



City Hall, 215 Sycamore St.  
Muscatine, IA 52761-3899  
(563) 264-1550  
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**FINANCE & RECORDS**

## MEMO

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director

Date: September 13, 2016

Re: Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

### **Introduction:**

Previously, City Council established a Consolidated Urban Renewal Area and adopted an Urban Renewal Plan as provided for in the Code of Iowa. The City's Urban Renewal Area consists of all property that is within the boundaries of the City.

### **Background:**

At this time it is proposed that City Council consider an amendment (the "Amendment") to the Plan. The proposed amendment includes (1) providing tax increment financing support to Harrison Lofts LLC in connection with the construction of an apartment complex which will provide affordable housing to families of low and moderate income; (2) providing tax increment financing support to KRE, LLC in connection with the redevelopment of a commercial retail facility for leasing and use in its business operations; (3) using tax increment financing to support the demolition of dilapidated buildings and the redevelopment of the real property on which such buildings are situated; (4) using tax increment financing to pay the costs of initiating and conducting a housing demand study; (5) using tax increment financing to pay the costs of initiating and conducting a community marketing study; (6) using tax increment financing to pay the costs of constructing sidewalk, curb and gutter and related street improvements in the City's downtown; and (7) extending the City's Small Business Forgivable Loan Program. Including these projects in the Plan allows tax increment financing funds to be used to pay the costs of the projects. City Council approval for each of the projects is needed before the projects begin. Prior to considering the Urban Renewal Plan amendment, a public hearing is required.

### **Recommendation:**

It is recommended that the City Council take action to approve the attached resolution setting October 20, 2016 as the date for the public hearing on the Urban Renewal Plan Amendment. It is further recommended that Gregg Mandsager be designated as the City's representative in connection with the consultation process required by Section 403.5 of the Code of Iowa. Please include this resolution on the agenda for the September 15, 2016 Council meeting.

**"I remember Muscatine for its sunsets. I have never seen any  
on either side of the ocean that equaled them" — Mark Twain**

**Backup Information:**

1. Resolution
2. Public Notice
3. Attachments

SET DATE FOR HEARING ON URBAN  
RENEWAL PLAN AMENDMENT

421464-49

Muscatine, Iowa

September 15, 2016

The Council of the City of Muscatine, Iowa, met on September 15, 2016, at \_\_\_\_\_ o'clock, \_\_.m., at the \_\_\_\_\_, in the City, for the purpose of setting a date for a public hearing on a proposed urban renewal plan amendment. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The Mayor announced that an amendment to the urban renewal plan for the Consolidated Muscatine Urban Renewal Area had been prepared, and that it was now necessary to set a date for a public hearing on the proposed amendment to the urban renewal plan. Accordingly, Council Member \_\_\_\_\_ moved the adoption of the following resolution entitled "Resolution setting date for a public hearing on urban renewal plan amendment," and the motion was seconded by Council Member \_\_\_\_\_. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: : \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. \_\_\_\_\_

Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment

WHEREAS, the City Council of the City of Muscatine, Iowa (the "City") by resolution previously created the Consolidated Muscatine Urban Renewal Area (the "Urban Renewal Area") and adopted an urban renewal plan (the "Plan") for the governance of initiatives and projects therein; and

WHEREAS, an amendment (the "Amendment") to the Plan has been prepared which would facilitate the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (i) providing tax increment financing support to Harrison Lofts LLC in connection with the construction of an apartment complex which will provide affordable housing to families of low and moderate income; (ii) providing tax increment financing support to KRE, LLC in connection with the redevelopment of a commercial retail facility for leasing and use in its business operations; (iii) using tax increment financing to support the demolition of dilapidated buildings and the redevelopment of the real property on which such buildings are situated; (iv) using tax increment financing to pay the costs of initiating and conducting a housing demand study; (v) using tax increment financing to pay the costs of initiating and conducting a ~~business development needs~~community marketing study; (vi) using tax increment financing to pay the costs of constructing sidewalk, curb and gutter and related street improvements in the City's downtown; and (vii) ~~updating the description of~~extending the City's Small Business Forgivable Loan Program, and it is now necessary that a date be set for a public hearing on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Muscatine, Iowa, as follows:

Section 1. This City Council will meet at the \_\_\_\_\_, Muscatine, Iowa, on October 20, 2016, at \_\_\_\_\_ o'clock \_\_.m., at which time and place it will hold a public hearing on the proposed Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law.

Passed and approved this September 15, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED URBAN RENEWAL PLAN  
AMENDMENT

Notice Is Hereby Given: That at \_\_\_\_\_ o'clock \_\_.m., at the \_\_\_\_\_, Muscatine, Iowa, on the October 20, 2016, the City Council of the City of Muscatine, Iowa, will hold a public hearing on the question of amending the urban renewal plan for the Consolidated Muscatine Urban Renewal Area to facilitate the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (i) providing tax increment financing support to Harrison Lofts LLC in connection with the construction of an apartment complex which will provide affordable housing to families of low and moderate income; (ii) providing tax increment financing support to KRE, LLC in connection with the redevelopment of a commercial retail facility for leasing and use in its business operations; (iii) using tax increment financing to support the demolition of dilapidated buildings and the redevelopment of the real property on which such buildings are situated; (iv) using tax increment financing to pay the costs of initiating and conducting a housing demand study; (v) using tax increment financing to pay the costs of initiating and conducting a ~~business development~~ needscommunity marketing study; (vi) using tax increment financing to pay the costs of constructing sidewalk, curb and gutter and related street improvements in the City's downtown; and (vii) ~~updating the description of~~extending the City's Small Business Forgivable Loan Program. A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

Gregg Mandsager  
City Clerk

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On motion and vote the meeting adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**PUBLICATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF MUSCATINE  
CITY OF MUSCATINE

SS:

I, the undersigned, City Clerk of the City of Muscatine do hereby certify that pursuant to the resolution of its City Council fixing a date of public hearing on a proposed urban renewal plan amendment, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City, and copies were sent to the county and school district.

WITNESS my hand this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

**(Attach here publisher's affidavit of publication of notice.)**

**(PLEASE NOTE: This certificate must not be dated until the publication has been made and you have reviewed it to be sure that the notice was published on the date indicated in the attached affidavit.)**



September 9, 2016

**VIA E-MAIL**

Gregg Mandsager  
City Administrator/City Hall  
Muscatine, IA

Re: Consolidated Muscatine Urban Renewal Area (2016 Amendment)  
Our File No. 421464-49

Dear Gregg:

We have prepared the attached materials which will enable your City Council to act on September 15<sup>th</sup> to set October 20<sup>th</sup> as the date for a public hearing on the amendment to the existing urban renewal plan for the area. A copy of the Plan Amendment will follow soon for your review.

The notice which is included in the enclosed resolution must be published once, not less than four (4) and not more than twenty (20) days prior to the date selected for the hearing. Please print a copy of the notice for delivery to the newspaper. Please email or fax a copy of the published notice to our office. Our fax number is (515) 283-1060.

Also, a "consultation session" must be set up with the local county and school district. Please refer to my separate letter enclosed for further details.

Please provide one fully executed set of proceedings, once all the actions have been taken, and contact Amy Bjork or me if you have any questions.

Best regards,

John P. Danos

**Attachments**

cc: Nancy Lueck

September 9, 2016

**VIA E-MAIL**

Gregg Mandsager  
City Administrator/City Hall  
Muscatine, Iowa

Re: Consolidated Muscatine Urban Renewal Area Amendment/Consultation Session  
Our File Number: 421464-49

Dear Gregg:

The Iowa Urban Renewal Law requires that a city provide information concerning a proposed urban renewal plan or amendment to any other governmental bodies which might be affected by the use of tax increment financing within your urban renewal area. Specifically, the City must send a copy of the urban renewal plan amendment and an invitation to attend a meeting to discuss the urban renewal plan amendment to any county or school district whose jurisdiction covers any property which is within the urban renewal area. This consultation must be held at least two weeks prior to the public hearing on October 20<sup>th</sup>.

It is our understanding that the property within your urban renewal area would affect Muscatine County and the Muscatine Community School District.

Attached is a draft letter which you may use in order to provide notification to these governmental entities of the date, time and place of a meeting at which they may discuss your urban renewal plan amendment. The law does not require that this be a meeting of the City Council, and you may use your discretion about who represents the City at the meeting.

Along with the letter, you should send a copy of the urban renewal plan amendment and a copy of the notice of the public hearing on the urban renewal plan amendment.

According to our records, here are the mailing addresses for the individuals who should receive the notification letter and the enclosures:

Board of Supervisors  
c/o Muscatine County Auditor  
Muscatine County Courthouse  
414 E 3<sup>rd</sup> Street, Ste. 101  
Muscatine, Iowa 52761

Superintendent  
Muscatine Community School District  
2900 Mulberry Avenue  
Muscatine, Iowa 52761

Please call Amy Bjork or me if you have questions.

Best regards,

John P. Danos

cc: Nancy Lueck