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 Marty Hoeger
Council member Ashley Vanorny
  • Mayor Bradley Hart is an ex-officio member of all Council Committees per City Charter Section 2.06.

Agenda:
1. Approval of Minutes – January 17, 2018

2. Recommendation Items
   a) Section 8 Housing Choice Voucher - Administrative Plan Amendments  Sara Buck  Community Development  10 Minutes
   b) Comprehensive Housing Needs Analysis  Erika Kubly  Community Development  10 Minutes

3. Updates
   a) ReZone Cedar Rapids  Anne Russett  Community Development  10 Minutes
   b) Right-of-Way Planning & Specifications Manual  Ivan Gonzalez/Bill Micheel  Community Development  10 Minutes
   c) Low-Income Housing Tax Credit Project  Sara Buck  Community Development  5 Minutes
   d) Pedestrian Master Plan  Brenna Fall  Engineering  10 Minutes

4. Meeting Times

5. Future Discussion Items

6. Public Comment

Next Meeting: March 21, 2018

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 5:37 p.m.

Present: Council members Hoeger and Vanorny. Staff members present: Jennifer Pratt, Community Development Director; Iván Gonzalez, Community Development Planner; Seth Gunnerson, Community Development Planner; Anne Russett, Community Development Planner; Adam Lindenlaub, Community Development Planner.

1. Approval of Minutes
Council members Hoeger and Vanorny approved the minutes from December 13, 2017 with unanimous consent.

2. Recommendation Items
   a. Historic Preservation Commission Work Plan
   Iván Gonzalez, Community Development Planner, stated that staff made changes to the draft 2018 work plan based on initiatives in the Historic Preservation Plan and reviewed the goals within the work plan. Amanda McKnight Grafton, Historic Preservation Commission member, reviewed the 2017 accomplishments for the work plan. Mr. Gonzalez reviewed a timeline of next steps.

   Council member Hoeger asked if there is any work planned for the stone structures at Ellis Park similar to the one in Bever Park. Ms. McKnight Grafton stated that the HPC, Parks Department, History Center, and students from Iowa BIG will be coordinating to focus on Bever Park and Ellis Park to do research on maintenance and preventative maintenance for the stone structures.

   Council members Hoeger and Vanorny recommended that City Council approve the Historic Preservation Commission Work Plan with unanimous consent.

   b. Visual Arts Commission Work Plan
   Seth Gunnerson, Community Development Planner, stated that the VAC advises the city Council on matters of public art and to maintain the City’s Public Art Collection and shared the charter goals. Mr. Gunnerson and Bill Stamats, VAC Chair, shared the 2017 accomplishments and reviewed the vision and mission statements, the work plan highlights, and a timeline of next steps.
Council member Hoeger stated that Eastern Iowa Arts Academy for children would be a neat collaboration with the VAC. They have done a great job of getting kids interested in art and seeing their art within the community would be impactful for the kids. Mr. Stamats suggested working with them on a mural. Council member Hoeger will pass on contact information to staff. Council member Vanorny would like to see more alleyways and streets filled with art and stated that the west side of Cedar Rapids is seeing an increase in the African population of immigrants and would like to see artwork more representative of their homeland in that area.

Council members Hoeger and Vanorny recommended that City Council approve the Visual Arts Commission Work Plan with unanimous consent.

c. City Planning Commission Work Plan
Mr. Gunnerson stated that the CPC is required by State Code to make recommendations to Council on zoning and land use. Mr. Gunnerson and Jim Halverson, CPC Chair, reviewed the role of the CPC, 2017 accomplishments, work plan goals, and a timeline of next steps.

Council members Hoeger and Vanorny recommended that City Council approve the Visual Arts Commission Work Plan with unanimous consent.

3. Updates
a. ReZone Cedar Rapids
Anne Russett, Community Development Planner, stated that ReZone is a Citywide effort to update the zoning code which implements EnvisionCR, the City’s comprehensive plan. Ms. Russett discussed form-based regulations, integrating form-based concepts throughout the code, outreach and education, feedback from the third open house, issues, and a project timeline. Jennifer Pratt, Community Development Director, stated that the Development Committee can expect to receive updates on ReZone every month from here through the summer.

b. College District Area Action Plan
Adam Lindenlaub, Community Development Planner, shared information on the Planning Program in EnvisionCR, the focus of the College District Area Action Plan, and a map of the boundaries of the area. Mr. Lindenlaub discussed public engagement, Advisory Group members and information, the results from the workshop and open house. The second open house will take place in the spring/summer of 2018. Ms. Pratt stated that staff started with a consultant for these plans, but have now switched to doing the work in house and saving those funds for follow-up items, such as a traffic impact study or an engineering analysis.

c. Neighborhood Associations
Mr. Gonzalez stated that a StrengthenCR Initiative in EnvisionCR is to provide the Neighborhood Service Delivery Program (NSD) to existing and newly formed neighborhood associations. Mr. Gonzalez discussed neighborhood capacity-building, current Neighborhood Associations and a map of their locations, and upcoming events.

