

DESIGN REVIEW BOARD MEETING

CITY OF DAVENPORT, IOWA

MONDAY, JANUARY 22, 2024; 5:00 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Call to Order

II. Secretary's Report

A. Consideration of the November 20, 2023 Meeting Minutes.

III. Old Business

IV. New Business

A. Case DR24-01: Request for Design Review, C-D Downtown Zoning District; Installation of a new roof at 710 West 3rd Street. Wisdom Holdings LLC, petitioner. [Ward 3]

B. Case DR24-02: Request for Design Review, C-D Downtown Zoning District; Construction of three soccer fields, parking lot, and associated site work at 602 East 4th Street. YMCA of the Iowa Mississippi Valley, petitioner. [Ward 3]

C. Election of Chairperson

D. Election of Vice-Chairperson

V. General Discussion

VI. Public Comment

VII. Adjournment

VIII. Next Board Meeting: February 26, 2024

City of Davenport
Design Review Board

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch 563.888.2221

Date
1/22/2024

Subject:
Consideration of the November 20, 2023 Meeting Minutes.

Recommendation:
Staff recommends the Design Review Board approve the November 20, 2023 meeting minutes.

Background:
The November 20, 2023 meeting minutes are attached.

ATTACHMENTS:

Type	Description
▢ Backup Material	Meeting Minutes 11-20-23

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Werderitch, Matt	Approved	1/17/2024 - 1:55 PM

MINUTES
DESIGN REVIEW BOARD MEETING
CITY OF DAVENPORT, IOWA
MONDAY, NOVEMBER 20, 2023; 5:00 PM
CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Call to Order

Present: Martin, Tebbitt, Anderson, Tylka, Rashid
Excused: Inskeep, Hoff, Salzer, Stinocher
Staff: Werderitch

II. Secretary's Report

A. Consideration of the October 23, 2023 Meeting Minutes.

Motion by Anderson, second by Tylka, to approve the October 23, 2023 meeting minutes. Motion to approve was unanimous by voice vote (5-0).

III. Old Business

IV. New Business

A. Case DR23-21: Request for Design Review, C-V Village of East Davenport Zoning District; Site improvements at 1117 Mound Street. Streamline Architects, petitioner, on behalf of Kelsey Seibert. [Ward 5]

Werderitch presented a history of prior Design Review Board approvals for Kelso's Corner Bar. The property owner started construction on the outdoor patio area last month without first obtaining building permits. In addition, the work being performed was inconsistent with the plans approved by the Design Review Board. City staff notified the owner to cease work on the site until revised plans were submitted, reviewed, and approved by the Design Review Board. A new design has been submitted for review. Staff have a concern with the proposed braided wire fence with PVC greenery slats. The wire may appear as chain link, which is generally discouraged in the Village.

Staff recommended that Case DR23-21 be approved in accordance with the submitted work write up and materials with the exception of the proposed privacy fence along the north and east lot lines. Staff recommended the Board identify an alternative fence or wall design that is sympathetic to the historic ambiance of the Village of East Davenport.

Ed Sampson, Sampson Construction, and Craig Shannon, Streamline Architects, were in attendance to answer questions. The applicant discussed alternative fence screening options, landscaping, shade covers, and artificial turf.

Motion by Tylka, second by Martin, to add the following condition, "The entirety of the outdoor patio area shall be enclosed with a six-foot tall black metal fence matching the existing. Artificial ivy may not be applied to the fence." Motion to add the condition passed by a roll call vote (5-0).

Motion by Tylka, second by Martin, to add the following condition, "A neutral color tone shall be selected by the applicant for the canvas shade sails. The color shall compliment the character of the building." Motion to add the condition passed by a roll call vote (5-0).

Motion by Tebbitt, second by Tylka, to approve the project with the two added conditions:

1. The entirety of the outdoor patio area shall be enclosed with a six-foot tall black metal fence matching the existing. Artificial ivy may not be applied to the fence.
2. A neutral color tone shall be selected by the applicant for the canvas shade sails. The color shall compliment the character of the building.

Motion was approved by a roll call vote (5-0).

V. General Discussion

VI. Public Comment

VII. Adjournment

Motion by Tebbitt, second by Tylka, to adjourn the meeting. Motion to adjourn was unanimous by a voice vote (5-0). The meeting adjourned at 5:20 pm.

VIII. Next Board Meeting: December 18, 2023

City of Davenport
Design Review Board

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch 563.888.2221

Date
1/22/2024

Subject:

Case DR24-01: Request for Design Review, C-D Downtown Zoning District; Installation of a new roof at 710 West 3rd Street. Wisdom Holdings LLC, petitioner. [Ward 3]

Recommendation:

Staff recommend Case DR24-01 be approved in accordance with the submitted work write up and materials.

Background:

The Clyde L. Clough building is located within the West 3rd Street Historic District. The two-story brick structure was built circa 1900. The building, which contains four apartment units, was recently sold in October, 2023. The new owner is looking to rehabilitate the structure following a period of neglect.

Project Scope:

The applicant is proposing to install a new black asphalt shingle roof to provide a cohesive appearance to the building. The roofing product is Onyx Black Owens Corning Duration Shingle. The current roofing material is a combination of metal panel and light grey asphalt shingles, which are peeling away from the mansard roof and dormers.

Staff believe this project will keep the structure in a good state of repair and have minimal impact to the historic characteristics of the structure. The reroofing will also address the blighted appearance of the mansard roof through the use of a uniform product.

The Downtown Design Guidelines encourage maintenance and high quality building materials. Deferred maintenance often contributes to the uninviting appearance of some downtowns. Replacing deteriorated features can transform a building overnight and spur further reinvestment into a block.

ATTACHMENTS:

Type	Description
▢ Backup Material	Application
▢ Backup Material	Roofing Material Narrative
▢ Backup Material	Project Quote
▢ Backup Material	Photos
▢ Backup Material	Downtown Design Guidelines-Maintenance and Materials

REVIEWERS:

Department	Reviewer	Action	Date
Community Planning & Economic Development	Werderitch, Matt	Approved	1/19/2024 - 12:22 PM



CITY OF DAVENPORT
Development & Neighborhood
Services – Planning
1200 W. 46th St
Davenport, IA 52807

Office 563.326.6198
planning@davenportiowa.com

APPLICATION FOR
DESIGN REVIEW

DESIGN REVIEW BOARD

APPLICANT INFORMATION		REVIEW DISTRICT	SUBMITTAL DATE	MEETING DATE
Applicant Name <i>Kristopher Wisdom</i>		SITE ADDRESS & PARCEL OR LOCATION DESCRIPTION		
Address <i>710 W 3rd St</i>				
City State Zip <i>Davenport IA 52802</i>				
Phone <i>404-787-9799</i>				
Secondary Phone				
E-Mail Address <i>Wisdom real estate az@gmail.com</i>		BRIEF OVERVIEW OF THE PROJECT (not a scope of work)		
Acceptance of Applicant I, the undersigned, certify that the information on this application to the best of my knowledge is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property, and acknowledge formal procedure and submittal requirements. I understand I am responsible for attendance at the meeting as shown on the design review board calendar. The City reserves the right to require further site studies as necessary. By checking this box and typing my name below, I am electronically signing this application. ☒ <i>[Signature]</i> Type Applicant's Name here to serve as a signature Date <i>1/11/24</i>		APPLICABILITY (PRIOR TO ANY WORK, APPROVAL IS REQUIRED) Design Review Applications must be completed and approved PRIOR to the commencement of the following types of work: • New construction or an alteration to an exterior of a structure where changes are visible from the public right-of-way • New parking lots, fencing/walls, landscaping, or alterations of • Sign installation or alteration • Streetscaping element installation within the public right-of-way		
DEVELOPMENT TEAM		ALL SUBMITTALS SHALL INCLUDE:		
Property Owner		SUBMITTED		
Address		Full Scope of Work (SOW) attached as a .PDF ☐		
Phone		all work & materials shall be described & itemized/listed in detail		
Secondary Phone		Digital photos of existing building/sign elevations/façades ☐		
E-Mail Address		Proposed color building/sign elevations to scale ☐		
		rendering as proposed & depicted on existing building/signs		
		Material specifications: type, dimensions, & color ☐		
		MINOR & MAJOR ADDITIONS, SITE IMPROVEMENTS, & NEW BUILDINGS SHALL INCLUDE ADDITIONAL ITEMS*:		
		Dimensioned Site Plan (proposed & existing buildings/site items) ☐		
		Landscape Plan ☐		
		Grading Plan with 2 foot intervals (if needed) ☐		
		Storage & Mechanical Screening shall be shown ☐		
		* Major Additions & New Buildings may require more extensive information		
		Application Fee: NONE		
Project Manager/Other		Formal Procedure		
Address		(1) Application:		
Phone		• Prior to submission of the application, the applicant shall correspond with Planning staff to discuss the request, potential alternatives and the process.		
Secondary Phone		• The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of required regularly scheduled meetings.		
E-Mail Address		(2) Scope of Board's Consideration:		
		• Only work described in the application may be approved.		
		• If insufficient information exists to make a proper judgment on the application, the Board may continue the consideration a maximum of three regularly scheduled consecutive meetings, excluding applicant requested continuances.		
		(3) Post Board Ruling:		
		• If approved, design approval does not constitute a City permit or license and does not vest against any other land development regulation or regulatory approval. Applicant must contact necessary development authorities.		
		• Design approval expires one year from the date of approval unless a building permit is obtained within such period. An applicant may apply in writing for an extension of time at any time prior to the date of expiration.		
		• Appeals to the Board's determinations are \$75 made to City Council and shall be in writing submitted to the Zoning Administrator within 30 calendar days of Board's decision.		
		Submit this form with attachments to: planning@davenportiowa.com		

