City of Cedar Rapids
Development Committee Meeting Agenda
City Hall Council Chambers
Wednesday, October 16, 2019
4:00 pm – 5:00 pm

Purpose of Development Committee:
To enable the City Council to discuss and evaluate in greater detail these specific issues that directly impact the physical, social, and economic vibrancy of the City of Cedar Rapids.

City Council Committee Members:
Council member Ann Poe, Chair
Council member Marty Hoeger
Council member Ashley Vanorny
- Mayor Bradley Hart is an ex-officio member of all Council Committees per City Charter Section 2.06.

Agenda:

1. Approval of Minutes – September 4, 2019

2. Presentation
   a) Ellis Boulevard Infill Initiative
      Lauren Freeman  Community Development  15 Minutes
      Seth Gunnerson  Community Development

3. Recommendation Items
   a) 415 & 421 C Ave NW RFP
      Lauren Freeman  Community Development  10 Minutes
   b) Age-Friendly Network
      Stephanie Schrader  Community Development  10 Minutes
   c) Section 8 Housing Choice Voucher Administrative Plan Changes
      Sara Buck  Community Development  10 Minutes
   d) CDBG/HOME Priorities
      Sara Buck  Community Development  10 Minutes
   e) First & First West
      Caleb Mason  Community Development  10 Minutes

4. Public Comment

5. Future Discussion Items

Next Meeting November 20, 2019

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the Community Development Department at (319) 286-5041 or email communitydevelopment@cedar-rapids.org as soon as possible, but no later than 48 hours before the event.
The meeting was brought to order at 4:00 p.m.

Present: Councilmember Hoeger; Councilmember Vanorny; Councilmember Poe; Jennifer Pratt, Community Development Director; Seth Gunnerson, Community Development Planner; Adam Lindenlaub, Community Development Planner; Lauren Freeman, Community Development Program Coordinator; Sylvia Bochner, Community Development Planner; Doug Wilson, Public Works Engineer; Sara Buck, Housing Programs Manager; Jennifer, Barten, Homeownership Program Coordinator; Stephanie Schrader, Community Services Coordinator; Scott Hock, Parks & Recreation Director; and Curtis Hopper, Assistant Fire Chief.

1. Approval of Minutes
Councilmember Vanorny moved to approve the minutes from the July 17, 2019 meeting. Seconded by Councilmember Hoeger. The motion carried.

2. Presentations
   a. Historic Asset Inventory
   Sylvia Bochner, Community Development Planner, shared a presentation on the historic asset inventory and the eight focus properties the Historic Asset Inventory Sub-Committee selected for 2019. There was discussion among the Committee regarding methods of outreach to historic property owners and excitement about the inventory and focus list of properties.

3. Recommendation Items
   a. Wellbeing Advisory Committee Work Plan
   Stephanie Schrader, Community Services Coordinator, shared a presentation on the Wellbeing Advisory Committee’s 2019-2020 Work Plan. There was discussion among the Committee members regarding the Pedestrian Master Plan, food waste reduction, and community garden efforts. Councilmember Vanorny motioned to move the Wellbeing Advisory Committee Work Plan to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.

b. First Time Home Buyer Program & HOME Funding Requirements
   Sara Buck, Housing Programs Manager, and Jennifer Barten, Homeownership Program Coordinator, shared a presentation on changes to the First Time Home Buyer Program and HOME funding requirements to ensure compliance with federal guidelines. There was discussion among the Committee in regards to combining this program with other financial assistance programs and support for increasing the purchase price cap to improve the program. Councilmember Vanorny motioned to move the amendments to the program to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.
4. Updates
a. 6th Street SW Corridor Action Plan
Seth Gunnerson, Community Development Planner, shared an update on the 6th Street SW Corridor Action Plan and Doug Wilson, Public Works Engineer, shared an update on the Paving for Progress project on 6th Street SW. There was discussion among the Committee regarding future outreach to stakeholders in the area and pedestrian and bus accommodation improvements on 6th Street SW.

b. Czech Village-NewBo Area Action Plan
Adam Lindenlaub, Community Development Planner, shared an update on the Czech Village-NewBo Area Action Plan. There was discussion among the Committee in regards to additional housing in the Czech Village area and a request for an inventory of all city-owned property in the area.

c. River Recreation Feasibility Study
Sylvia Bochner, Community Development Planner, shared an update on the River Recreation Feasibility Study. There was discussion among the Committee in regards to collaboration with the Parks Foundation and improving kayaking safety.

