

AGENDA

**City of University Heights, Iowa
City Council Meeting**

Tuesday, April 13, 2010

Horn School Media Center (Please Note Location Change)

7:00 – 9:00 P.M.

Meeting called by Mayor Louise From

Time	Topic	Owner
7:00	Call to Order Regular Meeting Roll Call - Approval of Minutes March 9, 2010	Louise From
7:05	Public Input Public Comments	
	<u>Administration</u>	
7:15	-Mayor Mayor Report	Louise From
	-City Attorney Legal Report - Second consideration of Ordinance No. 179 amending the Traffic Ordinance (No. 120) regarding to increase the fine for illegal parking. - Resolution No. 10-09 Adopting Amendments to City's Comprehensive Plan	Steve Ballard John Yapp & Kent Ralston
	-City Clerk City Clerk Report - Consideration of Burch, L.L.C. liquor license application	Chris Anderson
	<u>Committee Reports:</u>	
	<u>Finance</u> Committee Report Treasurer's Report/ Payment of Bills	Brennan McGrath Lori Kimura
	<u>Community Protection</u> Committee Report Police Chief report	Amy Moore Ron Fort
	<u>Streets and Sidewalks</u> Streets & Sidewalks Report - UH Spring Clean-Up Day Report - May 1 st 8:30am - Consider change of 1 hr parking to 2 hr parking in front of 116 and 120 Golfview- near new restaurant	Pat Yeggy Paul Moore
	Engineer Report - Work in Right-of-Way Permit: Iowa City	Josiah Bilskemper
	<u>Building, Zoning & Sanitation</u> Committee Report Zoning Report	Stan Laverman Pat Bauer
	<u>e-Government</u> Committee Report - Need to update mail contacts for UH - Revised the Building/Zoning/Sanitation page - Updates to Diamond Jubilee pages - 2010 Census Tracker	Mike Haverkamp
	<u>Johnson County Council of Governments (JCCOG)</u> Committee Report	Louise From
8:55	Announcements	Anyone
9:00	Adjournment	Louise From

Next Regular Council Meeting: Tuesday, May 11, 2010

MAYOR REPORT - APRIL 2010

The City of University Heights encourages each household to take 10 minutes to complete their 2010 Census form and return it in the prepaid envelope.

March 10th- I participated in “Mayors on Wheels” with Elder Services at the Senior Center. I went with a volunteer to assist with lunch delivery to residents in the community. It was a very rewarding experience! Please contact me if you want more information about Meals on Wheels.

March 23- Meeting with Hills Bank officials about loan application for city along with Brennan McGrath & Pat Yeggy. Afterwards we decided to check with other Banks in the area for comparison. Brennan will give a report.

March 24- Meeting with JCCOG- Tech.Transportation Advisory Committee Highlights-Members recommended JCCOG projects for 2011. Also recommended “left over” funding for City of Coralville bid project be used for the three transit systems: Iowa City, Coralville, and CAMBUS. I gave an update on the Melrose Ave wide sidewalk project and panel replacements along Melrose Ave. and Sunset St. It was suggested to be sure any construction that will affect traffic on Melrose and Sunset be published and given to transit agencies as has been done in the past.

March 30 and April 8th- Meetings of the Redistricting Committee for the ICCSD, representing University Heights. Three scenarios (4d.4e.4f.) were sent to the School Board for their consideration. I suggested more public input is needed especially for scenario 4f as the committee only reviewed it for 30-40 minutes before voting on it at the very last meeting. It is my feeling that all the scenarios need to be worked on in greater detail by the Board before a final decision is made in May. Feel free to contact me if you have any questions or for further details.

March 30th-Emergency Management Board Meeting- was cancelled due to not enough voting board members present for a “forum”.

March 31- JCCOG Urbanized Area Board Meeting Highlights.

JCCOG projects were approved for 2011. The Board approved an addition to the 2010 projects for staff to provide traffic information in April for the three redistricting scenarios to the School Board. The Board decided on using “left over” funding from city of Coralville bid to allocate to improve bus signage for city of Iowa City Transit, Coralville Transit and CAMBUS. Please let me know if you have questions.