Werderitch, Matt

From: Kristopher Wisdom <wisdomrealestateaz@gmail.com>
Sent: Thursday, January 11, 2024 12:20 PM
To: Werderitch, Matt; rodolfo@nstarroofing.org
Subject: Re: [EXT] Re: Design Review Board

The roof color and siding pieces that will be visible from the street will all be black shingles, the product name is Onyx black Owens Corning duration shingle. This job is for the roof only. I plan to paint the exterior (painting, etc) in the future, but I am trying to get the major things addressed first. The gutters are still functional, so we will not be changing them at this time. Also I will be out of town on the meeting date, so I have my roofer that is going to complete the work that will be present. His name is Rodolfo Patino. I've added him to this email so he can prepared for what is expected as well.

On Thu, Jan 11, 2024 at 9:57 AM Werderitch, Matt <Matt.Werderitch@davenportiowa.com> wrote:

Kristopher,

Thank you for submitting an Application for Design Review. This item will be placed on the January 22nd Design Review Board meeting agenda. Staff will send you a reminder email along with a link to the meeting packet next Friday.

The purview of the Board is the portion of the roof that is visible from W 3rd Street. It appears the existing roof is part metal and part asphalt shingle. What is the product, material, and color of the proposed replacement roof? I am having difficulty determining this information from the Gannon quote.

Are there any other exterior improvements proposed, such as new soffit, fascia, gutters, or work on the dormers?

Thanks,

Matt Werderitch | AICP

Planner II | Development & Neighborhood Services

City of Davenport

T 563-888-2221

1200 E 46th Street, Davenport, IA 52807



GANNON ROOFING SUPPLY - QUAD CITIES
 1000 1ST AVE E
 MILAN, IL 61264-2604
 FAX:(309)-433-0088
 Phone: (309)-433-0089

ORDER ACKNOWLEDGMENT

0035038729

Account: S004727 0001
Branch: GAQUA
Phone: (309)-430-8559
Fax: ()- -

Bill To: NORTHSTAR ROOFING LLC
 DBA: NORTHSTAR
 241 52ND ST
 MOLINE, IL 61265

Ship To: NORTHSTAR ROOFING LLC
 710 W 3RD ST
 DAVENPORT, IA 52802

Page 1 of 4

PO: 710 W 3RD ST		Ref:		Job:	
Order Date: 12/12/23 Exp Delv Date: 12/12/23		Sales A SCHROEDER Agents D FRANKL		Type: WHSE Ordered By: RODOLFO Ship Via: ROOF EDGE	
QUANTITY	UOM	ITEM/DESCRIPTION		PRICE/UOM	AMOUNT
		Orig Quote: 34982449			
1	RL	CAREF61050 10' X 50' CARLISLE .060 EPDM FR NR SURE-SEAL, FIRE RATED, NON-REINFORCED 1/RL Loc:YARD		511.90/RL	511.90
2	RL	CARE60100FRNR 10' X 100' CARLISLE .060 EPDM FR NR SURE-SEAL, FIRE-RATED, NON-REINFORCED 1/RL Loc: 1/RL Loc:YARD		1,023.81/RL	2,047.62
60	PC	CARISOF4820 2" 4' X 8' CARLISLE FLAT ISO INSULBASE, INSULATION, 24 PC/PAL 60/PC Loc:YARD		110.71/SQ	2,125.63
1	BX	CARF4HP 4" 1000/BX CARLISLE HP FASTENER 60 BX/PAL 1/BX Loc:YARD		262.69/BX	262.69
1	BX	CARINPL3 3" 1000/BX CARLISLE INSULATION PLATES 60 BX/PAL 1/BX Loc:YARD		237.36/BX	237.36
3	RL	CARST03 3" X 100' CARLISLE EPDM SECURTAPE SURE-SEAL, 4 RL/CTN 3/RL Loc:YARD		87.11/RL	261.33



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Page 2 of 4

PO: 710 W 3RD ST		Ref:		Job:					
Order Date: 12/12/23 Exp Delv Date: 12/12/23		Sales A SCHROEDER Agents D FRANKL		Type: WHSE Ordered By: RODOLFO Ship Via: ROOF EDGE					
QUANTITY		UOM		ITEM/DESCRIPTION		PRICE/UOM		AMOUNT	
6		1G		CARETWC1 HAZMAT 1 GAL CARLISLE WEATHERED MEMBRANE CLEANER EPDM/TPO, 2/CTN 6/1G Loc:YARD		31.24/1G		187.44	
3		1G		CARSPR1 HAZMAT 1 GAL CARLISLE EPDM HP-250 PRIMER SURE-SEAL, SOLVENT BASED, 6 1G/CTN, 35 1G/PAL 3/1G Loc:YARD		43.61/1G		130.83	
30		EA		CARTB 1" X 10' 50/TB CARLISLE TERMINATION BAR 50 EA/CTN 30/EA Loc:YARD		15.07/EA		452.10	
1		BX		CARF2HP 2" 1000/BX CARLISLE HP FASTENER 60 BX/PAL 1/BX Loc:		141.61/BX		141.61	
2		RL		CARFUPS06 .060 6" X 100' CARLISLE EPDM PS ELASTOFORM FLASHING SURE-SEAL, PRESSURE SENSITIVE, 2 RL/CTN 2/RL Loc:YARD		359.06/RL		718.12	
8		5G		CAREBA5 HAZMAT 5 GAL CARLISLE EPDM 90-8-30A BONDING ADHESIVE SURE-SEAL, SOLVENT BASED, 45 5G/PAL 8/5G Loc:YARD		158.14/5G		1,265.12	
12		EA		CARSSPSF16 1" - 6" CARLISLE EPDM PS MOLDED PIPE SEAL SURE-SEAL, PRESSURE-SENSITIVE, 10 EA/CTN 6/EA Loc: 6/EA Loc:YARD		48.71/EA		584.52	



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QUANTITY		UOM		ITEM/DESCRIPTION		PRICE/UOM		AMOUNT	
2		EA		CARPPH952 #952 CARLISLE 952 PRIMER PAD HANDLE 2/EA Loc:		38.00/EA		76.00	
4		EA		CARPP CARLISLE PRIMER PADS 20 EA/CTN 4/EA Loc:		2.14/EA		8.56	
1		BX		TOCUR 10/BX CLEAN UP RAGS 1/BX Loc:		29.07/BX		29.07	
4		EA		ACRRF9HDJ 9" C&R JUMBO HD ROLLER FRAME 3/EA Loc: 1/EA Loc:YARD		7.98/EA		31.92	
8		EA		ACRRC9J12 9" C&R JUMBO ROLLER COVER WITH 1/2" NAP 6/EA Loc: 2/EA Loc:YARD		6.05/EA		48.40	
				Subtotal				9,120.22	
				FUEL CHARGE				50.00	
				Sales Tax		7.0%		638.43	
ALL ORDERS ARE SUBJECT TO CREDIT APPROVAL PRIOR TO SHIPMENT. ALL ORDERS ARE SUBJECT TO STANDARD TERMS UNLESS OTHERWISE APPROVED. QUOTES ARE VALID FOR 30 DAYS FROM CREATION DATE UNLESS OTHERWISE NOTED IN WRITING BY MANAGEMENT. WE WILL NOT BE RESPONSIBLE FOR VEHICLE DAMAGE WHEN FORKLIFT LOADING IS REQUESTED IN THE WILL CALL AREA.									
Signature					Date				

With my signature above I understand that all special/custom



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Exp Delv Date: 12/12/23		Agents D FRANKL		Ordered By: RODOLFO	
Ship Via: ROOF EDGE					
QUANTITY		UOM		ITEM/DESCRIPTION	
PRICE/UOM		AMOUNT			
				order products are not returnable. Returnable and resalable products are subject to a 20% restock charge. Note that certain sales may require a deposit.	
					

