City of Cedar Rapids
Development Committee Meeting Agenda
City Hall Council Chambers
Wednesday, February 19, 2020
4:00 pm – 5:30 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 – January 15, 2020

2. Presentation
   a) Maxfield Comprehensive Housing Needs Update
      Sara Buck
      Community Development

3. Recommendation Items
   a) Administrative Plan Amendments
      i. First Time Home Buyer Program
      ii. Section 8 Housing Choice Voucher (HCV) Program
         Sara Buck
         Community Development
   b) Certified Local Government Report
      Adam Lindenlaub
      Lauren Freeman
      Community Development
   c) Neighborhood Association Work Plans
      Jeff Wozencraft
      Community Development

4. Updates
   a) 6th Street/Ellis Project
      Seth Gunnerson
      Community Development
   b) Northwest Neighborhood Infill Development
      Seth Gunnerson
      Lauren Freeman
      Community Development
   c) Bever Woods Survey
      Lauren Freeman
      Adam Lindenlaub
      Community Development

5. Public Comment

6. Future Discussion Items

Next Meeting Wednesday, March 18, 2020

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 Vanorny; Councilmember Poe

1. Approval of Minutes
Councilmember Vanorny motioned to approve the minutes from the December 11, 2019 meeting. Seconded by Councilmember Poe. The motion carried.

2. Presentations
   a. Age-Friendly Network
   Stephanie Schrader, Community Services Coordinator, shared a presentation on the Age-Friendly Network. Ms. Schrader shared that the application was approved in December 2019, and that Cedar Rapids is the 430th community to join and the 4th in Iowa. Additionally, she shared what is already being done as well as the 5-year cycle of improvement. There was discussion among the Committee members and Staff regarding our next steps and how Staff would reach out to the community; as well as, what was the age-range for this initiative.

   b. Lantern Art Project
   Sylvia Brueckert, Community Development Planner, shared a presentation on the Lantern Art Project. The project is to be displayed in the US. Cellular Center. She shared the projects goals, the selection process, and the recommended artist, and the timeline. Additionally, the artist, John Fleming, is to lead a public photography workshop to gather work for the project. There was discussion among Committee members and Staff; Committee members requested 3D imagery of the recommended artists existing work when presenting to Council. Committee members were very passionate and excited about the Lantern Art Project and other future area art projects and ideas for the community.

3. Recommendation Items
   a. Board & Commission Work Plans
      a) City Planning Commission
      Seth Gunnerson, Community Development Planner, shared a presentation on the City Planning Commission 2020 Work Plans. Mr. Gunnerson was joined by Lisa Langston, Vice-Chair of the City Planning Commission. Mr. Gunnerson shared the CPC’s role, 2019 Accomplishments, and the 2020 Work Plan Goals. There was discussion among the Committee members regarding the Commissions Work Plan Goal 2 regarding training opportunities for Commission members. Additionally, there was discussion on Goal 3 regarding the addition of reviewing and providing input on the Sustainability plan and the Commissions role. Councilmember Vanorny motioned to

b) Historic Preservation Commission
Lauren Freeman, Community Development Planner, shared a presentation on the Historic Preservation Commission 2020 Work Plan. Ms. Freeman was joined by Ron Mussman, Vice-Chair of the Historic Preservation Commission. Ms. Freeman shared the HPC’s Goals within the Work Plan, 2019 Accomplishments, and 2020 Task Highlights. There was discussion among the Committee members and Staff regarding how important it is to have the HPC present to the CR Area Association of Realtors on historic preservation topics. Furthermore, there was discussion regarding local landmarks, the process and plaques. Committee members were delighted with the Historic Asset Inventory 2019 focus properties and are looking forward to the 2020 focus list. Councilmember Vanorny motioned to move the recommendation of the Historic Preservation Commission 2020 Work Plan to City Council. Seconded by Councilmember Poe. The motion passed unanimously.

c) Visual Arts Commission
Sylvia Brueckert, Community Development Planner, shared a presentation on Visual Arts Commission 2020 Work Plan. Ms. Brueckert was joined by Kayt Conrad, Chair of the Visual Arts Commission. Ms. Brueckert shared the VAC’s Goals within the Work Plan, 2019 Accomplishments, and 2020 Task Highlights. There was discussion among the Committee members and Staff regarding the Public Art Master Plan and the opportunities for future art projects. Committee members were enthusiastic about the idea of a Public Art Master Plan and the impact that visual art will have on the City. Councilmember Vanorny motioned to move the recommendation of the Visual Arts Commission 2020 Work Plan to City Council. Seconded by Councilmember Poe. The motion passed unanimously.

b. Request for Proposals
a) 1527 2nd Avenue SE
Lauren Freeman, Community Development Planner, shared a presentation on the RFP for the vacant City-owned property located at 1527 2nd Avenue SE. Ms. Freeman shared that Staff received a request from Friends of CR Historic Preservation to initiate the standard competitive disposition process; they are interested in moving a historic home to that property. She reviewed the development objectives, the evaluation criteria, and the timeline of the RFP. There was discussion among the Committee members regarding the evaluation criteria wording. Additionally there was discussion on, who would maintain the property until a house is relocated on to the property. Councilmember Vanorny motioned to move the recommendation of 1527 2nd Avenue SE RFP to City Council. Seconded by Councilmember Poe. The motion passed unanimously.

b) 1021 8th Street NW
Lauren Freeman, Community Development Planner, shared a presentation on the RFP for the vacant City-owned property located at 1021 8th St. NW. City Staff received a request to initiate the standard competitive disposition process; so the requestor can move a house to that property. The property is zoned Traditional Residential Single Unit. Ms. Freeman reviewed the development objectives, the evaluation criteria, and the timeline of the RFP. There was discussion among the Committee members regarding this parcel and the adjacent property (located at 1027 8th Street NW) plans for separate houses for each property. Councilmember Vanorny motioned to move the recommendation of 1021 8th Street NW RFP to City Council. Seconded by Councilmember Poe. The motion passed unanimously.
c) 1027 8th Street NW
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c. Zoning Code Update
Seth Gunnerson, Community Development Planner, shared a presentation on the Zoning Code Update. Mr. Gunnerson provided an overview of 2019 Cases, Code Updates, the Ordinance Adoption Timeline, and Zoning Code Discussion items. Committee members were appreciative of the elimination of barriers for solar panels as they are key in encouraging sustainability. Committee members also discussed repurposing some of the conditional use and Right of Ways with plants and pollinators. There was discussion among the Committee members regarding reducing parking requirements with developments, retailers, car dealership, or apartment buildings as they are over parked, reducing it will encourage foot traffic. Additionally, there was discussion on vehicle related issues when dealing with personal vehicles on personal property. Committee members were concerned with the number of vehicles that are not in-use on a person’s private property and having it devalue their neighbor’s property. Furthermore, Committee members discussed recreational vehicle related issues. Mr. Gunnerson relayed that various people from different teams and departments came together to discuss vehicle related issues; including recreational vehicles, and are working on addressing the issues. Councilmember Vanorny motioned to proceed with drafting updates to the zoning code for City Council consideration in February. Seconded by Councilmember Poe. The motion passed unanimously.

4. Updates
a. River Recreation Feasibility
Sylvia Brueckert, Community Development Planner, shared an update on the River Recreation Feasibility Study. Ms. Brueckert shared that in September 2019 the City hired Crane Associated to conduct a River Recreation and Implementation Study. She provided background information about the study, the goal of the study, next steps of the study, and the projected timeline. Ms. Brueckert stated that the City released a survey and are encouraging residents to provide their input on recreational options on the Cedar River. The survey will remain open until February 14, 2020. There was discussion among Committee members and Staff regarding how the study is being conducted and what are the outcomes. There was discussion regarding the survey; how to access the survey and has a press release gone out. Committee members also discussed if Crane Associations has engaged with the Harbor Neighborhood. Staff mentioned that the Study has been rebranded to Explore River Recreation. Committee members were excited about the potential opportunities with this project.

5. Public Comment
There were no public comments.

6. Future Discussion Items
There were no future discussion items
Councilmember Vanorny moved to adjourn the meeting at 5:24pm. Seconded by Councilmember Poe. The motion carried.

