

**HIAWATHA CITY COUNCIL, BOARD OF ADJUSTMENT AND PLANNING & ZONING
COMMISSION
JOINT WORK SESSION
October 28, 2019**

The Hiawatha City Council, Board of Adjustment and Planning and Zoning Commission met in the Hiawatha Multi-purpose room on October 28, 2019. Planning and Zoning Chairperson, Mark Powers called the meeting to order at 5:45 P.M. Council and Board members present: Mayor William Bennett, Dick Olson, Dennis Norton, Steve Dodson, Aime Wichtendahl, Lisa Jepsen, Terry Trimpe, Kevin Neef, Mark Powers, Darryl Cheney, Mark Ross, Kenny Jones, Tom Day, Brian Vogel, Andy Sweeney and David Matthews. Members absent: Rob Archibald and Mike Freeman. Staff present: City Administrator Kim Downs, Community Development Director Patrick Parsley, City Engineer John Bender and Assistant Building Official Jim Fisher. Guests in Attendance: Jeff & Dee McLaud, Dan Hoffman.

Neef moved to approve the agenda. Seconded by Jepsen. Motion carried.

Robins Road Overlay implantation draft discussion.

Minutes include a draft presentation put together by a Bolton and Menk representative. Meeting comments and questions will be italicized.

Director Parsley started by introducing the presenter Rose Brown from Bolton and Menk. She has been leading our efforts in the implementation of the Robins Road Corridor study which included doing some work to bring it into alignment with our comprehensive plan and current zoning code.

Purpose and intent.

The purpose and intent of this chapter is to ensure consistent site development of properties located within the boundaries as defined. The minimum standards below will aid to unify the appearance, encourage a pedestrian friendly built environment, ensure the beautification and function of the corridor.

Establishment of a corridor design overlay. (Applicability)

The Robin's Road Development Overlay is established as part of this title. The Robin's Road Development Overlay shall overlay all other zoning districts established within the boundaries as described following. One and two-family uses are exempted from the regulations of this chapter. The requirements apply to all:

1. New construction of commercial, industrial and multifamily structures and sites.
2. Additions to buildings that exceed 25% of the gross square footage of the existing structure, or when the cost of the addition exceeds 50% of the assessed value of the structure within a consecutive twenty-four (24) month period the entire building and site will be required to conform. The assessed value shall be as most recently established by the Linn County Assessor office;
3. Substantial rehabilitation to commercial, industrial and multi-family structures and sites. Substantial rehabilitation shall be defined as modifications equal to fifty (50) percent of the assessed value of the structure or structures on a lot, exclusive of land assessed

value, in a twenty-four (24) month period of time. The assessed value shall be as most recently established by the Linn County Assessor office: update with provision of this chapter.

4. The re-occupancy of fifty (50) percent or more of any commercial, industrial, and multifamily structure or site which has been vacant for a period of six months. Once fifty (50) percent or more of a building has been vacant for six months or more, it may not be reoccupied until such time that the entire structure has been brought into conformance with requirements of this Chapter;
5. All new signage shall comply with the limitations of this Chapter; and
6. Modification to more than 50% of the front facade area of the primary structure.

Director Parsley mentioned we have similar criteria in our unified developmental code already for legal non-complying uses that already exist.

Overlay boundaries

The boundaries of the CDO overlay are described as follows:

Prohibited Uses

1. Motor Vehicle Related Uses
2. Business Services; all business services contractor limited uses
3. Retail and Repair of large commodity uses
4. Storage and Warehouse and Distribution
5. Production and Manufacturing

Additional Uses Permitted

1. Single family attached units shall be permitted in every residential district.

Access Management

1. Curb cut widths and design shall be in accordance with adopted public works standards for access management as referenced in Section 165.67 of this code, including sight visibility standards.
2. Shared curb cuts (between properties) are encouraged.
3. Either one two-way curb-cut or two one-way curb cuts are allowed onto the public street where property has one hundred fifty (150) feet or more of street frontage. One curb cut is allowed on the applicable corridor street where property has less than one hundred fifty (150) feet of public street frontage.
4. For corner lots, a maximum of one curb cut is allowed on each intersecting side street that each property has frontage on regardless of the length of the frontage.