April 1- JCCOG Affordable Housing Meeting

Committee continued to gather information and education from the staff and several members about different aspects of affordable housing. This committee will eventually bring a recommendation back to the cities of JCCOG.

Received Letter from Allan Mebus on behalf of St. Andrew Presbyterian Church Session 2010. (See letter attached)



SAINT ANDREW PRESBYTERIAN CHURCH

1300 Melrose Avenue (319) 338-7523
Iowa City, Iowa 52246-1726 (319) 338-8599 - Fax

www.saintandrew-ic.org

March 31, 2010

Mayor Louise From
City of University Heights
1004 Melrose Ave
University Heights, IA 52246

Dear Mayor From,

On behalf of the Session at St. Andrew Presbyterian Church, I would like to thank you and the University Heights City Council for the invitation, via Councilman McGrath, to participate in upcoming City Council meetings regarding the potential rezoning of our property at 1300 Melrose Ave.

After giving this matter great consideration, it was the consensus of Session, that we continue our policy of respectful non-intervention in this political process. While we appreciate that normally a property owner would have both the right and desire to be deeply involved in the process of rezoning, we instead wish that whatever decisions Council makes on this issue will be the result of the thoughtful consideration of your members, and not because of our influence.

That being said, our Session certainly wants to ensure you have whatever information you need from us to make your decisions. Madame Mayor, if your Council has any questions, please feel free to forward them to me via email and I will bring them to Session and then respond directly to you.

Peace,

Allan Mebus
On behalf of St. Andrew Presbyterian Church Session 2010
ramcrash@mchsi.com

ORDINANCE NO. 179

AN ORDINANCE INCREASING FINES FOR PROHIBITED PARKING (AMENDING ORDINANCE NO. 120) IN THE CITY OF UNIVERSITY HEIGHTS, IOWA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, JOHNSON COUNTY, IOWA:

University Heights Ordinance No. 120 is amended as follows (with additions indicated by underline and deletions indicated by ~~strike-through~~):

120 (6) (10) **Penalties; Parking Tickets.** Admitted violations of parking restrictions imposed by University Heights Ordinances may be charged upon a simple notice of fine payable at the office of the University Heights City Office. The fine shall be as follows:

A. (1) The fine for parking violations, except for illegally parking in a handicapped parking space or for illegally parking on yards in violation of Section 6(3)(B) of this Ordinance or for other parking violations occurring any day on which The University of Iowa plays football games in Kinnick Stadium, shall be twenty dollars (\$20.00) ~~ten dollars (\$10.00)~~. If paid more than thirty (30) ~~twenty-nine (29)~~ days after issuance of the parking ticket, the fine shall increase to twenty-five dollars (\$25.00) ~~twenty dollars (\$20.00)~~.

(2) The fine for illegally parking in a handicapped parking space shall be one-hundred dollars (\$100.00) or as stated in the Code of Iowa, as amended.

(3) The fine for illegally parking on yards in violation of Section 6(3)(B) of this Ordinance is thirty-five dollars (\$35.00) ~~twenty-five dollars (\$25.00)~~ for the first offense; fifty dollars (\$50.00) for the second offense in a twelve-month period; and one-hundred dollars (\$100.00) for the third and any subsequent offense in a twelve-month period.

(4) The fine for parking violations on any day on which The University of Iowa plays football games in Kinnick Stadium, except for illegally parking in a

handicapped parking space or for illegally parking on yards in violation of Section 6(3)(B) of this Ordinance, shall be forty-five dollars (\$45.00). If paid more than thirty (30) ~~twenty-nine (29)~~ days after issuance of the parking ticket, the fine shall increase to fifty dollars (\$50.00).

This ordinance shall become effective upon its passage and publication as provided by law.

Adopted by the University Heights City Council on this _____ day of _____, 2010, and approved this _____ day of _____, 2010.

Louise From, Mayor

ATTEST: (SEAL)

Christine M. Anderson, City Clerk

STATE OF IOWA)
) SS:
COUNTY OF JOHNSON)

On the _____ day of _____, 2010, before me, a notary public in and for the state of Iowa, personally appeared Louise From and Christine M. Anderson, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Louise From and Christine M. Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

Notary Public in and for the
State of Iowa

STATE OF IOWA)
) SS:
COUNTY OF JOHNSON)

I, Christine M. Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the ____ day of _____, 2010.

