The meeting was brought to order at 8:08 a.m.

Present: Councilmember Vanorny; Councilmember Poe; Jennifer Pratt, Community Development Director; Bill Micheel, Community Development Assistant Director; Seth Gunnerson, Community Development Planner; Sara Buck, Housing Programs Manager; Lauren Freeman, Community Development Program Coordinator; Adam Lindenlaub, Community Development Planner; Matt Myers, Traffic Engineering Manager; Sylvia Bochner, Community Development Planner; Jillane Gilmour, Community Development Administrative Assistant;

1. Approval of Minutes
Councilmember Vanorny motioned to approve the minutes from the October 16, 2018 meeting. Councilmember Poe seconded the motion. The motion passed unanimously.

2. Recommendation Items
a. Low Income Housing Tax Credit (LIHTC) Projects
Sara Buck, Housing Programs Manager, shared that the City received two requests of support for LIHTC projects. Woda Cooper Development, Inc. (Anderson Green Phase II) submitted one request and Hatch Development (Art Tech) submitted the second. Each project was reviewed and recommended by the Affordable Housing Commission on October 10, 2018.

Woda Cooper Development, Inc.
- Location – 55 Miller Avenue SW
- Type – Affordable housing, new construction
- Units – 48
  - 1, 2, and 3 bedrooms
  - 5 – Market rate
  - 30 – 60% Area Median Income (AMI)
  - 13 - 50% AMI
  - Qualifies for City match – 10 year, 100% tax exemption

Ms. Buck stated that Woda Cooper received the LIHTC Award in 2018 for Phase I. Phase I consists of 44 units in four buildings, with a mix of townhomes and two-story apartments.
Thirty-nine of the units are affordable housing and five of them are market rate. Amenities included at Phase I are a community room and playground.

Ms. Buck shared that Woda Cooper chose the two-story apartment-style opposed to town home style due to recent accessibility amendments to the Qualified Allocation Plan. In order to construct townhome-style homes, installation of an elevator would have been required in each unit. Ms. Buck stated that Woda Cooper has completed approximately 300 similar projects, primarily in Minnesota and Wisconsin.

Councilmember Vanorny asked if there were other renderings available to view. Ms. Buck stated that they do not have any additional renderings of the proposed plan, but would send images of what other buildings look like as well as elevations of the townhomes to see the overall mixture in the entire project.

Councilmember Poe asked if a resident manager will be on site. Ms. Buck stated that this is yet to be determined. Woda Cooper has a positive working relationship with the Affordable Housing Network next door to Phase I, and could discuss the possibility of future services.

**Hatch Development**

- Location – South of 16th Avenue SE & west of 9th Street SE
- Type – Affordable housing, new construction
- Units – 104
  - 1 and 2 bedrooms
  - 52 – Market rate
  - 30 – 60% AMI
  - 16 – 40% AMI
  - 6 – 30% AMI
- Awarded Workforce Housing and Brownfield Redevelopment Tax Credits through IEDA
- City match approved by Council on December 19, 2017
  - December 18, 2018 – City Council consideration of resolution of support and financial request.
  - January, 2019 – Applications due to Iowa Finance Authority.

Councilmember Vanorny asked for additional information in regards to the amount of parking shown. Jennifer Pratt, Community Development Director, shared that Hatch Development may deed land over to the City to use as a regional parking resource. Councilmember Vanorny asked if electric car chargers and bike stations will be available. Ms. Pratt stated that amenities would likely be similar to what is available at NewBo.

Councilmember Poe asked what the timeline is for both project applications with the State. Ms. Buck stated that both are due in January 2019. Ms. Pratt stated that there is an additional development agreement with ArtTech, and the City will bring an updated term sheet before Council on December 18. Ms. Pratt shared that the City is working through the full agreement and Council can expect to see the development agreement several times.
Councilmember Poe asked if co-working space will be available. Ms. Pratt stated that co-working space will be available. To compete well for LITHC, completing in two phases yields the opportunity to provide 50% market rate and 50% affordable housing, which is optimal.

Councilmember Vanorny motioned to recommend to City Council for consideration of resolution of support and financial request. Seconded by Councilmember Poe. The motion passed unanimously.

b. NewBo Property Disposition
Lauren Freeman, Community Development Project Coordinator, shared that City staff received a request to initiate the standard competitive disposition process for 1302 and 1306 3rd Street SE. This site yields 7,700 square feet of vacant, City-owned property. Under ReZone Cedar Rapids, these properties will be zoned as Urban Neighborhood General. This zoning classification requires building height up to six-stories high, parking setbacks, and building location up to the sidewalk. This property will also be located in the Shopfront Overlay, requiring commercial use on the first floor.