4. Public Comment
There were no public comments.

Councilmember Vanorny moved to adjourn the meeting at 4:57pm. Seconded by Councilmember Hoeger. The motion carried.

Respectfully submitted,

Lauren Freeman, Program Coordinator
Community Development
To: City Council Development Committee  
From: Lauren Freeman and Seth Gunnerson, through Jennifer Pratt, Director of  
Community Development & Planning  
Subject: Ellis Boulevard Infill Initiative  
Date: October 16, 2019  

**Background:**
Community Development staff will present on a new initiative the department is working on to encourage infill development along Ellis Boulevard.
To: City Council Development Committee
From: Lauren Freeman, Program Coordinator through Jennifer Pratt, Director of Community Development & Planning
Subject: Request for Proposals – 415 & 421 C Ave NW
Date: October 16, 2019

Property Background
The City received a request from Save CR Heritage to purchase the vacant City-owned properties at 415 and 421 C Avenue NW because they are interested in moving two houses to these parcels. The City Council Development Committee will consider the request to initiate the standard competitive disposition process inviting proposals for City-owned property during their meeting on October 16, 2019.
Staff Recommendation
Staff recommends inviting redevelopment proposals for the property with the following key objectives:

1. Financially viable redevelopment based on current market conditions
2. Design that enhances the character of the neighborhood
3. Preference for projects that meet housing needs identified in the City’s comprehensive housing market analysis
4. Project that results in a community benefit

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

1. **Developer Capacity and Project Feasibility**
   a. Capacity, experience, and capability of the Proposer with similar projects
   b. Market Feasibility
   c. Financial feasibility
   d. Timeline for redevelopment and built-out

2. **Community Benefit**
   a. Quality of architecture and design
   b. Innovative sustainability features in the site and building design
   c. Inclusion of housing options

3. **Economic Impact**
   a. Overall project investment
   b. Jobs created or retained
   c. Amenities or services provided

The following is the recommended RFP schedule:

**October 16, 2019**     City Council Development Committee
**October 22, 2019**     Public Hearing & Resolution to invite competitive proposals
November 5, 2019        11:00 a.m. - Proposal Deadline
November 8, 2019*       Stakeholder panel selects proposal
**November 19, 2019**    City Council consideration of preferred Developer

*Bold items denote City Council action
*Tentative date
To: City Council Development Committee  
From: Stephanie Schrader, Through Jennifer Pratt, Director of Community Development & Planning  
Subject: AARP Network of Age-Friendly Communities  
Date: October 16, 2019

Background:

The U.S. population is rapidly aging. By 2030, one in five people in the U.S. will be 65 or over. In recognition of this demographic shift, AARP launched the Age Friendly Community Network – serving as the US Affiliate for the World Health Organization (WHO) program. An age-friendly city is an inclusive and accessible urban environment that promotes active aging.

The AARP Network of Age-Friendly States and Communities serves as a catalyst to educate and encourage residents and local leaders on the types of changes that make communities more livable for people of all ages, especially older adults. The network provides communities with resources to become more age-friendly and complements community well-being efforts. To date, 406 communities nationwide have joined the AARP Age-Friendly Network, including two in Iowa.

The Age Friendly Network supports the City’s comprehensive plan, EnvisionCR, including the overall guiding principle “Live Healthy” and the Invest CR section through promotion strategies that attract people of all ages.