Payment Terms:
COD

Balance **\$9,808.65**









Maintenance and Materials

Design Objectives:

Build a positive identity

Encourage public and private investment

Create a safe downtown

Create a comfortable downtown

Create an economically vibrant downtown

Discussion:

Deferred maintenance often contributes to the shabby appearance of some central business districts. Lack of maintenance and repair may be the major visual problem in some portions of the Downtown. Simple cleaning and repair of existing structures and facilities can transform the Downtown, a block or a building overnight.

Guidelines

- Encouraging regular ongoing maintenance of existing buildings and structures like simple repainting, cleaning and replacement of windows, awnings, and landscaping is a more effective and less expensive solution than a major alteration.

- Where possible, using substantial, high-quality materials is preferred over less expensive alternatives that will not endure over time and use, as it makes for an unattractive downtown.
- Using cleaning techniques that do not destroy existing materials such as brick and stone is a sensible solution for otherwise the cost would be very expensive in the long term. For example, sand blasting of brick may destroy the outer surface, causing future water damage to the building surface.
- Maintaining the original surfaces and colors of older buildings rather than painting them helps maintain the original identity of the building. Similarly painting or treating natural or previously unpainted surfaces of brick, ceramic tile, or terra cotta with other coating materials may change the original character of the building.
- Using high-quality materials to replace existing building features (for example, aluminum-framed windows being replaced by wood or steel-framed windows) helps maintain the overall architectural identity of the building. Similarly new windows having same individual details like sash, frame thickness and window depths as the original or historic ones preserves the architectural characteristics of the buildings.
- Considering original color schemes while rehabilitating and maintaining existing buildings preserves its character.



City of Davenport
Design Review Board

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch 563.888.2221

Date
1/22/2024

Subject:

Case DR24-02: Request for Design Review, C-D Downtown Zoning District; Construction of three soccer fields, parking lot, and associated site work at 602 East 4th Street. YMCA of the Iowa Mississippi Valley, petitioner. [Ward 3]

Recommendation:

Staff recommend Case DR24-02 be approved in accordance with the submitted work write up and materials, subject to the following condition:

1. Submit a more robust landscape plan for the area between the soccer fields and East 4th Street sidewalk.

Background:

The YMCA is proposing to construct three new urban soccer fields, a parking lot, and associated site work at 604 East 4th Street. This is the site of the former Astra Furniture Warehouse, which was demolished in 2023. The site is currently vacant.

The project scope includes the following:

1. Three New Soccer Fields:
 - The soccer fields will be 60 feet x 90 feet (much smaller than a traditional soccer field).
 - The fields will be made of synthetic turf material.
 - The synthetic turf product is called ProPlay, which is a high performance product known for its sports performance, durability in extreme climates, and permeability.
2. Stormwater Management System:
 - The stormwater will be captured and maintained on-site through an underground stormwater management system.
 - The fields will have a subdrain system to drain the fields to the on-site underground detention stormwater management system.
 - The remaining non-pavement areas outside of the field of play will be turf grass and landscaping.
3. Fencing Material:
 - Each soccer field will be enclosed on all four sides with synthetic netting material to assist in keeping all balls within the field of play.
 - The netting material is 20 feet tall.
4. Site Lighting:
 - Each field will have its own lighting system to facilitate nighttime games.
 - A photo of an existing system has been submitted to show how the fields will look with the lighting setup.
5. Parking Lot:
 - There will be a parking lot added to provide 30 stalls for the soccer fields.
 - The parking lot will have a one-way drive aisle. The entrance will be from the existing YMCA parking lot, with vehicles exiting onto 4th Street.
 - The City will be converting 4th Street into two-way traffic.
 - Parking lot landscaping will be required in accordance with city standards.

Staff reviewed the project for general conformance with the Downtown Design Guidelines. The installation of urban soccer fields within a downtown environment satisfies the objective of encouraging a diversity of uses and activities. The guidelines state, "A healthy city center should have a wide mix of uses that function in a mutually supportive fashion to establish a diverse and lively business and leisure environment. By offering people a wide variety of reasons to visit and stay in the heart of the city throughout the day and evening, cities can attract more people more frequently and for a longer period of time."

The Downtown Design Guidelines also recommend surface parking lots be located to minimize their visibility from streets and pedestrian oriented streets. The placement of the parking lot north of the soccer fields achieves this objective.

ATTACHMENTS:

Type	Description
▢ Backup Material	Application
▢ Backup Material	Plan Set
▢ Backup Material	Downtown Design Guidelines-Design Objectives
▢ Backup Material	Downtown Design Guidelines-Surface Parking Lots

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Werderitch, Matt	Approved	1/19/2024 - 12:20 PM



CITY OF DAVENPORT
Development & Neighborhood
Services – Planning
1200 E. 46th St
Davenport, IA 52807

Office 563.326.6198
planning@davenportiowa.com

APPLICATION FOR
DESIGN REVIEW
DESIGN REVIEW BOARD

REVIEW DISTRICT	SUBMITTAL DATE	MEETING DATE
Downtown	01/11/2024	01/22/2024

SITE ADDRESS & PARCEL OR LOCATION DESCRIPTION
602 E 4th Street

BRIEF OVERVIEW OF THE PROJECT (not a scope of work)
Construction of (3) synthetic turf urban soccer fields and associated site parking. Fields will have lighting and netting around the entirety of the field.

APPLICABILITY (PRIOR TO ANY WORK, APPROVAL IS REQUIRED)
Design Review Applications must be completed and approved PRIOR to the commencement of the following types of work:

- New construction or an alteration to an exterior of a structure where changes are visible from the public right-of-way
- New parking lots, fencing/walls, landscaping, or alterations of
- Sign installation or alteration
- Streetscaping element installation within the public right-of-way

APPLICANT INFORMATION	
Applicant Name	Brad Martell
Address	630 E 4th St
City State Zip	Davenport/IA/5281
Phone	(563) 345-4271
Secondary Phone	
E-Mail Address	bmartell@scottcountyfamilyy.org

Acceptance of Applicant
I, the undersigned, certify that the information on this application to the best of my knowledge is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property, and acknowledge formal procedure and submittal requirements.

I understand I am responsible for attendance at the meeting as shown on the design review board calendar. The City reserves the right to require further site studies as necessary.

By checking this box and typing my name below, ☐ I am electronically signing this application.

 1-11-2024
Type Applicant's Name here to serve as a signature Date

ALL SUBMITTALS SHALL INCLUDE:	SUBMITTED
Full Scope of Work (SOW) attached as a .PDF all work & materials shall be described & itemized/listed in detail	☒
Digital photos of existing building/sign elevations/façades	☐
Proposed color building/sign elevations to scale rendering as proposed & depicted on existing building/signs	☐
Material specifications: type, dimensions, & color	☒
MINOR & MAJOR ADDITIONS, SITE IMPROVEMENTS, & NEW BUILDINGS SHALL INCLUDE ADDITIONAL ITEMS*:	
Dimensioned Site Plan (proposed & existing buildings/site items)	☒
Landscape Plan	☒
Grading Plan with 2 foot intervals (if needed)	☒
Storage & Mechanical Screening shall be shown	☐

* Major Additions & New Buildings may require more extensive information

DEVELOPMENT TEAM	
Property Owner YMCA of the Iowa Mississippi Valley	
Address	630 E 4th Street
Phone	(563) 345-4271
Secondary Phone	
E-Mail Address	bmartell@scottcountyfamilyy.org
Project Manager/Other Zach Howell (Civil Engineer)	
Address	2144 56th Avenue West
Phone	(563) 635-7300
Secondary Phone	
E-Mail Address	zhowell@live-hattery.com

