

To: Columbia Community Land Trust (CCLT) Board
From: Randy Cole
Date: 10/16/2017
Subject: 10/18/2017 CCLT Agenda Item Summary Memo

This memo provides a summary of the 10/18/2017 Columbia Community Land Trust (CCLT) meeting agenda.

Grounded Solutions Conference

CCLT Board Members Anthony Stanton, Jerry Dowell and Mike Trapp, as well as staff member Randy Cole attended the Grounded Solutions Network National Conference in Oakland California. This conference serves as a gathering space for CLT practitioners, Inclusionary Housing practitioners, policy experts, neighborhood activists, local government leaders and other interested parties to share best practices and learn how to further permanently affordable housing in your own community. Staff member Randy Cole provided an all day workshop showcasing the City of Columbia's nationally recognized progress in implementing a City supported community land trust. Staff and board members also attended a variety of affordable housing topics ranging from inclusionary housing, federal affordable housing policy, local affordable housing policy and other relevant topics.

Lynn Cottages Update

R. Anthony has made significant progress at the project site with all 4 foundations installed and a majority of the framing complete on one of the homes and significant progress on one additional home. R. Anthony completed its first draw request in the amount of 74,968.80, which covers 15% of the total contract amount for successfully completing the installation of the footers and foundations. Staff anticipates an additional draw(s) for framing of the two homes within two weeks. R. Anthony has mentioned the potential need to install an additional retaining wall between the front and rear east homes. Staff informed the contractor to hold off until it is clear that a wall is needed given the rise and run between the rear of the front home and the beginning of the rear home's driveway turnaround. Staff views this as a reasonable and necessary request in change of scope, once the necessity of the change order is verified.

Board Member Application Process

The Columbia Community Land Trust implementation ordinance provided for the appointment of initial board members in staggered terms to allow for the continuity of collective board member knowledge. The implementation ordinance provided for initial board members to have 2 with 1-year terms, 2 with 2-year terms and 3 with 3-year terms. Board Members Shirley Rhoades and Jerry Dowell have terms expiring on 12-1-2017. These positions represent one Neighborhood Board Member Representative and one Community & Business Leader Representative. The application process will open on October 18, 2017 via the web and will be advertised in the October 22, 2017 newspaper. Applications are due on November 3rd with appointments to be approved by City Council on November 20, 2017.

The CCLT's Bylaws call for the Board of Directors to request the Columbia City Council to designate a City Council person to serve as a non-voting Director. This must be completed 30 days prior to the Corporation's Annual Meeting. City Council must consider this by its November 6, 2017 City Council meeting.

December Annual Meeting

The Columbia Community Land Trusts' Bylaws call for the board to hold an annual meeting in the 4th quarter of each fiscal year. The CCLT's fiscal year follows the calendar year, so its annual meeting must be scheduled between October 1, 2017 and December 31, 2017. City staff recommends that the CCLT Board schedule its

annual meeting on December 12, 2017 in conjunction with its December Board Meeting. Board members must conduct the following business at its annual meeting:

- Shall by consent decree, accept the City of Columbia's City Council appointment of Directors.
- Must elect officers by majority vote.
- Review Article II: Section II: "Procedures for Meetings of the Board of Directors."

City staff also plans to report out the following at the annual meeting:

- Annual expenses and revenues in conjunction with Treasurer and 3rd Party Accounting Firm.
- Major accomplishments tied to the CCLT's Strategic Plan.
- Overview of goals for 2018 in conjunction with the CCLT's 3-Year Strategic Plan.
- Proposed Calendar for 2018.
- Provide CCLT Director's Manual for 2018:
 - Articles of Incorporation.
 - Bylaws.
 - 501c3.
 - 3-Year Strategic Plan.
 - Ground Lease.
 - Homebuyer Selection Policies and Procedures.
 - Stewardship Procedures.
 - Schedule of 2018 Meetings.

City Rehab Buy-Back Program Draft Guidelines.

City staff provided an overview presentation of guidelines for a proposed City Rehab Participant Buy-Back Program. City staff has since compiled some draft guidelines for how this program might work. Board Members should review the attached guidelines and provide feedback to staff. If the CCLT Board is comfortable moving forward, this proposal would need to go before City Council. City rehab loans are under the City's control and any changes in program considerations would need Council approval.

Lynn Cottages Snow Removal and Mowing

City staff is still in the process of obtaining cost estimates for snow removal and mowing costs for Lynn Street Cottages. Staff provide estimates at the board meeting.

Lynn Cottages Solar RFP

The agreement between the City of Columbia and the Columbia Community Land Trust provides \$40,000 in CDBG funds for the installation of 4 active solar systems on the Lynn Cottages homes. The CCLT Board needs to procure an outside firm for the installation of these 4 systems. City staff recommends the CCLT Board review the attached draft RFP, consider changes/revisions and move forward with procuring a firm.

N. Eighth Street Project Timeline

City Council approved \$200,000 for the development of 4 owner-occupied homes on the N. Eighth Street property. The Community Development Commission has also voted in favor of combining the City's estimated \$65,314 in Community Housing Development Organization funding into the project.

The City of Columbia is mandated to commit 15% of its annual HOME allocation on Community Housing Development Organization (CHDO) affordable housing activities. CHDOs are non-profit organizations formed to develop affordable housing. CHDOs are required to have a specific board structure with no more than 1/3 of

its board made up of public officials and at least 1/3 of its board being made up of low income community members/representatives. According to the City's FY 2017 HOME budget of \$435,421, the City must allocate \$65,314 in CHDO funds.

The N. Eighth Street development should be the CCLT's top planning priority for the coming months. Staff met with CCLT Board Member, Susan Maze, to begin the process of engaging the neighborhood. Susan plans to engage the neighborhood in the month of October during its regularly scheduled North Central Neighborhood Association meeting and plan for a neighborhood feedback meeting in November. Staff is currently working with Crockett Engineering to develop initial concepts and determine rezoning, platting and site requirements for moving forward.

The rough timeline for this project is as seen below:

2017

November: Neighborhood Engagement, RFP released for Community Housing Development Organizations (CHDOs)

December: Neighborhood Engagement refinement of plan, concept review with planners, CDC reviews and approves CHDO proposals.

2018

January: Platting

February: Platting

March: Platting, Council considers CDC recommendations for CHDO proposals and budget allocation.

April: Platting, Final consideration of budgeting for project by Council.

May: Execute agreements between CCLT and CHDOs

June: Council agreement for CHDO funds

July: Agreements recorded and land donated to CHDOs, Permit fee waiver documentation submitted.

August: Permits pulled and construction begins.

September: Construction and marketing.

October: Construction and marketing.

November: Construction and marketing.

December: Construction and marketing.

January: Construction and marketing.

February: Construction and marketing.

March: Final punch list.

April: Move-in.

3rd Street Project Timeline:

The 3rd Street planning horizon is longer than the N. Eighth Street property due to the length of time required for obtaining CDBG funding for the redevelopment of the alleyway between 3rd Avenue and Forest. The City is still in the process of working with the neighborhood to obtain consensus on improving the alleyway.

2017

October: Final Council consideration and closing on purchase of 3rd street properties.

November: Neighborhood Engagement regarding alleyway redevelopment.

December: Neighborhood Engagement refinement of plan for alleyways.

2018

January: Feasibility discussed with public works.

February: Final neighborhood engagement for CDBG Alleyway Redevelopment Application.

March: Staff works on CDBG Alleyway Redevelopment Application.

April: Submission of CDBG Alleyway Redevelopment Application.

May: CDC Public Hearing for Alleyway Redevelopment Application.
June: CDC Recommendations Vote for FY 2019 CDBG Projects.
September: City Council considers and adopts FY 2019 CDBG and HOME recommendations within budget.
October-Dec.: Design started for redevelopment of alleyway.
November: RFP released for Community Housing Development Organizations (CHDOs) for development of 3 homes on 3 3rd Street properties.
December: Concept review with planners, CDC reviews and approves proposals.

2019

January: Platting.
February: Platting.
March: Platting, Council considers CDC recommendations for CHDO proposals and budget allocation.
April: Platting, Final consideration of budgeting for project by Council, public input process started for Redevelopment of Alleyway.
May: Execute agreements between CCLT and CHDOs.
June: Council agreement for CHDO funds.
July: Agreements recorded and land donated to CHDOs, Permit fee waiver documentation submitted.
August: Permits pulled and construction begins, HUD releases funding for CDBG Alleyway Redevelopment.
September: Construction and marketing.
October: Construction and marketing.
November: Construction and marketing.
December: Construction and marketing.
January: Construction and marketing.
February: Construction and marketing.
March: Final punch list.
April: Move-in.
September: Construction deadline for Alleyway Redevelopment.

Neighborhood Engagement Overview

Staff will be providing an overview on the importance of neighborhood engagement in implementing CCLT redevelopment projects, proven techniques and methods for obtaining neighborhood buy-in and support, as well as ensuring we are meeting the needs of the neighborhood. It is critical that the CCLT Board maintain neighborhood buy-in and support in order to continue to be successful. The foundation for maintaining neighborhood buy-in comes from clearly communicating our intentions, actively listening to the needs expressed by the neighborhood prior to developing plans and aligning project priorities with those identified by the neighborhood. Staff looks forward to discussing in further detail at the Board meeting.