Christine M. Anderson

Signed and sworn to before me on the ____ day of _____, 2010, by Christine M. Anderson, Clerk of the City of University Heights.

Notary Public in and for the
State of Iowa

SEB/UHeights/Ordinances/Ordinance 179 amending 120 0110

Proposed language and figures to be omitted from the University Heights Comprehensive Plan adopted November 2006.

- Paragraphs 2,3, and 4 on Page 8
- Page 9
- Maps for Scenarios One, Two, and Three
- Paragraph 4 on Page 33

Proposed language to be entered at the bottom of Page 5 of the University Heights Comprehensive Plan adopted November 2006.

In addition to the existing Planned Unit Developments, other PUD proposals have been submitted to the University Heights City Council. It is important for the comprehensive plan to provide a context in which to consider planned unit development proposals.

Planned Unit Developments are typically established to permit flexibility in the use and design of structures on a parcel. PUD's should be used to: provide flexibility in the design of buildings, encourage the preservation of natural features, promote energy efficiency, provide attractive living environments, and encourage infill development. In order to ensure that PUD's are not contrary to the look and feel of the surrounding neighborhood, it is important that certain elements of PUD's be addressed during the development process. Elements that should be considered include:*

- Land-use and general site layout
- Building materials and design
- Building mass and scale
- Lot Density
- Streetscaping
- Environmental issues
- Transportation issues & traffic generation
- Negative externalities such as, noise, lighting, signage, and business hours of operation
- Utility provisions
- Fire and Police protection

*Details on each element are provided on Page 8

Proposed language to be entered after the first paragraph near the top of Page 8 of the University Heights Comprehensive Plan adopted November 2006.

All development proposals submitted to the City of University Heights should include consideration of proposed elements. Consideration of these elements should be given by the City Council and/or professional staff when appropriate. The examination of these elements will ensure that the integrity of the existing neighborhoods and character of the City of University Heights will be preserved and/or enhanced to the degree possible.

With any rezoning or planned unit development proposal, the Planning and Zoning Commission and City Council should consider the proposal in the context of the following criteria. If there is a desire to establish minimum regulatory standards, it would be appropriate for those standards to be outlined in the zoning code.

At a minimum, elements of development to be considered include:

- Land-use and general site layout – Land-use and the general layout of a proposed development should minimize, to the degree possible, any aspect of development that would place an undue burden on the existing developed neighborhood. Such issues could be related to noise, light, traffic, safety, incompatible land-uses, or otherwise. Attention should be given to details that would enhance the compatibility of the proposed land-use with the existing developed neighborhood. Details may include sidewalks, landscaping, setbacks, rooflines, and any other element related to the perimeter of the property that would help incorporate the proposed development with its surroundings. Zoning codes must be strictly adhered to with respect to setbacks and other land-use regulations.
- Building materials and design – Building materials and design should be compatible with the surrounding community and provide energy efficiencies when possible. Aspects of building designs to consider include, but should not be limited to, the location of doorways, the number and size of windows, the roof line and building articulation, awnings, balconies, and other exterior elements.
- Building mass and scale – Building mass and scale are important determining factors of how a building will blend in with its surroundings. If the mass and scale of a proposed building differs from its surroundings, certain design strategies should be employed by a developer to reduce this contrast. The perceived mass of buildings may be minimized by adjusting setbacks, offsets, and other methods to articulate both the horizontal and vertical planes of a building. Any new construction or reconstruction should employ these tools when the mass and scale of a building are of concern.
- Lot Density – The number of dwelling units per unit area of land should be analyzed with the development or redevelopment of any parcel(s). Density of dwelling units, whether too high or low, can affect neighborhood character, traffic and noise levels, the provision of adequate public utilities, the provision of fire and police protection, and can present other issues for the community. To ensure compatibility with the surrounding neighborhood, city officials should analyze the appropriateness of lot density as planned unit development or rezoning proposals are received. On large parcels, higher density development may be appropriate. However, the effects of higher density development on adjacent properties can be minimized by reducing the number of bedrooms per dwelling unit, providing underground parking, requiring increased screening and landscaping on-site, and by providing strategically placed open space. Appropriate lot densities are defined in the adopted University Heights Zoning Code.

