

## MEMORANDUM

**DATE:** December 12, 2018

**TO:** Community Development Committee

**FROM:** Nicole Crutchfield, Planning Director

**RE:** Community Development Committee Meeting on December 18

The next meeting of the Community Development Committee is Tuesday, December 18, 2018 at 2:30 p.m., 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.

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**COMMUNITY DEVELOPMENT COMMITTEE**  
**Tuesday, December 18 – 2:30 p.m.**  
**City Commission Room**  
**AGENDA**

1. Welcome & Introductions
2. Approve or Amend Agenda
3. Approve Minutes
4. Public Comment – Citizens to be heard
5. CDBG Updates
  - a. Approve Amendments Proposal – Action Needed
  - b. Timeliness
6. CD Committee Schedule for 2019
7. Homeless Overflow Update
8. Neighborhood and Code Enforcements (continued to January)
9. Social Service Grant Allocation Report (distributed separately) – Action Needed
10. Other business
11. Public Comment – Continued if needed
12. 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](http://www.FargoND.gov/streaming). They are rebroadcast each Monday at 10:30 a.m. and Thursday at 2:30 p.m. Meeting minutes are available at [www.FargoND.gov/communitydevelopmentcommittee](http://www.FargoND.gov/communitydevelopmentcommittee).

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.

**COMMUNITY DEVELOPMENT COMMITTEE  
MINUTES**

**Regular Meeting:**

**Tuesday, October 16, 2018**

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, October 16, 2018.

The Community Development Committee Members present or absent were as follows:

Present: Commissioner John Strand, Jim Johnson, Linda Klebe, Samantha McDonald, Shara Fischer, Matthew Pike, Melissa Rademacher (DCP), Thomas Hill (United Way)

Absent: Michael Redlinger, Mayor Tim Mahoney, Ken Enockson, Sami Eidenschink (HBA FM)

**Item 1. Welcome**

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

**Item 2. Approval of Minutes: Regular Meetings of August 21 & September 18, 2018**

Member Hill moved the minutes of the August 21 and September 18, 2018 Community Development Committee meetings be approved. Second by Member Johnson. All Members present voted aye and the motion was declared carried.

**Item 3. 16 8th Street South (Moler Barber College) – Storefront Rehab**

Assistant Planner Kylie Bagley presented the application and background information. She noted that the application was denied by the Historic Preservation Commission as presented with the applicants intent to resubmit updated renderings to the Historic Preservation Commission.

Applicant Joel Jaeger spoke on behalf of the application. He noted the suggested updates from the HPC, Historic Preservation Commission, and that the HPC was supportive of the project.

Member Johnson moved to approve the application contingent on approval from the Historic Preservation Commission. Second by Member Hill. On call of the roll Members Fischer, Klebe, McDonald, Hill, Pike, Rademacher, Johnson, and Strand voted aye. Absent and not voting: Members Mahoney, Enockson, Eidenschink, and Redlinger. The motion was declared carried.

**Item 4. Neighborhood Concerns**

**a. Code Enforcement/Inspections**

Planning Director Nicole Crutchfield shared that the 2019 budget included a staff person in the Inspections Department to focus on code enforcement and serve as a case navigator.

**b. Code Enforcement Task Force**

Ms. Crutchfield noted that the City has a Code Enforcement Task Force that meets quarterly to look at overlaying codes and issues. She shared that the task force includes members from a variety of City Departments that collaborate together.

**Item 5. Working Group for CD Grants**

Ms. Crutchfield provided an update of the timing of the Social Service application process. She noted a handout was provided to the Board overviewing the separation of CDBG and Social Service Funds.

Planning Coordinator Tia Braseth shared that the application has been updated and will be available online during the application period. She noted that she will be the staff contact for questions.

Discussion was held on the application review process, being the most impactful with the funds, the types of requests being received, and the process for notifying entities about the application.