Formal Procedure	Application Fee: NONE
(1) Application: • Prior to submission of the application, the applicant shall correspond with Planning staff to discuss the request, potential alternatives and the process. • The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. <u>Inaccurate or incomplete applications may result in delay of required regularly scheduled meetings.</u>	
(2) Scope of Board's Consideration: • Only work described in the application may be approved. • If insufficient information exists to make a proper judgment on the application, the Board may continue the consideration a maximum of three regularly scheduled consecutive meetings, excluding applicant requested continuances.	
(3) Post Board Ruling: • If approved, design approval does not constitute a City permit or license and does vest against any other land development regulation or regulatory approval. Applicant must contact necessary development authorities. • Design approval expires one year from the date of approval unless a building permit is obtained within such period. An applicant may apply in writing for an extension of time at any time prior to the date of expiration. • Appeals to the Board's determinations are \$75 made to City Council and shall be in writing submitted to the Zoning Administrator within 30 calendar days of Board's decision.	
Submit this form with attachments to: planning@davenportiowa.com	

January 15, 2024

YMCA Urban Soccer Fields

RE: Scope of Work

The proposed project is located at 602 E 4th Street. The site is the location of the old “Astra Furniture” building. The existing building has been previously torn down. The project includes the construction of (3) soccer fields, parking lot and drive lane, and associated site work. The site work includes:

- Construction of (3) soccer fields. The soccer fields will be 60 feet x 90 feet (much smaller than a traditional soccer field). The fields will be made of synthetic turf material. The fields will have a subdrain system to drain the fields to the on-site underground detention stormwater management system. The remaining non-pavement areas outside of the field of play will be turf grass and landscaping.
- Each soccer field will be enclosed on all four sides with synthetic netting material to assist in keeping all balls within the field of play. The netting material shall extend to a height of 20 feet tall.
- Each field will have their own lighting system to allow games to be played at night. A photo of an existing system has been submitted to show how the fields will look with the lighting setup.
- There will be a parking lot added to provide (30) parking stalls for the soccer fields. The parking lot will be a one-way parking lot with the entrance along 4th Street and the exit at the existing YMCA entrance lane.
- Landscaping will be required in accordance with city standards.
- The stormwater will be captured and maintained on-site through an underground stormwater management system.



Urban Soccer Fields

DAVENPORT
IOWA | USA

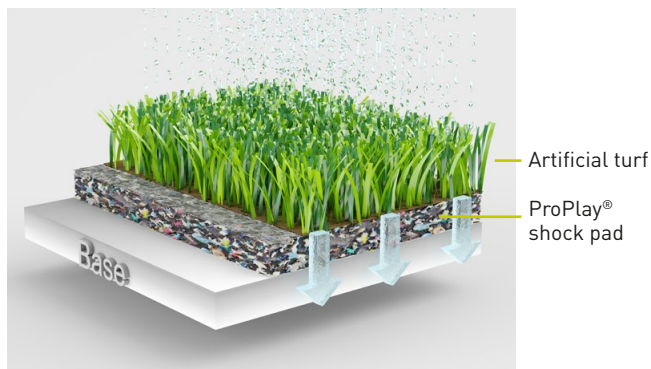


Urban Soccer Fields

DAVENPORT
IOWA | USA



GENERAL INFORMATION



Artificial turf system with ProPlay®-Sport shock pad



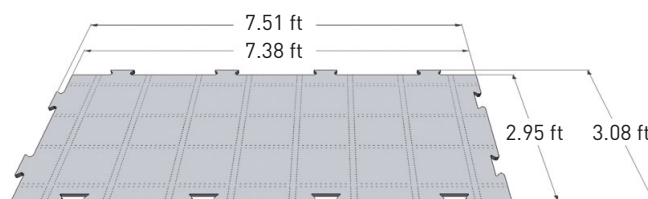
Puzzle shaped ProPlay® sheets with expansion slots

Product description

ProPlay®-Sport is a high performance shock and drainage pad, and the perfect basis of design for high-quality synthetic turf systems being utilized for sports fields, multi-use, and play areas.

ProPlay®-Sport is made of thermal bonded (closed-cell) cross-linked polyethylene foam (XLPE). This foam originates from production remnants and overruns and contains no contaminants.

ProPlay®-EcoSport is designed as a sport technical layer for synthetic turf sports fields. The product performs in all weather conditions and is renowned for its excellent water permeability. If desired it can be delivered with in-plane drainage channels (ProPlay®-Sport20D or -Sport23D), offering superior lateral drainage when the artificial grass system is to be installed on an impermeable base.



Dimensions ProPlay®-Sport sheet

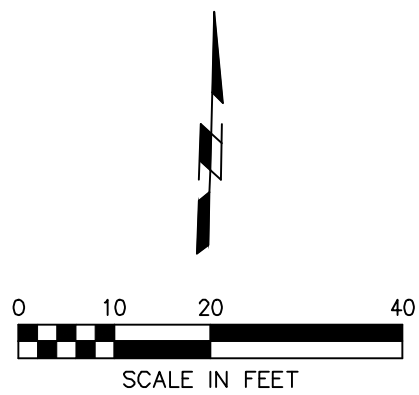
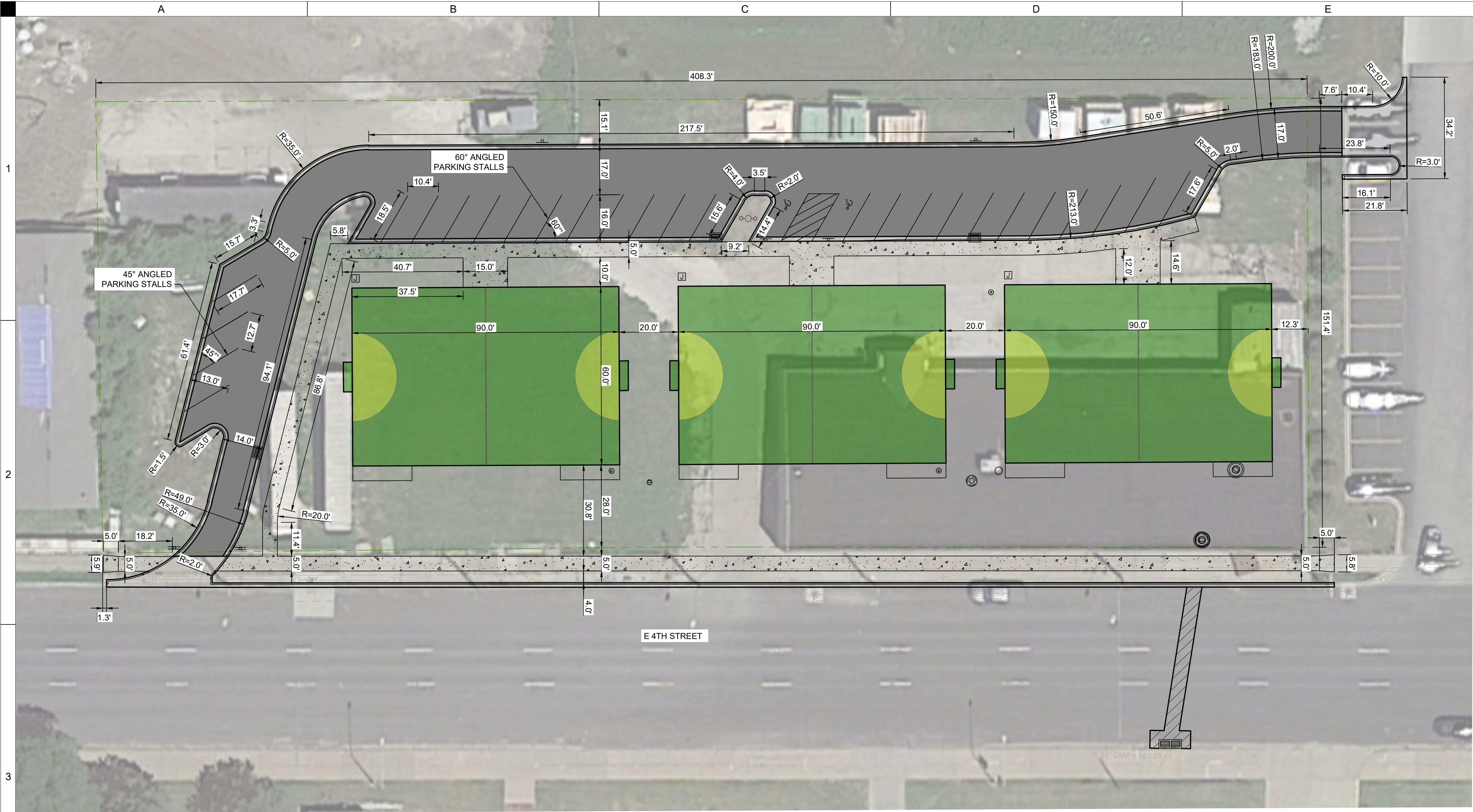
ENVIRONMENT, HEALTH AND SAFETY CREDENTIALS

Cross-linked polyolefins are chemically stable by nature. Any compounds contained in the material will not be released during the lifetime of the product. ProPlay® can be safely used for any synthetic turf system. The products do not leach chemicals that pose a risk for the environment and/or human health.

