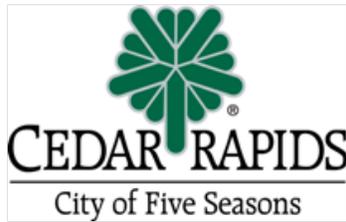




**City Council
Development Committee
Meeting Agenda Packet
August 20, 2014
4:00 p.m.**



**City of Cedar Rapids
DEVELOPMENT COMMITTEE MINUTES
City Hall Training Room
Monday, June 30, 2014
4:00 p.m.**

The meeting was brought to order at 4:08 p.m.

Present: Council members Vernon (Chair) and Weinacht. Staff members present: Jeff Pomeranz, City Manager; Jennifer Pratt, Interim Community Development Director; Paula Mitchell, Grant Programs Manager; Seth Gunnerson, Community Development Planner; Joe Mailander, Development Services Program Manager; Jeff Hintz, Community Development Planner; and Alicia Abernathey, Community Development Administrative Assistant.

Council member Vernon stated the Development Committee meets monthly and the purpose of the committee is to review development and economic issues that involve the community. Items are brought forward to the agenda from City staff, Council members and sometimes citizens.

Council member Vernon called for a motion to approve the minutes from May 21, 2014. Council member Weinacht made a motion to approve the minutes from May 21, 2014. Council member Vernon seconded the motion. The motion passed unanimously with none opposed.

Recommendation Items:

1. Low Income Housing Tax Credit Policy

Paula Mitchell, Grant Programs Manager, stated Low Income Housing Tax Credit (LIHTC) is a financing tool for incenting the construction of workforce rental housing and is administered by the Iowa Finance Authority (IFA). In order for projects to compete successfully in IFA's scoring system projects need to have some type of City participation. As a result, an increasing number of requests have been received for City support and staff is expecting this will continue. In May 2013, City Council adopted a pro-active policy for reviewing LIHTC requests as in years past staff has reacted to proposals as they were received. Last year was a learning year under the new policy and staff is now recommending changes to support better quality projects and provide a level of support that makes the projects competitive.

Ms. Mitchell identified issues that arose last year including a lack of standard application and financial worksheet package, lack of sufficient lead time for proposal vetting and a lack of objective design standards. Ms. Mitchell stated proposed policy changes include deadlines for submission, adoption of design standards consistent with other City programs and adoption of underwriting standards that match IFA's criteria.

Council member Weinacht made a motion to move the request for LIHTC policy changes forward to the full City Council. Council member Vernon seconded the motion. The motion passed unanimously with none opposed.

2. 400 – 500 1st Street SW

Seth Gunnerson, Community Development Planner, stated 10 properties along 1st Street SW in the 400 block were acquired through the Voluntary Property Acquisition Program. The properties are located in the Kingston Village Viable Business Corridor and several letters of interest were received for the properties. The properties have been identified in the Kingston Village Plan and the Downtown Vision Plan as potential sites for residential development or mixed use. Mr. Gunnerson identified the proposed criteria for requests for proposals.

Council member Vernon asked if parking issues have been resolved that involved a property that was sold in the area. Jennifer Pratt, Interim Community Development Director, stated the property was sold but the Development Agreement contained a clause that there was uncertainty of how the other half of the block would be developed. There is a provision to look into if there is a way to collaborate on the potential redevelopment with the understanding there are parking needs that need to be satisfied. There is potential for overall redevelopment of the entire block.

Jeff Pomeranz, City Manager, asked if there is a way to hold developers accountable for completing steps of the project in a timely manner. Ms. Pratt stated in the Resolution staff is now including a timeline for which the project has to be under a Development Agreement. The Development Agreement has milestones for when things need to be completed such as plans completion, deed restrictions are taken care of, construction has started, etc.

Council member Weinacht made a motion to move the request for City-owned property along 1st Street SW forward to the full City Council. Council member Vernon seconded the motion. The motion passed unanimously with none opposed.