4. Meeting Times
Council member Hoeger suggested that the February 21, 2018 meeting be held at 5:30 p.m. and that this item be added to that agenda so that a decision can be made when Council member Poe is in attendance. Council member Vanorny agreed.
5. Future Discussion Items
Mrs. Pratt stated that there are some upcoming items for this committee and she will send those topics out to them. If they have topics that they would like to have more information on, Ms. Pratt suggested they reach out to Council member Poe with those items.

6. Public Comment
There was no public comment.

Council members Hoeger and Vanorny adjourned the meeting at 6:47 p.m. with unanimous consent.

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 – Administrative Plan Amendment
Date: February 21, 2018

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 41 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 amend their 5-Year, Annual, and Administrative Plans to meet current regulation. Amendments must be listed and submitted to HUD, along with any discretionary policy changes.

The proposed changes to these plans will be available for public review from February 22, 2018 to April 9, 2018. The Section 8 Resident Advisory Board reviewed the proposed changes on January 16, 2018 with no objections.

Proposed Changes: The City of Cedar Rapids administers the Housing Choice Voucher Program. 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
  - Revise policy on participant owned manufactured homes
- Administrative Plan Changes – Discretionary
  - Revise policy regarding the Violence Against Women Act (VAWA), inspection scheduling times, annual Housing Quality Standard (HQS) inspections, and on repair verifications and re-inspections.
  - Clarify policy on voucher term/extensions/suspensions, Life Threatening Conditions - Absence of heat, and denial for criminal history to include deferred judgement cases.

Recommendation: Staff recommends the Administrative Plan amendments, as proposed, with a recommendation from the Development Committee to the City Council.

Timeline:
January 16, 2018 – Presentation to Section 8 Resident Advisory Board
February 22, 2018 – April 9, 2018 – Public Comment Period
April 10, 2018 - City Council Public Hearing & Resolution
April 17, 2018 – Deadline for submission to HUD
July 1, 2018 – Effective date of approved changes
The City of Cedar Rapids contracted Maxfield Research and Consulting, LLC to complete an annual update of the *Comprehensive Housing Needs Analysis* for the City. The Housing Needs Analysis provides recommendations on current and projected housing conditions and the amount and type of housing that should be developed in order to meet the needs of current and future households who choose to reside in the city. The report updates information provided in October 2016.

The scope of the report includes:
- An analysis of the demographic and economic characteristics of the City;
- A review of the characteristics of the existing housing stock and building permit trends;
- An analysis of the market condition for a variety of rental and for-sale housing products;
- An assessment of the need for housing product by type in the City.

**Housing Needs Analysis Highlights**

**Population/Household Growth Projections:**
- 2017 estimates show the population of Cedar Rapids at 133,163 with 56,665 households.
- Population growth is projected at 7.2% in the Downtown Core Area and 8.7% in the remainder of the City from 2010-2022.
- Growth in the Downtown Core District is expected to continue to 2030 as infill and redevelopment increase the number of housing units in the area.
- Average household size is decreasing, which reflects an overall aging population base, households having fewer children, and many households choosing to live alone.

**Rental Housing Market:**
- The overall rental vacancy rate is currently 2.3%. A healthy rental market maintains a vacancy rate of about 5%, which promotes competitive rates, ensures adequate consumer choice, and allows for unit turnover.
- The vacancy rate for workforce housing properties, many of which are financed through Low-Income Housing Tax Credits, remains low at 1.8%. Properties that provide housing to those with the lowest household incomes typically have lengthy waiting lists.

**For Sale Housing Market:**
- The average resale price of homes in the City of Cedar Rapids is $164,820.
- Time on the market for 2017 was 56 days, which has decreased from 67 days in 2016.
- Low inventory has increased prices, pushing some buyers out of the market and making it more difficult for first time homebuyers to enter the market.
Housing Demand:
Demand exists for the following general occupancy product types between 2018 and 2023 in Cedar Rapids:
- Market rate rental 419 units
- Shallow-subsidy rental 348 units
- Deep-subsidy rental 77 units
- For-sale single-family 1,191 units
- For-sale multifamily 299 units

Recommended Housing Development:
The table below provides a summary of the recommended housing product types for Cedar Rapids to 2023. The numbers reflect Maxfield’s estimates of the amount of demand that could be prudently absorbed in the Cedar Rapids market. Recommended development levels are intended to support continued growth, but avoid significant overbuild.