ProPlay®-Sport complies with:

- The state of California's Code of Regulations (CCR):
 - Title 22 'Social Security' - Division 4.5 'Environmental Health Standards for the Management of Hazardous Waste'.
 - Title 27 'Environmental Protection' - Division 4 'Office of Environmental Health Hazard Assessment' - Chapter 1 'Safe Drinking Water and Toxic Enforcement Act of 1986' (Proposition 65).
- The European Community:
 - Regulation No 1272/2008 of the European Parliament and of the Council on Classification, Labelling and Packaging of substances and mixtures (CLP).
 - Regulation (EC) No 1907/2006 of the European Parliament and of the Council on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH).
- Toxicology requirements from STC Performance and Durability Guidelines for Shock Pads.

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DIMENSION PLAN

DRAWN BY	APQ
APPROVED BY	Z/H
ISSUED FOR	PERMIT
ISSUE DATE	12/20/2023
PROJECT NUMBER	2123201320
FIELD BOOK	--

YMCA URBAN SOCCER FIELDS

1

2

3

4

SHIVEHATTERY
ARCHITECTURE+ENGINEERING

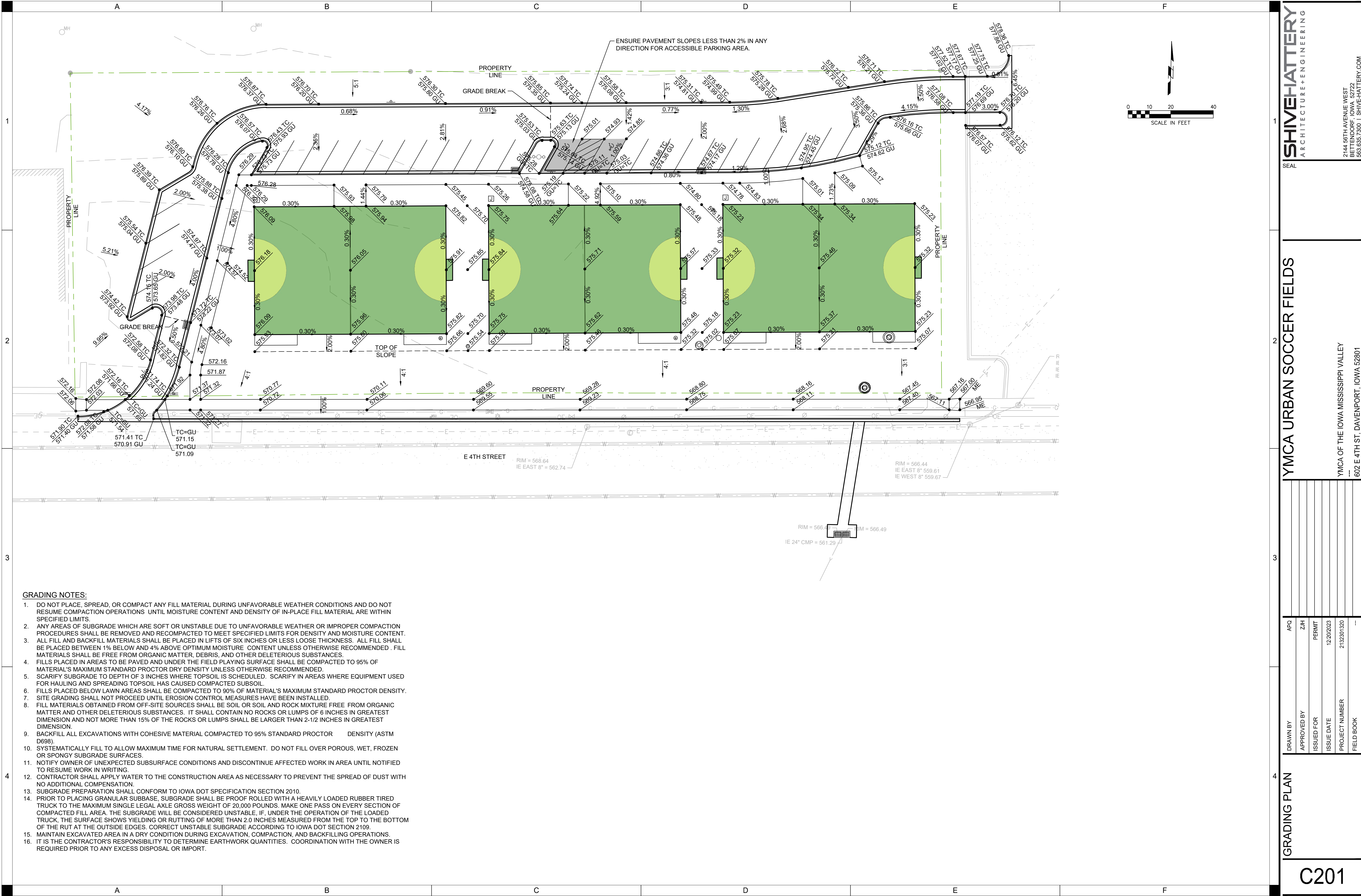
SEAL

YMCA OF THE IOWA MISSISSIPPI VALLEY
602 E 4TH ST, DAVENPORT, IOWA 52801

2144 56TH AVENUE WEST
BETTENDORF, IOWA 52722
563.635.7300 | SHIVEHATTERY.COM

C100

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GRADING NOTES:

