



City of Five Seasons®

City of Cedar Rapids

**Development Committee Meeting Agenda**

City Hall Training Room

Wednesday, July 20, 2016

3:00 pm – 5:00 pm

**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

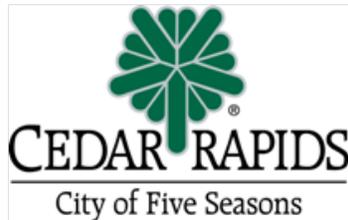
Council member Scott Overland

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

**Agenda:**

- Approval of Minutes – May 18, 2016 and June 15, 2016
- Presentations:
  1. Neighborhood Associations  
Kirsty Sanchez  
*Community Development* 10 minutes
- Recommendation Items:
  1. Four City-Owned Property Dispositions  
a. 904 and 908 5<sup>th</sup> St. SE  
b. 68, 72 and 76 15<sup>th</sup> Ave. SW & 1505 B St. SW  
c. City Parking Lots 8, 30, 31, & 32  
d. 535 1<sup>st</sup> St. SW  
Kirsty Sanchez/Bill Micheel/  
Jeff Hintz  
*Community Development* 40 minutes
  2. Historic Rehabilitation Program  
Jeff Hintz  
*Community Development* 20 minutes
- Updates
  1. ReZone CR  
Bill Micheel  
*Community Development* 10 minutes
  2. Northwest Neighbors Neighborhood Association Plan  
Kirsty Sanchez  
*Community Development* 10 minutes
  3. Mt Vernon Road Corridor Action Plan  
Adam Lindenlaub  
*Community Development* 20 minutes
- Public Comment

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](mailto:communitydevelopment@cedar-rapids.org) as soon as possible, but no later than 48 hours before the event.



**City of Cedar Rapids  
DEVELOPMENT COMMITTEE MINUTES  
City Hall Council Chambers  
Wednesday, May 18, 2016  
3:00 p.m.**

The meeting was brought to order at 3:00 p.m.

Present: Council members Poe (Chair), Shey, and Overland. Staff members present: Jennifer Pratt, Community Development Director; Erika Kubly, Redevelopment Analyst; Chrystal Shaver, Community Development Programs Specialist; Seth Gunnerson, Community Development Planner; Caleb Mason, Economic Development Analyst; and Anne Kroll, Community Development Administrative Assistant.

Council member Shey made a motion to approve the minutes from April 20, 2016. Council member Overland seconded the motion. The motion passed unanimously.

**Recommendation Items:**

**1. Citizens Participation Plan (CDBG/HOME)**

Erika Kubly, Redevelopment Analyst, shared the background of the Citizens Participation Plan, an organizational chart of the GAP Committee, administrative changes, regulatory changes, open meeting laws, and the next steps of the process.

Council member Shey asked for clarification on what de-concentration of low to moderate-income households means within the regulatory changes and how do we make sure everyone does not end up in the same neighborhood. Chrystal Shaver, Community Development Programs Specialist, stated that people will have the ability to have preference to where they want to go, so they do not have to go to the same neighborhood. Jennifer Pratt, Community Development Director, stated that an example is the First Time Homebuyer Program where there had been some discussion from a neighborhood level to make sure those are offered in the core neighborhoods because that is a big benefit to help fill those homes, which is understandable, but the bigger issue is that we do not want to limit choices and concentrate people in the same area. That is an example of how we use the program rules to make sure it is offered city-wide.

Council member Overland made a motion to recommend that the City Council approve the Citizens Participation Plan. Council member Shey seconded the motion. The motion passed unanimously.

**Informational Items:**

**1. Zoning Code Update**

Seth Gunnerson, Community Development Planner, shared the purpose of the new zoning code, the project overview, the accomplishments so far, and the next steps.

