

MEMORANDUM

DATE: October 8, 2019
TO: Community Development Committee
FROM: Nicole Crutchfield, Planning Director
RE: Community Development Committee Meeting on October 15

The next meeting of the Community Development Committee is Tuesday, October 15, 2019 at 2:30 p.m., in the Commission Chambers 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, October 15 – 2:30 p.m.
Commission Chambers
AGENDA

1. Welcome & Introductions
2. Approve or Amend Agenda
3. Approve Minutes – August 20, 2019
4. Public Comment
5. CDBG/HOME Updates
 - a. 5 year Consolidated Plan kick-off
 - b. 2019 Project Updates
6. Staff Updates:
 - a. 2020 City of Fargo Community Development Funds and Social Service Funds
 - b. Core Neighborhoods Plan Update
7. Announcements & Interests:
 - a. Information on mobile home park changes
8. Other business
9. 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. Meeting minutes are available at 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, August 20, 2019

The Regular Meeting of the Community Development Committee of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall at 2:30 p.m., Tuesday, August 20, 2019.

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

Present: Commissioner John Strand, Mayor Tim Mahoney, Jim Johnson, Linda Klebe, Michael Redlinger, John Gunkelman, Samantha McDonald, Ken Enockson, Thomas Hill (United Way), Melissa Rademacher (DCP)

Absent: Sami Eidenschink (HBA FM), Matthew Pike

Item 1. Welcome

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

Item 2. Approve Order of Agenda

Member Johnson moved to approve the Order of Agenda as presented. Second by Member Gunkelman. All Members present voted aye and the motion was declared carried.

Item 3. Approval of Minutes: Regular Meeting of June 18, 2019

Member McDonald moved the minutes of the June 18, 2019 Community Development Committee meeting be approved. Second by Member Johnson. All Members present voted aye and the motion was declared carried.

Item 4. Public Comment

No public comment was provided.

Item 5. CDBG/HOME Updates

a. Approve Amendments Proposal: APPROVED

Planning Coordinator Tia Braseth presented the proposed amendments to the 2019 Action Plan that identify the scope, location, and budget for previously approved projects. She noted we are currently in the 30-day public comment period, and the proposed amendments will go before the City Commission at the August 26 meeting.

Member Johnson moved to approve the proposed amendments as presented. Second by Member Enockson. On call of the roll Members Klebe, McDonald, Johnson, Gunkelman, Redlinger, Enockson, Rademacher, and Strand voted aye. Absent and not voting: Members Eidenschink, Hill, Mahoney, and Pike. The motion was declared carried.

Member Hill present.

b. Affordable Senior Housing Development Proposals: APPROVED

Director of Planning and Development Nicole Crutchfield provided details and addresses of the two proposals received.

Member Mahoney present.

She noted that we are seeking to have both requests approved, but at a lower amount than requested for Beyond Shelter. She explained that lowering the threshold amount would allow the projects to be noticed and the process to move forward.

Discussion was held on the Craig Properties project and the status of their application in the zoning and platting process. Member Gunkelman noted that only two couples attended the neighborhood meeting.

Dan Madler and Chris Miller, Representatives of Beyond Shelter, spoke on the proposed reduced funding for this year, and noted they do not have any concerns to move forward at this time with the proposed dollar amount and will continue with the remaining amount for their 2020 application.

Member Johnson moved to proceed with the 2019 Action Plan amendment to incorporate the following projects: \$350,000 at 3129 7th Avenue North, 114 units, to begin Fall 2019 (acquisition); \$347,826 at 4225 28th Avenue North, 39 units, to begin June 2020 (construction), subject to any grant rules as administered by the HOME program. Second by Member Redlinger. On call of the roll Members Gunkelman, Hill, Rademacher, Klebe, McDonald, Redlinger, Mahoney, Enockson, Johnson, and Strand voted aye. Absent and not voting: Members Pike and Eidenschink. The motion was declared carried.

Item 6. Staff Updates

a. Social Service funds update and CD Division calendar for Fall 2019

Ms. Crutchfield provided an update of the 2019 5-year consolidated plan process, and the (RFQ) Request for Qualifications for a consultant that will be closing on August 23. She noted that due to the tight timeframe there is a back-up plan, and that this is a great opportunity to set a path forward for the next 5 years regarding the implementation of federal funds.

Discussion was held on the Social Service application process, developing a needs assessment, using the funds in areas that will make the most impact, developing a restructured timeline, the success of last year's subcommittee, and continuing the subcommittee.

b. House moving and available vacant lot inquiry (Roosevelt Neighborhood)

Ms. Crutchfield noted that an inquiry was posted seeking vacant lots available for purchase in the City of Fargo Core Neighborhoods for the purpose of relocating homes. She shared the City does not want to compete with builders or buyers, and there are not many lots available for this purpose.