Ms. Freeman shared the development objectives:
- Financially viable redevelopment based on current market conditions
- Multi-story design of no less than two-stories
- Urban design that enhances the character of the neighborhood
- Coordination of parking needs with area property owners

Ms. Freeman shared the evaluation criteria:
- Developer Capacity and Project Feasibility
  - Capacity, experience, and capability of the Developer
  - Market feasibility
  - Financial feasibility
  - Timeline for redevelopment and built-out
- Community Benefit
  - Quality of architecture
  - Innovative sustainability features in the site and building design
  - Inclusion of housing options
  - Placemaking amenities, such as rooftop or courtyard gathering areas
- Economic impact
  - Overall project investment
  - Jobs created or retained
  - Amenities or services provided
Ms. Freeman shared the timeline and next steps:

- **January 8**
  - Resolution setting public hearing
- **January 22**
  - Public Hearing & Resolution inviting proposals
- **March 15**
  - 11:00 a.m. - Proposal Deadline
- **March 29**
  - Stakeholder panel review
- **April 9** City Council consideration of recommended proposal

*Bold* items denote City Council action

Councilmember Vanorny asked if there would be a need for parking at this site. Ms. Pratt stated that they would be able to coordinate parking needs with area property owners based on generated use.

Councilmember Poe asked if the use of the property has been indicated. Ms. Pratt stated the use has not been determined.

Councilmember Vanorny motioned to recommend initiation of the standard competitive disposition process. Seconded by Councilmember Poe. The motion passed unanimously.

c. **College District**

Adam Lindenlaub, Community Development Planner, shared that the College District Area Action Plan, comprised of the Mound View Neighborhood and the Mt. Mercy University/Regis Middle School area, was identified as the first Area Action Plan to be developed. Work on the plan began in spring of 2017, and concluded in late summer of this year. Similar to a Corridor or Neighborhood Action Plan, the purpose of an Area Action Plan is to connect various planning efforts related to a specific area, such as parks and recreation, flood recovery, pedestrians, and trails. The plan relies on stakeholder involvement to identify actionable steps that can be taken to address issues and build upon opportunities.

The plan focuses on the following elements:

- Connectivity
  - Vehicles, pedestrians, bicyclists, transit
- Land Use
  - Density and intensity, appropriate mix and integration of types, proper utilization
- Streetscapes
  - Landscaping, lighting, amenities
- Character
  - Building placement, location, height, historical nature
- Placemaking
  - Gateways, signage
The primary method of gaining stakeholder input for development of the plan was the use of an Advisory Group, consisting of area stakeholders, and three public events.

The Advisory Group consisted of representatives from the Mound View Neighborhood Association, College District (formerly the Uptown District), Mt. Mercy University, Coe College, Regis Middle School, the Cedar Rapids Community School District, Cedar Rapids Association of Realtors, MedQ, property owners, and the Corridor Metropolitan Planning Organization (MPO). They were crucial in helping to identify issues in the College District, provide guidance, and help spread the word about the plan.

The first public event was a workshop attended by over 100 citizens in July of 2017. The purpose of the event was to gather feedback that would be used to help craft goals and action steps for the plan. The second was an open house attended by more than 60 citizens in November of 2017 to share and gather feedback on the draft goals and actions steps, land use, and zoning.

The final event was an open house held in June of this year. Attended by 50 citizens, the purpose of this open house was to share past feedback and present the final draft of the plan goals and actions steps. In coordination with the ReZone process, proposed zoning for the area was also shared.

The planning process identified 19 Action Steps to be completed solely and in collaboration by the City, the Mound View Neighborhood Association, Coe College, and Mt. Mercy University to address area issues and promote continued redevelopment and growth in the College District.

On November 29, the City Planning Commission recommended approval of the plan by City Council and incorporation into EnvisionCR.

Councilmember Vanorny motioned to recommend to move to City Council to approve and incorporate into EnvisionCR. Seconded by Councilmember Poe. The motion passed unanimously.