3. Knutson Request for Proposals

Ms. Pratt stated the Knutson Building is one of the oldest remaining west side commercial structures and it was previewed with Development Committee in February 2013. The Historic Preservation Commission reviewed the request in April 2014. Staff is requesting a recommendation from the Development Committee to open the building up for a competitive proposal process. The building was acquired by the City with non-federal funds so there are no deed restrictions. The property borders the Cedar River, amphitheater, Police Station, Mott Building and Festival Grounds and is located within the Kingston Village Overlay District. Ms. Pratt identified the proposed criteria for requests for proposals with emphasis on integration with the City's flood management system or relocation of the structure outside of the construction area, consistency with the Kingston Village overlay district requirements and preservation of the structure's historic integrity. Ms. Pratt stated Linn County is embarking on a similar process for the Mott Building and have agreed to do it using a similar timeline. Staff has heard from developers that there may be interest in both the Knutson Building and the Mott Building.

Mr. Pomeranz asked how the developers will work with the consultants that are working on the Flood Management Plan. Ms. Pratt stated once the proposals are received staff will work with the consultant to ensure anything proposed coordinates with the Flood Management Plan.

Council member Weinacht made a motion to move the request for the City-owned Knutson Building property forward to the full City Council. Council member Vernon seconded the motion. The motion passed unanimously with none opposed.

4. Window Vinyl Signs

Mr. Gunnerson stated what is referred to as window vinyl signs refers to the graphics applied to windows of buildings. In some cases these signs are taking up large amounts of the window. There is a misconception from a lot of businesses that posters are not considered a sign but they are considered signage per the code. Staff has not been enforcing it as it is very difficult to enforce in regards to permitting and business owners change their window signage on a regular basis. Options for addressing the issue include enforcing all window signage as wall signage, exempting window signage from permitting or developing standards for large format window graphics. Staff recommends developing standards for large format window graphics that would exempt patterns and non-advertising portions from calculation and allowing percentage of window area to be covered without a permit.

Council member Vernon asked if staff feels they will be able to enforce the standards. Ms. Pratt stated one of the recommendations is to count the window signs toward the overall signage total and will limit the number of signs. The windows should be pedestrian friendly and allow people to see in. Other communities have codes that require a certain percentage of the window always be open from signage. Mr. Gunnerson stated within the City's overlay districts buildings are required to have transparent windows. There are concerns that businesses will use every window surface as signage area. It is difficult for staff to enforce the current code and not allow someone to use the windows for signage when someone else has posters in the window. Some communities take what is allowed for the wall sign and allow that same amount to be used on the first floor window of the business.

Council member Weinacht asked how staff will deal with current signs already in windows of businesses. Mr. Gunnerson stated staff hasn't determined a solution as some of the signs are professionally installed and cannot be easily removed. Staff has considered asking the owners to receive variances to keep the existing signs based on how the code is changed.

Ms. Pratt stated staff will look into different options including counting the signs toward the overall signage, looking into percentages of transparency and determining a solution to address the existing window signage. Council member Vernon stated she would like staff to look into signs placed in the City right of way and how long banner signs can be placed on businesses.

5. Sandwich Boards

Mr. Gunnerson stated a permit process is currently required for sandwich boards and most signs around town are unpermitted. The code also only allows sandwich boards in the downtown SSMID and several businesses around town have them. Staff is recommending eliminating the permit requirement and establishing placement standards to maintain accessible sidewalks. Staff recommends allowing sandwich boards in all core neighborhoods near building entrances.

Council member Weinacht made a motion to move the sandwich board recommendation forward to the full City Council. Council member Vernon seconded the motion. The motion passed unanimously with none opposed.