Recommendation:

At their October 10, 2019 meeting, the Wellbeing Advisory Committee recommended that staff submit a letter of support endorsed by at least one elected official and an application for AARP Age Friendly Designation. Staff recommends Development Committee approval of applying to join the Age Friendly network with a recommendation from the Development Committee to City Council at the October 22, 2019 meeting.
To: City Council Development Committee  
From: Sara Buck, Housing Programs Manager, through Jennifer Pratt Director of Community Development & Planning  
Subject: Section 8 Housing Choice Voucher – Administrative Plan Amendment  
Date: October 16, 2019

Background: The City of Cedar Rapids Housing Services Office has been administering the Section 8 Housing Choice Voucher (HCV) as the Public Housing Authority (PHA) of Linn and Benton Counties for approximately the last 41 years. This program is federally funded by the U.S. Department of Housing & Urban Development (HUD) and is designed to accommodate very low-income families and individuals with rent assistance for decent, safe, and sanitary housing provided by private owners and rental agents. On average the program assists 1,200 families with rent assistance per year.

The purpose of the Administrative Plan is to establish policies for carrying out the program in a manner consistent with HUD requirements and local goals and objectives. Annually, HUD requires Public Housing Authorities to amend their Administrative Plans to meet current regulation. Amendments can be made mid-year as necessary and must be submitted to HUD.

The proposed changes are due availability of a new funding category for a Foster Youth to Independence initiative. In order to utilize these funds, we must first update our selection policy to be in line with the funding requirements. The current Memorandum of Understanding (MOU) with the Department of Human Services Child Welfare Division will also need to be updated in conjunction with the Administrative Plan changes.

The proposed changes to these plans will be available for public review from October 4, 2019 to November 18, 2019. The Section 8 Resident Advisory Board reviewed the proposed changes on October 15, 2019.

Proposed Changes:

Administrative Plan Changes

- Discretionary – Chapter 4 Part I: The application Process
  - Clarify PHA Policy on pre-application process
- Discretionary – Chapter 4 Part III: Selection for HCV Assistance
  - Add PHA Policy regarding special admissions due to specialized funding

Recommendation: Staff recommends the Administrative Plan amendments, as proposed, with a recommendation from the Development Committee to the City Council.

Timeline:
October 15, 2019 – Presentation to Section 8 Resident Advisory Board  
October 4, 2019 – November 18, 2019 – Public Comment Period
October 16, 2019 – Development Committee review
November 19, 2019 - City Council Public Hearing & Resolution
November 20, 2019 – Proposed effective date of approved changes
To:       City Council Development Committee  
From:    Sara Buck, Housing Services Manager  
Subject: Fiscal Year 2020 CDBG and HOME Priorities  
Date:    October 16, 2019  

Background:  

In an effort to better utilize the City’s declining Community Development Block Grant (CDBG) and HOME entitlement resources, an annual prioritization process was established in September 2012, to target funds towards highest priority community needs. These needs were determined using City Council’s strategic goals and priorities, as well as the City’s 5-year Consolidated Plan and other City planning efforts. Additionally, there is a federal requirement to assist with funding of projects carried out by Community Housing Development Organizations (CHDOs), and the City typically sets aside a portion of its HOME funding allocation, through the annual prioritization process, to address the CHDO requirement.

Because specific entitlement grant allocations are subject to congressional appropriations and typically not released by HUD until closer to the start of the City’s entitlement program year in July, the previous year’s allocation is used as the basis for budget projections and prioritization of funds, in order to meet required deadlines for the submittal of the City’s Annual Action Plan.

Recommendations:  

Recommended dollar amounts are based off of FY2019 funding levels of $1,060,439 for CDBG and $329,859 for HOME. Recommendations are shown on the table following this memo. In general, the recommendations focus on activities that improve housing stock and promote neighborhood quality of life through provision of services in core neighborhoods.

Consistent with the previous year’s recommendation, it is further recommended that up to $50,000 be prioritized for qualifying activities carried out by certified neighborhoods participating in the City’s Neighborhood Certification Program. This is not shown in the table because the activities could fall under multiple categories, but most neighborhood activities qualify as a public service. Any funds not applied for or utilized by such neighborhoods can be de-obligated and made available for other qualifying activities when the Grants and Programs Committee undertakes its annual budget recommendation process.