Council member Poe asked if there were ongoing discussions with developers and key stakeholders. Mr. Gunnerson stated that the current Zoning Code Ordinance is several hundred pages and different people use it differently. For instance, the sign companies' livelihood is one section of the code and we need to make sure those people are aware of the goals of the Plan and are also previewing the changes that are suggested moving forward. Council member Poe noted that the City Council will need a calendar invite for the open house so that they are aware of when it is happening.

## **2. 1<sup>st</sup> Street/3<sup>rd</sup> Avenue SE Redevelopment**

Caleb Mason, Economic Development Analyst, shared the background of this project and stated that the review panel recommended One Park Place contingent on a financial analysis, given the scope and magnitude of the project. Mr. Mason also shared the development objectives related to the design and renderings of the building at One Park Place. On May 24, 2016, there will be a resolution to pursue a third-party analysis of the One Park Place, LLC project including the potential structure of City participation.

Council members Overland and Shey expressed their desire to see extensive financial analysis done and indicated the importance of the development agreement ensuring that the end product meets the goals and objects of the City Council acknowledging that the design of the mix of uses must be appropriately adjusted to meet the market demands.

Jesse Allen and Dave Zahradnik expressed their excitement and indicated that they look forward to completing the financial feasibility analysis and moving the project forward.

Ann Poe stated that although the project is overwhelming, she is excited that local companies will be used in constructing the building. Also, she noted the number of jobs created with the development and the construction of the building.

### **Public Comment:**

There was no public comment.

Council member Shey made a motion to adjourn the meeting. Council member Overland seconded the motion. The motion passed unanimously and the meeting adjourned at 3:59 p.m.

Respectfully submitted,

Anne Kroll, Administrative Assistant II  
Community Development



**City of Cedar Rapids  
DEVELOPMENT COMMITTEE MINUTES  
City Hall Training Room  
Wednesday, June 15, 2016  
3:00 p.m.**

The meeting was brought to order at 3:00 p.m.

Present: Council member Poe (Chair). Staff members present: Jennifer Pratt, Community Development Director; Bill Micheel, Community Development Assistant Director; Kirsty Sanchez, Community Development Planner; Adam Lindenlaub, Community Development Planner; and Anne Kroll, Community Development Administrative Assistant.

The minutes from May 18, 2016 will be considered at the July 20, 2016 meeting.

Informational items were discussed first.

**Informational Items:**

**1. ReZone CR**

Bill Micheel, Community Development Assistant Director shared the project overview for ReZone CR, the accomplishments so far, and the next steps in the process. There will be a public open house June 24, 2016 at CSPS Hall and that event has been placed on City Council members' calendars.

Jennifer Pratt, Community Development Director, noted that information on the special character areas will be used as a way to start discussion at the open house. It is important to have something tangible for people to look at and give feedback. This is just the beginning and staff is very excited to get input and feedback.

**2. Northwest Neighbors Neighborhood Association Plan**

Kirsty Sanchez, Community Development Planner, stated that a second open house for the Northwest Neighborhood Action Plan is on Monday, June 20, 2016 at 5:30 p.m. At the first open house in March it was discussed what the neighborhood's greatest strengths and needs are and what ideas they had for the neighborhood. The feedback from that first open house was turned into proposed goals that will be shared at the second open house to make sure the feedback was accurately captured. Ms. Sanchez will send Council a reminder email about the open house as requested by Council member Poe.

**3. Mt Vernon Road Corridor Action Plan**

Adam Lindenlaub, Community Development Planner, stated that there will be a visioning workshop for the Mt Vernon Road Corridor Action Plan on Thursday, June 16, 2016 at 5:30 p.m. There will be a presentation, a polling exercise, and small group discussions. A second open

house will take place late July or early August 2016. The plan will be taken to City Council in September 2016.

Council member Poe asked how the advisory group is being engaged. Mr. Lindenlaub stated that the advisory group had a kick-off meeting last month and they will have follow-up meetings after each open house to give their feedback. The advisory group will make a recommendation for adoption to the City Council. Council member Poe asked that the advisory group come to a Development Committee meeting so that they can hear what Council's input and feedback might be.

