 1



Layout 4



Layout 2



Layout 3

RESOLUTION NO. 17-027
Planning & Zoning Commission

RESOLUTION APPROVING THE DESIGN GUIDELINES
150 WILLMAN STREET
HIAWATHA, IOWA

CONSIDER RESOLUTION FOR RECOMMENDATION TO CITY COUNCIL TO APPROVE THE DESIGN GUIDELINES FOR 150 WILLMAN ST., HIAWATHA, IA.

Roll Call:
AYES: Tom Wille, Mark Powers, Terry Trimpe, Reta Saylor, Darryl Cheney
NAYS: Kenny Jones
ABSENT: Mark Ross

PASSED THIS 23RD DAY OF OCTOBER, 2017

_____
Mark Powers, Chairperson

ATTEST:

_____
Jennifer Goerg, Community Development Clerk

RESOLUTION NO. 17-028
Planning & Zoning Commission

RESOLUTION APPROVING THE SITE PLAN GUIDELINES
150 WILLMAN STREET.
HIAWATHA, IOWA

CONSIDER RESOLUTION FOR RECOMMENDATION TO CITY COUNCIL TO APPROVE THE SITE PLAN FOR 150 WILLMAN ST., HIAWATHA, IA. WITH THE FOLLOWING CONDITION:

1. CITY COUNCIL ADDRESSES THE PARKING ISSUE.

Roll Call:
AYES: Tom Darryl Cheney, Tom Wille, Terry Trimpe, Reta Saylor and Mark Powers
NAYS: Kenny Jones
ABSENT: Mark Ross

PASSED THIS 23RD DAY OF OCTOBER, 2017

_____
Mark Powers, Chairperson

ATTEST:

_____
Jennifer Goerg, Community Development Clerk

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION APPROVING THE CONCEPTUAL SITE PLAN AND BUILDING MATERIALS FOR A COMMERCIAL BUILDING EXPANSION PROJECT LOCATED AT 150 W WILLMAN STREET AS SUBMITTED FUSION ARCHITECTS, INC.

WHEREAS, the City of Hiawatha adopted the Hiawatha Design Guidelines final draft dated September 27, 2010, as a manual for future development and redevelopment standards for the following areas: I-380 Corridor, North Center Point Road, Town Center, Boyson Road, Tower Terrace Road, and Edgewood Road Extension, and

WHEREAS, Fusion Architects submitted a conceptual site plan for the construction of an expansion to the existing Hiawatha Public Library building on the property located at 150 W Willman Street in an applicable area identified in the Hiawatha Design Guidelines, and

WHEREAS, in order to ensure continuity in long range planning and development in applicable areas within the City of Hiawatha, the conceptual site plan including building materials, parking, landscaping, building elevations and setbacks, requires approval from the Planning and Zoning Commission and City Council; the conceptual site plan was reviewed and approved by the Planning and Zoning Commission on October 23, 2017 with the condition that City Council address the parking shortage, and

WHEREAS, City Council deems the conceptual site plan for construction of a building expansion project on the property located at 150 W Willman Street to be in accordance with the development and redevelopment standards outlined in the Hiawatha Design Guidelines, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, approving the conceptual site plan including proposed building design, parking, landscaping, green space, building elevations and setbacks for a new commercial building on the property located at 150 W Willman Street to the Hiawatha Design Guidelines, as submitted by Fusion Architects, Inc.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 1st day of November, 2017.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk