

MEMORANDUM

Date: January 10, 2018
To: Community Development Committee
From: Nicole Crutchfield, Planning Director
Re: Community Development Committee Meeting on January 16

The next meeting of the Community Development Committee is Tuesday, January 16 at 2:30 in the City Commission Room at Fargo City Hall. If you are not able to attend, please contact the office at 701-241-1474. Thank you.

COMMUNITY DEVELOPMENT COMMITTEE Tuesday, January 16 – 2:30 p.m. City Commission Room AGENDA

1. Welcome
2. Approve Minutes
3. Review Storefront Rehab application – 1303 1st Avenue North
4. Urban Agriculture (Gardening) – University Drive South
5. Housing Overview Update – Fargo Housing and Redevelopment Authority
6. Overflow Sheltering Update
7. Other business
8. Adjourn

Community Development Committee meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Monday at 10:30 a.m. and Thursday at 2:30 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Department at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Meeting minutes are available on the City of Fargo website at www.FargoND.gov/communitydevelopmentcommittee.

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

Regular Meeting:

Tuesday:

November 21, 2017

The Regular Meeting of the Community Development Committee of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 2:30 p.m., Tuesday, November 21, 2017.

The Community Development Committee Members present were as follows:

Present: Commissioner John Strand, Linda Boyd, Linda Klebe, Michael Redlinger, Shara Fischer, Lynn Fundingsland, Samantha McDonald, Thomas Hill, Sami Eidenschink

Item 1. Welcome

Chairperson Strand welcomed Members to the meeting and introductions were made.

Item 2. Approval of Minutes: Regular Meeting of October 17, 2017

Ms. Klebe moved the minutes of the October 17, 2017 Community Development Committee meeting be approved. Second by Ms. Fischer. All Members present voted aye and the motion was declared carried.

Member Redlinger present.

Item 3. Update of Fargo's Consolidated Annual Performance and Evaluation Report from the U.S. Department of Housing and Urban Development

Community Development Administrator Dan Mahli provided an overview of Fargo's Consolidated Annual Performance and Evaluation Report. He stated the Department of Housing and Urban Development (HUD) has determined the City of Fargo is in compliance with requirements of applicable laws and regulations, and has the continuing capacity to implement and administer Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. He said HUD's evaluation further states the City of Fargo appears to be making strides in providing affordable housing and addressing its community development needs through its 2016 program year activities.

A handout was distributed with the 2018 Community Development Committee meeting dates.

Item 4. Review 2018 Community Development Grant requests

Mr. Mahli provided an overview of the application review process and a summary of the subcommittee's recommendations. He stated Fargo anticipates \$637,000 in Community Development Block Grant (CDBG) funds and \$336,000 in HOME funds to be available, as well as approximately \$50,000 in HOME Program Income. Activities in the 2018 Action Plan include the following:

• HOUSING

- **Community Housing Development Organization (CHDO)** - \$100,000 in HOME funds for construction of affordable housing.
- **Housing Rehabilitation and Delivery – Owner Occupied** - \$450,000 to be available for rehabilitation of existing owner-occupied housing units. This includes \$200,000 in CDBG and \$250,000 in HOME funds.

