



**Neighborhood Revitalization & Development Committee Minutes  
Via Zoom Due to COVID-19  
Public Health Emergency  
Wednesday, March 10, 2021**

Members Present:      Tres Roeder, Chair, Council Member  
Anne Williams, Council Member  
Rob Zimmerman, Council Member  
Eric Bevilacqua, Committee Member  
Carter Strang, Committee Member  
Donna McIntyre Whyte, Committee Member  
Kamla Lewis, Director of Neighborhood Revitalization  
Laura Englehart, Director of Economic Development  
Kyle Krewson, Director of Building & Housing  
William Hanson, Commissioner of Housing  
Colin Compton, neighborhood & Housing Specialist

Others Present:        Mayor David E. Weiss  
Joyce Braverman, Director of Planning

The meeting was called to order by council Chair Tres Roeder at 6:00 p.m.

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**Approval of the February, 10, 2021 Meeting Minutes**

It was moved by Committee Member Mr. Carter Strang and seconded by Committee Member Mr. Eric Bevilacqua that the minutes from February 10, 2021 be approved as recorded. The motion passed.

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**Encouraging Scattered Site Infill Housing – City Owned Vacant Lots**

Tres Roeder, Chair:

It is the March 10th meeting of the Neighborhood Revitalization and Development Committee hosted via zoom because of the global pandemic. Thank you everyone for joining us tonight, we have three agenda items. The first agenda item is our minutes from the prior meeting. I'll entertain any changes to the minutes. I wanted to make one and that is at the very end of the minutes it says that our next meeting is April, being as its March 10th obviously the next meeting is in March. So we need to make that one adjustment. Were there any other adjustments to the minutes?

Tres Roeder, Chair:

Seeing none, I'll entertain a motion to approve the minutes. Moved by Mr. Strang, seconded by Mr. Bevilacqua, all those in favor. Aye. Those opposed, motion carries. The minutes unanimously pass and good evening everyone who joined us in the last minute here we just started. Our next order of business is infill housing. I do understand that there's one participant who may want to comment on this. What we'll be doing is going through the formal presentation. We'll allow the committee to have some questions and comments, and then we will entertain if there's any public comment as well, after the committee has a chance to discuss the item. Director Lewis.

Director Kamla Lewis:

Thank you very much Chair Roeder. As you all may recall back almost a year ago, when we started talking in depth about the city's interest in better utilizing the vacant lots that are scattered throughout the city, particularly those owned by the city itself, we started with a discussion around the side lots, but the issue of encouraging infill kept coming up, especially as we had conversations with developers as they came forward, requesting those lots. We had discussed that we would have a discussion at the Neighborhood Revitalization and Development committee around this topic. So tonight is that night that you've been eagerly waiting. It's unlike some of the other items that we've had in the past in that there is no actual action that you're being asked to take tonight, rather the purpose is for discussion.

Director Kamla Lewis:

We really want to leave as much time as possible for you to react to what we put out in the memo and share your thoughts and ideas. Before I start, I would like to take the opportunity to express my great gratitude to Committee Member, Eric Bevilacqua, who has worked with the city staff intensively on this effort, bringing his professional expertise, working with developers throughout the country to bear on this subject and also providing us with a really helpful objective outsider view of what it might take to bring this kind of infill development to the city. He has expended a great deal of time, not only introducing us to additional developers, but sitting in on meetings to get a real feel for our processes, what works, what doesn't work, what developers feedback is, et cetera. So I did want that to go on record, thanking Mr. Bevilacqua.

Director Kamla Lewis:

A little bit of background, I won't go into the detail that I did in the memo, but the city has been interested in encouraging infill from as far back as our first housing plan in 2001. At that time our limiting factor was primarily that we really didn't have any lots on which to build any infill housing – a very different time from now. However, our reasons why the city was interested in encouraging infill are very much the same that they are today. That is because we saw it as a key part of our attract and retain strategy. We felt it was helpful in terms of diversifying the city's housing stock to help us remain

competitive, also it was a means of expanding our tax base. So fast forward to the foreclosure crisis and in the post foreclosure crisis period, the city found itself with the opposite problem.

Director Kamla Lewis:

Now we had lots and lots of vacant lots. We currently have 428 vacant lots throughout the city of which the city itself owns over half - 222. There's been a 73% increase in the number of city owned vacant lots since 2013. However, now our limiting factor has really been more of the limited resources we have to devote to infill itself. As of the 2015 Housing Plan, we have put in place some measures to encourage infill, for example, that's when we put in place the tax abatement in sections of Moreland. Working with the Planning Department we put in place a small lot infill development overlay in a section of Moreland. We developed some flexible design guidelines also for the Moreland neighborhoods. With this renewed interest in 2020 and a charge to encourage infill in a more proactive way than we had to date, we have been talking to developers and individuals around what might be needed to have that happen. They fall into largely three buckets - those would be marketing, readily transparent processes and ways to reduce the costs of development.

Director Kamla Lewis:

I'm going to take each of those and talk about what we are proposing to do around each of them. In terms of marketing, there are primarily two target audiences, that is developers and individuals who want to build a new home to live in. And that second group is one that we actually had not paid any real attention prior to this. Starting with developers, there are two main issues related to marketing. One is the need to raise the profile of the city as a place that's open for housing development in the same way that we deliberately did when seeking to let the business community know, for example, that we were a business friendly community. Most think of Shaker as a fully built out community and are quite surprised to realize that there are hundreds of available lots for housing redevelopment. Even when they do know about Shaker in general, we found that the second marketing challenge has been that so far not a single developer that we've talked to has actually been familiar with the Moreland neighbors specifically and in general the neighborhoods where the majority of the vacant lots are located. We have found that they need assistance in understanding the business case for applying their business model and, investing their funds in those neighborhoods. They need that help in understanding the assets and the potential as they compare it with other places that are looking to attract their business. So in many ways, in the same way that Shaker found in the 1970s and eighties, it was necessary as a city to proactively market our integrated neighborhoods, the same is true today when I'm trying to market neighborhoods, particularly those that have large populations of African-Americans. Unfortunately it has been well-documented that in America, people attribute negative characteristics to black neighborhoods and make investment decisions accordingly. Without specific interventions to counteract these often unconscious biases, investments in black neighborhoods continue to languish.

Director Kamla Lewis:

Once we have been successful in getting a developer's interest we find that they also need assistance marketing the city and the neighborhoods specifically where these homes might be located because they aren't experienced in selling the value proposition of the city. When looked at from a purely economic or financial standpoint Shaker may not appear as attractive as other competing locations. Understanding the more intangible benefits of the community are critical to success. We've experienced this not only with our small infill development scattered site, but also with even our larger projects, like the townhomes of Van Aken. This is particularly acute for the smaller developers who

tend to be the ones who are interested in the kinds of lots that we have because they generally don't have a robust marketing arm. And we heard this when we did our design competition and from those who responded to that design competition.

Director Kamla Lewis:

Our second marketing target are the individuals who might be interested in building a new home and living here in Shaker and not being aware that lots are available. To date we've focused on letting people who live next door to a vacant lot know that they can have it as a side lot, but often there isn't the same level of awareness that they could also build on these lots. The information that homebuyers and people wanting to build on the lots need is quite different from that which developers are looking at, for one they're absolutely different levels of sophistication about the whole process. I found that potential buyers want to get a sense of the neighborhoods themselves and how it fits with their particular needs and wants. They want to know what's happening in the neighborhood, get a sense of the neighborhood.

Director Kamla Lewis:

I live in the Lomond neighborhood and we regularly see prospective buyers commenting and engaging on our Lomond Facebook page, trying to get a sense of family friendliness, where the parks are, the culture of the neighborhood. For the Moreland neighborhood the Facebook page has not served this function. Potential buyers who want to build we found don't understand tax abatement and have very, very different questions from the developers. They need help understanding the process - from understanding the financial side, to choosing an architect and builder, to understanding the costs of construction, to figuring out what design guidelines mean for the house they have in mind. While we've been handling these on a one-to-one basis as staff, both the Planning Department and myself, it's a lot of information for them to try and absorb and take notes and they don't have a place that they can readily refer back to for this information.