### **Presentation:**

#### **1. Small Developer Boot Camp**

Mr. Micheel stated that staff is partnering with the Czech Village New Bohemia Main Street District and the Incremental Development Alliance for a Small Scale Developer Workshop on September 14, 2016. Mr. Micheel shared the vision and mission of the Incremental Development Alliance, the purpose of the workshop, and a sample workshop agenda. Invitations for the Small Scale Developer Boot Camp are going out state-owned including Cedar Rapids, Des Moines, Davenport, and others.

Council member Poe asked if the workshop will discuss specific properties in Cedar Rapids. Ms. Pratt stated that the workshop is not Cedar Rapids specific, but it will give us a network of developers to contact. Council member Poe asked what we can do as a city to help assist those developers who show interest. There is still a lot of property along Ellis that needs help and it would be helpful to know what the developers' objections are to being in that area and what we can do to overcome those objections to start the development in that area. Ms. Pratt stated that this workshop is a great way to build that capacity and will increase the number of people that are ready to take the next step.

Council member Poe asked how the developers can work specifically with Cedar Rapids now that the workshop has given them the tools they need. Mr. Micheel stated that there will be a signup sheet for those who are Cedar Rapids residents or those who have interest in doing a project in Cedar Rapids and they would receive a follow-up email from staff with contact information for the appropriate people.

### **Public Comment:**

There was no public comment.

For future agenda items, Council member Poe requested updates on the extension projects (16<sup>th</sup> Avenue and 6<sup>th</sup> Street), the Sleeping Giant, progress on Ellis Boulevard, and One Park Place. Ms. Pratt added that Development Committee will also receive a Neighborhood Association update.

The meeting adjourned at 3:38 p.m.

Respectfully submitted,

Anne Kroll, Administrative Assistant II  
Community Development



Community Development and Planning Department  
City Hall  
101 First Street SE  
Cedar Rapids, IA 52401  
Telephone: (319) 286-5041

**To:** City Council Development Committee  
**From:** Kirsty Sanchez through Jennifer Pratt, Director of Community Development & Planning  
**Subject:** Request for City Owned property at 904 & 908 5<sup>th</sup> Street SE  
**Date:** July 20, 2016

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## **Background**

Community Development staff received a letter from Horizons expressing interest in acquisition of the City-owned properties at 904 and 908 5<sup>th</sup> Street SE. On July 1, 2015, Horizons merged with Neighborhood Transportation Service (NTS). NTS contracts with the City of Cedar Rapids to provide rides to work and school during hours that CR Transit does not operate. NTS currently stores 10 vehicles at Lot #44.

The City has requested that NTS move its vehicles to another location in preparation for the Flood Control System. Horizons currently owns two vacant lots at 902 5<sup>th</sup> Street SE and 507 9<sup>th</sup> Avenue SE which are adjacent to the properties at 904 and 908 5<sup>th</sup> Street SE. Horizons plans on combining the four lots to accommodate additional parking for the NTS vehicles.

The City Council Development Committee will consider the request to initiate the standard competitive disposition process inviting proposals for the City-owned property during their meeting on July 20th, 2016. The consideration will include site redevelopment objectives and proposal evaluation criteria for the Request for Proposal (RFP). The properties were purchased in 2013 through the Voluntary Acquisition Program.

Stated Development Objectives for the proposal include:

1. Achieves shared use of the lot for services and businesses in the area.
2. Compatible infill development.

## **Recommendation**

Staff recommends initiating the disposition process for the properties and inviting proposals that address parking needs within the neighborhood, include appropriate landscaping plans that enhance the character of the neighborhood, and incorporate innovative sustainability features.