Members Hill, McDonald, Klebe, Johnson, and Rademacher were appointed to serve as the working group for this year. Member Klebe will serve as the Chair.

**Item 6. Emergency Homeless Sheltering Preparations**

Ms. Crutchfield noted that coordination talks between the Public Health Department, responders, shelters, and City Administration have occurred. She shared that there are more beds available this year due to new projects.

**Item 7. Staff Updates**

- a. **506 Broadway North (Cowboy Jacks) – Storefront Rehab: Withdrawn**

**Item 8. Special Assessment Assistance**

Ms. Braseth noted that the process of the Special Assessment Assistance program needs to be updated to be compliant with HUD and how CDBG funds are used. She shared the future intent to fund this program using Social Service Funds.

**Item 9. Public Comment**

No public comment was given.

**Item 10. Other Business**

Member Pike inquired about the 506 Broadway North project. Ms. Crutchfield confirmed the application for the storefront rehab was withdrawn, and she noted the applicant was working out other project details.


Ms. Crutchfield noted the intent to schedule a Brown Bag with City Commissioners to provide CDBG, Community Development, and Social Services updates.

Ms. Crutchfield shared the intent to hold a joint Brown Bag luncheon meeting with the Planning Commission and Community Development Committee.

**Item 11. Adjourn**

The time at adjournment was 3:45 p.m.

**MEMORANDUM**

**TO: Community Development Committee**  
**FROM: Tia Braseth, Community Development Planning Coordinator**   
**DATE: December 13, 2018**  
**RE: Notice of Amendments to Community Development Block Grant 5-Year Consolidated Plan & Annual Action Plans**

The Department of Planning & Development would like to amend the City of Fargo's Community Development Block Grant (CDBG) 5-Year Consolidated Plan (2015-2019) and Annual Action Plans. Proposed amendments include:

- Cancelling 3 projects that did not come to fruition
- Adding 2 public improvement projects benefiting youth from low to moderate income households and people who are homeless
- Increasing the budget for Slum & Blight Abatement/Hazardous Property Clearance by reallocating funds from unfulfilled or over-budgeted projects and higher than expected program income
- Expanding the project area for the Slum & Blight Abatement/Hazardous Property Clearance to city-wide on a spot basis

Each proposed amendment is detailed in the attached public notice, which was published in the November 30, 2018 Forum newspaper. This proposal was presented to the Planning Commission on December 4, 2018 and to the City Commission on December 17, 2018. The timeline for this amendment, including the 30-day public comment period, is outlined in the attached public notice. Once approved by citizens and the City, the amendment will be submitted to HUD for approval.

It is part of the City's adopted citizen participation plan to take all substantial amendments to the Community Development Committee, Planning Commission, and City Commission as part of the review and approval process.

**Recommended Motion:** Approve amendment proposal.

**Notice of Public Hearing & Public Comment Period**  
**5-Year Consolidated Plan & Annual Action Plan Amendments**  
**for Housing and Community Development**  
**Community Development Block Grant (CDBG) Program**

The City of Fargo is considering amendments to its Community Development Block Grant (CDBG), a grant awarded to the City by the U.S. Department of Housing and Urban Development (HUD). Following a public comment period and subsequent City Commission action on December 31, 2018, a recommendation regarding these amendments will be forwarded to HUD for their consideration and approval. All citizens are welcome to submit comments at any time during the public comment period or at the public hearing. In advance of the public hearing, alternative formats of this information and accommodation for persons with disabilities will be made upon request (10 hour notice is required). To arrange for services call 701.241.1474; for TDD/Relay service dial 701.241.8258.