City Engineer Bender confirmed we already follow the SUDAS standards.

Pedestrian facilities

1. A five feet wide as constructed or designated, accessible, pedestrian route shall be installed on each property to connect each building's primary access door with the public sidewalk located in the public street right-of-way. An accessible route may be designated with painted markings on parking lot pavement.
2. The sidewalk on the applicable corridor street shall meet the standard as adopted in the Robin's Road Corridor Master plan, or as specified by the Public Works Department.
3. Construction or reconstruction of sidewalks and decorative street improvements shall be in accordance with adopted Public Works standards.

Parking

1. The minimum number of parking stalls shall be as required in Section 165.35 of the Unified Development Code.
2. Parking lots shall be located in the rear of all commercial uses or on the side. Parking located on the side is allowable in accordance with the following:
 - a. The parking must not extend into the required front yard setback.
 - b. A single parking aisle, which is adjacent to the building, and meets the minimum dimension of the City's parking space requirements, is allowable in the side yard, outside of the minimum front yard setback.
3. Parking areas shall be designed to minimize headlights shining into residential properties.
4. Parking areas shall be set back 5 feet from the property line and shall be landscaped with vegetation and/or turf grass. This requirement can be waived where parking lots adjoin and have cross access agreements/easements.

Planting

A five (5) feet wide landscape frontage strip shall be installed on each property abutting the public street as measured from the property line.

Planting in the landscape frontage strips shall include not less than the following:

- A minimum of one deciduous or evergreen shrub per two lineal feet of street frontage shall be planted in the landscaping strip. The vegetation is not required to be planted in a singular row and may be placed in a designed arrangement provided the full total of required shrubs is placed within the frontage strip.

Site planting requirements shall be in accordance with Chapter 165.47 of the Uniform Development Code, and additionally shall require the following:

- At least ten (10) percent of the gross site square footage shall be pervious, unpaved planted surfaces. The required planting strips shall be included in the calculation of planted areas.
- All planted surfaces shall be planted with grasses, shrubs, perennials, or groundcover plants so that they shall be completely covered by installed plants within three years of the planting date. Open mulch or rock beds shall not be accepted as planting area.
- Large deciduous shade trees shall be installed in parking lots in excess of thirty (20) spaces. The trees shall be located in planting areas of not less than fifty (50) square feet of unpaved surface per tree and at least one tree shall be planted for each three thousand (3,000) square feet of paving on site.

Maintenance: property owners shall maintain all planting and irrigation systems located on private property. All planting shall respect city codes for sight lines at intersections and electric line restrictions.

Neef questioned what Hiawatha currently has for water retention on Robins road?

Director Parsley answered currently it is only at 10%, but the storm water detention and storm water requirements still apply.

Screening

Screening is required where uses abut residential zones. Planting, fencing, or some combination thereof is allowable.

1. A visual barrier shall be established in accordance with Section 165.23(8)(E)(1).
2. All dumpsters and exterior trash storage shall be screened in accordance with Section 106.06(1).

Signs

1. A total of one detached on-premises sign shall be allowed for each property.
2. Detached signs shall be ground or monument signs. No support posts shall be visible on these signs. Monument signs shall not have more than two sign faces. The sides of the monument sign that are not used for signage shall not exceed five feet in width. The maximum height for monument signs shall be eight (8) feet. The maximum allowable height and area of each monument sign face will be measured from the finish grade to the top of the monument structure and from one end of the monument structure to the other. The maximum allowable square feet per sign face shall not exceed 80 square feet. Pole signs shall not be permitted, except where a parcel is abutting Boyson Road, then said property may have one pole sign that must be oriented toward Boyson Road.
3. Off-premises signs are not permitted within the district.
4. Directional signs shall be as allowed in Chapter 166.10(K).
5. Discontinued use of non-conforming signs shall be subject to Chapter 166.34 (6).
6. Refacing existing signs are allowed only in conformance with Chapter 166.34 of the Uniform Development Code, as amended.

