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 2:59 p.m.

Present: Council members Poe (Chair) and Overland. Staff members present: Jennifer Pratt, Community Development Director; Adam Lindenlaub, Community Development Planner; Jeff Hintz, Community Development Planner; Bill Micheel, Community Development Assistant Director; Paula Mitchell, Housing and Redevelopment Manager; Seth Gunnerson, Community Development Planner; Anne Kroll, Community Development Administrative Assistant.

Council members Poe and Overland approved the minutes from January 18, 2017 with unanimous consent.

Presentations:

1. College District Area Action Plan
Adam Lindenlaub, Community Development Planner, shared a map of the district boundaries, the plan focus, the public engagement plan, the adoption process, and the timeline. Mr. Lindenlaub stated that this process will be similar to the Mt. Vernon Road Corridor Action Plan process.

Council member Overland stated that staff has honed in on this process as an effective way to bring people together to communicate about a common concept or problem and this process makes a lot of sense. It is a low cost way of fostering communication and seeing what the City can do to improve things while trying to inspire others to do the same. It is exciting to move from one general area to another and the response has been good.

Council member Poe asked if the boundaries include the Irish District and if their contacts will be included in the public engagement process. Mr. Lindenlaub confirmed that it does and that there are two (2) contacts that will represent that area. Council member Poe gave another suggestion for a contact. Council member Poe praised staff for managing expectations well for the Mt. Vernon Road Plan and stated that it is important for this plan as well.

Recommendation Items:

1. Bike Share Program
Bill Micheel, Community Development Assistant Director, stated that this program is a service which makes bicycles available for shared use to the public on a short-term basis and for an
affordable fee. Mr. Micheel shared the program benefits, discussed community support, the next steps, and the program timeline.

Council member Overland asked if there are private companies that provide the equipment and the management for operations. Mr. Micheel stated that there are a number of companies and nonprofit organizations that supply the capital, manufacture the stations, and provide the management and operations of the program.

Council member Poe asked if the company that comes forward with the RFP would provide the liability insurance. Mr. Micheel stated that the company will provide the insurance and operations, but the City would own the capital.

Council members Overland and Poe recommended that City Council support the initiation of a request for proposals process to determine the feasibility of a City of Cedar Rapids Public Bicycle Sharing Program with unanimous consent.

2. Low Income Housing Tax Credit (LIHTC) Project
Paula Mitchell, Housing and Redevelopment Manager, stated that the original site received a resolution of support in November 2016, but the sale did not proceed so the developer is requesting support at the new location of 5200, 5220, and 5300 16th Avenue SW. Ms. Mitchell described the project and shared a map of the location as well as the site plan and the proposed design.

Council member Overland asked if there are any concerns that there is a concentration of multi-family units in that area. Ms. Mitchell stated that there are other multi-family units in the area, but those units are not all LIHTC projects.

Council member Poe asked if there would be onsite management. Ms. Mitchell stated that there will be and there will also be designated maintenance staff for this site.

Council members Overland and Poe shared concerns of the building design, landscaping, available greenspace, and that the property looks as though it is only buildings and parking. Council member Poe stated that the need for this type of housing overrides the design, but she encourages the developer to focus on landscaping and greenspace to make the area more welcoming. Ms. Mitchell will communicate those concerns, along with the concerns regarding the design and site layout to the developer.

Council members Overland and Poe recommended that City Council support the 4% LIHTC project of ten (10) year, 100% tax abatement through Urban Revitalization Tax Exemption under the Community Benefit qualifying criteria with unanimous consent.

Updates:

1. Historic Rehabilitation Program
Jeff Hintz, Community Development Planner, stated that staff received five (5) applications and four (4) were complete. Staff is working with the individual who submitted an incomplete application. The complete applications will be reviewed by the Commission at their February 23, 2017. Staff is recommending that the Commission approve the four (4) complete applications.
2. Northwest Neighborhood Action Plan
Mr. Micheel discussed the three (3) open houses, the goals for character and placemaking, and the goals for streetscaping. Seth Gunnerson, Community Development Planner, discussed land use in accordance with the update to the Zoning Code, development along the Ellis Viable Business Corridor, and connectivity through the neighborhood.