6. Annexation of Camelback Hills

Joe Mailander, Development Services Program Manager, stated discussion of the Camelback Hills annexation request began in October 2013. The request is to annex property south of Highway 30 on Ivanhoe Road. There are other subdivisions in the area that have been annexed into Cedar Rapids. The proposed annexation parcel is approximately ½ mile from the current City limits. As part of the annexation the City would have to acquire ½ mile of Ivanhoe Road to reach the proposed annexation parcel. The site is approximately 67 acres and will have approximately 125 single family homes with a price of approximately \$350,000. There is currently no sewer in the area so there would have to be a private or public lift station. There is City water along Highway 30 but there will be a ½ mile extension to get to the proposed annexation parcel. Mr. Mailander stated issues and concerns for the annexation request include the location being ½ mile from the Urban Service Area, traffic safety as the only access is to Highway 30, Fire and Policy emergency response times, etc. Mr. Mailander stated the City currently has some initiatives that will impact the development including addressing lift stations, policy update of the Comprehensive Plan, researching construction of a regional lift station to serve the project area and a Highway 30 East Area Plan.

Council member Vernon and Council member Weinacht expressed concerns with growth in the area impacting the College Community School District and suggested looking into setting different school district boundaries.

Council member Weinacht made a motion to deny the request at this time. Council member Vernon seconded the motion. The motion passed unanimously with none opposed.

Informational Items

1. Alley and Right of Way Vacation

Jeff Hintz, Community Development Planner, stated historically alleys have been used for waste and debris storage, service accesses, pedestrian paths, emergency accesses to buildings, garage access and a place to put utilities. Alleys are currently used for the same purposes with the addition of pedestrian and bike routes and outdoor seating. When staff looks into vacating an alley the main concerns for property owners include retaining access for owners and services to the parcels. When vacating an alley there has to be a consensus of property owners. Utilities in alleyways can be relocated to retain utility access. When vacating an alley an alternative location for debris and waste would need to be determined.

2. Zoning Code Update

Mr. Hintz stated there are four types of zoning including Euclidian, Conditional, Form Based and Performance. Mr. Hintz described elements of each zoning and identified benefits and limitations for each zoning type.

The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Alicia Abernathey, Administrative Assistant II
Community Development



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Telephone: (319) 286-5349

To: City Council Development Committee
From: Jasmine Almoayed, Economic Development Liaison
Subject: Downtown Façade Improvement Program
Date: August 20, 2014

Background:

On August 26th, a resolution will be presented to City Council for consideration to contribute \$50,000 to the Downtown Façade Improvement Program (the “Program.”) The purpose of the Program is to encourage property and business owners within the downtown to renovate their building fronts and other exteriors plainly visible to the public. It is a mechanism for the City of Cedar Rapids the Downtown Self-Supported Municipal Improvement District (SSMID) Commission and property/business owners to share in the project cost.

This Program may be used in conjunction with the City’s established Economic Development Programs.

This concept was presented to and approved by the Downtown SSMID Board at their July meeting, and the three person Façade Improvement Committee has been established. The first committee meeting would occur in late August/ early September pending City Council approval.

▪ **Key Elements of the Façade Program:**

- Downtown is defined as Downtown SSMID. (See map on next page)
- Eligible applicants include commercial and residential projects, all uses.
- Priority will be given for buildings determined by the City and Downtown SSMID to have greatest need for renovation, or the greatest strategic importance for implementation of the Downtown Vision Plan.
- Targeted properties must be in compliance with standards for routine maintenance and upkeep.
- Applicants can be property owners, business owners, or tenants, but written consent must be given by the property owner.