Respectfully submitted,

Amy Cannon, Administrative Assistant II
Community Development
To: City Council Development Committee  
From: Sara Buck, Housing Programs Manager, through Jennifer Pratt Director of Community Development & Planning  
Subject: Administrative Plan Updates, First Time Home Buyer Program  
Date: February 19, 2020

**Background:** The City of Cedar Rapids is an “Entitlement Community” for the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) administered by the U.S. Department of Housing and Urban Development (HUD). This means Cedar Rapids qualifies based upon population, to receive an annual allocation of CDBG and HOME funding directly from HUD for use in the community. HUD releases guidance regularly on how these funds may be used and updates regulation regarding new or changing requirements of programs.

Recent guidance and local challenges in administration of the First Time Home Buyer program prompted the proposed changes to the program. These changes will ensure compliance with federal requirements and assist with delivery of the program services.

Previous changes:  
In September 2019, changes were made to increase assistance amount from $5,000 to $14,999 maximum, adjust the program start date from fall to spring, and to increase the purchase price cap to the HOME cap of $164,000. Since this time, additional program updates were developed with assistance from the local lender and Realtor community, as well as existing HUD guidance and best practice research.

**Proposed Changes:**  
Per HUD requirements, the program must demonstrate the necessity of the assistance to acquire and sustain homeownership. These determinations will be made based on the amount of household income, the amount of household debt, and the amount of available (non-retirement) assets. The following will be impacted by this determination of need:

- The amount of assistance received, up to $14,999
- The amount of buyer contributed funds required at closing

**Recommendation:** Development Committee recommendation for approval by the City Council.

**Timeline:**  
February 19, 2020 – Development Committee review  
February 25, 2020 – City Council Resolution  
March 2, 2020 – First Time Home Buyer program opens for applications
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: February 19, 2020

**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 43 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.

Annually, HUD requires Public Housing Authorities to amend their 5-Year, Annual, and Administrative Plans to meet current regulation. Amendments must be listed and submitted to HUD, along with any discretionary policy changes. 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.

The proposed changes to these plans will be available for public review from February 28, 2020 to April 13, 2020. The Section 8 Resident Advisory Board reviewed the proposed changes on January 21, 2020 with no objections.

**Proposed Changes:**

**Administrative Plan Changes**

- **Regulatory – Carbon Monoxide Detectors**  
  o Clarify policy to only require when a fuel burning appliance is located within the structure

- **Regulatory – Disallowance of Income for working participants with a disability**  
  o Update policy regarding the calculation of disallowance of income per new federal regulation

- **Discretionary – Waiting List Tenant Selection**  
  o Add language on targeted funding sources Discretionary – Local Preferences / Targeted Funding  
  o Clean up language – removing “preference” given on confirmation card  
  o Create a waiting list preference for foster youth by referral from DHS  
  o Create a waiting list preference for VASH participants

- **Discretionary – Housing Quality Standard**  
  o Initial HQS Inspection – add information on shared housing and/or units that passed full inspection in the last 30 days
• Discretionary – Family Self-Sufficiency Program Plan
  o Introduction – update introduction with current information
  o PCC Membership – changes in available community resources impacts membership availability. This is reviewed annually
  o Update general selection requirement – adding that the family must be in good standing with the HCV program to participate
  o Rent Adjustments – remove language regarding rent deferment, which was removed from the policy in 2019
  o Escrow Account – add language regarding HUD’s policy on Earned Income Disallowance
  o Escrow Account – remove language regarding car purchases
  o Completion of contract – add language clarifying earned income at graduation per FSS contract requirements

**Recommendation:** Development Committee recommendation for approval by the City Council.

**Timeline:**
January 21, 2020 – Presentation to Section 8 Resident Advisory Board
February 28, 2020 – April 13, 2020 – Public Comment Period
April 14, 2020 - City Council Public Hearing & Resolution
April 17, 2020 – Deadline for submission to HUD
July 1, 2020 – Effective date of approved changes
To: City Council Development Committee
From: Lauren Freeman, Program Coordinator through Jennifer Pratt, Director of Community Development & Planning
Subject: Certified Local Government Report
Date: February 19, 2020

Background:
As a Certified Local Government (CLG), the City is responsible for submitting an annual report summarizing the City’s historic preservation activities to the State Historical Society of Iowa. Designation as a CLG makes the City eligible for grants, such as the Historic Resource Development Program grant and the CLG grant program. The designation also provides the Historic Preservation Commission (HPC) and the City Council the opportunity to make recommendations to the State Nominations Review Committee (SNRC) for National Register of Historic Places (NRHP) nominations.