- Streetscaping – The perimeter of a site is an important element to consider during any new development or redevelopment in that it serves as the transition from the development to its surroundings. Elements such as planting street trees and other landscaping, installing street furniture, providing vegetative screening and buffering from parking lots and buildings, installing pedestrian scale lighting, sidewalks, trails, and other functional elements, should all be examined with any development proposal. Adequate thought to streetscaping is vital to the success of any development being received by the community.
- Environmental issues – During any development or redevelopment, environmental aspects such as slope, drainage, runoff, and vulnerable species and habitat loss should be evaluated. While all development is disruptive, the applicant/designer should show how the development will minimize erosion, replace any loss of trees and other vegetation, and stabilize slopes where necessary. Any other pollution or environmental issues that may be caused as a result of development and pose a threat to the health of the community should also be considered when appropriate.
- Transportation issues – All issues regarding transportation should be considered with the proposal of any new development or redevelopment. Transportation issues that should be examined include, but are not limited to, traffic generation and circulation, adequacy of road infrastructure, traffic safety, transit, sidewalk and/or trail construction, general pedestrian and bicycle access/accommodation, and ADA accessibility. Successful developments will include discussion of said transportation issues and accommodate all modes of transportation when feasible. Where new development will increase the amount of traffic turning into a driveway, for example, it may be appropriate to require a turn lane(s) as a condition of the development approval.
- Negative externalities – All new developments or redevelopments should limit negative externalities that would affect the surrounding neighborhood to the extent possible. Such externalities may include excess noise, odor, lighting, signage, or other ‘externalities’ that would be a nuisance to the community. Externalities can often be reduced or mitigated with good site design and planning. For example, exterior lighting in the development should not ‘spill-over’ past the property line, beyond ambient light levels found in a residential area, and noise levels may be minimized by restricting the hours of operation for commercial businesses. These issues should be addressed by University Heights officials during the redevelopment process.
- Utility provisions – Prior to any development or redevelopment, the developer’s engineer or site designer should confirm that the water, sewer, and electrical utilities present will be adequate for the proposed development. University Heights officials should require a letter from the Iowa City Public Works Department outlining any capacity upgrades that would be necessary as a result of any development or redevelopment proposal. Requiring said letter will ensure that any strain placed on utilities ‘downstream’ of the development can be identified and become part of the negotiation process.
- Fire and Police protection – Prior to any development or redevelopment, the developer should produce a letter from the University Heights Police Department and the Coralville Fire Department indicating that they can provide adequate service and protection to the property. This action will ensure that the community remains a safe and secure environment.

Proposed language to be entered after the third paragraph near the bottom of page 33 of the University Heights Comprehensive Plan adopted November 2006.

In addition to being vulnerable to rate increases for contracted services, University Heights is also vulnerable due to the ever-increasing costs of providing public infrastructure that is not covered by contract. As University Heights is forced to replace aging infrastructure as capital improvements projects, the costs of such infrastructure may affect the City's financial stability.

With construction costs increasing, even the reconstruction of small segments of local streets may prove cost prohibitive for the City. For instance, the reconstruction and paving of one mile of a typical two-lane road would cost roughly \$550,000 to \$750,000 with construction costs expected to increase 4%-5% a year for the foreseeable future¹. Given that the City has modest cash reserves, the likelihood that the City could fund such a project locally is unlikely. Even with the use of bonding to fund public works projects, the City may have difficulty paying the requisite debt service.

Increases in the City's revenues have varied over the last few years but have not outpaced expenditures required of the City. Like most cities, the municipal cash balance fluctuates over time. While the amount of cash reserves per capita is similar to that of many communities, the total fund balance remains relatively small. It is important the University Heights officials give thought to these circumstances prior to making decisions that would affect the City's revenues and expenditures.

To remain financially viable, the City of University Heights should remain open to discussions regarding expansions to its tax base, increases in property levies, and/or decreasing expenses when possible. Through the use of any combination of these tools, the City of University Heights can maximize its ability to remain a financially sound community.