▪ **City and Downtown SSMID Participation**

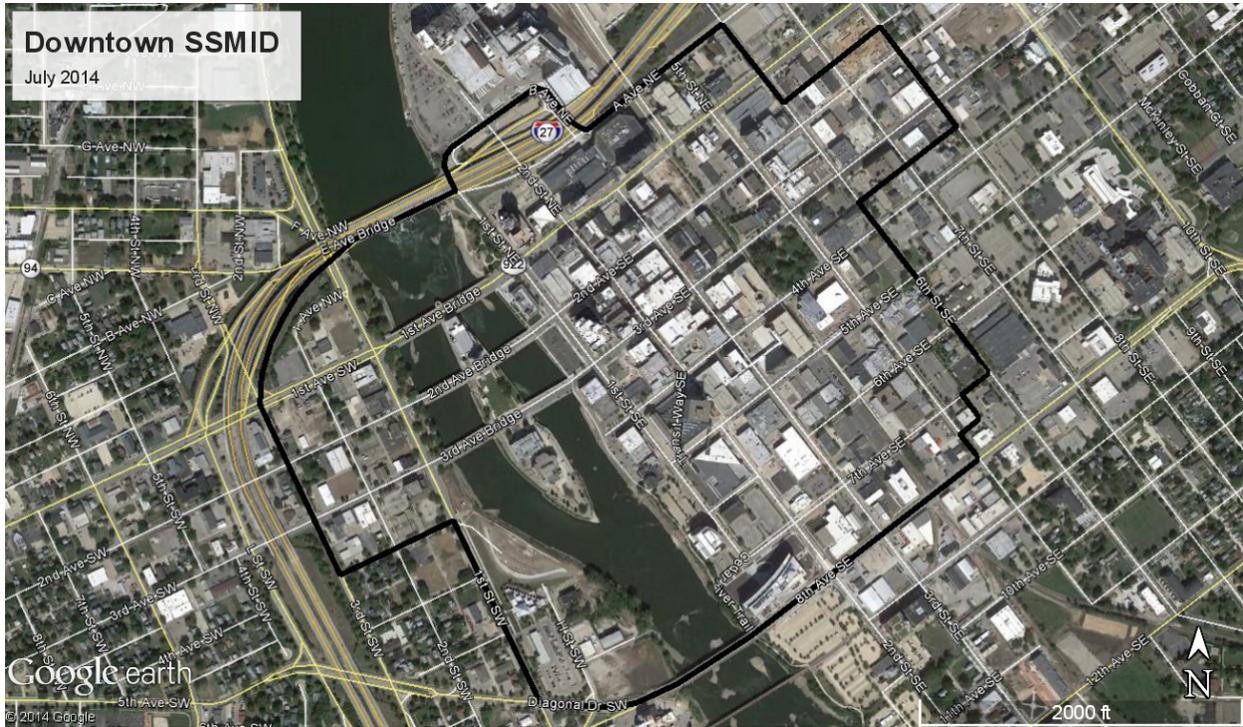
The Program will cover up to 50% of eligible expenses on a project. The City of Cedar Rapids and Downtown SSMID will each contribute up to 25% of the project cost in the form of a cash reimbursement to the property or business owner or tenant upon satisfactory completion of the project. Reimbursements cannot exceed \$100 per linear foot of building frontage in the project. The City would contribute a one-time amount of \$50,000 to the fund to be matched by \$50,000 from the Downtown SSMID.

▪ **Committee Structure**

The Downtown SSMID has appointed a three-member Façade Improvement Committee consisting of two members of the SSMID and one member of the Economic Alliance Community Development Innovation Council. The City of Cedar Rapids and the Economic Alliance will each assign a staff member to assist the committee.

Recommendations:

Staff recommends City Council approve funding the Downtown Façade Improvement Program in the amount of \$50,000.





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To: City Council Development Committee
From: Paula Mitchell through Jennifer Pratt, Interim Community Development and Planning Director
Subject: Multi Family New Construction
Date: August 14, 2014

Background:

On June 24, 2014, City Council approved an administrative plan for the sixth round of the Multi-family New Construction (MFNC) program. The program, offered in conjunction with the Iowa Economic Development Authority (IEDA), is funded with federal CDBG Disaster Recovery funds and is intended to replace units lost as a result of the flood. Cedar Rapids has participated in three previous rounds of the program (Rounds 1, 2, and 5), which will create 556 new housing units, and is now eligible to compete for a share of \$30 million that IEDA has allocated to the program for Entitlement communities. The most recent market analysis, completed in July 2014, showed a local vacancy rate of approximately 2.0%, and suggests demand for approximately 150 additional units. Staff held an orientation meeting for developers on June 25, 2014, and the deadline for proposals was August 8, 2014.

The administrative plan adopted by City Council established a targeted area for these funds, and also established criteria, including developer experience, market feasibility, financial feasibility, design standards, and compatibility with the surrounding neighborhood, as well as factors such as shovel-readiness, which is high priority for IEDA. Historic preservation and adaptive re-use are also priorities for IEDA.