Director Kamla Lewis:

What we're proposing for the individuals are a couple of things:

- One is a web page that's specifically aimed at individuals who are looking to build.
- Secondly working with one of our nonprofit partners, ESOP and their real estate arm, to develop a workshop that's called "Know Before You Build" which we hope to pilot in summer.
- Thirdly, increase use of our existing city platforms, social media, Shaker Life magazine, Mayor's E-news, to highlight the infill housing stories and the availability of lots for building and just general awareness of what's possible.

In terms of marketing to the developers, we are recommending several things.

- We would similarly recommend a web page that would be focused primarily on developers and provide them with the kind of data and information that they would need to make investment decisions.
- Secondly, we would be looking at the idea of placing some of our multiple lots that are adjacent on the multiple listing service which is generally where people would go to find properties so they have greater visibility. Currently we have them on the city website as a multiple page listing.
- We would also encourage further use of our marketing tools like social media and Shaker Life to promote the activities already underway, such as the Knez and Keystate and County Land Bank projects so there is greater knowledge about these programs.

- Fourthly a webpage that highlights Moreland as a neighborhood. Currently, there is a Moreland Rising site, but that was not aimed specifically at that purpose, we feel we could change that approach and provide something that the developers could send potential buyers to in order to get a sense of the neighborhood.

Director Kamla Lewis:

So that's the overview on the marketing side. On the cost side, which is the other major challenge that we face as we've noted in the memo, unfortunately, both the costs of owning and maintaining a home in Shaker are more expensive than many of the communities with which we compete for developers and residents. So while the city has sought to address this in part, by offering tax abatements in part of Moreland and having more flexible design guidelines for constructing homes in Moreland, we're still at a competitive disadvantage cost-wise for areas like Lomond and Ludlow. Staff is recommending that we extend the flexibility of the modified design guidelines that are in place for Moreland to both Lomond and Ludlow. What this primarily does is allow building with a greater range of material choices, including vinyl in this area, which allows the builder to reduce costs a little bit. Staff felt that this was an appropriate way to go given the fact that we currently do not restrict the use of vinyl for existing homes, and currently as a result it is a relatively common material to be found in these neighborhoods on at least a third of the homes.

Director Kamla Lewis:

That's an overview of the main challenges and recommendations, and in the interest of time, I'm going to stop here and open it up to see what questions there might be.

Tres Roeder, Chair:

Thank you Director Lewis. Two questions from a process standpoint, first from this committee tonight are you looking primarily for feedback on these recommendations?

Director Kamla Lewis:

On anything related to ways to encourage infill. We know that this is not the end of the conversation, this is the beginning, but also specifically on those recommendations that were offered.

Tres Roeder, Chair:

Thank you. And the second question also from a process standpoint, what happens after tonight's meeting? Is there anything on here that goes to other committees or to Council, or is this something that the administration will be using to help inform decisions that perhaps don't need Council approval or other Committee approval?

Director Kamla Lewis:

The latter, except for the recommendation related to the expanding of the flexible infill guidelines to Ludlow and Lomond neighborhoods that Planning Director Joyce Braverman would be taking to the Architectural Board of Review and the Planning Commission which were the two groups that initially endorsed and put into policy that policy statement.

Tres Roeder, Chair:

Thank you. Comments, questions from the Committee?

Carter Strang:

Yes have a question. The memo was particularly helpful. I was interested, as we always are, about what some of our competitors, so to speak, are doing. I like the information you provided in there about Cleveland Heights, University Heights, Warrensville Heights, and others in regard to tax abatement. And that not we're not as competitive there as we might otherwise be, but I didn't see that as a recommendation. Was curious about why that wasn't seen as something we may want to be a little more competitive.

Director Kamla Lewis:

It's a complex question. Tax abatement is not something about which we just administratively make a decision. We first have to go through a process of demonstrating that the areas are blighted and in need of that investment. On the positive side, because of the work that has been going on in the city around housing for decades and particularly our code enforcement program, it's very difficult to demonstrate that for large swaths of the city that is the case, and that's the main impediment, but another side to that is from a marketing standpoint you've got to weigh when you've designated a large area as blighted and then try to attract there. So that's the primary reason at this point in time.

Dr. Whyte:

In terms of marketing, are we targeting minority developers? Who are we marketing to? That is something I think in terms of any opportunity to attract in any venue in the institution, we have to be in the place where people are likely to respond positively.