- Public Comment Period:** December 1, 2018 through December 30, 2018
- Send written comments or phone:** City of Fargo  
Planning and Development Department  
Attn: Community Development Planning Coordinator  
225 4th Street North, Fargo ND 58102  
701.476.4144
- Public Hearing:** Monday, December 17, 2018 - 5:15 p.m.  
City Commission Chambers  
200 3rd Street North, Fargo ND 58102
- Final City Commission Consideration:** Monday, December 31, 2018
- Electronic Comments:** [planning@FargoND.gov](mailto:planning@FargoND.gov)

**Summary of Proposed Amendment:**

**1. Revised Activity: Slum & Blight Abatement/Hazardous Property Clearance + \$520,585**

May include any of the following clearance and remediation activities: acquisition, environmental remediation, clearance, demolition, rehabilitation to the extent necessary to eliminate a specific condition detrimental to public health and safety, and relocation benefits to qualified tenants or owners as required by state or federal law. The purpose of the amendment is to expand project location to city-wide, allowing for slum and blight removal to occur on a "spot basis" rather than in a specified area (i.e., slum blight area) and to increase the budget to help the City of Fargo meet timely expenditure requirements. Amendment would revise 5-Year Consolidated Plan and 2016/2017/2018 annual action plans. National Objective: Slum & Blight Spot Basis [24 CFR Part 570.208 (b)(2)]; potential HUD Matrix Codes: 04 Clearance and Demolition; 14G Acquisition for Rehabilitation

**Priorities** – Blighted/Hazardous structures and properties in deteriorated condition, including those under the City's abatement/code enforcement authority when the owner has not complied.

**Financial** – This amendment would increase the budget for this activity from \$100,000 to approximately \$620,585. Approximately \$520,585 will be obligated from unallocated resources due to over-budgeted activities, cancelled activities, and program income receipts higher than expected.



Amount	Source
\$100,000	Existing approved 2018 budget for Slum & Blight Abatement
\$165,000	Full reallocation of Public Facilities Improvements projects (i.e., Great Plains Food Bank - \$75,000/Jeremiah Program - \$50,000/Youthworks - \$40,000)
\$45,000	Partial reallocation of Rape & Abuse Crisis Center Public Facilities Improvements (Owner reduced scope of work)
\$100,000	Reallocation of 2017 Storefront Rehabilitation unused (2016 budget was over-budgeted and used to fund actual 2017 projects)
\$210,585	Program Income – Nokomis
<b>\$620,585</b>	<b>TOTAL BUDGET (approx.)</b>

Any additional CDBG program income received in 2018 will also be used for this activity. Program income is primarily based on sporadic single family loan repayments. It fluctuates from year to year and annual estimations may be over or under actual.

**2. Canceled Activity: Great Plains Food Bank**

CDBG funds were designated to support a facility upgrade at the Great Plains Food Bank (1720 3rd Avenue North). Based on factors such as availability of contractors and timing of donor pledge payments, Great Plains Food Bank notified the City of Fargo that they were not in a position to fulfill the federal requirements of the grant and declined the 2016 award. National Objective: 570.208(a)(1) – LMA/Eligibility 570.201(c); HUD Matrix Code 03E – Neighborhood Facilities.

**Financial:** \$75,000 is proposed to be redirected from the Great Plains Food Bank project to Slum & Blight Abatement/Hazardous Property Clearance.

**3. Canceled Activity: Jeremiah Program Fargo-Moorhead**

The Jeremiah Program Fargo-Moorhead (801 Page Drive South), which houses and assists low-to-moderate income single mothers working on post-secondary education, declined a 2017 award for a public facilities improvement(s) project. Contractors and sub-contractors did not register in the System for Award Management prior to their construction deadline. Registration is required prior to entering into contracts on federally funded projects. National Objective: 570.208(a)(2) LMC/Eligibility 570.201(c); HUD Matrix Code 03C – Homeless Facilities – Not Operating Costs

**Financial** – \$50,000 is proposed to be redirected from the Jeremiah Program Fargo-Moorhead project to Slum & Blight Abatement/Hazardous Property Clearance.