Update:

A review committee of City staff and a multi-disciplinary panel of community stakeholders that included non-competing developers and neighborhood stakeholders met on August 13, 2014, to review the 16 proposals that were received and to recommend priority projects. A scoring matrix that incorporated the evaluation criteria was used to help “score” proposals. All proposals appear to meet the minimum threshold criteria, pending receipt of some follow up documentation requested by staff.

As a result of the review process, the committee identified and prioritized projects to be submitted to IEDA, using the established criteria. Projects were prioritized as “High Priority” and “Recommend Approval.”

A summary of the proposals received and a location map have been provided as an attachment to this memo. Staff is seeking feedback from the Development Committee regarding the prioritization of projects prior to forwarding to IEDA to meet the September 2, 2014 submittal deadline.

Also, it is important to note that one of the projects is requesting additional City resources in order to make the project feasible. The Cornerstone Place project at 323 3rd Street SE proposed by SLE Investments, LC is requesting \$350,000 from the City of Cedar Rapids to pay for a skywalk connection to the building.

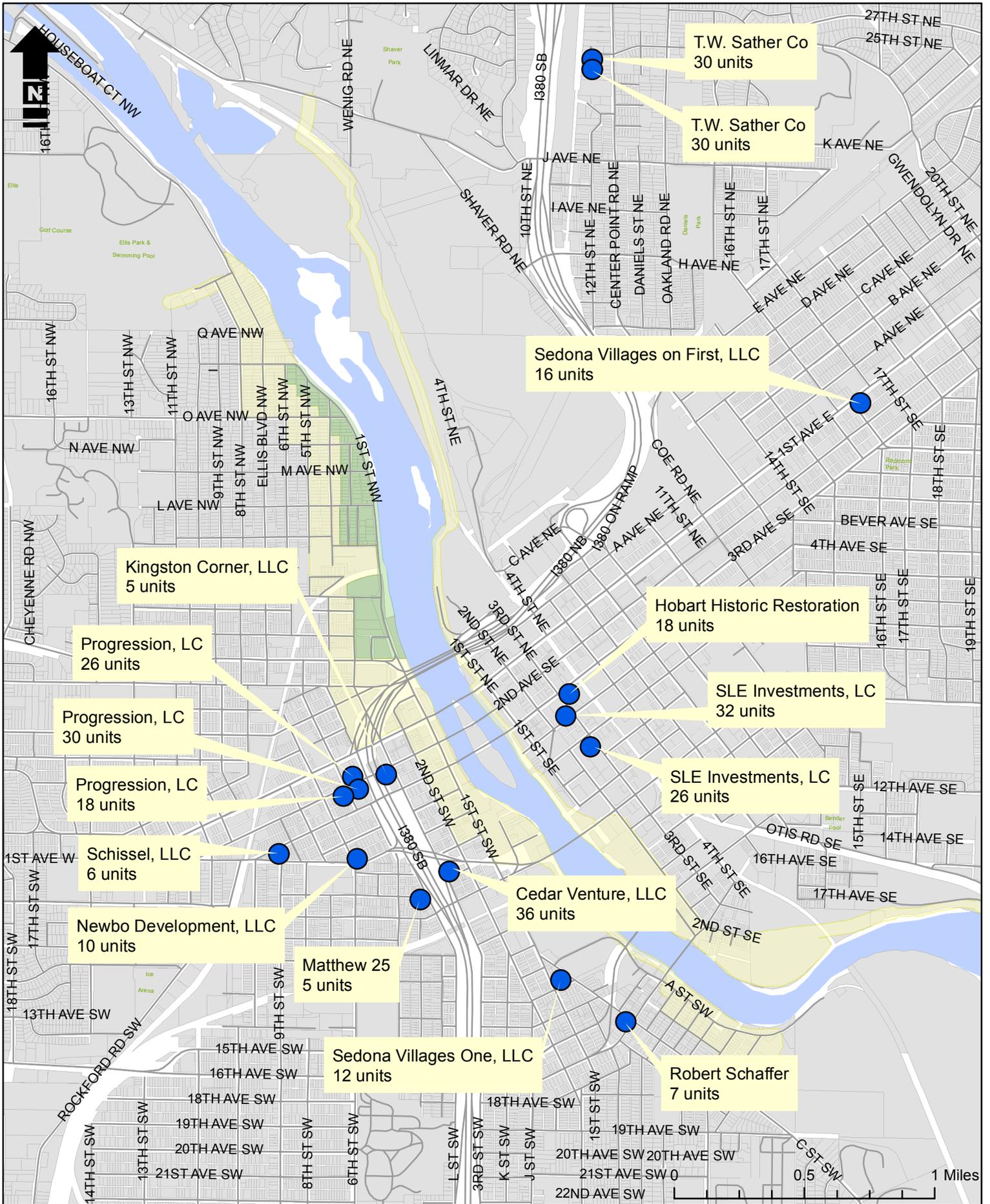
Staff is seeking feedback as to whether the Development Committee would recommend this additional City support, and if so, will bring forward a resolution of support when the proposals are considered by the full City Council on August 26th.