3. Updates
   a. ConnectCR Project Status

Bill Micheel, Community Development Assistant Director, and Matt Myers, Traffic Engineering Manager, shared update on the ConnectCR Project status. Mr. Micheel shared that the bookends of the projects are Cedar Lake and the Smokestack Bridge. The projects are both public/private partnerships. The Cedar Lake Watershed Master Plan has also been initiated to determine water quality for future recreation.

Mr. Myers shared an overview of projects and other impacts related to the Cedar Valley Trail. The City has completed or anticipates active construction projects impacting the trail within this section between 1st Avenue NE through 12th Avenue SE.

- Improving the First Avenue East crossing of trains and the Cedar Valley Trail, Construction Summer 2019.
- Paving for Progress project on 3rd Avenue SE, Construction Summer 2019.
- Enhancing the trail crossing at 3rd Street SE and 7th Avenue SE, Summer 2019
- Improving the signal on 8th Avenue and 3rd Street SE, Construction Summer 2020
- Improving railroad, bike, and pedestrian safety on 12th Avenue SE, Construction 2019.
- Highlight various trail-related impacts due to development, railroad, and other changes.

Councilmember Vanorny asked if there has been any media coverage on the progress of the quiet zone. Mr. Myers stated that City staff include in Paving for Progress and construction updates, but there has not been a concentrated effort on the quiet zone.

Councilmember Poe asked if flashers could be installed at 3rd Street & 8th Avenue. Mr. Myers stated that 8th Avenue could have something installed similar to 1st Avenue, and this area needs to be a focus with the unique dynamic of that intersection.

Mr. Micheel shared that the Corridor Metropolitan Planning Organization will soon have a Grant Wood Trail mobile app to assist cyclists in planning their rides.

b. Czech Village/NewBo Planning Process
Mr. Lindenlaub shared that City staff are currently working with the Environmental Protection Agency (EPA) and HDR (consultant) to finalize the deliverables resulting from the Design Workshop for the Sinclair Site in September of this year.

Prior to the Design Workshop, between February and May, staff conducted three Czech Village/NewBo “Summits” with area stakeholders to discuss the upcoming planning process and coordination between stakeholders in Czech Village/NewBo.

**Plan Focus**
- Connectivity
  - Vehicles, pedestrians, bicyclists, transit
- Land Use
  - Density and intensity, appropriate mix and integration of types, proper utilization
- Streetscapes
  - Landscaping, lighting, amenities
- Character
  - Building placement, location, height, historical nature
- Placemaking
  - Gateways, signage

**Advisory Group**
- Role
  - Provide feedback
  - Preview public engagement activities
  - Encourage and advocate

Ms. Pratt stated that the City strived to be inclusive of each group working downtown, and began by determining who was leading each group.
Councilmember Vanorny asked if landscaping will include pollinators. Ms. Pratt stated that this is always on the table. Mr. Lindenlaub shared that opportunities for best practices for storm water management are always on the table as well.

**Sinclair Site Design Workshop**

Design Elements

- Mix of office, retail, and housing
- District parking
- Pedestrian amenities
- Park
- Bicycle accommodations
- Reconnecting streets

**Incorporation into Area Plan**

- Draft redevelopment designs will be shared with public for feedback
- Included in the Land Use Element of the plan

**Draft Timeline**

- Spring 2019 Kick-off
- Winter 2019 completion

Ms. Pratt stated that each concept was consistent with the continuation of the street grid to expand NewBo. The other major consistency that HDR immediately identified was the Smokestack Bridge as a valuable component.

Councilmember Poe asked what type of development the City anticipates in this area. Ms. Pratt stated that the Summit served as a way to begin forming concepts. The City will ask the public input on types of development that are desired. The Steering Committee examined what makes up NewBo, such as housing, office, commercial, and entertainment. Mr. Lindenlaub stated that there can be different options based on the market.

Ms. Pratt shared that by beginning the action plan process with representatives from NewBo and Czech Village, it will provide the opportunity to review the greenway plan on the Czech Village side to create a loop with amenities on both sides of the river.

