The meeting was brought to order at 8:07 a.m.

Present: Councilmember Hoeger; Councilmember Poe; Jennifer Pratt, Community Development Director; Caleb Mason, Economic Development Analyst; Seth Gunnerson, Community Development Planner; Sylvia Bochner, Community Development Planner; Sara Buck, Housing Programs Manager; Lauren Freeman, Community Development Program Coordinator; Jillane Shultz, Community Development Administrative Assistant; Matt Myers, Traffic Engineering Manager;

1. Approval of Minutes
Councilmember Hoeger motioned to approve the minutes from the May 15, 2018 meeting. Councilmember Poe seconded the motion with unanimous consent.

2. Recommendation Items

a. Cargill/Otis Road Disposition
Jennifer Pratt, Community Development Director, shared a presentation on the Cargill/Otis Road Disposition. City staff have received a written request to initiate the standard competitive disposition process from Cargill. This property is 31 acres of vacant, City-owned property acquired in 1997 for $35,000. Ms. Pratt stated that funds used to purchase were not comprised of post-flood federal dollars.

The requirements for disposition include:

- Sale price at fair market value and easements for the sanitary sewer main
- Water transmission line
- Transmission lines for existing overhead electrical facilities

The development objectives of this project include:

- Proposed project results in a community benefit
- Proposal includes a land use compatible with significant flood events
- Financially viable proposal based on current market conditions
• Proposal mitigates, to the extent possible, any compatibility issues with surrounding land uses

The proposed draft criteria include:

• Developer capacity and project feasibility
• Community benefit
• Economic impact

Ms. Pratt shared the timeline, recommendation, and next steps:

• June 26, 2018 Resolution Setting a Public Hearing
• July 10, 2018 Public Hearing & Resolution inviting proposals
• July 2018 Informational Meeting
• August/Sept 2018 Proposal Deadline
• September 2018 Proposal Selection
• Oct./Nov. 2018 City Council consideration of recommended proposal

Mr. Hoeger asked if the property has been appraised. Ms. Pratt stated that it has not been appraised.

Ms. Poe asked what impact this project has on rail services downtown. Matt Myers, Traffic Engineering Manager, stated that the impact is related to Cargill’s switching and this site will allow them to focus on one switching area instead of two.

Mr. Hoeger motioned to approve the recommendation for a resolution setting a public hearing. Ms. Poe seconded the motion with unanimous consent.

b. Casino Site Community Visioning Initiative

Caleb Mason, Economic Development Analyst, shared a presentation on the Community Visioning Initiative. Mr. Mason stated that the City will be accepting Request for Qualifications (RFQ) followed by a Community Visioning Initiative, which includes public input on redevelopment of the site. The City will choose a capable Development Team with capacity and experience with projects of similar scope and scale. Once the Development Team is selected, the City will actively engage them in the visioning process to ensure expectations of City Council and the Community are achievable and rooted in market feasibility.

RFQs will be accepted during the summer and fall of 2018. The solicitation of Development Teams will include credentials, experience, and capacity. Single firm or partnership Development Teams will be considered, with focus centered on demonstrated success with large-scale urban development. Mr. Mason stated that the City will be looking for high-quality design and master planning, however, a concept plan for the site is not requested at this stage.
In the fall and winter of 2018-2019, a cross-sectional review panel appointed by City Council will review the Development Teams. Mr. Mason shared that the panel will include City Council, City staff, and local stakeholders. Once interviews have been conducted with the finalist Development Teams, a recommendation will be submitted to City Council. When the Development Team is selected, the City will negotiate a Memorandum of Agreement (MOU). The MOU will be a preliminary commitment between City and Developer on process and timeline for public feedback. This will identify specific deliverables for City Council and community feedback. The MOU will ultimately be approved by City Council.

The Public Input Process will take place in the spring and summer of 2019. This process will gain insight on the following:

- Possible uses and concepts for redevelopment
- Market research to support proposed uses and development
- City Council approval of identified development concept
- Preliminary terms of Development Agreement.

Mr. Mason stated that the negotiated development agreement will be based on preliminary terms adopted by City Council. The final development agreement will be brought forth to City Council for approval.

Mr. Hoeger asked if this will be an all in one project. Ms. Pratt stated that it could be phased.

Mr. Hoeger asked how the RFQ for this project will be advertised to developers. Mr. Mason stated that there are a number of resources that will be relied upon for notification to developers.

Mr. Hoeger motioned to approve the recommendation to take the RFQ and framework for the Community Visioning Initiative to City Council on July 24, 2018. Ms. Poe seconded the motion with unanimous consent.

3. Updates

   a. Housing Trust Fund

   Sara Buck, Housing Programs Manager, shared a presentation on the Housing Fund for Linn County. Their primary objective is to expand affordable housing opportunities within Linn County by providing grants and loans to different entities. They receive majority of their funding from Iowa Finance Authority, which requires a 25% local match. The Housing Fund for Linn County requested $24,000 from the City after unforeseen circumstances affected the attainment of their goal. The City met with shelter service providers to identify gaps in funding, avoid duplication of services, and assist those who are most vulnerable. The pilot project will provide rent and utility deposit assistance to families with children under the 30% area median income. Focus will be placed on target families in the Cedar Rapids School District who are at risk of homelessness. The pilot project will be in conjunction with Waypoint Tenant Academy to
educate target families on tenancy. Funds will be available for distribution between July 1, 2018 and December 31, 2018.