**Timeline:**

<b>July 12, 2016</b>	<b>Motion Setting a Public Hearing</b>
July 20, 2016	City Council Development Committee
<b>July 26, 2016</b>	<b>Public hearing and resolution to invite competitive proposals</b>
August 4, 2016	RFP Informational Meeting
August 15, 2016	Deadline for proposal extension
August 25, 2016	11:00 a.m. - Proposal Deadline
September 1, 2016	Stakeholder panel selects proposal
<b>September 13, 2016</b>	<b>City Council consideration of preferred Developer</b>
<b>October-December, 2016*</b>	<b>City Council consideration of a Development Agreement</b>

***Bold** items denote City Council action*

*\*Subject to mutual agreement of terms and conditions of a Development Agreement*

**To:** City Council Development Committee  
**From:** Bill Micheel, Assistant Director of Community Development & Planning  
**Subject:** Request for Proposals – 68, 72 and 76 15<sup>th</sup> Avenue SW and 1505 B Street SW  
**Date:** June 20, 2016

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The City owns four vacant lots at the intersection of 15<sup>th</sup> Avenue SW & B Street SW with the following addresses; 68, 72, & 76 15<sup>th</sup> Avenue SW and 1505 B Street SW. The City received a letter on May 13, 2016 requesting the City initiate the disposition and request for proposal process (RFP) for the lease of the properties with potential future development to expand the National Czech & Slovak Museum & Library (NCSML).



### Background

The properties were acquired in 2011 and 2012 through the voluntary property acquisition program. The Bohemian Viable Business Corridor area has been expanded to include these properties. This allows for the disposition and future redevelopment of these properties, as long as the proper flood mitigation measures have been incorporated into the development.

The request from the National Czech & Slovak Museum & Library (NCSML) is to lease and maintain the property as open space, until a development plan is drafted. The plan would reflect how these additional properties would be developed to enhance the existing NCSML facilities, as well as the larger Czech Village and NewBo neighborhood. This helps the City avoid the current maintenance costs of these properties. A Development Agreement would also be drafted to provide for City Council approval of future development plans prior to transfer of the land.

**Staff Recommendation**

Staff recommends proceeding with a Competitive Proposal Process to invite interested parties to submit a proposal for development, based on the following:

- Decreasing the City’s maintenance costs for the properties.
- Allowing for the comprehensive planning of future development that will enhance the Czech Village and NewBo area.
- Creating new investment that is a long-term asset to the community.

The following is the proposed RFP schedule:

<b>July 12, 2016</b>	<b>Motion Setting a Public Hearing (consent agenda)</b>
July 20, 2016	City Council Development Committee
<b>July 26, 2016</b>	<b>Public hearing and resolution to invite competitive proposals</b>
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*Bold items denote City Council action*

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**To:** City Council Development Committee  
**From:** Bill Micheel, Assistant Director of Community Development & Planning  
**Subject:** Request for Proposals – 16<sup>th</sup> Avenue SW and C Street SW, 17<sup>th</sup> Avenue SW, & 15<sup>th</sup> Avenue SW  
**Date:** June 20, 2016

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The City owns nine lots in the Czech Village near the intersections of 15<sup>th</sup> and 17<sup>th</sup> Avenue SW & B Street SW and 17<sup>th</sup> Avenue SW and C Street SW described as the following:

- City Parking Lot 8 adjacent to 1612 C Street SW
- City Parking Lot 30 adjacent to 73 – 87 16<sup>th</sup> Avenue SW
- City Parking Lot 31 adjacent to 62 – 72 16<sup>th</sup> Avenue SW
- City Parking Lot 32 adjacent to 86 – 92 16<sup>th</sup> Avenue SW



The City received two letters in April of 2016 requesting the City initiate the disposition process and solicit responses to a request proposal process (RFP) for these properties.

## **Background**

The properties were acquired by the City between 1976 and 1981 and have been operated as parking lots primarily serving the businesses along 16<sup>th</sup> Avenue SW prior to acquisition and to date. Maintenance of the parking lots has been addressed through an on-going joint agreement between the City of Cedar Rapids and the Czech Village Association.