To ensure that both city officials and the public have access to the most current financial information, it would be appropriate to update the financial section of the adopted University Heights Comprehensive Plan every two years. It would be logical for the revision cycle to coincide with City Council election years so that the public can make informed decisions regarding financial matters.

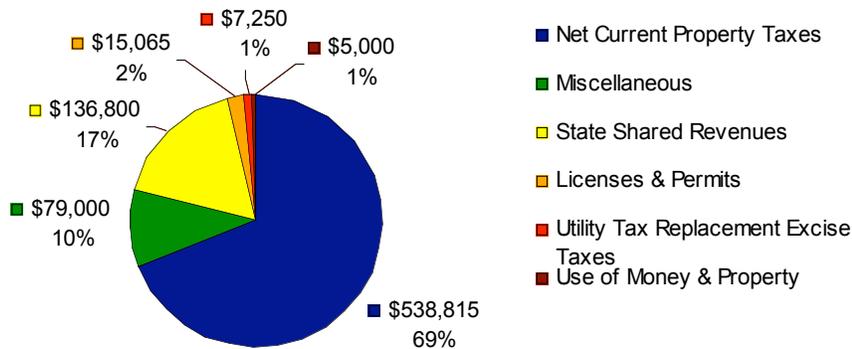
¹ Cost estimates are for paving only and do not include grading or other related infrastructure; cost estimates from locally completed projects (2009) and the Asphalt Paving Association of Iowa 2009.

Proposed language and charts to replace information located on page 34 of the University Heights Comprehensive Plan adopted November 2006.

BUDGET AND REVENUE

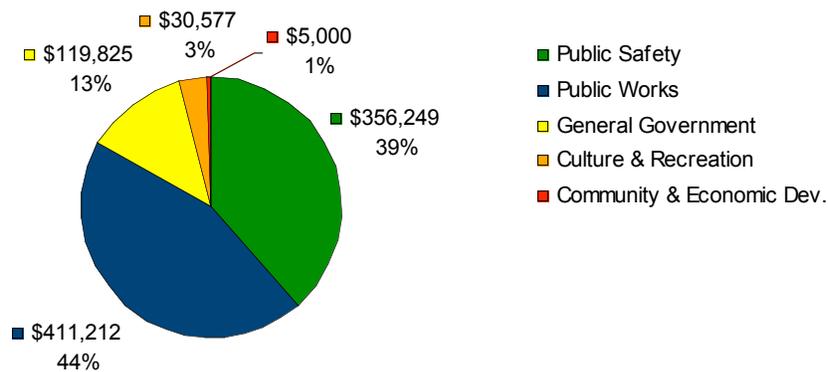
For the 2010 fiscal year the City of University Heights budget indicated expected revenues of \$781,930. This represents an increase of almost \$79,000 over the 2009 fiscal year. By comparison, the 2008 fiscal year increased approximately \$252,000 from 2007. For all three years property taxes represented between 47% and 69% of all revenue