Timeline and Next Steps:

- August 20, 2014 – Development Committee consideration
- August 26, 2014 – Full City Council consideration
- September 2, 2014 – Applications due to IEDA
- January 2015 – Funding awards announced by IEDA
- Spring 2015 – Development Agreements for funded projects to City Council
- April 2015 – Projects must commence construction

Policy Questions for Development Committee:

1. Approval or adjustment of recommended priority rankings.
2. Submittal of all applications that meet threshold requirements.
3. Interest in providing additional City financial assistance for skywalk connection to Cornerstone Place project as requested by SLE Investments, LC.



MFNC-6 Project Proposals



Multi-Family New Construction - Round 6
Proposal Summary
8/13/2014

Score	Developer	Project	Total # Units	PUBLIC FUNDS					PRIVATE FUNDS			TOTAL PROJECT COST					BEDROOM SIZE AND NET RENTS										
				MFNC request	Admin (City's use)	Land Value (City Property)	MFNC \$/Unit	MFNC Total	Developer Cash	Bank Financing	Private funds total	Total Project Cost	\$/Unit	% Public	% Private	Private/Public Ratio	Eff	Net Rent	1-BR	Net Rent	2-BR	Net Rent	3-BR	Net Rent	4-BR	Net Rent	
78	SLE Investments, LC Steve Emerson	Cornerstone Place 323 3rd St SE	32	\$3,000,000	\$61,224	\$0	\$93,750	\$3,061,224	\$820,701	\$3,451,505	\$4,272,206	\$13,053,991	\$407,937	23%	77%	1.42	6	\$702	8	\$755	12	\$913	6	\$1,047			
76	Newbo Development Group, LLC Joe Ahmann & Chad Pelley	6th Street Commons 438 & 442 5th Ave SW 415 & 425 6th St SW	10	\$950,000	\$19,388	\$33,837	\$95,000	\$969,388	\$86,250	\$345,000	\$431,250	\$1,381,250	\$138,125	71%	29%	0.44			2	\$575	8	\$725					
75	Progression, LC Steve Emerson	Kingston Landing 346 2nd Ave SW	26	\$3,000,000	\$61,224	\$0	\$115,385	\$3,061,224	\$950,500	\$2,044,000	\$2,994,500	\$11,611,500	\$446,596	26%	74%	1.00	4	\$702	14	\$755	8	\$913					
71	SLE Investments, LC Steve Emerson	Midtown Square 509 3rd St SE	26	\$3,000,000	\$61,224	\$0	\$115,385	\$3,061,224	\$566,260	\$2,200,500	\$2,766,760	\$6,272,760	\$241,260	48%	52%	0.92			9	\$755	14	\$913	3	\$1,047			
69	Hobart Historic Restoration Beverly Hobart	Kubias Building 307-311 Third Ave SE	18	\$2,695,000	\$55,000	\$0	\$149,722	\$2,750,000	\$550,000	\$779,411	\$1,329,411	\$5,039,611	\$279,978	53%	47%	0.49			14	\$759	4	\$906					
69	TW Sather Company Thomas Sather	Cedar Point Apartments 1427 Center Point Rd	30	\$3,000,000	\$61,224	\$0	\$100,000	\$3,061,224	\$55,940	\$1,800,000	\$1,855,940	\$5,126,500	\$170,883	59%	41%	0.62			7	\$650	23	\$795					
