City of Cedar Rapids
Development Committee Meeting Agenda
City Hall Training Room
Tuesday, September 18, 2018
8:00 am – 9:30 am

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 – July 17, 2018
2. Presentation Items
   a. Contract Management/Change Orders
      Nate Kampman
      Public Works
      10 Minutes
3. Recommendation Items
   a. Community Development Block Grant Administrative Guidelines
      Sara Buck
      Community Development
      10 Minutes
4. Updates
   a. Rezone
      Seth Gunnerson
      Community Development
      5 Minutes
   b. Czech Village/NewBo Area Action Plan
      Adam Lindenlaub
      Community Development
      5 Minutes
   c. Historic Preservation Commission Sub-Committees:
      Bever Bridge & Property Prioritization
      Adam Lindenlaub
      Bill Micheel
      Community Development
      10 Minutes
   d. Bike Share
      Bill Micheel
      Community Development
      10 Minutes
   e. Trail Projects
      Brenna Fall
      Public Works
      10 Minutes
5. Public Comment
6. Future Discussion Items

Next Meeting October 16, 2018

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.
To: City Council Development Committee
From: Sara Buck, Housing Services Manager
Subject: CDBG & HOME Administrative Plan Changes
Date: September 18, 2018

Background: The Administrative Plan for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program is reviewed annually to ensure that funds are being utilized efficiently and compliance with federal regulations. This review also includes updating policies and procedures for programs administered by the City.

Proposed Changes: Staff is proposing several changes to the Administrative Plan regarding the following City administered programs:

Comprehensive Rehabilitation Program
- Establish an annual application process that would open on the first Monday in October. A predetermined number of applications would be accepted, based on the funding level for the year.
- Define historic structures as properties 50-years old or older, rather than built prior to 1960, to be consistent with the original intent of the policy.
- Decrease the required contribution of households. For example, a household with assets of less than $15,000 would be required to contribute between 0-2% of the total project cost, rather than the current range of 1-20%.
- Cap total project costs at $35,000 (or 50% of pre-rehab assessed value), rather than allowing unlimited soft costs. This improves predictability of the number of projects to be completed each year.

Minor Repair Program
- Raise the minimum general maintenance item from $300 to $500.
- Establish asset limit of $25,000, in non-retirement assets, to align with other City administered programs.

First-Time Homebuyer
- Set the first Monday of October as the annual opening for Program applications. Accept applications until all funds are committed.
- Establish asset limit of $25,000, in non-retirement assets, to align with other City administered programs.
• Decrease homebuyer contribution from 1-3% of the purchase price to $500 - $1,500, based on non-retirement asset totals.

• Incorporate recently released HUD guidance on consider household expenses, in addition to housing income and debt-to-income ratios.

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

Timeline and Next Steps:
September 25, 2018 – City Council Resolution
To: City Council Development Committee
From: Seth Gunnerson, Planner III through Jennifer Pratt, Director of Community Development & Planning
Subject: ReZone Open House and Draft Release
Date: September 18, 2018

Background:
At the Development Committee’s September 18 meeting, City staff will provide an update on ReZone Cedar Rapids. The comment period for the Public Review Draft ended in August and the City received over 200 individual comments from the public, the development community, and additional staff review.

Staff is working to revise the ordinance and is conducting outreach with stakeholders prior to releasing a Final Draft of the ordinance. Consideration of a new zoning code is anticipated in fall of 2018 with an effective date of January 1, 2019.
To: City Council Development Committee  
From: Adam Lindenlaub, Planner III through Jennifer Pratt, Director of Community Development & Planning  
Subject: Czech Village/NewBo Area Action Plan Update  
Date: September 18, 2018

Background:
The first phase of the Czech Village/NewBo Area Action Plan will begin on September 12th with the Environmental Protection Agency (EPA) using their technical assistance funds to create some redevelopment options for the Sinclair site. This initial visioning process will include area stakeholders, such as the Czech NewBo Main Street and SSMID, Czech Village Association, and the Southside Investment Board. We are excited for the opportunity that the EPA presented us with and will be using these options, as we begin gathering public input for the overall Czech Village/NewBo Area Action Plan.

The draft redevelopment options will show the layout of streets, open space, and general building locations and types. This information will be shared during the public input process for the second phase of the planning process, which will look at the entire Czech Village/NewBo area. It is anticipated that the entire plan will be completed in the Spring/Summer of 2019.

Update:
This iterative design process will begin on Wednesday with a visioning session with stakeholders from:
- Czech Village/NewBo Main Street
- Czech Village New Bohemian SSMID
- Oak Hill Jackson Neighborhood Association
- Czech Village Association
- Southside Investment Board

Two design sessions will be held on Thursday with this group to further refine the draft redevelopment plan followed by a final session on Friday to review the final draft. Staff will give an update to the Development Committee on next steps in this phase.
To: City Council Development Committee
From: Adam Lindenlaub, Planner III through Jennifer Pratt, Director of Community Development & Planning
Subject: HPC Subcommittees: Bever Park Bridge Restoration & Property Prioritization
Date: September 18, 2018

Background:
The City’s Historic Preservation Commission (HPC) assigned two subcommittees to address two preservation issues.

The first is the restoration of the Bever Park pedestrian bridge located southwest of the pool. The subcommittee began meeting in November of 2017 to discuss options for restoring the bridge and fundraising strategies.

The second is to identify proactive strategies to preserve properties considered important to Cedar Rapids history. A list of such properties developed, by the subcommittee, can then be used to perform outreach to property owners with the goal of encouraging preservation. One strategy is to designate a property as a local landmark. This subcommittee also includes representatives of the two historic preservation non-profits.

Update:
At its meeting on September 10th, the Bever Park Bridge Restoration Subcommittee began to identify a fundraising and outreach strategy for restoration of the bridge. They will meet again on September 24th.

The Property Prioritization Subcommittee will meet for the first time on September 17th and Staff will provide an update at the Development Committee Meeting.
To: City Council Development Committee  
From: Bill Micheel, Asst. Director of Community Development & Planning  
Subject: Bike Share Program Update  
Date: September 18, 2018

Background:
Community Development staff recently completed an Implementation Study for a Cedar Rapids Bike Share Program with assistance from Alta Planning and Design (a transportation focused planning and design consulting firm). Based on the implementation plan resulting from the study, City staff is moving forward with the next steps in this project.

Update:
Community Development staff will provide the Development Committee with an overview of the Implementation Study, the next steps in the implementation of the program, and discuss a timeline for the project moving forward.
To: City Council Development Committee  
From: Brenna Fall, P.E., Engineering – Public Works  
Subject: Trails Update  
Date: September 18, 2018

Background:  
At the Development Committee’s September 18th meeting, City staff will provide an update on trail project development.

Update:  
Design and construction have been ongoing on several trail projects this summer. Staff will provide updates on the following trail projects that are currently under development:

- Kirkwood Boulevard SW Trail
- Edgewood Road NW Trail
- Sac and Fox Trail
- CEMAR Trail
- Cherokee Trail
- Lindale Trail