Architecture

1. All commercial, industrial and multi-family structures shall be constructed of wall materials including brick, stone masonry, stucco like exterior systems, pre-cast concrete wall panels, or other like material. Painted concrete block or flat poured concrete walls are not allowed unless the blocks include an architectural finish and an articulated pattern that varies the block sizes, horizontal face alignment, and/or the coursing and vertical joints. Building walls may also be constructed of wood, fiber cement board, architectural CMU block, vinyl, aluminum, or steel lap siding, or corrugated metal only when at least seventy-five (75) percent of the street facade is constructed of approved masonry. In cases where the structure is viewable from a public right-of-way or space the structure shall utilize the above materials on all building elevations.
2. Walls shall extend above flat roofs as necessary to screen views of roof-mounted equipment. Cornice lines will be established using metal materials and shall be straight

and true. Alternative screening system for roof top mechanical may be considered provided they completely screen the mechanicals from public view.

3. Awnings and architectural features shall not extend beyond property lines. They shall not be installed higher than building roof lines.
4. Pitched roofs and hipped roofs are not permitted. Check energy code for unintended conflicts related to multi-family structures
5. The front facade of any new non-residential building shall be comprised of at least fifty (50) percent windows and doors at the ground level.
6. Accessory structures shall be constructed of similar and/or complimentary materials as the primary structure and shall be required to be comprised of at least twenty-five (25) percent windows and doors at the ground level.
7. Accessory structures shall not be placed in such a manner that they extend in front of the rear building line of the primary structure.
8. Screening walls, decorative walls and/or retaining walls shall not be made of smooth face concrete unless treated with another material or design element.

Neef asked if solar power panels would need to be concealed.

Director Parsley answered yes, the solar panels would be considered mechanical.

Wichtendahl verified all buildings including multi-family will have flat roofs.

Olson clarified we are avoiding all on street parking in front of businesses.

Administrator Downs confirmed we would try to avoid on street parking and the places it was allowed there would be beautification to keep the esthetic.

Ross questioned where utilities would be located.

Engineer Bender confirmed utilities would be underground. He further stated his concern the building setback of 5' may not be adequate for the utility easement which is usually 10'.

Trimpe asked how building layout would work if 50% of the front needed to be windows or glass but parking is in the rear.

Director Parsley answered it would be up to the builder's design as to how they wanted to set up the store They could have two doors to access the store or a "fake" front door and access in the rear.

Olson comments walkability was important also.

Building Placement

Structures shall be placed a maximum of 10 feet from the front property line.

Outdoor Dining

1. Outdoor dining shall comply with all local, state, federal liquor licensing requirements.
2. Outdoor dining areas shall be contiguous to the primary building and may not be located within the public right-of-way.

3. Structures used for providing shade or weather protection shall be designed of durable materials that will not deteriorate and must be maintained at all times.
4. Furnishings shall be made of durable materials.
5. Outdoor dining areas shall be designed so as not to encroach upon the required off-street parking spaces.
6. Walls and fencing shall be subject to Architecture, above.

Lighting

1. Light pole materials shall be painted or finished aluminum or steel. Wood poles shall not be accepted.
2. Site lighting must not spread onto adjoining properties or the public right-of-way unless a shared parking lot is in use. This standard shall be in accordance with Chapter 168 of the Unified Development Code.

Trimpe asked how many existing businesses would be affected by the overlay.

Director Parsley and Administrator Down didn't have an exact number of how many would be affected but they sent out 36 notice letters.

Cheney asked if this plan will address the right-of way or will it stay the same?

Engineer Bender confirmed our goal is to get this all to fit into the right-of-way we currently have.

Sweeney asked if there was a time frame for this envision.

Director Parsley answered we don't have a set time frame. There are catalysts to make this go forwards. First is completion of improvements of the public utilities, second is the development of the downtown area, finally is to connect Northwood to North Center Point road.

Jepsen moved to adjourn the work session at 6:58 P.M. Seconded by Neef. Motion Carried.

Mark Powers, Chairperson

ATTEST:

Tiffany Stinson, Permit Clerk