- DO NOT PLACE, SPREAD, OR COMPACT ANY FILL MATERIAL DURING UNFAVORABLE WEATHER CONDITIONS AND DO NOT RESUME COMPACTION OPERATIONS UNTIL MOISTURE CONTENT AND DENSITY OF IN-PLACE FILL MATERIAL ARE WITHIN SPECIFIED LIMITS.
- ANY AREAS OF SUBGRADE WHICH ARE SOFT OR UNSTABLE DUE TO UNFAVORABLE WEATHER OR IMPROPER COMPACTION PROCEDURES SHALL BE REMOVED AND RECOMPACTED TO MEET SPECIFIED LIMITS FOR DENSITY AND MOISTURE CONTENT.
- ALL FILL AND BACKFILL MATERIALS SHALL BE PLACED IN LIFTS OF SIX INCHES OR LESS LOOSE THICKNESS. ALL FILL SHALL BE PLACED BETWEEN 1% BELOW AND 4% ABOVE OPTIMUM MOISTURE CONTENT UNLESS OTHERWISE RECOMMENDED. FILL MATERIALS SHALL BE FREE FROM ORGANIC MATTER, DEBRIS, AND OTHER DELETERIOUS SUBSTANCES.
- FILLS PLACED IN AREAS TO BE PAVED AND UNDER THE FIELD PLAYING SURFACE SHALL BE COMPACTED TO 95% OF MATERIAL'S MAXIMUM STANDARD PROCTOR DRY DENSITY UNLESS OTHERWISE RECOMMENDED.
- SCARIFY SUBGRADE TO DEPTH OF 3 INCHES WHERE TOPSOIL IS SCHEDULED. SCARIFY IN AREAS WHERE EQUIPMENT USED FOR HAULING AND SPREADING TOPSOIL HAS CAUSED COMPACTED SUBSOIL.
- FILLS PLACED BELOW LAWN AREAS SHALL BE COMPACTED TO 90% OF MATERIAL'S MAXIMUM STANDARD PROCTOR DENSITY.
- SITE GRADING SHALL NOT PROCEED UNTIL EROSION CONTROL MEASURES HAVE BEEN INSTALLED.
- FILL MATERIALS OBTAINED FROM OFF-SITE SOURCES SHALL BE SOIL OR SOIL AND ROCK MIXTURE FREE FROM ORGANIC MATTER AND OTHER DELETERIOUS SUBSTANCES. IT SHALL CONTAIN NO ROCKS OR LUMPS OF 6 INCHES IN GREATEST DIMENSION AND NOT MORE THAN 15% OF THE ROCKS OR LUMPS SHALL BE LARGER THAN 2-1/2 INCHES IN GREATEST DIMENSION.
- BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO 95% STANDARD PROCTOR DENSITY (ASTM D698).
- SYSTEMATICALLY FILL TO ALLOW MAXIMUM TIME FOR NATURAL SETTLEMENT. DO NOT FILL OVER POROUS, WET, FROZEN OR SPONGY SUBGRADE SURFACES.
- NOTIFY OWNER OF UNEXPECTED SUBSURFACE CONDITIONS AND DISCONTINUE AFFECTED WORK IN AREA UNTIL NOTIFIED TO RESUME WORK IN WRITING.
- CONTRACTOR SHALL APPLY WATER TO THE CONSTRUCTION AREA AS NECESSARY TO PREVENT THE SPREAD OF DUST WITH NO ADDITIONAL COMPENSATION.
- SUBGRADE PREPARATION SHALL CONFORM TO IOWA DOT SPECIFICATION SECTION 2010.
- PRIOR TO PLACING GRANULAR SUBBASE, SUBGRADE SHALL BE PROOF ROLLED WITH A HEAVILY LOADED RUBBER Tired TRUCK TO THE MAXIMUM SINGLE LEGAL AXLE GROSS WEIGHT OF 20,000 POUNDS. MAKE ONE PASS ON EVERY SECTION OF COMPACTED FILL AREA. THE SUBGRADE WILL BE CONSIDERED UNSTABLE IF, UNDER THE OPERATION OF THE LOADED TRUCK, THE SURFACE SHOWS YIELDING OR RUTTING OF MORE THAN 2.0 INCHES MEASURED FROM THE TOP TO THE BOTTOM OF THE RUT AT THE OUTSIDE EDGES. CORRECT UNSTABLE SUBGRADE ACCORDING TO IOWA DOT SECTION 2109.
- MAINTAIN EXCAVATED AREA IN A DRY CONDITION DURING EXCAVATION, COMPACTION, AND BACKFILLING OPERATIONS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE EARTHWORK QUANTITIES. COORDINATION WITH THE OWNER IS REQUIRED PRIOR TO ANY EXCESS DISPOSAL OR IMPORT.

YMCA URBAN SOCCER FIELDS

DRAWN BY	APQ
APPROVED BY	Z/H
ISSUED FOR	PERMIT
ISSUE DATE	12/20/2023
PROJECT NUMBER	2123201220
FIELD BOOK	--

GRADING PLAN

C201

SHIVEHATTERY
ARCHITECTURE+ENGINEERING

SEAL

YMCA OF THE IOWA MISSISSIPPI VALLEY
602 E 4TH ST, DAVENPORT, IOWA 52801

2144 56TH AVENUE WEST
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563.635.7300 | SHIVEHATTERY.COM

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CITY OF DAVENPORT LANDSCAPE REQUIREMENTS

- EVERGREEN TREES MUST HAVE A MINIMUM HEIGHT OF SIX FEET.
- SHADE TREES MUST HAVE A MINIMUM CLEAR TRUNK HEIGHT OF FOUR FEET ABOVE THE GROUND WITH A 2" CALIPER.
- SINGLE STEM ORNAMENTAL TREES MUST HAVE A MINIMUM TRUNK SIZE OF 2" CALIPER. MULTI-STEM ORNAMENTAL TREES MUST HAVE A MINIMUM HEIGHT OF EIGHT FEET.
- EVERGREEN OR DECIDUOUS SHRUBS MUST HAVE A MINIMUM HEIGHT OF 18".
- PARKING LOT INTERIOR LANDSCAPE
 - A MINIMUM OF ONE SHADE TREE MUST BE PROVIDED IN EVERY PARKING LOT ISLAND OR LANDSCAPE AREA.
 - A MINIMUM OF 60% OF THE AREA OF EVERY PARKING LOT ISLAND MUST BE PLANTED IN SHRUBS, LIVE GROUND COVER, PERENNIALS, OR ORNAMENTAL GRASSES.

PROVIDED LANDSCAPE:

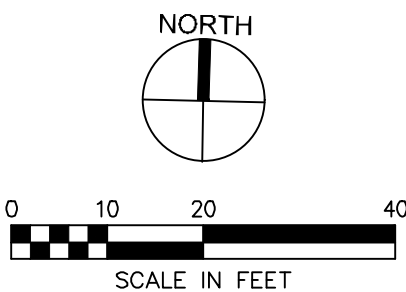
- PARKING LOT INTERIOR LANDSCAPE
 - 2 PARKING LOT ISLANDS: 1 SHADE TREES PROVIDED (SECOND ISLAND HAS A LIGHT POLE)
 - 100% OF INTERIOR ISLANDS PLANTED

LANDSCAPE NOTES

- ALL TREES SHALL BE PER THE RECOMMENDATIONS AND REQUIREMENTS OF THE CURRENT ANSI 'AMERICAN STANDARDS FOR NURSERY STOCK'.
- PROTECT ALL EXISTING AND NEW STRUCTURES AND UTILITY SERVICES DURING INSTALLATION OF ALL PLANT MATERIAL. NOTIFY ENGINEER IMMEDIATELY UPON CONFLICT OF PLANTS, STRUCTURES, AND UTILITIES.
- ALL PLANTING BEDS SHALL RECEIVE 3" DOUBLE SHREDDED HARDWOOD MULCH, UNLESS OTHERWISE NOTED.
- REPAIR ALL AREAS OF DISTURBANCE WITH TURF SEED WITH HYDROMULCH UNLESS NOTED OTHERWISE.
- PLANTING BEDS SHALL BE TILLED TO A DEPTH OF 12" TO DECOMPACT SOILS.
- ALL AREAS TO BE SEEDED SHALL RECEIVE TURF SEED WITH HYDROMULCH.
- ISLANDS SHALL BE CORED OUT TO REMOVE ALL GRANULAR AND COMPACTED SUBBASE TO A DEPTH OF 36" BELOW FINISH PAVING SURFACE, AND FILLED WITH APPROVED TOPSOIL.

PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	REMARKS
TREES						
CEL OCC	2	Celtis occidentalis	Common Hackberry	B & B	2"Cal	
GYM DIO	2	Gymnocladus dioica 'Espresso'	Kentucky Coffeetree	B & B	2"Cal	
LIQ HAP	3	Liquidambar styraciflua 'Worplesdon'	Worplesdon Sweet Gum	B & B	2"Cal	
LIR EMC	3	Liriodendron tulipifera 'JFS-Oz'	Emerald City® Tulip Poplar	B & B	2"Cal	
QUE RUB	2	Quercus rubra	Northern Red Oak	B & B	2"Cal	
ORNAMENTAL GRASS						
SPO HET	19	Sporobolus heterolepis	Prairie Dropseed	CONT.	1 gal	30" Spacing
PERENNIALS						
HEM ORO	25	Hemerocallis x 'Stella de Oro'	Stella de Oro Daylily	CONT.	1 gal	24" Spacing
SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE		REMARKS
GROUND COVERS						
	307 sf	Double Shredded Hardwood Mulch	Double Shredded Hardwood Mulch	SF		
	33,450 sf	Turf Seed with Hydromulch	Turf Seed with Hydromulch	SF		



4. A Vision for Downtown Davenport: Design Objectives

The nine shared values described in the previous section are broad concepts. A more specific list of goals or design objectives, follows. These goals were derived from the shared values, but hold a complex and indirect relationship with them, where the lines between goals and values frequently overlap. Each goal is stated and its main point briefly explained.

1) Promote an intuitive understanding of the layout of downtown Davenport.

A clear and simple development pattern within the downtown enables residents and visitors to understand how the area is organized and make their way around the city. This organizing structure is crucial to building an identity and special sense of place in the heart of the city.

2) Reinforce a sense of historical continuity.

This goal speaks to the preservation of historic buildings and other facilities and of historical layout of the downtown, but equally important, speaks to the relationship among buildings built over time – including those built in the present. While recognizing the importance of historic structures, it is also understood that the central business district, or downtown, is a dynamic place and over time some historic properties are going to be lost due to new development.

