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 Pat Shey
Council member Scott Overland
- Mayor Ron Corbett is an ex-officio member of all Council Committees per City Charter Section 2.06.

Agenda:
- Approval of Minutes – May 17, 2017

  Presentations:
  1. Downtown Street Lighting Matt Myers 10 Minutes Public Works
  2. Two Way Street Conversions Matt Myers 10 Minutes Public Works
  3. Wayfinding Signage Matt Myers 10 Minutes Public Works

  Recommendation Items
  2. Section 8 Housing Choice Vocher Program - Administrative Plan Amendments Sara Buck 10 Minutes Community Development

- Public Comment

Next Meeting: July 19, 2017
The meeting was brought to order at 3:00 p.m.

Present: Council members Poe (Chair) and Overland. Staff members present: Jennifer Pratt, Community Development Director; Bill Micheel, Community Development Assistant Director; Seth Gunnerson, Community Development Planner; Anne Russett, Community Development Planner; Anne Kroll, Community Development Administrative Assistant.

Council members Poe and Overland approved the minutes from March 20, 2017 with unanimous consent.

**Recommendation Items:**

1. **Northwest Neighborhood Action Plan**
   Seth Gunnerson, Community Development Planner, discussed implementing the Plan, the plan elements including neighborhood character and placemaking, connectivity, streetscapes, and land use. Mr. Gunnerson also indicated that during the formulation of the land use element of the plan, thought was given to if it was most appropriate to preserve, enhance, or transform each sub-area of the neighborhood based on the existing conditions and vision outlined in the plan.

   Council member Overland asked what the timetable is for development in this area. Mr. Gunnerson stated that development can start now for the areas within the Viable Business Corridor. For the areas close to the river, the timing will depend on the completion of the Flood Control System.

   Council members Overland and Poe shared concerns about zoning in this area. Mr. Gunnerson addressed their concerns in discussing the Zoning Code update. Council member Poe gave some suggestions for building height in this area and suggested that staff have another meeting with developers after City Council adopts the Northwest Neighborhood Action Plan.

   Council members Poe and Overland recommended that staff present the Northwest Neighborhood Action Plan to the City Planning Commission with unanimous consent.

2. **1002 5th St SE/513 10th Ave SE & 1032 5th St SE Property Transfer**
   Bill Micheel, Community Development Assistant Director, stated that the City received a request from Linn County to initiate the disposition process to swap city-owned property at 1002 5th Street SE and 513 10th Avenue SE for Linn County property at 1032 5th Street SE to
accommodate parking for the Linn County Public Health facility. Key considerations are that the parking lot will have high quality standard of design, the overall design will enhance the character of the neighborhood, and agreement from Linn County to allow the parking lot to be utilized for public parking for the NewBo area for weekday evenings and weekends.

Council members Overland and Poe expressed their full support as long as the parking lot has enhanced sidewalks, stormwater management, adequate lighting, trees, and extensive landscaping. Council members Overland and Poe approved initiating the property disposition process for 1002 5th Street SE and 513 10th Avenue SE with unanimous consent.

Updates:

1. ReZone Cedar Rapids – Open House Recap
Anne Russett, Community Development Planner, stated that staff provided information on EnvisionCR, the current Zoning Code and map, and the purpose behind the comprehensive update at the second open house. Ms. Russett shared the input from the eight (8) specific issue areas that were provided at the open house. Staff is developing a survey on issues to increase participation and to garner additional feedback.

Council member Overland asked if the open houses have been helpful for staff. Ms. Russett stated that it depends on the turnout. This open house was helpful because nearly one hundred (100) people attended. Council member Poe asked that Ms. Russett notify City Council when the survey is online.

Council members Overland and Poe adjourned the meeting at 3:35 p.m. with unanimous consent.

Respectfully submitted,

Anne Kroll, Administrative Assistant II
Community Development
To: City Council Development Committee  
From: Matt Myers, Traffic Engineering Manager / City Traffic Engineer  
Subject: Downtown Street Lighting  
Date: June 21, 2017

Background:  
In May 2015, Alliant approached the city about updating and changing the decorative street lights throughout the downtown. Currently, the city has 85 roadway street lights and 307 decorative street lights. Alliant also owns and maintains approximately 85 roadway street lights in the downtown. Lastly, the decorative street lights along the Cedar River Trail are maintained by Parks and Recreation.