Director Kamla Lewis:

Totally agreed and understood. One of the challenges that I pointed out in the memo is the small number of developers that are out there, both majority and minority doing this in the first place. When we put out our design competition we got 12 responses, not one of those was from a firm that was African-American. We did have some that were women owned companies. When the County Land Bank went out with a Request for Proposals county-wide for developers, they got three responses. And once again none of those were minority owned firms. One of the challenges is building up that pool of developer's altogether. Currently what we are proposing is simply taking the first step of getting information out there that any developer would want, but one of the benefits and what we've appreciated from Mr. Bevilacqua's assistance, for example, has been casting a wider net. We may have to even go outside of the region. One of the things I mentioned in the memo is that the First Suburbs Consortium as a group is looking at this issue of infill and how to encourage the development of more developers interested in this kind of development of which minority developers would be part of that.

Mr. Bevilacqua:

On that point, and I do want to say that just given what I do, I talk to real estate people and developers all day every day, but I think what would be helpful is that given how strong the single family for sale market is currently now is a great time to be proactive. If anyone on this committee knows anyone who, maybe it's a side hustle, maybe it's primarily what they do, I think now is a great time to just make a phone call and make an introduction, given the strength from actual owner-user demand for new housing, affordable product. So that's just kind of my sales pitch that now's a great time to go out to your network if you know anybody who has built houses, is a developer small or otherwise, and make the pitch and introduce that there is an opportunity in Shaker that they should at least be looking at and considering.

Council Member Anne Williams:

Thank you for this presentation tonight. And thank you Eric for your work on this, it's really gratifying to have residents participate and offer their knowledge, It's really helpful for us. I wanted to say how I think this is a great idea, I wish I had more ideas. I wish I had more contacts to get this moving forward with more developers. I can't say that I have any other ideas or any contacts. I'm happy to see the emphasis on the marketing, I know we had pulled back from that a little bit and I'm really happy to see that moving ahead. I think these ideas are really good. Director Lewis, these design guidelines were revised in 2018. Is that correct?

Director Kamla Lewis:

That is correct.

Council Member Anne Williams:

Is there anything else that you think given that we've had quite a bit of activity with Knez and others since 2018, is there anything else that has come out during those discussions that you think that we should be including, that we haven't decided to address yet that may be in the future or anything else that you can think of that would be helpful in terms of making it easier for developers to develop these infill?

Director Kamla Lewis:

In the memo at end I put some items for further consideration that speaks a little bit to that. For example, I believe it was Mr. Bevilacqua on a previous meeting who raised the issue of accessory structures. That is something that is being looked at across the country, mostly in hotter markets than ours where affordability is even a greater issue. The Planning Director Joyce Braverman and I had discussed this and while we have looked at this from time to time, she thinks it's worth keeping an eye on and seeing what else develops through that. This is a question we've heard, particularly from developers who are coming from outside of the region, currently on city owned lots you can only build a single family home. And we do get the question about duplexes for the same reason of affordability. That's another one that comes up. You'll see in there the suggestion around updating these designs. We have some designs that we did back in 2004 or 2005 when we did our first infill phase with RDL Architects. The idea then was to present some well-designed concepts that people could use to spark their imagination. But as we were discussing this with Mr. Bevilacqua, for example, the reality was that those homes could not be built currently at an affordable price point on these lots. One of the ideas that emerged was potentially looking at updating those as a means of sparking people's interest, both the individuals and the developers.

Director Kamla Lewis:

Currently I am working with a resident who is very interested in building on a vacant lot in Moreland and used the existing designs as a jumping off point to talk to an architect, so it does have some merit and can defray a bit of the costs if it's a modification to a design. The other thing that has been raised, we currently strongly discourage having the same house being built more than once, that poses some challenges for developers in that, from their standpoint, they've got a couple of houses designed already, prospective buyers take a look at them, choose a design, and then build a house for them. Knez has brought this up a couple of times because they'll have somebody want a design but it's one that they built already and it would be a difficult for them to build that one again, particularly proximate to the existing house.