Mr. Hoeger asked if any City staff members serve on the board. Ms. Buck stated that Jennifer Barten, Homeownership Program Coordinator, and Susie Weinacht, At-Large City Council Member, represent the City.

b. Housing Grant Opportunities
Ms. Buck shared a presentation to provide an update on Housing Grant Opportunities. The Housing Choice Voucher Program (HCV, Section 8) is currently serving 1,200 families with rental assistance. Ms. Buck shared that 100 are reserved for non-elderly/disabled, 95 for active Family Self-Sufficiency Participants and 12 for Veterans. The notice of funding availability are for the Mainstream Voucher Program, Family Unification Program, and Family Self-Sufficiency Program.

The Mainstream Voucher Program targets non-elderly, disabled households and provides more flexibility. Additional points are awarded to programs targeting those at risk of homelessness, in transitional housing, or those who are already homeless. Ms. Buck shared that the City has collaborated with Linn County, HACAP, Willis Dady, and Waypoint for a referral and tracking system. The minimum award is $75,000, with $100,000,000 total available funding.

The Family Unification Program targets households involved with Child Welfare or youth (18-24) aging out of foster care. This is a similar target population to PUSH-CR. The City will collaborate with Linn County Department of Human Services and the Affordable Housing Network. Ms. Buck shared that the maximum award is based on the HCV Program size, which would be 50 vouchers in Cedar Rapids.

The Family Self-Sufficiency Program (FSS) provides funding for two FSS Coordinators for the City. The 2018 Grant award is $139,000, which cover staff salaries. Ms. Buck shared that this program allows participants to receive referrals depending on their interests and needs for job training, education, financial literacy, etc. Participants can earn escrow over the course of their five-year contract when their income increases.

Mr. Hoeger asked what the status is of the Section 8 waiting list. Ms. Buck shared that 1,000 citizens are on the list and it is currently closed.

Mr. Hoeger asked if it has been challenging for recipients to identify Section 8 housing options. Ms. Buck shared that external barriers such as credit or past background tend to affect available options. The City increased payment standards to keep up with the market.
c. Czech Village/NewBo Area Action Plan
Bill Micheel, Community Development Assistant Director, shared a presentation on the Czech Village/NewBo Area Action Plan. The scope of this plan ties into EnvisionCR, which creates the framework for sub-area plans to aid in implementation of goals. Area Action Plans are focused planning efforts in a specified geographic area, which act as a guide for decision-making, create a unified vision, identify initiatives and unify action. Typical Area Action Plan Elements are driven by process, such as place making, connectivity, land use, character, and streetscapes. The City will be receiving $20,000 - $30,000 in technical assistance from the Environmental Protection Agency (EPA) for the Sinclair site. A design workshop will be held that includes City officials, staff, and stakeholders to focus on urban design, character, and facilitating opportunities for the site. An Advisory Group will be developed to gain feedback on significant concepts throughout planning process, preview community input opportunities, encourage, and advocate.

Mr. Micheel shared a timeline for the Area Action Plan:
- Summer to Winter 2018 – EPA Assistance
- Late Summer 2018 to Spring 2019 – AAP Planning Process

Ms. Pratt stated that many groups have been active in the area. The City has been gathering information on the activity of each group to understand what their interests are. Some groups have developed plans and the planning process will start with existing plans and build upon them. The unique characteristics of Czech Village and NewBo will be maintained within the unified plan.

d. College District Area Action Plan
Adam Lindenlaub, Community Development Planner, shared a presentation to provide an update on the College District Area Action Plan. Mr. Lindenlaub discussed the planning program, plan focus, and planning area boundaries.

On July 18, 2017, a workshop was held to identify issues and concerns with the public. Over 100 were in attendance and the feedback was used to craft goals and action steps.

On November 14, 2017, an open house was held to share draft goals, action steps, feedback on land use/zoning, and share feedback from the July 18th workshop. There were over 60 in attendance and provided direction for proposed zoning.

At the June 21, 2018 Open House, proposed zoning will be shared as well as the final draft of action steps and feedback received to date. Mr. Lindenlaub shared how the results of feedback were used in order to reflect vision in the recommended zoning as well as the timeline for the Plan.
Mr. Hoeger asked if there have been any conversations with Terex on their remaining properties. Mr. Lindenlaub stated that there have been no formal conversations with the City.

e. Rezone
Seth Gunnerson, Community Development Planner, shared an update on Rezone. The fourth Public Open House will be held at NewBo City Market on Wednesday, June 20. A preview of code recommendation, new zone district lineup, and a preview of the zoning map will be available at the open house. The full text and map of the draft-zoning ordinance will be released on July 3, 2018 with the formal public review and comment period will beginning at this time. During the public comment period, outreach will take place to stakeholders, developers, boards, and commissions.

Mr. Gunnerson shared the public review phase, adoption, and implementation next steps:
- June 20 – Open House
- August 3 – Close of Public Comment Period
- Late Summer – Revisions to draft based on Public Comment
- Fall 2018 - Adoption Phase
  - Release of Final Draft
  - City Planning Commission review and recommendation
  - City council adoption
- Implementation – January 1, 2019

**Future Discussion Items:**

There was no discussion on future items.

**Public Comment:**

There was no public comment.

Councilmembers Hoeger and Poe adjourned the meeting at 9:01 a.m. with unanimous consent.

Respectfully submitted,

Jillane Shultz, Administrative Assistant II
Community Development