- **Special Assessment Assistance** - \$15,000 in CDBG funds to assist low-income homeowners with annual special assessments.
- **DOWNTOWN PROJECTS** - \$100,000 in CDBG funds for projects that address slum and blight conditions in downtown Fargo.
- **PUBLIC SERVICE PROJECTS**
 - **Housing Education** - \$15,000 to support Tenant and Homebuyer Education classes in the Fargo-Moorhead community.
 - **Homeless Initiatives** - \$38,000 in CDBG funds to support homeless initiatives at the Gladys Ray Shelter and 10-year plan activities.
 - **Metro Transportation Initiative** - \$5,000 in CDBG funds to provide transportation to low and moderate income participants.
 - **Snow Removal Assistance** - \$2,000 in CDBG funds to offer snow removal assistance to low-income senior households and people with disabilities.
 - **NDSCS – Job Training** - \$30,000 in CDBG funds to provide job skills training and development to low-income and New American populations.
- **FACILITIES/CAPITAL, NEIGHBORHOODS**
 - **Fraser, Ltd.** - \$17,000 in CDBG funds to assist with costs of upgrades to an Independent Living Program house.
 - **Rape and Abuse Crisis Center** - \$60,000 in CDBG funds to improve the safety and security of the center.
 - **Rebuilding Together** - \$10,000 in CDBG funds to support home improvements to low-income seniors, veterans, and disabled individuals.
- **SOCIAL SERVICE PROJECTS**
 - **Afro American Development Association** - \$5,000 to support self-sufficiency/self-reliance training in transportation, financial management, and job retention.
 - **Boys & Girls Club of the Red River Valley** - \$5,000 to support after-school/youth development programs for youth from low-income families.
 - **CHARISM** - \$10,000 to support youth development programs and skill building for low-income families and youth.
 - **Cultural Diversity Resources and Metro Interpreters** - \$10,000 to support diversity training, annual conference, leadership building, education, and interpreters.
 - **Emergency Food Pantry** - \$7,500 to support emergency hunger relief efforts and improve coordinated food pantry services in Fargo-Moorhead.
 - **F5 Project** - \$10,000 to support program costs for transition into the community of individuals with challenging pasts.
 - **Family HealthCare Center** - \$10,000 to provide funds to offset cost of emergent and limited health and dental care.
 - **Fargo Human Relations Commission** - \$10,000 to support fair housing opportunities, cultural/community groups, and Welcome Week activities.
 - **Fargo-Moorhead Coalition for Homeless Persons** - \$25,000 to administer Landlord Risk Mitigation Fund, emergency taxi rides, and CARES program.
 - **Fargo Native American Commission/Native American Center** - \$35,000 to provide support for Native American programs and Crossroads Powwow in Fargo.
 - **Firstlink** - \$5,000 to support 24-hour helpline and staff costs for coverage of behavioral health/addiction navigator.
 - **Global Youth United** - \$1,000 to support youth engagement program with transportation, program costs, and capacity building.

- **Handi-Wheels Transportation, Inc.** - \$5,000 to provide accessible and affordable transportation to people with disabilities and elderly.
 - **Immigrant Development Center** - \$5,000 to provide entrepreneurship training for new American business owners.
 - **Legal Services of North Dakota** - \$5,000 to assist people that are low-income elderly, homeless, and/or disabled with housing law issues.
 - **New American Consortium** - \$5,000 to support management/program costs of Consortium and Welcome America/Welcome Week activities
 - **New Life Center** - \$10,000 to provide emergency shelter, meals, clothing, and other basics-of-life services to the homeless.
 - **North Dakota Coalition for Homeless People** - \$5,000 to support the development of HUD's Continuum of Care for housing programs in Fargo.
 - **Presentation Partners in Housing** - \$5,000 to provide financial assistance/housing navigation services for families at risk/facing homelessness.
 - **Rape and Abuse Crisis Center of FM** - \$15,000 to provide crisis support and follow-up services for victims of domestic violence and assault.
 - **Red River Human Services Foundation** - \$7,500 to support educational and social activities for people with intellectual disabilities.
 - **Somali Community Development of North Dakota** - \$5,000 to support Somali community programming for elders, youth and community relations.
 - **United Way of Cass Clay** - \$10,000 to support efforts to provide opportunities for individuals/families to gain skills in the local workforce.
 - **Valley Senior Services** - \$20,000 to support Meals on Wheels and Senior Ride programs.
 - **YWCA Cass Clay – YWCA Emergency Shelter** - \$15,000 to support shelter, housing, case management, and homeless prevention services.
- **PLANNING, ADMINISTRATION & FAIR HOUSING**
 - **High Plains Fair Housing Center** - \$5,000 to support comprehensive outreach and fair housing education.
 - **Planning and Administration** - \$127,000 in CDBG funds for project development, planning, and administrative costs associated with the delivery of the CDBG program. HOME funds will provide an additional \$34,000 for administration.

A dot map of completed Community Development Projects was distributed to Board Members for reference of the impact these projects have in the community.

Member Fischer absent.

Mr. Mahli stated the next step is to draft the 2018 Action Plan.

Ms. Klebe moved to accept the recommendations of the 2018 grant requests as presented. Second by Ms. McDonald. On call of the roll Members Klebe, McDonald, Boyd, Eidenschink, Fundingsland, Redlinger, and Strand voted aye. Member Hill abstained from voting. The motion was declared carried.