The majority of the streets lights are older than 25 years old and at the end of their useful life. The street lighting system was not repaired after the 2008 flood, and does not utilize the latest technology e.g. LED.

The City of Cedar Rapids determined an analysis was necessary to determine the type of fixture was appropriate for the Downtown District including Kingston Village. The city entered into a contract with Confluence, who has experience in street lighting standards, to evaluate architectural needs and assess an initial layout for the fixtures. This analysis would still be high-
level and will require more refined design prior to construction. This information would be utilized to determine the overall scope of changes necessary and an approximate cost for a future construction project. From the study, a fixture was chosen, and the CRST site for a small-scale pilot. These fixtures were installed in the fall of 2016.

Figure 3 Decorative Street Lights near CRST

Update:
The City of Cedar Rapids is currently negotiating with Alliant to update and maintain all street lights within the Downtown and Kingston Village. The scope of the project is expected to be a two-year construction project.
To: City Council Development Committee  
From: Matt Myers, Traffic Engineering Manager / City Traffic Engineer  
Subject: Two Way Conversion  
Date: June 21, 2017

Background:
The City of Cedar Rapids is actively pursuing conversion of most major corridors of one-way streets to two-way operation by the end of 2019. Below is a map of these streets and the associated timeline for their conversion to two-way traffic.

Conversion Timeline
February, 2017

Figure 1 Two Conversion Timeline
Update:
We are moving forward with the recently awarded projects for 2\textsuperscript{nd} Avenue from Downtown to 19\textsuperscript{th} Street SE and for 4\textsuperscript{th} and 5\textsuperscript{th} Avenue near the library to be converted this year.

We will be hiring a consultant for intersection design along 3\textsuperscript{rd} Avenue in Wellington Heights. We have tentatively thought this section would be in 2018 or 2019 due to the intersection design.

Contracts with the railroad for 2\textsuperscript{nd}, 4\textsuperscript{th}, and 5\textsuperscript{th} avenue crossings will be on the June 23\textsuperscript{rd} Council meeting for approval. These contracts will allow the railroad to construct the necessary lights, gates, and medians for the two-way conversion projects.
To: City Council Development Committee
From: Matt Myers, Traffic Engineering Program Manager / City Traffic Engineer
Subject: Wayfinding Signage
Date: June 21, 2017

Background:
GoCR has been leading efforts to investigate and develop standards for a comprehensive and wayfinding signage program. Aaron McCreight, GoCR, is the principal leading this effort along with members of the working group, which includes Matt Myers, City of Cedar Rapids; Phil Wasta, MedQuarter; Casey Prince, Downtown; and Jennifer Pruden, Main Street (New Bohemia and Czech Village).

Following discussions with the districts in the summer of 2015, the districts decided to finance contracting with a firm who specialized in this type of signage. Six firms responded to the proposal and the team of Corbin Design and Anderson-Bogert were selected. The scope of the contract was to create a set of criteria utilized to determine what significant community attractions to signs; sign placement, design, and sequencing; and stakeholder outreach. The City of Cedar Rapids would be the holder of the design standards to help manage the infrastructure for the program. A stakeholder meeting was held on February 14, 2017 to gather information. From this information, the consultants would create signage mockups based on community themes.

Update:
The contract with the consultants will finish in August 2017. We have tentatively set a final presentation on July 18, 2017 at Economic Alliance to the stakeholder group with the draft-final recommendations regarding the sign mockups, and location. The invitations to this meeting are being sent.
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
Date: June 21, 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.

A public hearing was held on April 11, 2017, where comments were received regarding the proposed Administrative Plan changes. These comments were reviewed by staff and the Resident Advisory Board, which brought forth additional changes to the Administrative Plan.

The proposed changes to this plan have been available for public review since May 10, 2017, with no objections to date. The Section 8 Advisory Board reviewed the proposed changes on April 18, 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 – Discretionary
  - Family Obligations – Update policy on absence from unit.
  - Exhibit 12-1 Statement of Family Obligations – Update policy on absence from unit.

Recommendation: Staff recommends Development Committee forward Administrative Plan amendments on for approval by City Council.

Timeline:
April 18, 2017 – Presentation to Section 8 Resident Advisory Board
April 26, 2017 – Motion Setting Public Hearing for June 27, 2017
June 27, 2017 - City Council Public Hearing & Resolution
July 1, 2017 – Effective date of approved changes