



## PLANNING AND DEVELOPMENT

200 Third Street North  
Fargo, North Dakota 58102

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[www.FargoND.gov](http://www.FargoND.gov)

### MEMORANDUM

Date: March 15, 2018

To: Community Development Committee

From: Nicole Crutchfield, Planning Director 

Re: Community Development Committee Meeting on March 20

The next meeting of the Community Development Committee is Tuesday, March 20 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.

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**COMMUNITY DEVELOPMENT COMMITTEE**  
**Tuesday, March 20 – 2:30 p.m.**  
**City Commission Room**  
**AGENDA**

1. Welcome
2. Approve Minutes
3. City owned land strategies
  - a. Review Lake Agassiz Habitat for Humanity request – 810 12th Ave. N.
  - b. Land purchase at – 708 4<sup>th</sup> Ave N.
4. 2018 Work Plan Updates
  - a. Core Neighborhood Plan
  - b. Inclusion Plan
5. Homeless Planning Updates: Emergency Overflow, State Plan & Local Plan
6. Action Plan Amendment for 2017 and 2018
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](http://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](http://www.FargoND.gov/communitydevelopmentcommittee).



## **COMMUNITY DEVELOPMENT COMMITTEE MINUTES**

**Regular Meeting:**

**Tuesday:**

**February 20, 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, February 20, 2018.

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

Present: Commissioner John Strand, Linda Boyd, Linda Klebe, Shara Fischer, Ken Enockson, Thomas Hill (United Way), Kalley Norr (DCP)

Absent: Sami Eidenschink (FM HBA), Mayor Tim Mahoney, Michael Redlinger, Lynn Fundingsland, Samantha McDonald

### **Item 1. Welcome**

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

### **Item 2. Approval of Minutes: Regular Meeting of January 16, 2018**

Ms. Boyd moved the minutes of the January 16, 2018 Community Development Committee meeting be approved. Second by Ms. Fischer. All Members present voted aye and the motion was declared carried.

### **Item 3. Planning Department Organization Changes**

Planning Director Nicole Crutchfield gave an update of the Planning Department organization changes and distributed a handout to the Board Members regarding staff coverage. She shared that the Planning Department will have 4 divisions in structure: Community Development, Long-Range Planning, Current Planning, and Urban Planning.

### **Item 4. 2018 Action Plan Update**

Assistant Planner Jasmine Markusen gave an update on the process of submitting the 2018 Action Plan. She noted that the public comment period ends February 21, 2018 and the plan will go before the City Commission on February 26, 2018 for approval before being submitted to the U.S. Department of Housing and Urban Development (HUD).

### **Item 5. Fair Housing Update**

Ms. Crutchfield and Senior Planner Kristi Sylskar provided a brief summary and update on the fair housing and civil rights requirements that apply to recipients of federal financial assistance from HUD.

### **Item 6. 2018 Work Plan Updates**

#### **a. Housing Projects (FHRA)**

Ms. Crutchfield and Planner Tyrone Grandstrand provided a brief update on the Fargo High Rise project.

#### **b. Community Land Trust**

An update was provided and Ms. Crutchfield shared that a Fargo Neighborhood Coalition Meeting was held February 17, 2018 where Commissioner Strand spoke about community land trusts.

**c. Homelessness Planning Updates**

Ms. Crutchfield noted that State and local discussions have been occurring regarding drafting a strategic plan.

Discussion was held regarding core neighborhood plans and inclusionary planning.

**Item 7. Other Business**

The Board discussed that all members, including ex-officio members, are included as voting members on the Community Development Committee.

Board Members shared feedback about Giving Hearts Day including comments from recipients of the community development funds.

**Item 8. Adjourn**

The time at adjournment was 3:41 p.m.






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### MEMORANDUM

Date: March 15, 2018

To: Community Development Committee

From: Nicole Crutchfield, Planning Director 

Re: City owned lots

Within the packet, please find:

- 1) A map of city owned lots and an inventory list.
- 2) A request from Jim Gilmour, regarding a land acquisition.
- 3) At the meeting we'll also present a request from Habitat for Humanity

All of these materials are gathered to help frame a discussion on strategies for housing infill projects in order to have an understanding of what the city owns and the interest on behalf of the CD Committee to begin to further coordination on land trusts and other land management practices.