## **Staff Recommendation**

Staff recommends initiating the disposition process for the properties and inviting proposals for ownership of the lots to be maintained and operated as parking lots which will remain free and open to the public.

Further, staff recommends that any future transfer of the property would include reversionary clauses where the land would revert back to the City if the property is used for any other purpose or use than is stated above.

The following is the proposed RFP schedule:

<b>July 12, 2016</b>	<b>Motion Setting a Public Hearing (consent agenda)</b>
July 20, 2016	City Council Development Committee
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Telephone: (319) 286-5041

**To:** City Council Development Committee  
**From:** Jeff Hintz through Jennifer Pratt, Director of Community Development & Planning  
**Subject:** Request for City Owned property at 535 1<sup>st</sup> Avenue SW  
**Date:** July 20, 2016

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## **Background**

The property at 535 1<sup>st</sup> Avenue SW was purchased through the Voluntary Acquisition Program. Community Development staff received a letter expressing interest in acquisition of City-owned property. The City Council Development Committee will consider the request to initiate the standard competitive disposition process inviting proposals for the City-owned property during their meeting on July 20th, 2016. The consideration will include site redevelopment objectives and proposal evaluation criteria for the Request for Proposal (RFP).

## **Staff Recommendation**

Staff recommends inviting redevelopment proposals for the property with the following key objectives:

1. Financially viable redevelopment based on current market conditions
2. Urban design that enhances the character of the neighborhood
3. Pedestrian level must be inviting with commercial/retail space or architectural treatments
4. Coordination of parking needs with area property owners
5. Preference for projects that incorporate market rate housing options consistent with the Maxfield Research *Comprehensive Housing Market Analysis*

The proposals will be evaluated and ranked in the following three categories by a stakeholder review panel:

1. Developer Capacity and Project Feasibility
  - a. Capacity, experience, and capability of the Proposer with similar projects
  - b. Marketing Feasibility
  - c. Financial feasibility
  - d. Timeline for redevelopment and built-out
2. Community Benefit
  - a. Quality of architecture and design
  - b. Innovative sustainability features in the site and building design
  - c. Inclusion of market rate housing options
3. Economic impact

- a. Overall project investment
- b. Jobs created or retained
- c. Amenities or services provided

The following is the recommended RFP Schedule:

<b>July 12, 2016</b>	<b>Motion Setting a Public Hearing</b>
July 20, 2016	City Council Development Committee
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**To:** City Council Development Committee  
**From:** Jeff Hintz through Jennifer Pratt, Director of Community Development  
**Subject:** Historic Rehabilitation Program  
**Date:** July 20, 2016

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### **Background**

At the June 23, 2016 Historic Preservation Commission (HPC) meeting, the HPC provided staff feedback on the initial idea for the program. The Commission also provided ideas and suggestions for staff to look at including in the program such as matching monetary requirements, an application cutoff date, prioritization for owner occupied structures, and utilization of the National Park Service Preservation Briefs to name a few of the suggestions. At the July 14 meeting, staff presented a full Historic Rehabilitation Program to the HPC.

### **Historic Preservation Plan Guidance**

The [Historic Preservation Plan](#) identifies 11 goals outlining the plans' vision for preservation, policies which provide direction to achieve the goals, and several implementable initiatives within each policy that will help to accomplish each goal. Goal 8 is titled "Incentives and Benefits for Preserving Historic Properties Should Attract Investment in Historic Properties." Policy 8.2 is to "Promote new incentives in a range of categories." Initiative 8.2b within this Policy is to "Explore the establishment of grant and loan programs for owners of historic resources." The Initiative Matrix indicates that implementation of this initiative should begin within 2 to 3 years of plan adoption. Specific details for 8.2b can be found on page 30 of the document:

"Grant and loan programs should be available to promote projects that meet preservation objectives. For example, a revolving loan program could make low-interest loans for rehabilitation to property owners within historic districts from grants, donations and City allocations. Qualifying projects would receive loan assistance. The loans then would be repaid, thus replenishing the fund."

