

	Action	Randy's Role	CCLT Board Role	CDC Board Role
July 16-20th TBD	Concept Review: City Planners to hold concept review meeting to identify potential areas of concerns, or regulatory items to navigate prior to submission of zoning application	Work with planners and engineer to update and attend meeting. Provide input to Board on potential concerns.		
July 24, 2018	NCNA Meeting: Neighborhood input and planning meeting with City staff and engineer regarding style, features and site layout.	Communicate timeline and city needs to NCNA. Work with engineer and Susan to ensure an effective approach to the NCNA.	Susan to coordinate meeting location, time and work with Randy on agenda.	
August 14, 2018	CCLT Board Meeting: Review and provide input to engineer on PD Plan.	Work with engineer to develop draft PD plan in accordance with neighborhood input and as what the City deems feasible.	Review provide input on any recommended changes. Key stewardship deciding recommendations: number of units, landscaping, styles to incorporate.	
August 27, 2018	Submission of Zoning Application and Preliminary Plat	Work with engineer and Planners to ensure all documents submitted within requirements.		
September 25, 2018	Public Information Meeting	Work with engineer to attend and answer questions		
October 10, 2018				Review and approve release of FY 2019 CHDO RFP for N. 8th properties.
October 18, 2018	Planning and Zoning Commission Meeting	Work with Engineer to present to P&Z		
November 5, 2018	City Council first reading	Ensure planners get agenda item on Council agenda and answer any potential questions.		
November 14, 2018	CDC Hears Proposals of from local CHDOs on N. 8th (likely 3 homes).	Provide analysis to CDC and ensure eligible, and viable proposals.		Review and ratge proposals. Select winning proposal.
November 19, 2018	Council Public Hearing	Attend Council meeting, provide info as needed and requested by Dept. Dir. and Council	Board Chair and any others (Susan) speak on behalf of CCLT.	
December 3, 2018	First reading of donating land and funds to CCLT	Draft necessary legal documents, ordinance and Council Report.		
December 3, 2018	Council sets hearing for FY 2019 AAP Amendment	Draft memo, resolution and hearing notice.		
December 11, 2018	CCLT Board Meeting, Annual Meeting: CCLT approval of loan terms.	Work with Bank to get final loan terms. Attend Council meeting, provide info as needed and requested by Dept. Dir. and Council	Consider and approve development financing terms.	
December 17, 2018	Second and 3rd Read of CCLT-City Agreement		Board Chair speak on behalf of CCLT.	
December 17, 2018	Council to approve amendment to FY 2019 AAP, which includes allocation of FY 2019 funding.			
Prior to December 31, 2018	Closing on Development Financing	Work with Bank, Chair and Title Company to schedule closing.	Board Chair to sign final closing.	
January 8, 2018	CCLT Board Meeting to approve release of RFP	Randy to release RFP based upon previous CCLT input.		
January 8, 2018	CCLT Board Meeting to approve CHDO-CCLT agreement	Work with City attorney and CCLT attorney to draft CHDO-CCLT agreement.		
February 4, 2018	First reading of donating land and funds to CHDO	Draft memo, resolution.		
February 12, 2018	CCLT Board to review and select winning respondent to RFP.	Compile proposals and determine eligibility and feasibility. Develop rating criteria for board.	Rate proposals and determine winning proposal.	
February 18, 2018	Second and 3rd Read of CHDO-City Agreement	Draft memo, resolution and atted Council meeting for questions		
March 12, 2019	CCLT Baord to approve final contract	Work with contractor to negotiate final terms.	Inform Randy of desired terms and approve final contract.	
April 1, 2018	Contractor to begin construction.			