## **City-Owned Properties**

### **NRI Infill**

*1117 3<sup>rd</sup> Avenue North – more info to come*

*2102 6<sup>th</sup> Avenue South (Islamic Center) – federal dollars*

- Because this parcel is tied to CDBG dollars, it must be used either for a neighborhood community center or the CDBG funds must be returned
- If the use of the property changes, then the value of the land is returned to City in CDBG dollars to spend for a future project (such as old Stonebridge or Nokomis agreements)

*11 11<sup>th</sup> Street North*

- This is now NRI Infill, but it was an NSP property
- City is using garage for storage

*705 12<sup>th</sup> Street North- more info to come*

*320-324 7<sup>th</sup> Street North*

*712 4<sup>th</sup> Avenue North*

*314 7<sup>th</sup> Street North*

- RFP may be appropriate
- To eliminate blighted conditions (CDBG)
- Neighborhood design input

### **NSP Properties**

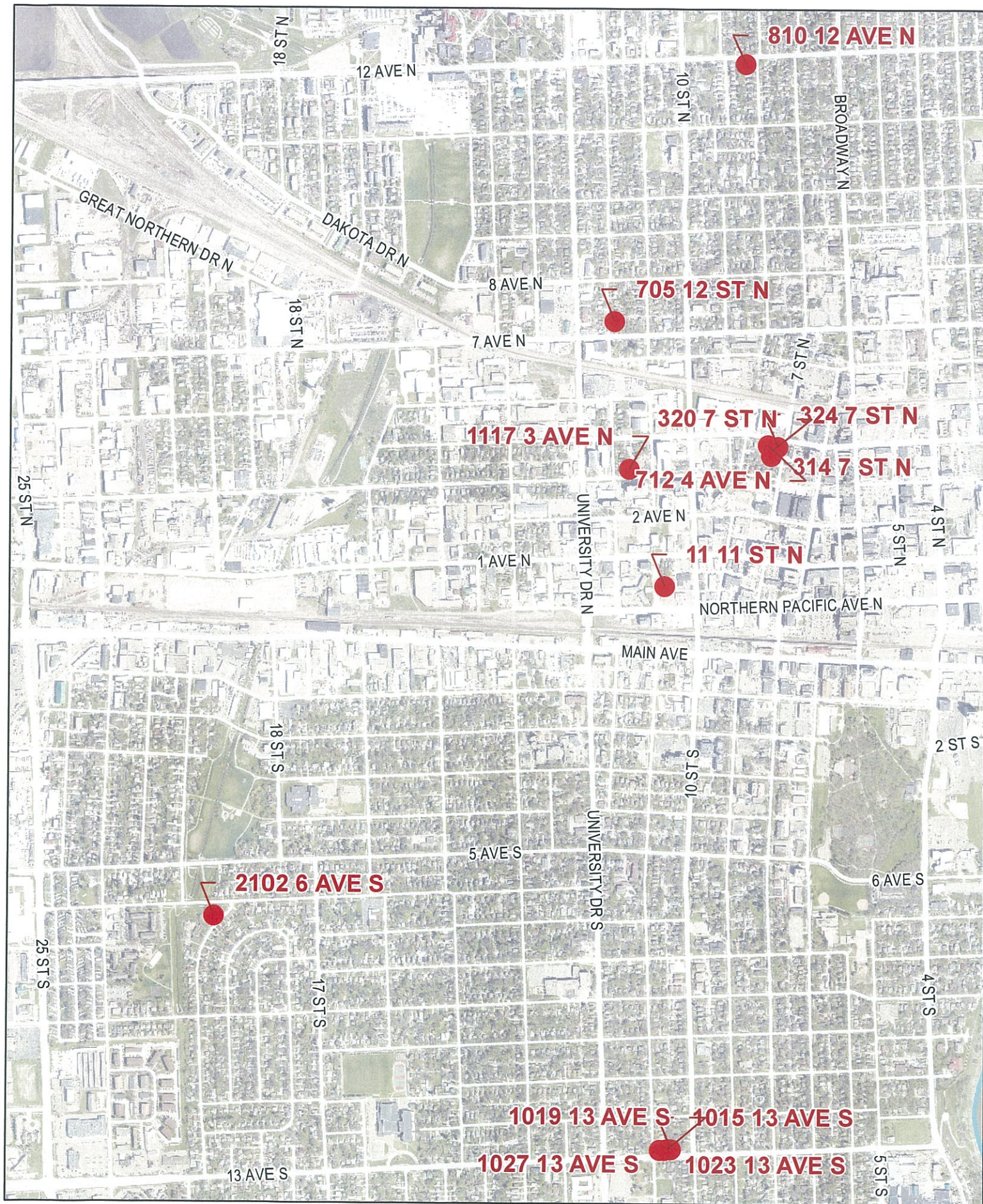
*1015-1027 13<sup>th</sup> Avenue South*