Director Joyce Braverman:

Can I comment on that? I would like to further explain the Architecture Board of Review does review all these houses and as most of you know, Shaker is well known for the variety of our housing stock, you don't usually see the same house next to each other on a street. There are neighborhoods in Cleveland, especially where Knez is doing infill, let's say in Ohio City where you go down the street and there's 10 of almost exactly the same house. So the architecture board has asked that they not be placed right next door to each other, that they change it a little bit. I believe on Ludgate the first house was built and approved and Architecture Board asked that the second house, which was essentially the same, be moved 3 lots down instead of in closer proximity. That's how we have been dealing with that. It is true that if a developer only has one or two stock plans that ABR will ask for some differentiation, be it flipping the floor plan, adding a porch or a dormer, but doing something that the house doesn't look exactly the same.

New Speaker:

Director Braverman, is that something that's fairly standard in other communities around us or is this one of the things that make Shaker unique for having our ABR?

Director Joyce Braverman:

So ABR's are all over the city, different suburbs have ABR's, I think in Shaker our desire to have unique homes maybe a little bit different. I cannot speak to what's being approved in other cities except for Cleveland, where there is quite a number of infill homes, you can go and look at it and see that they're being approved. In Shaker, the ABR does work with the builders, and again with Knez they didn't say you can't build a house, they said pick a lot further away.

Dr. Whyte:

You were saying that there could be some difference in the price. I think at one point you said to build a house is about \$250,000. I'm wondering if the difference in materials, how much difference does that make? Even if it's not an exact number, what percentage lower could that mean that a house would be built?

Director Kamla Lewis:

I can't give you a percentage number because there are so many other factors in terms of how the house is designed. What we try to look at was where we felt we had some leeway in maintaining the quality of the architecture but still making a concession on the cost side. It isn't huge. Let me put it that way, but it's what we had available as an option.

Director Joyce Braverman

I will say siding and windows are a big part of the outside cladding of the house. And developers do like to use especially vinyl windows, which we now allow per our exception in Moreland as well as vinyl siding instead of wood or brick or cement board. Those are two big ticket items, but I agree, we don't have what that discount percentage would be.

Director Kamla Lewis:

Because we require a four-sided architecture we're going to require more windows for example than another city. It sort of offsets, we're requiring more windows, but we're saying at least we'll let you use a window that costs a little less.

Carter Strange:

If we don't know what percentage savings, how do we know it's going to be much of an incentive?

Director Kamla Lewis:

This came very specifically from our work with Knez- they identified what would work, what the difference would be, and that's how we ended up creating the revised design guidelines. It came very much out of that working experience.

Carter Strang:

And vinyl is the big area? The windows and the siding. Was there any other material that's a big ticket item?

Director Joyce Braverman:

Obviously your foundation, your roof.

New Speaker:

But anything we wouldn't relax standards on in that regard?

Director Joyce Braverman:

Not especially, I think it is as Director Lewis mentioned, it does have to do with the number of windows. If you look at the infill in Cleveland there are some facades with no windows. Obviously if there are houses on the 40 foot wide lots that we have that are very close to other homes and the side elevations are not very visible, less windows work, on a more visible lot that's not the case.

Director Kyle Krewson:

If I could comment on that, to that point, the two big ticket items would be the windows and the siding. The roofs we're not really requiring anything different. The other thing that I could see really impacting the budget was the placement of the garage. We like to not have a garage up front towards the front of the street that means more concrete. It's the driveway, the paving that can drive the costs up, otherwise from the interior perspective and the way that the house is built, it's the same as any of the other surrounding communities. It's the exterior aesthetics of the building.

Tres Roeder, Chair:

I'd like to invite now any further public comment. This committee consists of the Mayor, some of our Directors, several members of Council and several members of the community who are appointed by the Mayor in two year increments to serve on these public committees. They are all open and we always enjoy hearing from the public. I see there are several people here who are watching today. Would any of you like to comment? You can raise your hand electronically in zoom and our meeting facilitator can bring you over to where you can share your thoughts. Ms. Lynn Lilly, welcome, what's on your mind.