69	TW Sather Company Thomas Sather	Creekside Apartments 1415 Center Point Rd	30	\$2,995,000	\$61,122	\$0	\$99,833	\$3,056,122	\$60,540	\$1,800,000	\$1,860,540	\$5,126,500	\$170,883	58%	42%	0.62			7	\$650	23	\$795					
67	Robert Schaffer	Village West Apartments 100 16th Ave SW	7	\$716,670	\$14,626	\$0	\$102,381	\$731,296	\$101,574	\$300,000	\$401,574	\$1,118,244	\$159,749	64%	36%	0.56			5	\$690	2	\$850					
66	Progression, LC Steve Emerson	Kingston Quarters 353 2nd Ave SW	30	\$3,000,000	\$61,224	\$0	\$100,000	\$3,061,224	\$770,577	\$3,639,324	\$4,409,901	\$8,051,508	\$268,384	37%	63%	1.47				20	\$913	10	\$1,047				
62	Sedona Villages on First, LLC Bart Woods - Primus Construction	Sedona Villages on First 1601 1st Ave SE	16	\$1,560,000	\$31,837	\$0	\$97,500	\$1,591,837	\$200,000	\$600,000	\$800,000	\$2,360,000	\$147,500	66%	34%	0.51			12	\$650	4	\$795					
61	Cedar Venture, LLC Richard Sova	Kingston Village II 617, 623, 625, 703, 709 3rd St SW 217, 220 7th Ave SW	36	\$3,000,000	\$61,224	\$31,556	\$83,333	\$3,061,224	\$0	\$2,960,000	\$2,960,000	\$7,091,000	\$196,972	43%	57%	0.98			17	\$773	19	\$916					
61	Schissel, LLC Bryan Schissel	Kingston Place 815 3rd Ave SW	6	\$540,000	\$11,020	\$0	\$90,000	\$551,020	\$100,000	\$380,000	\$480,000	\$1,020,000	\$170,000	53%	47%	0.89				1	\$903	5	\$1,029				
59	Progression, LC Steve Emerson	Kingston Pointe 210 5th St SW	18	\$3,000,000	\$61,224	\$0	\$166,667	\$3,061,224	\$514,414	\$1,939,000	\$2,453,414	\$5,926,814	\$329,267	51%	49%	0.82				12	\$913	6	\$1,047				
59	Sedona Villages One, LLC Bart Woods - Primus Construction	Sedona Villages One 1223 1st St SW & 1140 C St SW	12	\$995,000	\$20,306	\$66,906	\$82,917	\$1,015,306	\$280,400	\$300,000	\$580,400	\$1,575,400	\$131,283	67%	33%	0.55						4	\$1,026	8	\$1,109		
58	Matthew 25 Clint Twedt-Ball	Taylor Townhomes 349 7th Ave SW 702 & 706 L St SW	5	\$471,900	\$9,631	\$15,000	\$94,380	\$481,531	\$129,100	\$257,000	\$386,100	\$858,000	\$171,600	57%	43%	0.79				5	\$825						
55	Kingston Corner, LLC Frank Stephen III	Kingston Corner 305 2nd Ave SW	5	\$455,192	\$9,290	\$0	\$91,038	\$464,482	\$155,000	\$500,000	\$655,000	\$1,110,192	\$222,038	41%	59%	1.44						5	\$1,030				
				307	\$32,378,762	\$660,791	\$147,299	\$104,831	\$33,039,553	\$333,829	\$23,295,740	\$28,636,996	\$76,723,270	\$ 228,279	51%	49%	0.85	10	\$702	95	\$701	155	\$863	39	\$1,039	8	\$0
				Sum	Sum	Sum	Avg	Sum	Avg	Sum	Sum	Sum	Avg	Avg	Avg	Avg	Sum	Avg	Sum	Avg	Sum	Avg	Sum	Avg	Sum	Avg	