**4. Canceled Activity: Youthworks**

Youthworks (315 University Drive South), which houses and assists homeless youth and young adults, declined a 2017 award for a public facilities improvement(s) project. They were unable to secure a contractor to complete the project following federal regulations of Davis Bacon Labor Standards (prevailing wages) and registration in the System for Award Management. Registration is required prior to entering into contracts on federally funded projects. National Objective: 570.208(a)(2) LMC/Eligibility 570.201(c); HUD Matrix Code 03Q – Facilities for Abused and Neglected Children

**Financial** – \$40,000 is proposed to be redirected from the Youthworks project to Slum & Blight Abatement/Hazardous Property Clearance.

**5. New Activity – Gladys Ray Emergency Homeless Shelter Facilities Improvements or Relocation + \$150,000**

The Gladys Ray Emergency Homeless Shelter (1519 1 Avenue South) provides a safe, temporary shelter to people who cannot access other shelter options in the community, and to help connect people to housing and services in a welcoming and non-judgmental environment. It has a capacity for 25 adult males and 10 adult females and is sponsored by the VA Health Care System to provide a Veteran’s Drop-In Center. It also



provides short-term residential, social (non-medical) detoxification services at its Withdrawal Management Unit (WMU). Since the shelter has occupied the space (2007), there has been no significant rehabilitation to the facility. The shelter has various needs for improvement including, but not limited to improvements in public common areas, sleeping areas, restrooms, the WMU, and exterior areas. It is possible that funds may be used for relocation to a different building if the costs of improvements outweigh the costs of relocation. This new goal would be added to the 5-Year Consolidated Plan, with the specific activity being added to the 2018 Annual Action Plan. National Objective: 570.208(a)(2) LMC/Eligibility 570.201(c); HUD Matrix Code 03C – Homeless Facilities (non-operating costs)

**Financial** – \$150,000 is proposed to be redirected from multiple years of unallocated resources due to over-budgeted activities, cancelled activities, and program income receipts higher than expected.

**6. New Activity – Washington Elementary School Playground Improvements + \$150,000**

Playground equipment at the Fargo Public School’s Washington Elementary is 30 years old and replacement parts are no longer available to repair the old playground. Replacing equipment and surfaces/landscaping would increase accessibility and safety as new equipment and playground-related codes have been changed significantly in the past 30 years. This playground also functions as a neighborhood playground and may be used by anyone. This new goal would be added to the 5-Year Consolidated Plan, with the specific activity being added to the 2018 Annual Action Plan. National Objective: 570.208(a)(1) – LMA/Eligibility 570.201(c); HUD Matrix Code 03F – Parks, Recreational Facilities

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Comments and suggestions from the public are encouraged during the public comment period and/or at the public hearing (schedule above). In advance of the public hearing, alternative formats of this information or accommodation for persons with disabilities or limited English proficiency will be made upon request (10 hours notice is required). To arrange for services, call 701.241.1474; for TDD/Relay service dial 701.241.8258



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Attn: Community Development Planning Coordinator  
225 4th Street North, Fargo ND 58102  
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City Commission Chambers  
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**Final City Commission Consideration:** Wednesday, January 2, 2019

**Electronic Comments:** [planning@FargoND.gov](mailto:planning@FargoND.gov)

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MEMORANDUM

**TO: ALL DEPARTMENTS**

**FROM: ALBERT GIBSON, PLANNING AND DEVELOPMENT DEPARTMENT** AG

**DATE: NOVEMBER 14, 2018**

**SUBJECT: 2019 COMMUNITY DEVELOPMENT COMMITTEE MEETING SCHEDULE**

Listed below are the Community Development Committee meeting dates for the calendar year 2019.

**2019 Meeting Schedule**

<b>Community Development Committee Meetings</b>
January 15
February 19
March 19
April 16
May 21
June 18
July 16
August 20
September 17
October 15
November 19
December 17

Community Development Committee meetings will be held the 3rd Tuesday of each month at 2:30 p.m. in the City Commission Room at City Hall.