Ms. Lynn Lilly, Resident:

I wanted to say that I have the good fortune of being a Lomond neighbor of Director Lewis. I had a chance to hear some of this beforehand. As a Lomond resident I'm very excited to hear about it. We haven't been hit as hard as some other neighborhoods. We're glad to see them bought up for side-lots, but glad especially to know that we may have some new neighbors. I had one question that may actually be beyond the scope, I know the work going on the Lee Road corridor will be an advantage to both of these neighborhoods, since we straddle Lee Road, that could be helping our neighborhoods grow. I also wondered if part of this is going to be looking at the amenities in those neighborhoods. For example, I know that Moreland's been asking a long time for basketball courts, recreational places and expanding on parks. Some of those things there are more of than some of the other neighborhoods.

Tres Roeder, Chair:

Thank you and thanks for all that you do in the community, you're a very active member of the community, doing a lot of different things, we appreciate that. Thanks for joining us. Who would like to reply?

Mayor David E. Weiss:

Maybe a little bit beyond the purview of this committee directly but it's worthwhile having the conversation and I'll be brief. I think the answer is that there's no single silver bullet if you will. You see that reflected in the recommendations from Director Lewis that we need a wide range of strategies, if there were a single aspect to it would be much easier but that's not the case. With respect to Lee Road in particular, we've known that for quite some time that the linkage between the neighborhoods, Moreland and Lomond in particular, that commercial district is really critical from both accessibility, from additional assets, making it more walkable, pedestrian and bike friendly, all those things are all part of it.

Mayor David E. Weiss:

That's the reason we're pressing forward kind of simultaneously with the Lee Road corridor planning along with our housing initiatives. I also would add to your point about recreation, basketball courts in particular, that also is being addressed through our Forward Together initiative as well. That one's a little trickier because it's so widespread throughout the community, a process that we're looking at the entire community, where we can add to the assets of the community to make both commercial and residential areas more attractive. That's definitely part of the part of the equation.

Tres Roeder, Chair:

Thank you Mayor. Before we go to our last agenda item did anyone else from the community want to comment?

Director Kyle Krewson:

Mr. Chair, real quick, there's two attendees here that are joined by phone, for those attendees if you wish to speak you need to hit star nine on your phone to raise your hand.

Tres Roeder, Chair:

Thank you. It's good to have a technology guru on the phone. I am not seeing a hand raised. All right, very good. Let's move on to our final agenda item which is going to be presented by Mr. Colin Compton.

Director Kamla Lewis:

Can I make one announcement first related to the infill. I wanted to share that I heard from Knez today that they have sold a second house and have a third one under reservation. They did want that passed on to the committee.

Tres Roeder, Chair:

You're welcome to share good news at any point. Mr. Compton.

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### **2021 Housing Programs**

Colin Compton:

Thank you and good evening. We will stay on the topic of housing, but we will switch from new infill housing to existing housing. Tonight I'm requesting a recommendation to enter into a contract with Home Repair Resource Center for an amount not to exceed \$75,000. This is for administration of our home repair grants and a suite of other repair programming in 2021. In a previous meeting I went over the city's existing grant programs and gave you lots of information in my memo, but as a reminder, these are programs specifically for owner occupants that are aimed at helping them resolve exterior violations, addressing safety or accessibility improvements and more. These programs include both city funded and externally funded dollars and I gave you an overview of all of those in the memo. To date, up until this point, the city has administered these programs in-house. We have considered for a number of years contracting with a third party to administer these programs. We decided to pull the trigger this year in an effort to improve service to residents and reduce some pretty significant and increasing barriers to project completion. The most prominent change is removing the city from involvement with paying contractors. This is a very substantial roadblock to project completion. When the city is paying the contractors directly, the contractors have to comply with state mandated paperwork and compliance to become a vendor. That leads many contractors to say "absolutely not" upfront. It leads to a smaller pool of interested contractors, a lengthier and more frustrating process for homeowners and in the end fewer completed projects. Through the partnership with HRRC before you tonight we hope to resolve these issues and create a much more accessible and streamlined suite of programs for our residents. Our process to get to where we are tonight began with an RFQ that we released in January, followed by interviews with two qualified local applicants.

Colin Compton:

We're recommending moving forward with Home Repair Resource Center for a number of reasons including their deep knowledge and familiarity with administering small dollar grant programs, their knowledge and experience working in Shaker, their experience with the Carol Peterson housing fund, which are external dollars and they are the only organization in our area who administers this program and because of the ancillary services that they provide to residents under their mission. Of the \$75,000 maximum under this contract, \$50,000 is reserved for brick and mortar repair work itself for residents,

which is consistent with previous years. In this structure HRRC will be paying the contractors and submitting invoices to the city for completed projects. Therefore, this removes the city from involvement paying contractors and it ensures that money reserved for repair work, that is unspent is retained by the city. The fees for HRRC are capped at \$25,000 and are structured in two categories or two levels.

Colin Compton:

The first is a flat fee of \$20,000 that would be paid out in even increments monthly. That amount is to cover their staff time and administration of the grant programs themselves, as well as the repair classes and other services that are in the memo. The second is a fee of 10% of the grant amount for each completed project, maxing out at \$5,000. The administration of the Carol Peterson housing fund will be entirely cost neutral to the city. This is because the funder of that program allows us to build in reimbursable administration costs that will be retained by HRRC. This is a competitive program, we have to apply every year. We won't know until we apply, but if we are successful in receiving funds I will come back to this Committee at that point to get approval to accept and appropriate those funds.

Colin Compton:

We are really excited to be expanding our partnership with HRRC. We've contracted with them for a number of years, and they've provided a repair classes to our residents. Our most recent contract was for \$10,000, but it did not include any of the grant administration. Under the proposal in front of you tonight, we're adding substantial services and substantial staff capacity for an increase of only \$15,000. The staff capacity itself is very significant and I want to highlight that briefly. Under the proposal before you there is much more staffing to aid residents going through these programs, instead of just one person, myself, doing inquiries, sending out paperwork, doing project management, and resolving issues with contractors, HRRC has a staff of three people who will share these duties. One example is they have a staff member who is devoted almost entirely to building relationships with contractors, which as I noted is our most significant issue with these programs. Residents who are approved for funding will still have one contact person all the way through, Sharra Thomas, who was my predecessor in my position. She knows these programs in and out.

Colin Compton:

Again, tonight I'm looking for a recommendation to enter into a contract with HRRC. The amount is not to exceed \$75,000. This is for administration of our grant programs and other repair classes. We have allocated funds for this in the ED budget, the proposal before you is budget neutral, and it does not reduce monies available to residents for repair work itself. With that, I'll take any questions.

Carter Strang:

A question you touched on, this was occupying quite a bit of your time. Do we have a dollar figure on what the savings is going to be, administratively, because we're not going to be using as much of your time and it's going to be included.

Director Laura Englehart:

Very good question. As you know, we all wear many hats at the city and only a portion of Colin's job is these housing grant programs, he will still be managing this contract. It will remain a portion of his time and he will be doing some increased neighborhood revitalization work, neighborhood engagement work, in particular with Kay Coaching, under the contract that you approved in January.

That work is continuing with the Moreland network with more projects, more complexity and newly added to that work is a longer term planning process that is just starting to get underway. Colin actually had a leadership training session just last night with a number of network stewards and that work is increasing significantly on his plate. While the housing work will come off of his plate, to an extent, there is always additional work to be done in this area of community development and neighborhood engagement.

Rob Zimmerman, Council Member:

I had a quick question regarding the Carol Peterson grant program. How much money did we get on an annual basis?

Colin Compton:

We have to apply household by household. We're allowed to apply for a maximum of 10 households, for \$7,500 each. The maximum we can get on a yearly basis is \$75,000.

Anne Williams, Council Member:

I wanted to say, I think this makes a whole lot of sense. I'm excited to see that it is working with this organization. I think they've done a terrific job in terms of their repair programming, providing materials and also their classes have been wonderful, they've provided such service in the city. I didn't realize that they were capable of doing this as well, but glad to see they are. I think this is a very thoughtful way to move forward with this.

Tres Roeder, Chair:

Other thoughts or questions? The Economic Development Department is looking for a recommendation from this Committee. I would entertain a motion and a second, moved by Mr. Strang, seconded by Dr. Whyte. All those in favor? Aye. Those opposed, abstentions, motion carries. That completes our business for the evening. Our next meeting will be in April.

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There being no further business, the meeting was adjourned at 6:53 p.m. The next meeting will be April 14, 2021.

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Council Member Tres Roeder, Chair  
Neighborhood Revitalization & Development Committee