Council member Overland stated that the potential in this area is extremely high and it may not be a bad thing that it has taken awhile to get to this point in this area because it is more complicated. You want to make sure you are doing what the people who live in this area want.

Council member Poe asked if the plan is to wait until the Flood Control System is in place before this area starts developing. Mr. Micheel stated that the staff is not going to wait for the Flood Control System and that there is progress taking place now and interest for development coming soon. Council member Poe believes that once the connection is made at 6th Street and Ellis Boulevard and progress is shown with the Flood Control System (in all areas) development will progress even more.

3. Cedar Lake
Mr. Micheel stated that this project is on track with Phase II being completed in the spring or summer of 2017. If necessary, the next step is to formulate a mitigation plan, which will receive funding assistance through the DNR and EPA.

Council member Overland asked if the next round of testing will go into the sediment and does it take into account whether or not they will dredge. Mr. Micheel stated that the first two (2) rounds of testing have been shoreline testing and the next round will involve drilling down into the sediment in the middle of the lake and providing information on the water column. What is in the sediment will determine if dredging is feasible. Council member Poe asked if the City will receive a report with specifics of the testing provided. Mr. Micheel stated that a full report will be received and the DNR will assist with next steps.

Council members Poe and Overland adjourned the meeting with unanimous consent at 3:59 p.m.

Respectfully submitted,

Anne Kroll, 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: Section 8 Housing Choice Voucher – Annual Plan and Administrative Plan; including the Family Self-Sufficiency Action Plan and Homeownership Option Plan amendments.
Date: March 20, 2017

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 40 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 submit their 5-Year, Annual, and Administrative Plans that have been amended. Amendments must be listed and submitted to HUD along with any discretionary policy changes.

The proposed changes to these plans have been available for public review since February 20, 2017, with no objections to date. The Section 8 Advisory Board reviewed the proposed changes on January 31, 2017 and there were no objections.

Proposed Changes: The City of Cedar Rapids administers the Housing Choice Voucher Program and the functions and responsibilities of the PHA through the HCV Administrative Plan. 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.

- Administrative Plan Changes – Regulatory
  - Enforcing Owner Compliance – Replace the Federal Regulation reference with the correct reference number.
- Administrative Plan Changes – Discretionary
  - Eligibility – Enhance the definition of family.
  - Family Obligations – Strengthen policy on absence from unit.
  - Verification of Preference Status – Update PHA Policy to be consistent with Chapter 4, verification of preference through third-party verification
  - Mandatory Policies and Other Authorized Terminations – Show Federal Regulation 24 CFR 982.312 in its entirety. Strengthen policy on absence from unit.
  - Criteria for Deciding to Terminate Assistance – update PHA Policy on Consideration of Circumstances to be consistent with Federal Regulation.
  - Exhibit 12-1 Statement of Family Obligations – Strengthen policy on absence from unit.
- Investigating Errors and Program Abuse – update PHA Policy on Consideration of Remedies to be consistent with Federal Regulation.

**Recommendation:** Staff recommends Development Committee forward Annual Plan and Administrative Plan; including the Family Self-Sufficiency Action Plan and Homeownership Option Plan amendments on for approval by City Council.

**Timeline:**
January 31, 2017 – Presentation to Section 8 Resident Advisory Board
February 14, 2017 – Motion Setting Public Hearing for April 11, 2017
February 20, 2017 – April 10, 2017 – Public Comment Period
April 11, 2017 - City Council Public Hearing & Resolution
April 17, 2017 – Deadline for submission to HUD
July 1, 2017 – Effective date of approved changes
To: City Council Development Committee
From: Caleb Mason through Jennifer Pratt, Director of Community Development & Planning
Subject: Request for Proposals – Ambroz Building, 2000 Mt Vernon Road SE
Date: March 20, 2017

The City recently relocated Park and Recreation services from the Ambroz Recreation building (formerly Buchanan School) to the Northwest Recreation Center. With the relocation of Parks staff and programming, the City has evaluated the long term use of Ambroz, determining that it is no longer needed for City operations. Additionally, the building and site require significant upgrades to be compliant with requirements of the Americans with Disabilities Act (ADA). Therefore, staff is recommending initiating the request for proposals (RFP) for redevelopment.