- Potential pilot site for passive house design
- May be suitable for RFP
- There will be income restrictions for families living at these properties
- New construction will result in 20-year compliance period/monitoring

*810 12<sup>th</sup> Avenue North*

- For any potential project, developer should reach out to President of neighborhood association and a few others
- Require a condition that the structure that is built on this property must be 2-story with room for a garage (this could not be a “high school build” because they can only build 1-story homes)





# City-Owned Properties








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**MEMORANDUM**

**TO: COMMUNITY DEVELOPMENT COMMITTEE**

**FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR** 

**DATE: MARCH 14, 2018**

**RE: ACQUISITION OF 708 4th AVENUE NORTH**

Over the years, the City of Fargo has acquired property on the southwest corner of 4th Avenue North and 7th Street North. The properties were acquired with Community Development Block Grant funds and city general funds.

City owned property is shown on the attached map. It includes four parcels listed below.

- 314 7th Street North
- 320 7th Street North
- 324 7th Street North
- 712 4th Avenue North

If the City were to acquire 708 4th Avenue North, there would be a larger parcel very suitable for redevelopment.

708 4th Avenue North is owned by DFI AV, LLC which is a Kilbourne Group fund property. The owner has indicated that they would be willing to sell this property to the City of Fargo for a city owned property located 11 11th Street North. A map of that property is also attached.

Once the City has acquired the property, a RPF could be prepared to call for development proposals, which could include a lower income housing component.

**Recommended Motion**

Recommend to the Fargo City Commission that the city acquire 708 4th Avenue North in exchange for 11 11th Street North.





RAPE AND ABUSE  
CRISIS CENTER OF  
FARGO-MOORHEAD

720

RAPE AND ABUSE  
CRISIS CENTER OF  
FARGO-MOORHEAD

CITY OF 712 GO

DFI 708 C

CITY 324 FARGO

CITY OF FARGO

320

CITY OF FARGO

314

RAMSAY,  
RONALD L M

OSBORNE, JOHN  
H & KRISTINE E

312

RAMSAY,  
RONALD L M

OSBORNE, JOHN  
H & KRISTINE E

ST N

City of Fargo, ND

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

1:564

3/14/2018 2:07:46 PM

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.







These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

11 11th St. N.

1:1,128

3/14/2018 2:14:00 PM

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.







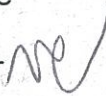
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### MEMORANDUM

**DATE:** March 13, 2018

**TO:** Community Development Committee

**FROM:** Nicole Crutchfield, Planning Director 

**RE:** Lake Agassiz Habitat for Humanity – 2018 build in Fargo

In 2015, the City purchased the property located at 810 12th Avenue North through Neighborhood Stabilization Program (NSP) funding. The property contained a blighted and foreclosed 3-unit rental, which has been demolished. The property is now vacant and abandoned in the Roosevelt/NDSU area. It was acquired with the intention of creating a new affordable homeownership opportunity in the neighborhood.