Discussion was held noting the City Commission approved a TIF (Tax Increment Financing) district for the Roosevelt project, and the expense of moving the two homes would not be cost effective.

c. LDC Diagnostic Code Plan and Core Neighborhoods Plan Updates

Ms. Crutchfield stated that Lisa Wise Consulting was chosen as the consultant for the LDC (Land Development Code) Diagnostic Code Plan, and will be teaming with SRF Consulting out of Bismarck.

She noted the deadline for the Core Neighborhood Plan update is August 23, and a selection committee will then be selected. She indicated a timeline to kick off work for the LDC project in October and the Core Neighborhood project in December.

Item 7. Announcements & Interests

a. Update of Community Land Trust

Member Strand provided an update on the FM Area Foundation formation of the Cass Clay Community Land Trust. He noted that the City of Fargo has committed seed money toward the project, there is an interim Board of Directors, and that the goal is 105 single family homes in the first 5-years of the launch.

b. United Way Notice of Funds Available

Member Hill presented on behalf of the United Way. He shared they are working on a 3-year investment cycle to reduce hunger and homelessness in our community, and a priority to reduce homelessness for youth and families. He stated they are accepting any organization that is interested in applying for funding and working together on these goals.

c. Downtown Master Plan – Community Development Division Activities

Ms. Crutchfield provided an updated on work being done with implementing items from the Downtown Master Plan, noting that the first priority is a day shelter. She shared that conversations have been happening regarding a site location.

Member Rademacher shared the importance of educating the public on the Downtown Master Plan and action items being worked on.

Item 8. Adjourn

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

M E M O R A N D U M

TO: Community Development Committee

FROM: Nicole Crutchfield, Planning & Development Director
Tia Braseth, Community Development Planning Coordinator

DATE: October 11, 2019

RE: 2020 Community Development Funding

The Department of Planning & Development is currently preparing for the development of the HUD Consolidated Plan covering Fargo's community development goals for the next five years (2020-2024). Generally, this plan also guides how the City disburses local funds (e.g., Social Service Funds).

As we embark on this new plan, we are working to improve our citizen participation process, which was brought to our attention as a need by our Regional HUD officer. This effects how we outreach for CDBG applications and overall influences our whole funding approach.

Regarding 2020 community development funding opportunities, we plan to replace the traditional application with a simplified solicitation for proposals and/or ideas, all of which would be reviewed by City staff and presented to a subcommittee of the Community Development Committee and be brought forward to the full CD Committee as part of the HUD Action Plan.

Upon prioritization, possibly up to five organizations with the most responsive proposals aligned to community needs assessment and goals would be asked to present their project at a public meeting with the goal of City Commissioners and Community Development Committee members present. Final decisions would be made shortly thereafter and channeled into the HUD planning processes. Community development organizations and area service providers have been notified of these upcoming changes to the City's community development funding process and are expecting a finalized solicitation process within the next 45 days.

Recommended Motion: No action required.

M E M O R A N D U M

TO: Community Development Committee

**FROM: Nicole Crutchfield, Planning & Development Director
Tia Braseth, Community Development Planning Coordinator**

DATE: October 11, 2019

RE: 2020 Social Service Funds

Given the emphasis on the 2020-2024 HUD Consolidated Plan and updating our housing and needs analysis for the community at large, staff has begun coordinating with the public and our past social service fund recipients to inform them of the need to amend our standardize schedule for seeking applications and dispersing funds.

In the packet, you will find a memo we sent out to the public stating our immediate change in schedule. Once our initial phase of work is completed with the Consolidated Plan and Action Plan we can refocus on how to make these social service funds more accessible and more in keeping with the goals and priorities of the City Commission and CD Committee.

We look forward to additional conversation about this topic with you at the upcoming meeting.

Recommended Motion: No action required.

Nicole Crutchfield

From: Tia Braseth
Sent: Friday, September 6, 2019 1:43 PM
Subject: 2020 City of Fargo Community Development Funds

Dear Community Partner:

As you may know, the City of Fargo is currently preparing for the development of the HUD Consolidated Plan covering Fargo's community development goals for the next five years (2020-2024). Generally, this plan also guides how the City disburses local funds. As we embark on this new plan, we are working to improve our citizen participation process. Regarding 2020 community development funding opportunities, we will most likely be replacing the traditional application with a simplified solicitation for proposals and/or ideas, all of which would be reviewed by City staff and presented to a subcommittee of the City's Community Development Committee. Upon prioritization, possibly up to five organizations with the most responsive proposals would be asked to present their project at a public meeting with the Mayor, City Commissioners, and Community Development Committee present. Final decisions would be made shortly thereafter.

Please note that with this solicitation, we may also be requesting your participation in the development of the Consolidated Plan via surveys. Thank you for your continued partnership and patience through this process. We will contact you within the next 45 days with more details!

cc: City of Fargo Community Development Committee

[Tia Braseth](#)

Planning Coordinator | Community Development Division
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