Item 5. Update from the subcommittee studying community land trusts

This item was presented before Items 3 and 4.

Assistant Planner Tyrone Grandstrand provided a brief history about community land trusts.

A handout was distributed with information about the subcommittee formed to discuss community land trusts and the recommendations.

Ms. Boyd moved the Community Development Committee recommend to the Fargo City Commission the formation of a community land trust. Second by Mr. Fundingsland. On call of the roll Members Fundingsland, Redlinger, Fischer, Hill, Boyd, Klebe, McDonald, Eidenschink, and Strand voted aye. The motion was declared carried.

Item 6. Other Business

Mr. Grandstrand and the Community Development Fellows were thanked for their work on community land trusts on behalf of the City and this Board.

Mr. Strand addressed the acknowledgment of Member John Q. Paulsen for his lifetime of service.

Ms. Boyd made a request of staff to create a picture of the housing issue and its need in the community.

Mr. Strand passed around letters received from citizens expressing gratitude for assistance received through Community Development programs.

Planning and Development Director Jim Gilmour acknowledged Mr. Mahli for all his work with the Community Development group and City of Fargo through his years of service. The Board thanked Dan and wished him the best.

Item 7. Adjourn

The time at adjournment was 3:33 p.m.



PLANNING AND DEVELOPMENT
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Fargo, North Dakota 58102
Phone: (701) 241-1474
Fax: (701) 241-1526
E-Mail: planning@fargond.gov
www.fargond.gov

MEMORANDUM

DATE: January 10, 2018
TO: Community Development Committee
FROM: Nicole Crutchfield, Planning Director
RE: Storefront Rehab – 1303 1st Avenue North

Adrian's Auto Care Center located at 1303 1st Avenue North is being considered for CDBG Storefront Rehab funding. The intent of Fargo's Storefront Rehab/Downtown Project program is to renovate deteriorated properties and eliminate blighted conditions in the downtown area. Interested property owners may apply for a 50% matching grant, up to \$15,000 per facade, which can be used for the rehabilitation of building exteriors, to demolish blighted properties, or to make other exterior above-grade improvements. The Community Development Committee and Historic Preservation Commission review applications and recommend to the City Commission.

1303 1st Avenue North

The existing structure was built in 1929. The proposed use of federal funding is for façade renovation and the elimination of blighted conditions. Over time, the building has experienced deterioration. The eligible components of the storefront renovation include:

- Remove non-historic metal paneling, exposing original brick
- Repair/paint brick
- Replace windows and doors
- Add corrugated siding to block areas of building

The amount requested is \$15,000 of the total \$72,360 for the façade renovation. Staff is recommending approval of the \$15,000 matching grant. The application is attached. If you would like more information, please let me know.

Recommended Action: Recommend approval of the Community Development Block Grant Storefront Rehab at 1303 1st Avenue North.



STOREFRONT REHAB & DOWNTOWN PROJECT APPLICATION

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION			
Name	Adrian Greiff		
Address	102 N University Dr		
Phone	701-232-8291	Fax	
E-mail	asgreiff@gmail.com		
Property Address	1303 1st Ave N		
Applicant Name & DUNS number	Adrian Greiff/Greiff Ent.		(Enter DUNS number here)
Architect/Firm	John McLaughlin / McLaughlin Const. <small>(all applicants must use an architect for project design)</small>		
Property Owner	Adrian Greiff / Greiff enterprises LLC		
Mailing Address	102 N University Dr		

Description of Property			
<input checked="" type="checkbox"/> Current Commercial Tenants			
Business Name	Business Owner	Address	Current sq. ft. occupied
Adrian's Autocare Center	Adrian Greiff	102 N University Dr.	All
<input type="checkbox"/> Current Residential Tenants			
		# occupied	# vacant
Tenant Name	Unit #	Mailing Address	
N/A			

1606 Maple Place
 West Fargo, ND 58078
 Ph: 701-261-7543

To: Adrians Autocare Center
 Address: 102 N. University Drive
 Fargo, ND 58102
 Project: Remodel