3) Encourage Compactness.

To promote pedestrian activity, the central area of a city must be compact, creating a critical mass of activity easily accessible by foot. A major priority is to fill existing gaps in the urban fabric, especially at high-visibility locations in the downtown. Even relatively small gaps in the continuity of buildings can significantly inhibit the flow of pedestrians. If major anchors and activity centers are too far apart, or isolated from one another by surface parking lots or vacant storefronts, pedestrian activity and economic synergy can be reduced.



Second Street looking west circa 1940

4) Provide for accessibility.

While vehicular access and parking must be convenient and efficient, it is important to give the pedestrian clear priority in order to encourage walking and enliven the streets. Sufficiently wide walkways and amenities to enhance the pedestrian experience are necessary if streets are to serve as linkages rather than barriers. A well-defined circulation pattern will insure a high quality pedestrian environment, efficient vehicular access, and access to mass transit (buses in the present, perhaps something else in the future).

5) Build a positive identity.

Downtowns require a positive identity to create a desirable and interesting place for people to interact. Retailing, cultural activities, entertainment, recreation and special events programming contribute to an image of the city center as an exciting place to be. Housing and the promotion of urban living also are important in shaping the city center's image as a safe, well-maintained, and livable environment.

6) Develop the public nature of downtown and reinforce the sense that downtown belongs to everyone.

The public nature of downtown is most apparent in public open space – plazas, sidewalks, streets and parks. These public spaces should be designed to be safe, comfortable and welcoming to all members of our diverse population. The design of the lower levels of buildings is also vital in promoting inclusion in the place that is downtown. Seasonal plantings can, through the use of repeated design elements, be used to pull diverse downtown design elements together and/or to create focal points.

7) Encourage a diversity of uses and activities.

A healthy city center should have a wide mix of uses that function in a mutually supportive fashion to establish a diverse and lively business and leisure environment. By offering people a wide variety of reasons to visit and stay in the heart of the city throughout the day and evening, cities can attract more people more frequently and for a longer period of time. The mix of uses should include office, civic, residential, and entertainment, as well as retail and restaurants.



8) Encourage public and private investment in the future of downtown Davenport.

Perhaps no other goal provides more opportunity to demonstrate the value we place on civic behavior than this one. Where those who have gone before us have been willing to invest in the future – to regard the value of their investment over a long period – we generally have bridges, buildings and other structures which have endured and which we now regard as important to our history.

9) Reinforce the unique character of the City of Davenport.

Developing a unique character for downtown – unlike any other downtown – should start with what is already unique about the City of Davenport.

10) Create a safe downtown.

All of the users of downtown – men, women, children, young and old, those with physical challenges, natives and visitors, customers and service personnel – should be considered when designing downtown. A safe downtown will foster social as well as economic activity.

11) Create a comfortable downtown.

Guaranteeing the physical and psychological comfort of pedestrians is paramount. Adequate walkway widths, shade, seating and a sense of protection from vehicular traffic are essential in creating a comfortable setting for pedestrians. Comfort includes shelter from harsh Midwest winters and summers. A reorientation of downtown away from a fast moving, automobile oriented place and to a slower moving, pedestrian-oriented population will increase the level of comfort.

12) Actively promote civic art and cultural activities downtown.

Civic art promotes economic development, cultural tourism, downtown and neighborhood revitalization, and an improved quality of life for a community. Art in a city's downtown describes the way in which the city honors spirit and soul. Public art can create a civic splendor that expresses community identity, myth and culture.

13) Encourage intense street level activity.

Cultural and entertainment facilities help to establish the downtown as a leisure and visitor destination and enhance a city's self-image and quality of life. These attractions can include refurbished historic theatres and centers for the performing arts such as the Capitol and Adler Theatres; sports venues such as John O'Donnell Stadium; studios and galleries, history, fine arts; and museums such as River Music Experience and the Figge. The street is a place for extra activities – sidewalk seating, vendors, people waiting for a bus. Activities that don't require enclosed spaces or are enhanced by being outside should be added to the activities that already happen outside to create intense street level activity.

14) Maintain a sense of connection to the natural environment.

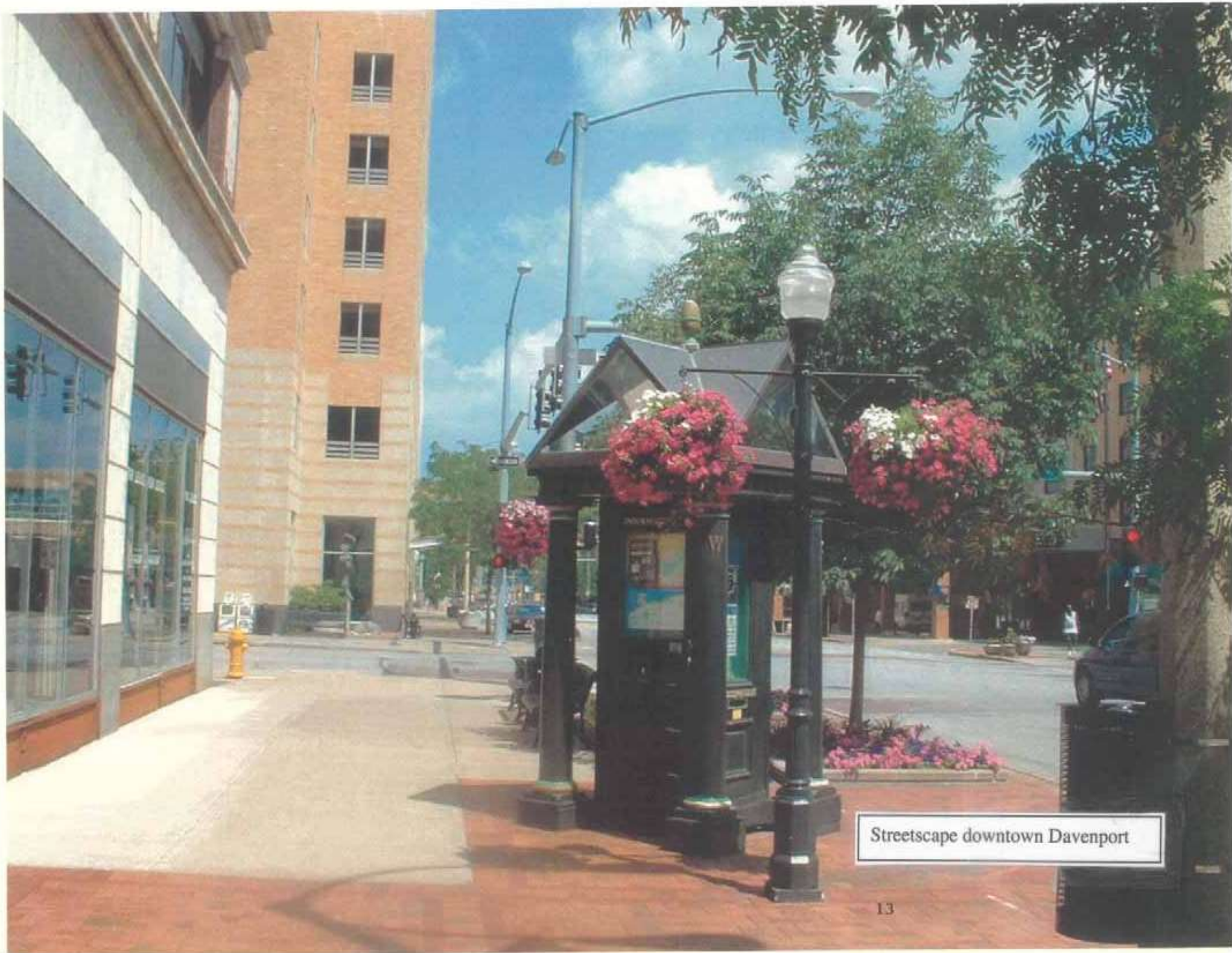
The City of Davenport's natural environment is a primary attribute. Every economically feasible effort to preserve, maintain and enhance Davenport's natural environment, in particular, the magnificent Mississippi River, should be pursued.

15) Encourage architecture excellence.

Building design guidelines primarily address the exterior of buildings and the relationship of buildings to the surrounding setting or context and the street. While building design decisions must balance many factors including economic constraints, programmatic needs, functional requirements and aesthetics, to name a few, the relationship of the building to its downtown urban setting is the primary issue of public concern.

