The meeting was brought to order at 4:00 p.m.

Present: Councilmember Hoeger; Councilmember Poe; Councilmember Vanorny

1. Approval of Minutes
Councilmember Hoeger motioned to approve the minutes from the January 15, 2020 meeting. Seconded by Councilmember Poe. The motion carried.

2. Presentations
a. Maxfield Comprehensive Housing Needs Update
Sara Buck, Housing Programs Manager, shared a presentation on the Maxfield Comprehensive Housing Needs. Ms. Buck shared that this is an annual report which analyzes demographic and economic characteristics of the city; reviews existing housing stock; reviews building permit trends; analyzes market conditions for rental and for-sale housing products; and assesses the need for housing product by type. She shared the housing categories and demands per category. Councilmember Hoeger asked if condos were labeled under single family; Ms. Buck replied that no maybe they hadn’t been completed yet for 2019, but they had zero for condos. Ms. Buck and Jennifer Pratt shared that they would be getting clarification on labeling of Townhome and Condos. Councilmember Poe asked how are we going to guide the need for senior housing; is there a plan in place; especially when it comes to those deep-subsidy? Ms. Buck replied that they comment on the changes every year and state that there is a need; and that they will be looking for partners to assist with this need.

3. Recommendation Items
a. Administrative Plan Amendments
i. First Time Home Buyer Program
Sara Buck, Housing Programs Manager, was joined by Jennifer Barten, Home Ownership Program Coordinator, they shared a presentation on the First Time Home Buyer Program. They shared that the Administrative Plan Amendments would be to further define the determination of need. The new guidance requires focus on affordability. There was no discussion or questions from the Committee. Councilmember Vanorny motioned to move the recommendation to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.

ii. Section 8 Housing Choice Voucher (HCV) Program
Sara Buck, Housing Programs Manager, shared a presentation on the Section 8 Housing Choice Voucher Program. Ms. Buck gave an overview of the program and who benefits from the program. She shared that on October 14, 2019, the waiting list was opened for 12 hours and had received approximately 1,200 applications that day. Ms. Buck reviewed the proposed mandatory
administrative plan changes of clarifying the policy regarding Carbon Monoxide Detectors and the Income-Subsidy Determination. She reviewed the proposed discretionary administrative plan changes to the waiting list tenant selection; clarifying the policy on changes to briefings – voucher issuance; adding policy to housing quality standards; and updates to the family self-sufficiency program plan. Councilmember Hoeger asked if the people that were served on October 14th were online or in-person. Ms. Buck responded that it was all done in person on paper because she wants to ensure that we are serving our local community first. Councilmember Vanorny stated that she was very proud of the services that we are currently supporting. She would like to see Cedar Rapids set the bar on supporting families, communities that are reintegrating back into society from jail and to reduce any additional barriers as well. Councilmember Poe asked for clarification on the phrase “family must be in good standing to participate.” Ms. Buck responded that families must follow all the rules of the Housing Choice Voucher Program and meeting all the requirements of the program; they must have not reported income, not doing anything fraudulent, not committing crimes, etc. Councilmember Vanorny motioned to move the recommendation to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.

b. Certified Local Government Report
Adam Lindenlaub, Community Development Planner and Lauren Freeman, Community Development Program Coordinator, shared a presentation on the Certified Local Government Report. Ms. Freeman shared that Cedar Rapids is a Certified Local Government (CLG) through the State Historical Society of Iowa. She shared that by maintaining CLG status provides the City with a number of different benefits. She highlighted four major sections of the CLG Report; Historic Preservation Planning; Technical Assistance; Design Guidelines; and Public Educational Programming. Councilmember Vanorny is appreciated of the growth that the Committee has done. Councilmember Poe has requested that Ms. Freeman and Mr. Lindenlaub share the 2019 Asset Inventory list with Councilmembers. Councilmembers also inquired about the amount of money used for support and what it is used for. Jennifer Pratt replied that the amount of support is between $3,000 and $4,000 for marketing. Councilmember Vanorny motioned to move the recommendation to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.