It is also recommended that $75,000 of the budgeted $329,859 for HOME program funds be prioritized for CHDO applicants, consistent with past practice.
Timeline and Next Steps:

1. October 22, 2019 – City Council consideration of proposed priorities for the FY2019 CDBG and HOME program year.
2. October 30, 2019 – Pre-application workshop for CDBG and HOME applicants and distribution of funding applications.
3. December 2, 2019 – Applications for funding are due to the City.
4. February 2020 – Consideration of funding applications by the Grants and Programs Citizens Advisory Committee.
6. April/May 2020 – City Council adoption of final Annual Action Plan and budget.

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<tr>
<th>Proposed FY20 CDBG Percentages</th>
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<tr>
<td>CDBG Activity</td>
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<tr>
<td>Admin Costs – CDBG Services provided without cost to the General Fund</td>
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<tr>
<td>Housing Activities, Including Owner-Occupied Rehabilitation, Rental Rehabilitation, Acquisition Rehabilitation</td>
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<tr>
<td>Public Services Including Neighborhood Services, Youth Services, Elder Services, Homeless Services, Handicap Services, and Other Eligible Expenses</td>
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<tr>
<td>Other Eligible activities as needed by the Community</td>
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* Allocations in this category limited by federal statute.
** Up to $50,000 to be set aside for eligible activities to be carried out by CDBG-eligible Certified Neighborhood Associations, to be allocated between Public Services as Other Eligible Activities as determined eligible by staff review.
To: City Council Development Committee  
From: Caleb Mason, Economic Development Analyst  
Subject: First & First West  
Date: October 16, 2019

Background
Last year, the City Council approved a two-step process for the redevelopment of the First & First West site, which included issuing a Request for Qualifications (RFQ) to identify a Master Developer and hosting a Community Visioning Initiative to seek public input. The City issued the RFQ in October 2018 and received two responses by November 9, 2018. The First & First West Steering Committee selected one development team, Flaherty & Collins, for an interview. While the firm demonstrated experience in developing quality, high-end market rate housing in urban contexts, the Steering Committee believed that housing would be just one component of the overall development of the First & First West site. The Committee determined that the more difficult work of identifying and clarifying the destination and entertainment component should be established first in order to reduce uncertainty in planning for the more standard elements such as housing.

Moving forward, the City will hold an open house on November 12, 2019 for the public to attend and provide feedback on what type of development they would like to see at First & First West and how they would like public space to be incorporated. The open house will be held in conjunction with the Flood Control System Open House to capitalize on the attendance and draw in more public participation. The public feedback gathered at the November 12th open house will be incorporated into the future RFP for the site.

Next Steps
The following is the timeline and next steps of the process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>October 16, 2019</td>
<td>Development Committee</td>
<td>City Council Development Committee will consider initiating the standard competitive disposition process for the First &amp; First West Site</td>
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| November 12, 2019     | Open House                 | November 12, 2019 from 4:30-6:00pm at the National Czech & Slovak Museum & Library  
                        |                                                                         | Held in conjunction with the Flood Control System Open House          |
                        |                           |                                                                         | Staff will elicit feedback from the community on different uses and public gathering spaces that the public would like to see in the First & First West site development |
| November 19, 2019 | City Council | • City Council Public Hearing and Resolution initiating the RFP process and inviting competitive proposals |
| Winter 2019/20 | Issue RFP | • Staff will issue an RFP for the First & First West site with development objectives that are based on the feedback gathered from the open house  
• The RFP will invite development teams to propose ideas for the site and provide information about their experience developing large-scale urban projects |
| Spring 2020 | Select Proposal | • First & First West Steering Committee will review proposals and provide a recommendation to City Council on their preferred selection |
| Summer 2020 | Development Agreement | • Staff will negotiate a Development Agreement for the disposition and redevelopment of First & First West |