Based on the HPP, City staff requested an additional \$25,000 for historic preservation activities. This was approved by City Council, as part of the FY17 budget (July 1, 2016 – June 30, 2017).

### **Program Intent**

A program such as the Historic Rehabilitation Program can offset part of the financing gap owners are faced with. Over the years, HPC members have heard the experiences of applicants doing projects to maintain and improve their property. The common denominator in nearly all of them has been the work that is recommended and historically accurate is expensive and more money than what is affordable for many.

## Summary of FY17 Funding:

\$25,000	New budget item for historic preservation activities
<u>\$25,000</u>	Existing Paint Rebate Program (used only within Urban Renewal Area)
\$50,000	

## Proposed Program

The City of Cedar Rapids currently administers the Paint Rebate Program which is limited to paint and related consumable supplies necessary to paint a structure. The proposal creates the Historic Rehabilitation Program with an expanded scope of eligible work items. The proposed program is included in its entirety as an attachment to this memo.

The Historic Rehabilitation Program is broken into four sections:

1. Eligible Projects
2. Eligible Activities
3. Grant/Loan Structure
4. Process to Apply and Receive Grant/Loan

To receive a grant/loan, the proposed work would have to be consistent with the Cedar Rapids Guidelines for Historic Districts and approved by the Historic Preservation Commission. The proposed program would not allow grants or loans for work which commenced without a required building permit, or prior to HPC review and approval of program application. Importantly, any work which results in the permanent removal or destruction of ornamental features or architectural detailing without prior approval would not be eligible for a grant or loan.

## Funding options

1. 100% grant – highest risk of continued funding.
2. All Projects 50% grant and 50% zero interest loan – moderate risk, some funds replenished.
3. Income based approach – moderate risk, some funds replenished.
  - a. At or above 80% low-moderate income (LMI) - 0% loan
  - b. Below 80% LMI –grant
4. 100% Loan – maximizes future funding.

Loan examples: \$2,500 loan = \$42 per month for 5 years; a \$5,000 loan is \$84 per month for 5 years. The loan would need to be repaid in full upon sale of the structure.

## Recommendation

Community Development Staff recommends approval of the program and utilizing an income based funding approach.

At the July 14, 2016 HPC meeting, the HPC recommended approval of the program and utilizing an income based funding approach.

**Next Steps:** Present Historic Rehabilitation Program, with the recommendation of the Development Committee and the HPC to the City Council.

**Attachments:** Draft of Program requirements.

# Historic Rehabilitation Program

## Eligible Projects:

1. Structure subject to the work must be within a local historic district or be a local historic landmark.
2. The property the structure is on must have a residential use.
3. Interior work (including inside an enclosed porch), mechanical work, electrical work, plumbing work, fences, landscaping, additions or new accessory building construction is not eligible for grant/loan.
4. Grant/loan eligible work shall be consistent with what is recommended within the Guidelines for Cedar Rapids Historic Districts or the National Park Service Preservation Briefs when a contemplated activity is not addressed within Guidelines for Cedar Rapids Historic Districts.
5. Any work subject to grant/loan which began prior to historic review by the Community Development Department or Historic Preservation Commission shall **not be eligible** for grant/loan.
6. Any work subject to grant/loan which began prior to the issuance of a building permit (when such permit is required) shall **not be eligible** for grant/loan.
7. Any work subject to grant/loan which began prior to written approval from the Community Development Department to proceed, shall **not be eligible** for grant/loan.
8. Any activity or work to the structure which results in the permanent removal of ornamental or architectural detailing (including but not limited to trim, molding, and cornices) shall **not be eligible** for grant/loan. These elements may be removed to complete the activity, but shall be reinstalled in their exact location unless otherwise approved.