Figure 11: FY10 Budget - Sources of Revenue



Source: FY2010 University Heights Budget

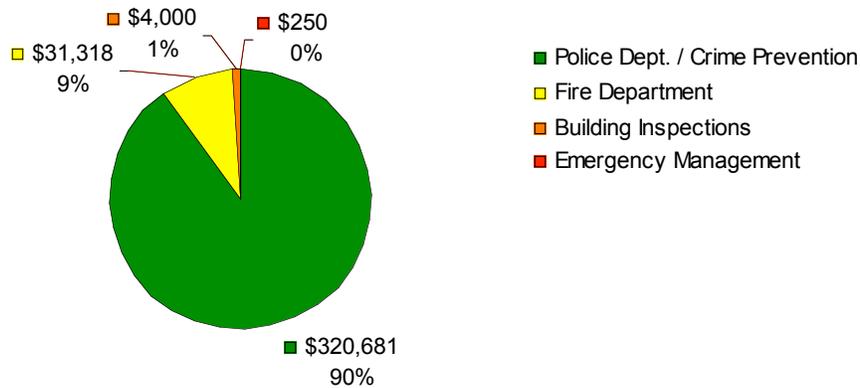
Figure 12: FY10 Budget - Expenditures



Source: FY2010 University Heights Budget

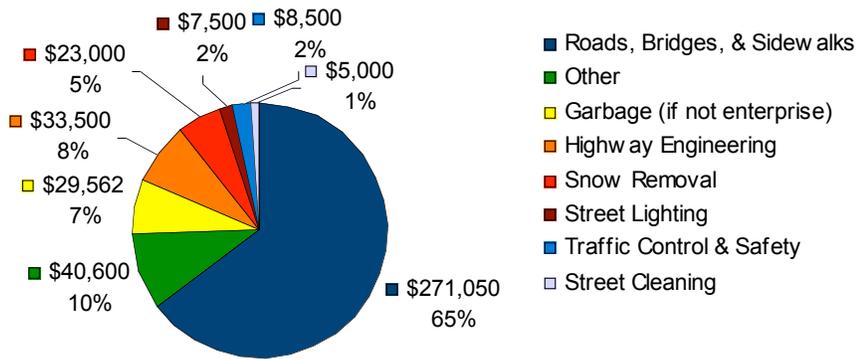
Proposed language and charts to replace information located on page 35 of the University Heights Comprehensive Plan adopted November 2006.

Figure 13: FY10 Budget - Public Safety



Source: FY2010 University Heights Budget

Figure 14: FY10 Budget - Public Works

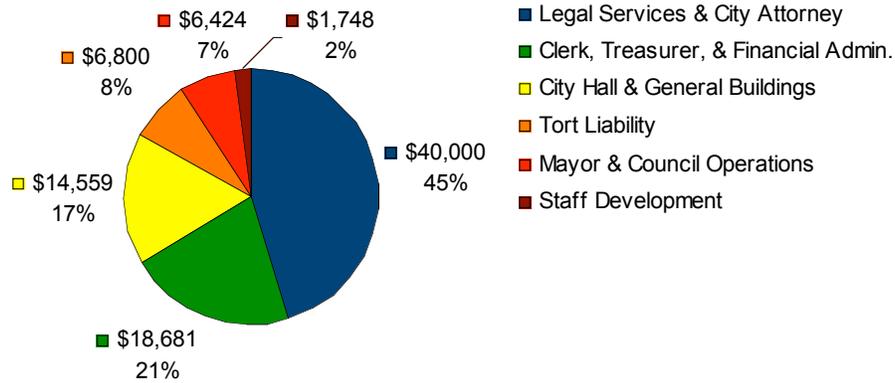


Source: FY2010 University Heights Budget

For fiscal years 2008 to 2010, the largest share of the University Heights budget was allocated to public safety and public works. In 2010 this amounted to \$356,249 for public safety and \$411,212 for public works (46% and 53% of the total budget respectively).

Proposed language and charts to replace the chart and the first sentence of the first paragraph on the top of page 36 (prior the Goals and Implementation section) of the University Heights Comprehensive Plan adopted November 2006.

Figure 15: FY10 Budget-General Government



Source: FY2010 University Heights Budget

The last major portion of the FY10 budget was allocated to general government expenses. In fiscal year 2010 this represented 11% (\$88,212) of the total City budget.

Treasurer's Report

March 2010

Our total revenue for the month of February was \$43,112.31 comprised of the following amounts:

Property Taxes	\$ 19,544.34
Local Option Sales Tax	\$ 9,296.59
Parking fines	\$ 185.00
Traffic Fines from Clerk of Court	\$ 5,553.72
Interest on bank accounts	\$ 331.92
Road Use Funds	\$ 8,100.74
Rental permits	\$ 100.00

Balances in the bank accounts as of 3/31/2010:

MidwestOne Checking Account	\$ 55,977.41
Hills Bank Money Market Account	\$ 23,312.68
CD at UICCU (due 2/28/11)	\$ 39,408.41
Forfeiture Fund	\$ 3,082.29

The checking account balance isn't anything to be concerned about. I got the statement from the county and the property tax disbursement for the month of April is \$197,000+. The balance is getting lower than usual because we have been making payments for the wide sidewalk project. All but one of the checks for the temporary easements/permanent acquisitions were mailed out at the end of March. This check is being held because of some paper work that needs to be resolved.

So far for the wide sidewalk project, we've paid out \$62,307.46 in engineering fees and \$16,707.02 for property acquisition/temporary easements.