PROP. No. 17026
 Date: 10/20/2017
 Proj. No.: 17026
 PO No.:
 Terms: Draw Requests

Quantity	Description	Unit Price	Ext. Price
1	Tear out existing Concrete Steps and Dispose		0.00
1	Remove Existing Awning and Dispose		0.00
1	Remove Existing Store Front Windows and Doors and Dispose. Frame in opening w/2x6, R19 Insul, 4 mil poly, 5/8" type 'x' GWB, Firetaped. Ext. OSB sheathing, building wrap.		0.00
1	Remove existing exterior door to upstairs, frame in, insulate, poly, GWB Add 20 min door and frame to inside as indicated on plans. Spring hinges and Passage lock.		0.00
1	Remove man door on east side and frame in, insul, poly GWB		0.00
1	Add lit exit sign as indicated on plan		0.00
1	Add vertical Galvalume steel siding on east and south sides as indicated on elevations on 2x4 furring strips (horizontal) at 48" o.c. Anchored to block 48" o.c. on 1 1/2" EPS Insulation		0.00
1	Extend Roof over Main Entrance 5' add Pier, Frame with Decorative Cedar Timbers. Provide stone at Pier per plans and on building at Entrance to Wainscott.		0.00
1	\$4000 Electrical Allowance. \$2000 Light Fixture Allowance		0.00
1		72360	72,360.00
	Exclusions:		0.00
	-Unforeseen conditions		0.00
	-No Asphalt Repair		0.00
	-No wintertime costs		0.00
	-No Plumbing or Mech.		0.00
	Inclusions:		0.00
	-All Labor and Materials to complete job as described above		0.00
	- Debris Removal, Daily Cleanup		0.00
	-Building Permit		0.00
	-McLaughlin Construction standard limits of insurance		0.00
	NET 30 DAYS, 1 1/2% AFTER		0.00
		Subtotal	72,360.00
		Misc.	0
McLaughlin Construction Co., Inc. DATE:		Tax	0
		Freight	0
		Trade Discount	0
Adrians Autocare Center DATE:		TOTAL	72,360.00

STOREFRONT REHAB & DOWNTOWN PROJECT APPLICATION

Summary of Proposed Scope of Work (materials, color schemes, etc.) Please attach colorized drawings that include pre- and post-rehab detail, indicating specifically what will be modified and how (Attachment 2). Note – to receive historic preservation approval, projects *cannot* submit plans that include the use of “anodized” aluminum. If window replacement is proposed, applicant must provide manufacturer’s window specifications.

- ① remove awning, old metal fascia, front windows, and 1 unused door and steps.
- ② Install new steel (galvanized) on East + South facing exterior walls.
- ③ Install new lighting on exterior over doors.

How will proposed project affect the historic character of the property?

By removing the 1970's era siding and installing new galvanized steel I think the building will fit into the new downtown look a lot better.

How will your project complement downtown redevelopment efforts?

By making the building not such an eye sore.

For more information on completing this application please refer to the following website.
<http://www.cityoffargo.com/Business/StorefrontDowntownGrants/>



STOREFRONT REHAB & DOWNTOWN PROJECT APPLICATION

Building History (if available)
100 yrs Ago Loading dock - 80 yrs Ago Buick Dealership - 50 yrs Ago Gerold Boats - 25 yrs ago Star Automotive 2003 - Present Adrian's Auto Care

Total Cost of façade renovation	\$ 72,360	Amount of CDBG Funding Requested	\$ 15,000
Is the exterior renovation part of a larger project?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, the exterior rehab is the only work I am doing			
If yes, please describe comprehensive project.			

Summary of Existing Condition of Exterior (please attach pictures – Attachment 1)
outdated and falling apart.