16) Require the use of quality building materials.

Downtown should have a permanence to it that some other areas of the city do not require. Quality adds to the overall value of downtown and encourages further quality development as investors know that their investment will be protected from incompatible development of a lesser quality.



Streetscape downtown Davenport

17) Promote downtown residential uses.

A downtown residential component provides for 24-hour activity, a consumer base for retail activity, advocates for downtown, eyes and ears on the street, lowers the need for transportation for downtown workers, and provides a wider choice for our diverse population. Downtown living can be attractive to many, especially young adults and empty nesters.

18) Encourage variety and interest.

Just as it provides a range of uses and activities, the city center should be a rich, diverse, and complex environment offering a range of sensory stimuli. As a dynamic place, it should include elements that change frequently enough to keep the downtown fresh, interesting and exciting. Changes can range from new storefront displays to a roster of programmed activities and events.

19) Create an economically vibrant downtown.

None of the values can be promoted without the economic engine necessary to drive downtown redevelopment.





One of the highest priorities of these design standards is to improve the downtown as a place for pedestrians.

- **Surface Lots**

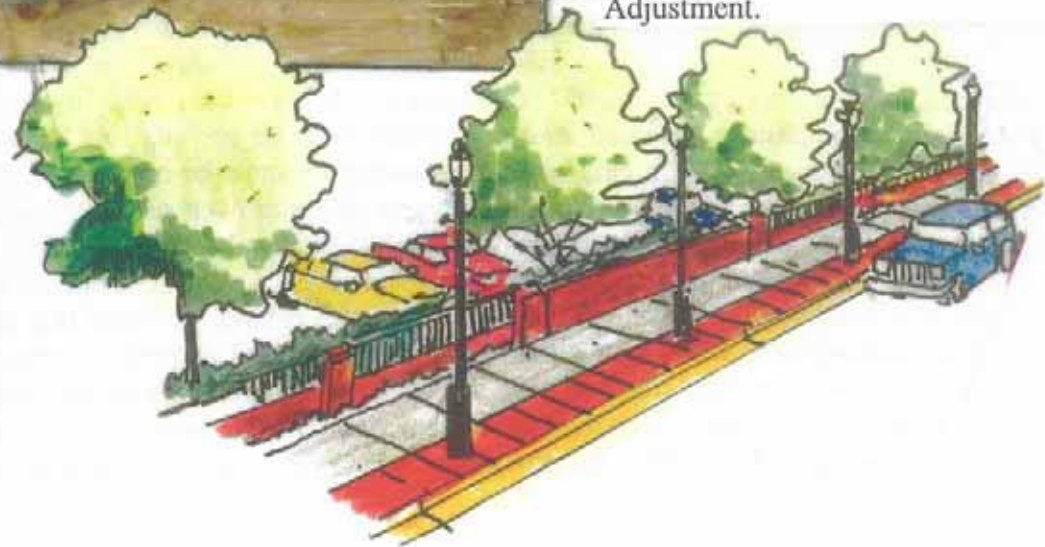
Surface parking lots create gaps in the development edges that otherwise provide spatial enclosure to the streets, as well as interrupt the activities that make the street a vital and interesting place for people. Expanses of pavement and parked cars create a visually harsh environment that harms the image of the central business district.

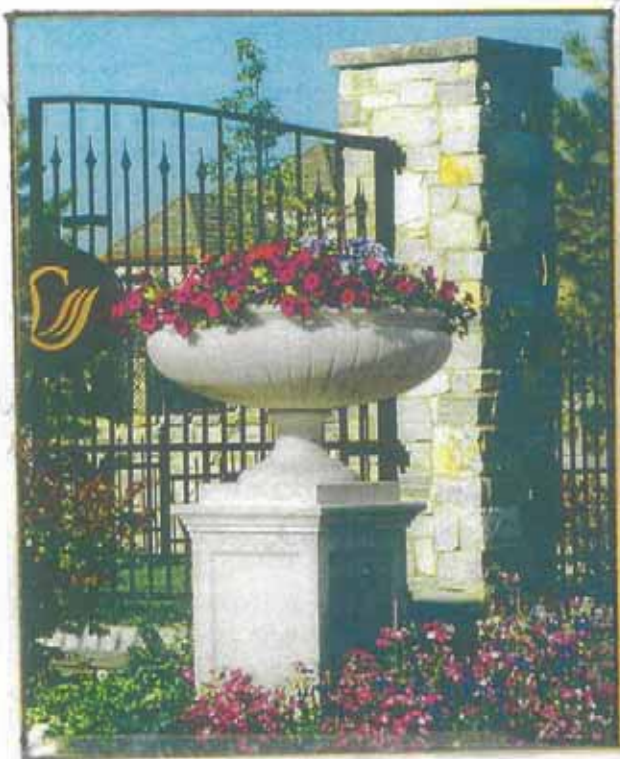
When needed, surface parking lots should be located to minimize their visibility from major arterials and pedestrian oriented streets. Relatively small parking lots located behind buildings are preferred. In cases where a parking lot must be adjacent to the public sidewalk a perimeter planting of shade trees can soften or even screen vehicles from view; a three-to-four foot-high screen wall or hedge may be needed to make parked cars less visible from the street. For security, however, a clear zone should be maintained, at a level between four and eight feet from the ground, to insure that the interior of the parking lot remains visible to the street. A knee wall of brick or dressed limestone topped by a wrought iron fence backed by canopy trees may be the ideal method of screening a parking lot from the street. Landscaped berms are not an appropriate screening method within the downtown due to the space they require and the suburban image they convey.

Screening Surface Parking Lots

Expanses of pavement and parked vehicles can create a negative perception of the downtown as well as discourage pedestrian activity. Any new parking lots should have a minimum setback of five feet. If trees are being planted, an eight-foot buffer yard is strongly encouraged. The ideal screen would be brick and wrought iron or a wrought iron fence backed by a landscape hedge and canopy trees. Note that a clear zone between four and eight feet should be left for security purposes. Five per cent of every parking lot should consist of landscaped islands and peninsulas.

It is understood that parking lot dimensions may already be determined by existing buildings, and that the optimum setback cannot reasonably be achieved. In these situations a variance can be pursued with staff support from the Zoning Board of Adjustment.





City Planning staff is aware that downtown surface parking spaces are at a premium. If an existing parking lot does not allow room for landscaping short of removing an entire row of parking, consider giving up 1 or 2 spaces and using them for landscape walls, planters for flowering plants, etc. Much can be achieved even when working with small spaces. Existing parking lots will be reviewed in conjunction with major rehabilitation projects as required by the City's site plan ordinance, Chapter 17.56 of the City Municipal Code.



City of Davenport
Design Review Board

Department: DNS
Contact Info: Matt Werderitch 563.888.2221

Date
1/22/2024

Subject:
Election of Chairperson

Recommendation:
Nominate and elect a Chairperson.

Background:
The Bylaws and Rules of Procedure for the Design Review Board state, "The Chairperson of the Board shall be elected at the Annual Meeting of the Board and shall hold office for one year or until his/her successor is elected."

The election of a Chairperson is to take place at the January Board meeting each year.

The following responsibilities apply to the role of Chairperson:

1. The Chairperson shall preside at all meetings of the Board.
2. The Chairperson shall have general charge of the business of the Board.
3. The Chairperson shall appoint all committees.
4. The Chairperson shall perform such other duties as are usually exercised by the Chairperson of a Board or as specifically authorized by the Board.

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Werderitch, Matt	Approved	1/18/2024 - 2:40 PM

City of Davenport
Design Review Board

Department: DNS
Contact Info: Matt Werderitch 563.888.2221

Date
1/22/2024

Subject:
Election of Vice-Chairperson

Recommendation:
Nominate and elect a Vice-Chairperson.

Background:
The Bylaws and Rules of Procedure for the Design Review Board state, "The Vice-Chairperson shall be elected at the Annual Meeting of the Board immediately after the election of the Chairperson and shall hold office for one year or until his/her successor is elected."

The election of a Vice-Chairperson is to take place at the January Board meeting each year.

The following responsibilities apply to the role of Vice-Chairperson:

1. The Vice-Chairperson shall act in the capacity of Chairperson in the absence of the Chairperson.
2. In the event the office of Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the Board shall elect a successor to the office of Vice-Chairperson for the unexpired term.

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Werderitch, Matt	Approved	1/18/2024 - 2:41 PM