**c. Chapter 32 Updates**

Seth Gunnerson, Community Development Planner, shared that the new zoning code has been adopted, which will aid in plan implementation. Additional Council approvals include the Future Land Use Map Update, Corrections and Clarifications, and Omnibus Ordinance. Mr. Gunnerson shared that in feasible areas, zoning will change to match the vision. By having a full spectrum of zone districts, implementation of zoning is easier for future plans and can be accomplished immediately with plan adoption.
Implementation
• Forms and application packets
• Informational handouts
• Internal coordination
  – Review of upcoming projects
  – Option for Old vs. New Code
  – Identifying errors and corrections

What to Expect
• Rezonings
  – Hopefully fewer in redevelopment areas
  – Focus on intent and change in character
  • PUDs and Structure Size
• Exceptions and Adjustments
  – More staff level changes
  – Major Design Exception vs. Variance
• Staff monitoring and recommended changes

Upcoming Council Action
• Resolution adjusting fees
• Resolution thanking DRTAC members for their service
• Resolution establishing review committee
• Further code clean-up this winter

Councilmember Poe asked if Chapter 32 will come before Council on an annual basis. Ms. Pratt stated that it will come before Council twice a year, following the same timeline as the codification process. By reviewing twice a year, it will provide the opportunity to change elements the City did not intend to affect a development in an adverse way.

Councilmember Poe asked how changes are communicated to the development community. Mr. Gunnerson said that Chapter 32 will be removed from Municode, and rather have a PDF version of code available where changes can be tracked.

d. Neighborhood Finance Corporation
Ms. Buck shared that the City of Cedar Rapids used disaster recovery funds after the Flood of 2008 for replacement housing and neighborhood revitalization. As these funds were coming to an end, options were explored to continue these efforts. It was determined that a sustainable, long-term option for our community would creation of a Neighborhood Finance Corporation.

The Des Moines Neighborhood Finance Corporation (NFC) agreed to open a Cedar Rapids branch, which opened their doors to the public on September 20, 2018. They are located at 1110 Old Marion Rd., Suite A, in Cedar Rapids. Information on the NFC, Cedar Rapids can be found at: http://neighborhoodfinance.org/.

Ms. Buck shared an update on application status, loans in process by type, and loans in process by neighborhood:
Applications – total of 30
Loan Types - Front porch exterior repair, home improvement, purchase, and refinance.
Neighborhoods - Kenwood Park, Mound View, Northwest Neighbors, Oak Hill Jackson, Taylor, Wellington Heights, and other NFC Cedar Rapids areas

e. Bike Share
Sylvia Bochner, Community Development Planner, shared a Bike Share update. The City received five responses to the RFP, which were ranked by a committee. VeoRide was the highest scoring option; the City is currently in the process of accepting their proposal and entering a contract.

Ms. Bochner shared that VeoRide’s proposal comes at no upfront cost to the City. Additionally, they will share 20% of funds raised through sponsorship with the City to improve bicycling infrastructure. VeoRide’s bicycles are often used for dockless systems, but the City plans to install at least 20 designated stations consisting of racks and signage as preferred bike share parking locations to implement the recommended hybrid model. The bikes will be primarily accessible through a smartphone app, but a cash option will also be available.

VeoRide plans to hire local operations staff to maintain and rebalance the system on a daily basis. They also plan to collaborate with local bike shops for repairs on their equipment. The fleet will be primarily composed of pedal bikes, but will also include some electric-assist e-bikes.

Once the contract is finalized, Ms. Bochner shared that the City will coordinate with VeoRide to prepare for launch of the bike share system in early May 2019, prior to Bike to Work Week. The City will continue to work closely with VeoRide following the launch of the system to address any issues that may arise.

Councilmember Poe asked how many locations will be located downtown and in NewBo. Ms. Bochner stated that locations are being determined. The plan is to space them evenly every few blocks to ensure bikes are available within a quick walk. Ms. Bochner shared that VedoRide and the City will coordinate with trails and bike lanes to make locations convenient for cyclists. Mr. Micheel shared that the bikes are fitted with GPC locators to gather data and make adjustments as necessary.

Councilmember Vanorny asked if a station would be placed in the Westdale area. Ms. Pratt shared that Bike Share will launch in condensed area at first with plans to expand in the future.

Councilmember Vanorny asked who is responsible to make sure bikes are returned. Ms. Bochner shared that the operator will have a local staff available tracking where bikes are and closely monitor if a bike is inappropriately parked. There is an incentive system for riders to use a bike that has not been used for a while.
4. Public Comment
There were no public comments.

5. Future Discussion Items
Councilmember Vanorny would like an update on public art projects.

Councilmembers Vanorny and Poe adjourned the meeting at 9:33 a.m. with unanimous consent.

Respectfully submitted,

Jillane Gilmour, Administrative Assistant
Community Development