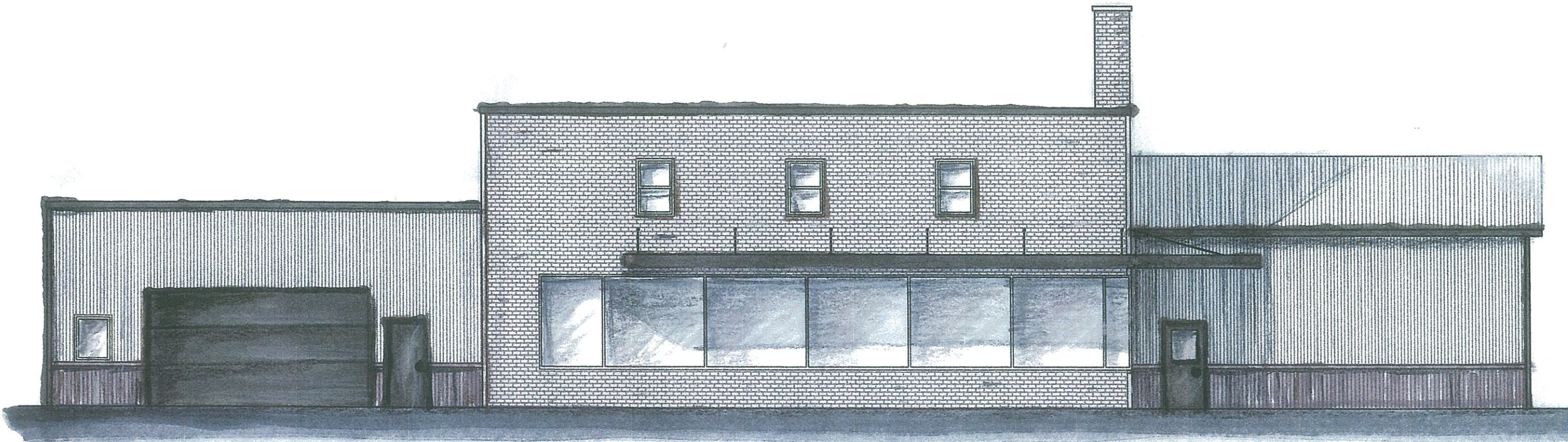


DATE: 10-1-17
PROJ: Adrians
PROJECT # 17026
LOCATION: Fargo
102 N Univ Dr
REVISIONS:



EAST ELEVATION

nts



SOUTH ELEVATION

nts

McLaughlin
CONSTRUCTION

A1



PLANNING AND DEVELOPMENT

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MEMORANDUM

DATE: January 10, 2018

TO: Community Development Committee

FROM: Maegin Elshaug, Planner
Kara Gloe, Assistant Planner
Catlyn Christie, Community Development Assistant

RE: Urban Agriculture (Gardening) on City-owned and/or City-managed property near University Drive South and 70th Avenue South

In 2017, the City arranged to acquire ownership of several properties along University Drive South, south of 70th Avenue South, for future flood fighting purposes, should it be needed. There are eight properties that have been purchased by Cass County with FEMA funds, and will be acquired by the City sometime in 2018. The current county-owned properties are deed-restricted, however there are allowances for a small range of compatible uses, including gardening. Additionally, the City owns 7005 and 7305 University Drive South and plans to purchase 7013 University Drive South. See attached graphic for additional information.

The City recognized this property as an opportunity to enhance the surrounding neighborhood and our local food system, and has been collaborating with two non-profit community organizations interested in community gardening and small-scale farming efforts on this site. This project is supported by the research of the Cass Clay Food Systems Initiative and Community Development staff.

The two organizations are Growing Together and an up-and-coming small farm incubator co-op. Growing Together has been in operation for over 10 years and currently manages six community gardens across Fargo, including two on public property. Today's gardens serve over 150 families and participation increases annually. Growing Together has extensive expertise in the planning and implementation of community gardens; they employ a "communal" garden model in which all participants work together to tend the same plot of land and then share the yield weekly. Once the season begins, leaders arrive to each site an

hour early to coordinate the tasks that need to be completed. This way, they are able to avoid the maintenance challenges that sometimes arise with community gardening efforts.

The other organization, the co-op, has a main goal to provide land access and training to economically disadvantaged individuals who want to start farm businesses. They would lease some land for training purposes and some for members to launch their small farm business. This organization will also manage individual allotment plots available for individuals to rent. This co-op is currently undergoing establishment and is backed by the FM Area Foundation.

Recommended Action:

Recommend to the City Commission to 1) Acquire the properties 7009, 7103-7213 from Cass County; and 2) Task the City Attorney's office to work with the Planning Department and other involved City departments to establish the necessary documents to allow community gardening at this site.