The HPC reviewed the 2019 CLG Annual Report and made a recommendation at their meeting on January 23, 2020. The report includes four main categories of activities that an HPC undertakes within a year. The following is a summary of those categories:

Historic Preservation Planning:
- The Historic Asset Inventory Sub-Committee completed the initial inventory of historic assets in the community and identified the 2019 focus properties for proactive preservation strategies. The committee now meets quarterly to provide progress updates to the group.
- City staff worked with a volunteer architect to create an adaptive reuse plan for a city-owned building called the Ambroz Recreation Center (formerly Buchanan School, 2000 Mount Vernon Road SE). Staff included the adaptive reuse plan in the Request for Proposals (RFP).
- Staff and the HPC developed a work plan for 2020 and identified all the items that were completed in 2019.

Technical Assistance on Historic Preservation Issues or Projects:
- City staff provided funding through the Historic Rehabilitation Program to local historic district and local landmark property owners to help maintain and preserve historic features of their property. The Historic Rehab Program committed over $84,000 total to 16 exterior rehabilitation projects in 2019.

Public Educational Programming in Historic Preservation:
- HPC collaborated with the Friends of Cedar Rapids Historic Preservation to host the Preservation Showcase on June 15, 2019.
• Staff and HPC conducted several other public education initiatives, including: developing historic postcards to be sold and featured in the Our CR Magazine, mailing out a newsletter to every resident in a local historic district, hosting a Local Historic District Open House on April 30, 2019, and developing an educational brochure for the Historic Asset Inventory Sub-Committee to use for owner outreach.
• Additionally, the HPC received a CLG grant to conduct an intensive survey in the Bever Woods neighborhood, which included holding an open house for residents to learn about the survey and how to get involved.

Development of Design Standards/Guidelines:
• The HPC made minor updates to the Historic Preservation Design Guidelines in 2019. A complete re-write of the Design Guidelines was completed in 2018.

Recommendation:
Development Committee recommendation for approval by the City Council.
To: City Council Development Committee
From: Jeff Wozencraft, Planner I through Jennifer Pratt, Director of Community Development & Planning
Subject: Neighborhood Association 2021 Work Plans
Date: February 19th, 2020

Background:
City Council adopted Resolution No. 1322-09-11 on September 27, 2011, implementing the Neighborhood Service Delivery Initiative as a system for coordinating City services through neighborhood associations as an approach to better respond to community needs.

Resolution No. 0963-16-13 was adopted on June 11, 2013, adopting the neighborhood certification process as a system to improve communications and increase accountability between the City and neighborhood associations.

Neighborhood Associations requested certified status are required to submit annual work plans through the Neighborhood Service Delivery Initiative to be eligible for $10,000 in City funding. Additionally, certified neighborhood associations are required to submit quarterly reports which detail projects underway/completed, description of any grant activities and outcomes, and expenditures of funds, and attend quarterly workshops to maintain their certified status. Neighborhood associations can opt to be a registered neighborhood associations, which does not require the submittal of an annual work plan or quarterly reports.

For FY 2021, nine neighborhood associations submitted work plans to obtain certified status, including a new neighborhood association, Cherry Hill Park (CHiP). Others include:
- Cleveland Area Neighborhood Association
- Ellis Harbor Neighborhood Association
- Kenwood Park Neighborhood Association
- Mound View Neighborhood Association
- Northwest Neighbors Neighborhood Association
- Taylor Area Neighborhood Association
- Wellington Heights Neighborhood Association
- Westdale Area Neighborhood Association

Several major tasks were completed in 2019:
- The Cleveland Area Neighborhood Association raised ~$85,000 to support park improvements at Cleveland Park
- Several core area neighborhoods (Taylor, NW Neighbors, Wellington Heights, Oakhill Jackson, and Mound View) partnered with NFC and Matthew 25 to lead neighborhood cleanups
- Taylor Area and Westdale Area NAs held successful back to school events
- Harbor and Kenwood Park held several community building events such as the Fish-a-Thon, Fireworks, Ice Cream Social, and Chili Cookoff

Along with these work plans, the neighborhood associations have submitted a neighborhood work plan budget sheet that shows how each association plans on using funds from the City.
**Recommendation**
Development Committee recommendation for approval by the City Council.

**Next Steps**
City Council review and approval.

**Attachments**
1. Draft individual neighborhood association work plans.