<table>
<thead>
<tr>
<th>RECOMMENDED HOUSING DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF CEDAR RAPIDS</td>
</tr>
<tr>
<td>2018 to 2023</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>General Occupancy Rental Housing</th>
<th>Purchase Price/ Monthly Rent Range</th>
<th>No. of Units</th>
<th>Development Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Rate Rental Housing</td>
<td>$900/1BR - $1,350/2BR</td>
<td>150 - 200</td>
<td>2019-2023</td>
</tr>
<tr>
<td>Apartment-style (suburban)</td>
<td>$925-Std.; $1,050/1BR; $1,400/2BR</td>
<td>125 - 150</td>
<td>2020-2023</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Affordable Rental Housing</th>
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</thead>
<tbody>
<tr>
<td>Shallow-Subsidy</td>
<td>Moderate income</td>
<td>125 - 150</td>
<td>2020-2023</td>
</tr>
<tr>
<td>Deep-Subsidy</td>
<td>30% of AGI</td>
<td>50 - 75</td>
<td>2020-2023</td>
</tr>
</tbody>
</table>

| Market Rate Single-Family        | Entry-Level (Core Neighbor.)     | 100 - 125    | 2019-2023          |
| Market Rate Multifamily Owned    | Entry-Level/Move-Up (Core)       | 100 - 200    | 2019-2023          |

<table>
<thead>
<tr>
<th>Senior Housing (i.e. Age Restricted)</th>
<th>Purchase Price/ Monthly Rent Range</th>
<th>No. of Units</th>
<th>Development Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Adult Market Rate Rental²</td>
<td>$800/1BR - $1,100/2BR</td>
<td>60 - 100</td>
<td>2019-2023</td>
</tr>
<tr>
<td>Active Adult Market Rate Owner</td>
<td>$150,000/1BR-$200,000/2BR</td>
<td>50 - 65</td>
<td>2020-2023</td>
</tr>
<tr>
<td>Active Adult Shallow Rental³</td>
<td>Moderate income²</td>
<td>50 - 100</td>
<td>2019-2023</td>
</tr>
<tr>
<td>Congregate</td>
<td>$2,200/1BR - $3,000/2BR</td>
<td>80 - 120</td>
<td>2020-2023</td>
</tr>
<tr>
<td>Deep-Subsidy Senior³</td>
<td>30% of AGI</td>
<td>100 - 150</td>
<td>2018-2020</td>
</tr>
<tr>
<td>Market Rate Assisted Living</td>
<td>$3,200/1BR - $4,000/2BR</td>
<td>65 - 70</td>
<td>2020-2023</td>
</tr>
<tr>
<td>Market Rate Memory Care</td>
<td>$4,500/Std. - $5,500/1BR</td>
<td>40 - 40</td>
<td>2020-2023</td>
</tr>
</tbody>
</table>

| Total                               |                                   | 445 - 645    |                    |

¹ Pricing in 2028 dollars. Pricing can be adjusted to account for inflation.
² The development of these products can occur after the vacancy rate is at or below 5%. Additional rental development could occur after new development has been absorbed and phased into the market.
³ Affordability subject to income guidelines per Iowa Housing Authority.
⁴ Alternative development concept is to combine active adult shallow-subsidy and market rate active adult into mixed income property.
⁵ Deep-subsidy senior will be difficult to develop financially; could incorporate into shallow-subsidy

Source: Maxfield Research and Consulting, LLC
To: City Council Development Committee  
From: Sara Buck through Jennifer Pratt, Director of Community Development & Planning  
Subject: Request for City Support – 4% Low Income Housing Tax Credit (LIHTC) Project  
Date: February 21, 2017  

Background:  
The City has received updated elevations for the following City supported project:

- **TWG Development, LLC** – The developer has proposed a $19.2 million family housing project at 5200, 5220, and 5300 16th Avenue. The development consists of new construction of a three-story apartment building containing a total of 150 units. The project proposes a mix of 1 and 2-bedroom units which will be rented to households under 60% of the Area Median Income with rents ranging from $782-981.

A resolution of support and financial assistance was approved by City Council on February 15, 2017, as part of the Iowa Finance Authority’s noncompetitive (4%) LIHTC application round.

Recommendation:  
N/A  

Timeline and Next Steps:  
Any comments or concerns will be relayed to the developer and the Development Services Department.
Project Location: