



Housing and Third Ward Revitalization Task Force

6801 Delmar Boulevard · University City, Missouri 63130 · 314-505-8500 · Fax: 314-862-3168

MEETING OF THE HOUSING AND THIRD WARD REVITALIZATION TASK FORCE
HEMAN PARK COMMUNITY CENTER
975 PENNSYLVANIA AVENUE
UNIVERSITY CITY, MO 63130
Monday, May 20, 2024
6:30 p.m.

AGENDA

HOUSING AND THIRD WARD REVITALIZATION TASK FORCE

1. Call to Order
2. Roll Call
3. Minutes – November 20, 2023
4. Public Comments - (Limited to 3 minutes for individual's comments, 5 minutes for representatives of groups or organizations.)

*ALL written comments must be received **no later than 12:00 p.m. the day of the meeting**. Comments may be sent via email to: bsmith@ucitymo.org or mailed to the City Hall – 6801 Delmar Blvd. – Attention Brooke A. Smith, Deputy City Manager. Such comments will be provided to the Task Force Members prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.*

*Please note, when submitting your comments, a **name and address must be provided**. Please also note if your comment is on an agenda or non-agenda item, and a name and address are not provided, the provided comment will not be recorded in the official record.*

5. SHED – Presentation: From Rental to Homeownership
Discussion Item
6. Task Force Member Comments
7. Next Meeting – June 17, 2024 at 6:30 p.m.
8. Adjourn

**Housing and Third Ward Revitalization Task Force
Minutes
November 20, 2023
6:30 p.m.**

The Housing and Third Ward Revitalization Task Force held in person on Monday, November 20, 2023 at the Heman Park Community Center. The meeting commenced at 6:49 p.m. and adjourned at 7:30 p.m.

Voting Members Present:

Byron Price – Chair
Ariel Gardner
Christina Dancy
Christopher Flood (*joined virtually*)
Patricia McQueen

Voting Members Absent:

Craig Hughes
Susan Murray
Mayela Zambrano
Linda Peoples-Jones

Staff Present:

Brooke A. Smith, Deputy City Manager/Dir. of Economic Development
Ed Sharrer, Yard & Co. attended virtually.

Minutes

Motioned by Patricia McQueen, seconded by Christina Dancy and carried by voice vote to approve the minutes from the July 17, 2023 meeting.

Motioned by Byron Price, seconded by Patricia McQueen and carried by voice vote to approve the minutes from the August 21, 2023 meeting.

Public Comments

Wanda Ware, 1465 Forest Green Court

Ms. Ware asked if there was a timeline for gathering the data from the surveys and if the meetings could be held on Zoom. Deputy City Manager Smith noted the Ed Sharrer of Yard & Co. was attending virtually and would discuss the timeline during the Yard & Co. updates portion of the agenda. She also noted that the second phase of the project would be delayed so the consultants could continue gathering information. She noted that phase two would likely kick off in January. Smith noted that as far as holding meetings on Zoom, that would be up to the task force, noting that there is no hybrid option available at this time. Patricia McQueen asked if there had been any discussion of upgrading to a hybrid option in the future. Smith said she did not know if that was in the plans, noting that the community center's a/v is still damaged from the flood. Chair Price said that the task force would discuss rotating meetings. Christina Dancy added that audio recordings from the previous meetings are on the website.

Yard & Co. Updates

Ed Sharrer confirmed that the survey would remain open a little longer and that it was published online in Spanish. He provided additional information on the surveys. Chair Price asked for an explanation of what will be in phase two as it relates to surveys. Ed

Sharrer said the phase one survey was a background survey, very broad in nature. He said there would be second survey in phase two that will focus on ideas that the consultants will take back to the public on dealing with some of the issues in the third ward. He said this would be done in person as a community event. He explained what this event will look like. He said phase three will be a draft plan that will also require feedback from the public.

Deputy City Manager Smith stated that the main update is that phase one of the project is being extended and phase two will begin in January. She said there were notes in their memo addressing some of the questions that were asked following the Summary of Understanding.

Chair Price asked about the first group of surveys and how many were completed. He asked what a quality sample size would be based upon population of the third ward. Ed stated that varies by place and survey. He said they typically look to get several hundred surveys at this stage knowing that as community events are held and as they go through future phases, more participation will be picked up along the way. He said they are closing in on about 300 hundred people. He said the addition of another 50 surveys a week or so ago did not alter the data set as far as the top 5 issues. He discussed this further and noted that the current number of surveys is not a bad number, noting that there has been little change in the data as the surveys come in. He said he thinks around 300 people with the survey and mapping activity would be a good starting point for moving into phase two to bounce general concepts off of people.

Patrica McQueen asked if there had been anymore communication from the members of the public that said they would like to help by going door to door with the survey. Ed Sharrer stated that Councilmember Clay did mention this to him, but he noted that a process would need to be set up. He said it would probably be best to have the ambassadors work with the Alumni Association to do this. He reiterated the need for a process and a timeframe for turning in surveys. Ed noted there was an engagement opportunity coming up on December 2nd where people can meet the ambassadors and complete surveys as well. Patricia stated that the people that want to help can be deputized and would have to wear a button so people will know they are there for the survey. Ed said some ground rules would need to be set.

Deputy City Manager Brooke Smith stated that the event would be held December 2nd, 10am to 12pm at the Heman Park Community Center. She noted that she shared the flyer with one of the members of the public asking that he get the word out about the event. She said they would have surveys for people to complete.

Patricia McQueen asked if the Councilmembers had gotten t-shirts. Smith answered that some had been distributed.

Chair Price asked if the school district had been involved in strategic coordination because the schools have parent/teacher conferences where tons of people come out for, specifically at Pershing and Daniel Boone. Deputy City Manager Smith noted that there had been some coordination with the school districts, with Ed confirming that some information was sent to the schools to go home with the kids for their parents. Further discussion was had on opportunities to collaborate with the school district.

Deputy City Manager Smith said she would discuss with the ambassadors their availability to attend additional events. Ed discussed keeping the surveys open and attending additional events.

Patricia McQueen asked if this was all of the updates from Yard & Co and wanted to make sure she was understanding everything. She also said thank you for the revisions to the Summary of Understanding. Ed said they tried to be cognizant of the document and making the revisions that were requested. He said they continue to gather data and information and they plan to publish in the appendix. He said some items were difficult to attract, noting the city does not have readily available information on some things such as tracking vacant properties. He noted that they will continue to home in and identify relevant data where they can. He said if requests were made and they didn't see it, it doesn't mean it's not coming, but that it may just take some time. Patricia asked about phases and the dates listed in the Summary of Understanding. Ed stated that it will need to be tweaked to extend the phase. He discussed getting meetings in December to plan for January, so phase 2 behind the scenes would likely start in December and for the public it would start in January. He said he would be happy to revise the dates to reflect this. Further discussion was had about the different phases and their dates. Ed noted that if the task force wanted to slow the process down, they could do that at the direction of the task force. He said that the consultant submitted a schedule to the city during the RFP process so they would not arbitrarily miss their own deadlines, but they could alter the dates and the direction of the task force.

Patricia McQueen asked if the Summary of Understanding was the Scope of Work or if it was the engagement. Ed said the SOU sums up the engagement that was done in phase one. He said someone looking at the document three years from now would be able to look at it and determine the steps that were taken during the engagement phase and the data obtained from that process. He then discussed what would occur in phase two. Further discussion was had on the planning process. Patricia noted that she is in a project management class, and she is using what she is learning to apply to this process. Ed discussed how the summary of understand can vary depending on the firm.

Deputy City Manager stated that the next actin would be to accept the Summary of Understanding, pending amendments to page 42. She said they could also choose to wait until more members of the task force are present. She also noted that the task force will need to discuss whether to meet in December due to the holiday.

Christina Dancy asked if the task force will accept the SOU every time it changes. Deputy City Manager Smith said an appendix would be submitted with any changes and that document would be accepted at it comes up. Christina Dancy asked if there had been any feedback. Smith said no and noted that there had been no comments on the packet that went out Friday.

Chair Price stated that he would prefer to wait until more task force members were present.

Community Ambassador Updates

Deputy City Manager Smith noted that the task force had already discussed the Meet & Greet set for December 2nd.

Task Force Member Comments

Patrica McQueen asked if there were new ambassadors. Deputy City Manager Smith confirmed that there was one new ambassador, Angela Mooney. Christina Dancy asked if there were three ambassadors now, Smith confirmed.

Christina Dancy asked if there was any way to determine how engaged the third ward was with the Comprehensive Plan survey. Ed Sharrer said he was happy to pose the question to Senior Planner Mary Kennedy. He said he wasn't sure how granular they were with their survey and if they included question to gauge the level of participation per ward. Christina Dancy said she was concerned that the task force was chasing participation and if it wasn't there, then the task force should move over. Further discussion was had on the topic of increasing engagement and survey participation.

Christina Dancy asked if discussions were had about allowing members of the public the opportunity to share their thoughts in forums or workshops. Smith said preliminary conversations were had with Ed.

Patricia McQueen noted that the Comprehensive Plan was a piggy bank on the 2040 Vision process and noted that they did not know how many people or percentages, but you could tell some of the concerns coming out from each ward.

Next Meeting – December 4, 2023, 2023 at 6:30 p.m.

Deputy City Manager Smith noted that the December meeting would be moved to the first Monday due to the holiday season. She said the Summary of Understanding would be on that agenda if the task force chose to meet. Discussion was had. The task force agreed to meet virtually.

Adjourn

Motioned by Ariel Gardner, seconded by Christina Dancy and carried by voice vote to adjourn the meeting.

Meeting adjourned at 7:30 p.m.



OFFICE OF THE CITY MANAGER

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

M E M O R A N D U M

TO: Members of the Housing and Third Ward Revitalization Task Force

FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development

DATE: May 17, 2024

SUBJECT: Agenda Item 5 – SHED Presentation

This agenda item asks the task force to receive a presentation from SHED.

Representatives from SHED will be present at Monday night's meeting to present on their New Homeowner Assistance Programs. Attached is a document that outlines the key features, funding assistance, and terms of each program.

Please do not hesitate to contact me with any questions ahead of the meeting.

Recommendation: NO VOTE REQUIRED

Attachments: Email from Executive Director Michael Reid
New Homeowner Assistance Programs Document

From: [Michael Reid](#)
To: [Brooke Smith](#)
Subject: SHED's Presentation to Third Ward Task Force
Date: Friday, May 17, 2024 11:42:56 AM
Attachments: [Homeowner Assistance Program Recommendations - SHED 5-17-24 \(1\).docx](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Subject: Presentation to University City Third Ward Task Force - New Homeowner Assistance Programs

Dear Brooke Smith,

I hope this email finds you well. On behalf of Sustainable Housing and Equitable Development (SHED), I am writing to inform you about our upcoming presentation to the University City Third Ward Task Force. Our presentation is scheduled for May 20, and we appreciate the opportunity to share our initiatives with the committee.

Presentation Overview: We will reintroduce SHED and will be discussing our New Homeowner Assistance Programs, which aim to improve living conditions, enhance property values, and promote healthy communities within the 3rd Ward. These programs address critical needs faced by existing homeowners and potential homebuyers.

Attached Document: For your review prior to our presentation, we have attached the document titled "New Homeowner Assistance Programs." This document outlines the key features, funding assistance, and terms of each program. We believe that these programs align with the Task Force's goals and will contribute significantly to the well-being of our community.

We look forward to presenting these programs and discussing how they can positively impact University City's housing landscape. If you have any questions or need additional information, please feel free to reach out.

Thank you for your attention, and we appreciate your continued support.

Sincerely,

Mike Reid Executive Director, Sustainable Housing and Equitable Development (SHED) 314-443-4065

Attachment: New Homeowner Assistance Programs

Program Recommendations for Review and Consideration by the 3rd Ward Revitalization Task Force Committee

Date: May 17, 2024

New Homeowner Assistance Programs

1. Home Improvement Program(HIP)

Program Description: Assist existing homeowners in the 3rd Ward with addressing code violations and interior/exterior improvements designed to improve healthy living conditions and increase value.

Maximum Funding Assistance: Max \$15,000 per home.

Number of Homes Annually: 25 homes per year.

Terms of Assistance: 5 year forgivable loan secured by a Deed of Trust. 1/5 loan forgiveness each year over the 5 year period as long as assisted homeowner(s) reside in the home.

Annual Program Funding: \$375,000 plus 10% administrative fee = \$412,500

1) Accessibility Home Modifications Program (AHMP)

Program Description: Assist seniors and disabled homeowners in the 3rd Ward with home modifications to allow them to remain in their home.

Maximum Funding Assistance: Max \$5,000 per home.

Number of Homes Annually: 50 homeowners.

Terms of Assistance: 1 year forgivable loan secured by a Deed of Trust. Assisted homeowner must remain in the home after assistance or repay the loan upon sale.

Annual Program Funding: \$250,000 plus 10% administrative fee = \$275,000.

2) Emergency Home Repair Program (HRP)

Program Description: Assist existing homeowners in the 3rd Ward with addressing emergency life/safety repairs.

Maximum Funding Assistance: Max \$5,000 per home.

Number of Homes Annually: 50 homeowners.

Terms of Assistance: 1 year forgivable loan secured by a Deed of Trust. Assisted homeowner must remain in the home for 12 months after assistance or repay the loan upon sale.

Annual Program Funding: \$250,000 plus 10% administrative fee = \$275,000.

3) Exterior Home Improvement Program (HIP)

Program Description: Assist existing homeowners in the 3rd Ward with addressing exterior code violations including painting, siding/gutters, tree removal/trimming, fencing repair/replacement, sidewalks/driveways including asphalt sealing, windows/doors, repair/replacement of porches/decks, tuckpointing and retaining wall repair/replacement.

Maximum Funding Assistance: Max \$15,000 per home.

Number of Homes Annually: 25 homes.

Terms of Assistance: 5 year forgivable loan secured by a Deed of Trust. 1/5 loan forgiveness each year over the 5 year period as long as assisted homeowner(s) reside in the home.

Annual Program Funding: \$375,000 plus 10% administrative fee = \$412,500

New Homeownership Programs

1) Acquisition Moderate Rehab Program (AMRP)

Program Description: Assist community-based, nonprofit Community Development Corporation (CDC) with funding to acquire non-owner-occupied, single-family detached homes for-sale by landlords or absentee owners in the 3rd Ward. TIF Program funds will be used to leverage private or public sector loans to cover the balance of acquisition and rehab costs for a property. The TIF funds will be used to cover a portion of the acquisition cost and cost to address code violations and moderate enhancements or renovations as necessary to minimize the need for unexpected home repair expenses after the homebuyer acquires the property from SHED.

Maximum Funding Assistance: Max \$75,000 per home

Number of Homes Annually: 5 homes

Terms of Assistance: Max 50% of after-rehab value secured by 2nd Deed of Trust at 0% to nonprofit CDC. Repayment from selling the home to a qualified homebuyer.

Any loan proceeds outstanding after the home closing with the qualified homebuyer will be secured by a 5 year forgivable Note and Deed of Trust. The forgivable loan will be forgiven on a pro-rata basis over 5 years as long as the original homeowners reside in the property.

Any TIF Program funds repaid replenish nonprofit CDC's program funds to use for future acquisition/rehab projects.

Annual Program Funding: \$375,000.00 + 10% Admin Fee = \$412,500.00

Example:

Acquisition price- \$100,000

Code and renovation costs- \$50,000

Total Project Cost for SHED - \$150,000

Project Funding:

Financial Institution- \$75,000

SHED'S Equity =TIF Funds- \$75,000

Total Project Funding- \$150,000

Homebuyer Purchase Price- \$150,000

2) **Property Acquisition Program (PAP)**

Program Description: Assist community based nonprofit CDC with funding to purchase single family rental properties as the properties are listed for-sale or become vacant, problem properties in the 3rd Ward. Nonprofit CDC secures a construction loan from a financial institution to cover code and renovation costs.

Maximum Funding Assistance: \$80,000 per home

Number of Homes Annually: 5 Homes

Terms of Assistance: 100% of Acquisition Cost; Any TIF Program funds repaid replenish nonprofit CDC's program funds to use for future acquisition/rehab projects. Funding secured by an initial 1st Deed of Trust. A subordination to the private lender will be required to cover the rehab costs.

Annual Program Funding: \$400,000 plus 10% administrative fee = \$440,000

3) **Down-payment Assistance Program (DPA)**

Program Description: (DPA) Assist homebuyers with acquiring existing single family rental properties in the 3rd Ward. Funds can be used for down payment and closing costs. The program will be administered by community based CDC.

Maximum Funding Assistance: \$10,000 per home

Number of Homes Annually: 25 Homes

Terms of Assistance: DPA funds will 5 year forgivable loans secured by a DT. 1/5 loan forgiveness each year as long as homebuyer remains in the home.

Annual Program Funding= \$250,000 plus 10% administrative fee = \$275,000.

4) **Tenant Option to Purchase Program(TOPP)**

Program Description: Assist existing tenants with purchasing the existing single-family home they currently rent.

Maximum Funding Assistance: \$25,000 per home

Number of Homes Annually: 10 homes

Terms of Assistance: TOPP funds will be provided in the form of a loan due upon sale and secured by 2nd Deed of Trust. Conventional mortgage financing for the difference between purchase contract amount and TOPP loan.

Annual Program Funding: \$250,000 plus 10% administrative fee = \$275,000