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To: City Council Development Committee
From: Seth Gunnerson through Jennifer Pratt, Interim Community Development and Planning Director
Subject: Design Review Technical Advisory Committee Update
Date: August 20, 2014

In coming weeks recommendations will be made to the Mayor on appointments to two Design Review Technical Advisory Committees (DRTAC's): the Kingston Village DRTAC and the Ellis Boulevard DRTAC.

After soliciting applicants for the two committees, a shortage of design and redevelopment professionals was identified. Staff has worked with the existing Czech Bohemia DRTAC to explore options. Options included:

- Continue with three separate committees
- Creating a single unified Design Review Committee
- Creating a hybrid committee with a core membership of design and development professionals and separate stakeholder groups for each neighborhood.

Based on feedback solicited from the Czech Bohemia DRTAC, staff is recommending the appointment of a design professional and redevelopment expert to serve on both the Kingston and Ellis committees. Based on case load, it is not anticipated that there would be an excessive number of cases for any shared members. Sharing members between the two committees would enable for review of cases with efficient use of volunteer time committed by professionals and without continued delays in appointing the Ellis and Kingston DRTAC's.



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To: City Council Development Committee
From: Jeff Hintz through Jennifer Pratt, Interim Community Development and Planning Director
Subject: Northwest Flood Mitigation Overlay District
Date: August 20, 2014

Community Development Staff has been working with Building Services and Development Services staff to create an overlay district which would allow for routine maintenance of property in the area that is currently subject to the moratorium.

The proposed ordinance would establish an overlay district with requirements which seek to limit new development or changes in development patterns. This overlay would not prevent a homeowner from doing the following:

- Routine maintenance and upkeep, such as roof replacement
- Meeting requirements of building and other mechanical codes

The list above is certainly not exhaustive of what would be allowed, but the intent and spirit of this overlay is to keep properties in this area habitable, safe and enjoyable. At the same time, the overlay would prohibit changes in land usage and significant investment. The proposed overlay district would not allow any new applications for the following:

- Zone changes
- Conditional Uses
- Home Occupation
- Expansion, construction or relocation of new structures
- Site Development Plans
- Platting, re-platting or subdividing of land
- Rental registrations

This overlay district is intended to preserve the area the way it exists today, prior to the flood protection system final plans construction. The overlay allows properties to be maintained, structures to be maintained and enjoyment of property as it exists today, while limiting new development.

Staff recommends taking the ordinance amendment to establish the new Northwest Flood Mitigation Overlay District to City Planning Commission and City Council for approval.



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To: City Council Development Committee
From: Jeff Hintz through Jennifer Pratt, Interim Community Development and Planning Director
Subject: Informational Item – Cell towers
Date: August 20, 2014

Recently there have been requests to place communications facilities near the future Robins Road and Tower Terrace intersection and in a field owned by a church just west of Shawnee Park along Avenue F. This land use has come to the forefront of Planning Commission and Board of Adjustment meetings in recent months. To address concerns, staff assembled a stakeholder group meeting which convened on August 13 2014. The group consisted of equal numbers of citizens and industry professionals.

The main topics of concern expressed by the group were:

- Lower tower heights near neighborhoods/not require co-location
- Require disguising/stealth of towers near neighborhoods
- Increase requirements for screening/stealth
- Increase separation distance from existing residential
- Increase notification distance
- Make neighborhood meeting a requirement early on.
- Look at possibility of locating towers on City properties- parks, golf course, etc.

Staff is currently drafting an amendment to the City's Zoning Code, based on the feedback from the stakeholder group and best practices being used in other communities. The draft will be distributed to the stakeholder group for review before the end of the month. If necessary, another stakeholder session will take place to discuss the draft language. Community Development staff will bring back any changes and recommendations to the Development Committee at the September meeting.