This property is a good candidate for the next Habitat for Humanity home in Fargo. The local Habitat affiliate is proposing to make it the site of an affordable single-family residence. The proposal is for the City to sell the property at 810 12th Avenue North to Lake Agassiz Habitat for Humanity for the value of the land at \$16,300, subject to any liens that may still exist on the lot.

**Recommended Action:** Approve the sale of 810 12th Avenue North to Lake Agassiz Habitat for Humanity for \$16,300.







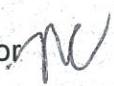
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### MEMORANDUM

Date: March 15, 2018

To: Community Development Committee

From: Nicole Crutchfield, Planning Director 

Re: 2018 Work Plan Updates

The Planning and Development Department is working on two projects specific to goals and operations of the Community Development Committee. These include the Inclusion Plan (Welcoming Plan) sponsored by the Human Relations Commission and the Core Neighborhood Plan sponsored by the Planning Commission and Community Development Committee.

#### Inclusion Plan:

The goal of this project is to inventory and assemble points of contact and services for all community members. Technical assistance was provided by the Welcoming America organization last year for the development of strategies for ensuring the region embraces all people in our community at all touchpoints.

#### Core Neighborhood Plan:

The goal of this project is to work with all of our core neighborhoods from 19th Avenue North to I-94 to the south for comprehensive planning. The strategy will replicate the Downtown InFocus planning efforts.

More information will be provided at the meeting.








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### MEMORANDUM

Date: March 15, 2018  
To: Community Development Committee  
From: Nicole Crutchfield, Planning Director   
Re: Homeless Planning Updates

#### Local:

There are long-range planning updates in progress for ending chronic homelessness. First, the FM Coalition for Homeless Persons is in the process of a metro-wide update. The next two public meetings are March 28, 8:30 AM at 800 4<sup>th</sup> Ave E., West Fargo and April 19, 8:30 AM at the Community Center at 709 1st Ave NW, Dilworth. The goal for this work is to turn Fargo's 10 year Plan to End Long Term Homelessness into a metro-wide plan, and change the study duration to a 2-3 year time frame.

#### State:

The North Dakota Interagency Council on Homelessness is updating the State's 10 year plan. These efforts are coordinated by the North Dakota Housing Finance Agency office. Mayor Mahoney sits on this committee. This state agency coordination effort will also reflect community needs and updates as well as include changing the planning efforts to a shorter time frame for more dynamic data input to reflect real-time needs. The State is completing a report that will be directed to the Governor within the next two months.

#### Winter Overflow:

City staff was provided an update from Churches United on the overflow sheltering impact for this winter. Thanks to the coordination of Churches United, many community volunteers, the City of Dilworth, the leadership of area shelters and the gift of Our Saviors Lutheran Church, an emergency sheltering program sustained in the Fargo-Moorhead region. Now begins our planning for future winters to come. For the 2017-2018 program, in addition to the construction improvements to meet code requirements at Our Saviors, the estimated cost burdened for the winter program is \$77,000. Churches United will gladly accept donations to off-set these costs from their program and partners.

**Request:** Please pass along program ideas and future planning strategies to be incorporated in any of the planning efforts above. Tyrone Grandstrand, Kara Gloe and Nicole Crutchfield are dedicating time to work on these efforts as part of the 2018 work plan.








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### MEMORANDUM

Date: March 15, 2018  
To: Community Development Committee  
From: Nicole Crutchfield, Planning Director   
Re: 2017 and 2018 Action Plan Amendments

During the execution of agreement for the HomeField Phase 2 project with Beyond Shelter, Inc., we have been asked to amend the action plan to reduce the number of HOME-assisted units from two to one in the 2017 Action Plan. Instead, we would like to amend the request for 2018 from two to three subsidized units. These changes will assist in the construction administration of the project.

The Department of Housing and Urban Development (HUD) Action Plans for both 2017 and 2018 are required to be amended in order to accommodate these changes. These amendments will require publication, a 30-day public comment period, and approval by the Community Development Committee, as well as the City Commission. The public hearing is scheduled for April 23, 2018.

**Recommendation:** Approve the amendments to the 2017 and 2018 Action Plans.