Background
The building was constructed in c. 1903 as a public school, formerly Buchanan Elementary. The City took ownership of the building in 1975 from the Cedar Rapids Community School District to be used by the City for municipal functions. The deed transferring the property contained reversionary clause which provides that the City is to use the property for “municipal, public purposes” and when it ceases to be used for such purposes it would revert back to the School District. The Cedar Rapids Community School District has waived its reversionary rights to the property, so the City may now initiate the RFP process.

It is assumed that the building is historically significant, however, it has not been surveyed by a professional architectural historian, nor has finding been made by the State Historic Preservation Office. Regardless, due to the unique character of the building and significance to the history of the development of Cedar Rapids, the RFP is encouraging proposers to submit proposals which consider the character of the structure.

Staff Recommendation
Staff recommends initiating the request for proposal process based on the schedule outlined below. The following are the key objectives for the redevelopment of the property:

1. Financially viable redevelopment based on current market conditions
2. Encourage investment along Mt. Vernon Rd SE consistent with the goals of the Mt. Vernon Road Action Plan
3. Preference for retaining unique sense of place through renovation or new construction

The proposals will be evaluated by a stakeholder review panel based on the following criteria:

1. Developer Capacity and Project Feasibility
   a. Capacity, experience, and capability of the Proposer
   b. Marketing Feasibility
   c. Financial feasibility
   d. Timeline for redevelopment
2. **Development Enhancements**
   a. Innovative sustainability features on the site, such as storm water techniques
   b. Green building features, such as solar panels or geo-thermal
   c. Quality design and architectural features compatible with the traditional character of the neighborhood
   d. Preference for retaining unique sense of place with full or partial renovation of the existing building

3. **Community Benefits**
   a. Neighborhood services, such as youth programming
   b. Neighborhood commercial amenities, such as a coffee shop
   c. Preference for housing, as identified in the recently adopted Mount Vernon Road Corridor Action Plan

4. **Economic impact**
   a. Overall project investment
   b. Jobs created or retained

The following is the recommended RFP schedule:

**March 20, 2017**  City Council Development Committee
**April 11, 2017**  Motion Setting a Public Hearing (consent agenda)
**April 25, 2017**  Public Hearing & Resolution to initiate RFP

May 1, 2017  Informational meeting & property walkthrough
May 15, 2017  Deadline for requests to extend the proposal deadline.

**June 2, 2017**  11:00 a.m. - Proposal Deadline
June 7, 2017  Stakeholder panel review of proposals
June 24, 2017  Proposer Interviews
**June 27, 2017**  City Council consideration of preferred Proposal

*Bold* items denote City Council action
To: City Council Development Committee
From: Caleb Mason through Jennifer Pratt, Director of Community Development & Planning
Subject: Request for Proposals – Ellis Boulevard
Date: March 20, 2017

Background:
The City has received a request to initiate the disposition of nine (9) contiguous City-owned properties located on Ellis Boulevard NW. The properties are located within the Ellis Boulevard NW Viable Business Corridor. The properties were acquired through the voluntary property acquisition program and therefore subject to meeting certain requirements as part of the disposition and redevelopment:

- Land is to be sold at its fair market value as determined by an appraisal
- Sale proceeds are returned to the acquisition program
- Any new development must include flood mitigation measures

Recommendation
Staff recommends initiating the request for proposal process based on the schedule outlined below. The following are the key objectives for the redevelopment of the properties:

1. Financially viable redevelopment based on current market conditions
2. Design that enhances the character of the neighborhood consistent with the Ellis Boulevard Overlay standards
3. Density and uses consistent with the Northwest Neighborhood Action Plan
4. Preference for projects that incorporate housing options consistent with the City’s most recent Comprehensive Housing Market Analysis