c. Neighborhood Association Work Plans
Jeff Wozencraft, Community Development Planner, shared a presentation on the Neighborhood Association Work Plans which is also known as the Neighborhood Service Delivery Initiative. Mr. Wozencraft shared the differences between the two different types of neighborhood associations; registered and certified. He shared that Cedar Rapids has 9 certified associations, 1 registered association, and 2 not registered. Additionally, he shared the historical budgeting associated with Neighborhood Associations. He summarized the work plans for each association and what they would be focusing on and their individual budgets. Councilmembers were proud of the neighborhood associations and would love to see non-registered neighborhood associations get registered. Councilmember Vanorny motioned to move the recommendation to City Council. Seconded by Councilmember Hoeger. The motion passed unanimously.

4. Updates
a. 6th Street/Ellis Project
Seth Gunnerson, Community Development Planner, shared an update on the 6th Street and Ellis projects. Mr. Gunnerson gave an overview of the timeline; he reviewed ongoing activities including property acquisition, planning, design, and an estimated construction time frame. He gave a project overview of the future 6th street road extension from B Avenue NW through the Mid-American property to 1st Avenue SW. He mentioned the consideration of the proposed name change from 6th Street NW to Ellis Boulevard starting at 1st Avenue SW. Furthermore, Mr. Gunnerson discussed the potential future development of a Transit Facility located near the previous Mid-American Property. There was discussion among Councilmembers and Staff regarding if there will be bike lanes in the proposed project. Mr. Gunnerson replied that yes, there are bike accommodations in the project. There was further discussion regarding the Union Pacific Railroad
Crossing and what type of crossing would that be; Mr. Gunnerson replied that it would be an at-grade-crossing. Councilmembers were appreciated of the consideration of renaming 6th Street to Ellis and mentioned that could increase development in that area.

b. **Northwest Neighborhood Infill Development**

Seth Gunnerson, Community Development Planner, and Lauren Freeman, Community Development Program Coordinator shared an update on the Northwest Neighborhood Infill Development. Mr. Gunnerson shared the goals for the Northwest development; how they’d like to spark interest in the neighborhood and encourage smaller scale development and to create a framework for larger number of dispositions. He also reviewed some barriers associated with this development; the 100-year flood plain and infrastructure costs. Lastly, he reviewed the timeline and from now until May 2020. There was discussion among Councilmembers and Staff regarding the Hand Program that was renamed as the Roots Program, and how using that approach to develop those areas worked. It was mentioned that using that model may be beneficial for this area of redevelopment. There was further discussion regarding the barriers of this area; the flood levee and flood insurance. Councilmembers are excited about the attention that the neighborhood will be receiving in order to help move them forward.

c. **Bever Woods Survey**

Lauren Freeman, Community Development Program Coordinator and Adam Lindenlaub, Community Development Planner, shared a presentation on the Bever Woods Survey. Ms. Freeman shared that the Bever Woods Intensive Survey was funded through a CLG grant program. She reviewed the boundaries and a 1918 Plat map. Ms. Freeman stated that the Bever Woods area is eligible for National Register under criterion A (events) and criterion C (architecture). She discussed the preliminary results of the survey; out of 128 buildings surveyed in the district, 30 are individually eligible, 125 are contributing, and only 3 are non-contributing. Ms. Freeman gave a brief background on the development of the neighborhood. She discussed the next steps; the consultant’s full report will be completed in March and they plan to hold a neighborhood meeting in April or May to have the neighborhood decide what they would like to do. Councilmembers were appreciative of the survey and look forward to hearing what comes out of the consultant’s report.

5. **Public Comment**

There were no public comments.

6. **Future Discussion Items**

There were no future discussion items

Councilmember Hoeger moved to adjourn the meeting at 4:56pm. Seconded by Councilmember Poe. The motion carried.

Respectfully submitted,

Amy Cannon, Administrative Assistant II
Community Development