## Eligible Activities:

1. Historic window repair.
2. Window replacement when repair is not possible; replacement windows shall maintain grille patterns and exact sizing of the original window opening. Only wood windows shall be eligible for grant/loan.
3. Historic wood door refinishing/repair and subsequent re-installation of same door.
4. Replacement of a vinyl or metal front door with a wood door.
5. Painting of wood or stucco exterior, including trim around windows.

6. Front porch repair, removal of concrete entry steps or opening an enclosed front porch (using wood materials or synthetic materials simulating wood as approved by HPC).
7. Repair of any exterior wall consisting of wood, brick or stucco where the original materials are being maintained or replaced to match that of the historical material or look.
8. Underside roof element repair/maintenance of wood or historic elements visible from the exterior of the structure including, but not limited to rafter tails, cornices, roof brackets and barge boards.
9. Removal of metal/synthetic soffits and fascia and restoration or historically accurate reconstruction of wood elements including, but not limited to rafter tails, cornices, roof brackets and barge boards.
10. Removal of synthetic (metal, vinyl or aluminum) siding and restoration/reconstruction with wood lap, wood shake, hardee plank, cement board or stucco exterior.
11. Exterior chimney repair including tuck-pointing, re-flashing, reconstruction/restoration with historically appropriate/original bricks or repairs to exposed brick chimney which retain brick finish.
12. Installation of metal roofing (slate or copper only), diamond cut asphalt, or cedar shingles on roof (historical, photographic evidence or uncovered roofing materials must indicate the applicable material was once present). Architectural asphalt shingles or other equivalents thereof are not eligible for grant/loan.
13. Repair, maintenance, or if necessary, recreation of ornamentation and architectural detailing features which have documented historical evidence of being installed on the property.
14. Removal of fencing which is not recommended within the Guidelines for Cedar Rapids Historic Districts.
15. Reversal of any previous, historically inappropriate alterations.

## Grant/Loan Structure:

### Maximum amounts:

1. For work performed by a registered contractor, 50% of the total amount up to \$5,000.
2. For work performed by the home owner, 50% of the total cost of supplies up to \$3,000.

### Determination of Grant or Loan:

- a. Household Income at or above 80% low-moderate income (LMI) - 0% interest loan
- b. Household income below 80% LMI –grant

## Process to Apply and Receive Grant/Loan:

1. Approval of a Certificate of Appropriateness (COA) by the Historic Preservation Commission for the activities.
2. Submittal of a completed application for grant/loan to the Community Development Department prior to January 1. Applications received after January 1 will be processed on a first come, first serve basis, but only after all other on time applications have been reviewed by the Historic Preservation Commission.

No less than two written quotes for work must be obtained from registered building contractors and are due at the time of application submittal.

Additionally, photos of the areas where work is proposed, which highlight existing conditions are required. Materials sample (physical sample or catalog photos) of the actual material(s) being used, renderings and/or sketches indicating how the work will look when finished are required when reconstruction or replacement of materials is to take place.

3. Review of application for grant/loan by Historic Preservation Commission and possible selection for grant/loan. Priority will be given to owner occupied structures.
4. Written permission to begin on the activity which grant/loan is sought.
5. Obtain building permit for approved work from the Building Services Department if a permit is required for the activity.
6. Complete the work as approved in the written notice to proceed; submit proof of payment or receipts to Community Development Department within six months of written permission to proceed.\*

\*Receipts or invoice shall be for work approved as part of grant/loan only. Separate receipts or invoices shall be used to separate work or products not part of the activity.

7. Inspection of work by the Community Development Department after the final inspection and approval from the Building Services Department (if a building permit was required). If the work was done in accordance with what was approved in the written notice to proceed, the grant/loan will be approved. The City of Cedar Rapids reserves the right to withhold grant/loan for any work done that is not in accordance with what was approved or is substandard in actual finish.
8. Receive a check of an amount in accordance with the terms of the program guidelines.