The proposals will be evaluated by a stakeholder review panel based on the following criteria:

1. Developer Capacity and Project Feasibility
   a. Capacity, experience, and capability of the Proposer
   b. Marketing Feasibility
   c. Financial feasibility
   d. Timeline for redevelopment

2. Development Enhancements
   a. Innovative sustainability features on the site, such as enhanced storm water management
   b. Green building features, such as solar panels or geo-thermal
c. Quality design and architectural features compatible with the traditional character of the neighborhood

3. Community Benefits
   a. Neighborhood services
   b. Neighborhood commercial amenities
   c. Preference for incorporating housing, as identified in the Northwest Neighborhood Action Plan

4. Economic impact
   a. Overall project investment
   b. Jobs created or retained

The following is the recommended RFP schedule:

**March 20, 2017**  City Council Development Committee

**April 11, 2017**  Motion Setting a Public Hearing (consent agenda)

**April 25, 2017**  Public Hearing & Resolution to initiate RFP
   - May 1, 2017  Informational meeting
   - May 15, 2017  Deadline for requests to extend the proposal deadline.

**June 2, 2017**  **11:00 a.m. - Proposal Deadline**
   - June 7, 2017  Stakeholder panel review of proposals
   - June 24, 2017  Proposer Interviews

**June 27, 2017**  City Council consideration of preferred Proposal

*Bold items denote City Council action*
To: City Council Development Committee
From: Caleb Mason through Jennifer Pratt, Director of Community Development & Planning
Subject: Request for Proposals – 1st Street and 5th Avenue SW
Date: March 20, 2017

Background
The City has received a request to initiate the disposition of four (4) contiguous City-owned properties located on at the southwesterly corner of 1st Street and 5th Avenue SW. The properties are located within the Kingston Village District. The properties were acquired through the voluntary property acquisition program and therefore subject to meeting certain requirements as part of the disposition and redevelopment:

- Land is to be sold at its fair market value as determined by an appraisal
- Sale proceeds are returned to the acquisition program
- Any new development must include flood mitigation measures

Recommendation
Staff recommends initiating the request for proposal process based on the schedule outlined below. The following are the key objectives for the redevelopment of the properties:

1. Financially viable redevelopment based on current market conditions
2. Design that enhances the character of the neighborhood consistent with the Kingston Village Overlay standards
3. Density and uses consistent with the Kingston Village Plan
4. Preference for projects that incorporate housing options consistent with the City’s most recent Comprehensive Housing Market Analysis

The proposals will be evaluated by a stakeholder review panel based on the following criteria:

1. Developer Capacity and Project Feasibility
   a. Capacity, experience, and capability of the Proposer
   b. Marketing Feasibility
   c. Financial feasibility
   d. Timeline for redevelopment

2. Development Enhancements
   a. Innovative sustainability features on the site, such as enhanced storm water management
   b. Green building features, such as solar panels or geo-thermal
   c. Quality design and architectural features compatible with the traditional character of the neighborhood
3. **Community Benefits**
   a. Neighborhood services
   b. Neighborhood commercial amenities
   c. Preference for incorporating housing, as identified in Kingston Village Plan

4. **Economic impact**
   a. Overall project investment
   b. Jobs created or retained

The following is the recommended RFP schedule:

- **March 20, 2017**  
  City Council Development Committee
- **April 11, 2017**  
  Motion Setting a Public Hearing (consent agenda)
- **April 25, 2017**  
  Public Hearing & Resolution to initiate RFP
- **May 1, 2017**  
  Informational meeting
- **May 15, 2017**  
  Deadline for requests to extend the proposal deadline.
- **June 2, 2017**  
  11:00 a.m. - Proposal Deadline
- **June 7, 2017**  
  Stakeholder panel review of proposals
- **June 24, 2017**  
  Proposer Interviews
- **June 27, 2017**  
  City Council consideration of preferred Proposal

*Bold items denote City Council action*