

# ***BEMIDJI CITY COUNCIL***

## ***Special Work Session Agenda***

**Monday, March 28, 2011**

**City Hall  
Conference Room  
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL
  
2. REVIEW QUALITY NEIGHBORHOOD INITIATIVE (QNI) STUDY WITH BONESTROO ENGINEERING
  
3. ADJOURNMENT



Bemidji Township  
City of Bemidji  
Northern Township

## Greater Bemidji Area Joint Planning Board

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23 February 2011

### Subject QNI ACTION ITEMS RESPONSE

[Bonestroo responses and comments are in green]

Following a lengthy discussion with City Staff on 16 February 2011 concerning the action item listed in colored chart the following general comments are submitted;

1. WHERE IS BSU INVOLVEMENT? WERE THEY INCLUDED IN THIS EFFORT TO DETERMINE WHAT COULD BE DONE? Why were they not copied on this action item list?

Response: BSU has participated in most of the meetings that have been held in Bemidji and is listed as one of the responsible parties on 5 of the draft action items. The draft was sent to the City and GBJAPB for review, comment and distribution. If there are BSU tasks that should be added or if BSU should be given additional responsibility for any tasks that are already on the action item list, we will modify the document to reflect those items.

2. The Action Item list includes a separate Code Enforcement person or office. Does the report sufficiently engage this as a major strategy?

Response: The intent was to engage code enforcement as a major strategy. The report provides a separate chapter just to focus on the code enforcement. In addition, in the appendix, the opportunity for better code enforcement is identified as the top opportunity by the Steering Committee and the lack of code enforcement is identified as the second highest rated weakness. In addition, many of the other weaknesses and threats identified fall into areas of code enforcement, such as parking in yards, etc. If additional emphasis is desired or if there is something missing in the code enforcement section of the report, please highlight the problematic section and we will modify accordingly.

3. The action item list includes a lot of “fluff” that makes people feel good but doesn’t address the perceived problems.

Response: There are items in the action list that have greater and lesser levels of importance which is noted in the priority list. However, neighborhood improvement is not a quick, single task solution and part of the process is getting a large amount of buy-in and participation from the key stakeholders and general population. So, for instance, Action Item 26 is a low priority item that some might consider “fluff” (installation of neighborhood identification signage). However, in many cities, this is very important for the neighborhoods and their identity. For instance, the following link points to a photographer who felt that the

neighborhood signs in St. Louis Park were worthy of creating websites to explain the significance of their designs. [http://johnweeks.us/highway/stl-neighborhoods/ward\\_1.html](http://johnweeks.us/highway/stl-neighborhoods/ward_1.html)

Neighborhood plan books (Action Item 22) could also be considered “fluff” but has been very valuable for many cities. The plan books shown on page 40 of the report were commissioned by a consortium of 15 Twin Cities’ suburbs who have found it to be a valuable tool in maintaining quality private investment in older homes. One example:

4. Most staff felt that Bonestroo was hired to attempt to find a solution to problems directly related to student occupancy of rental properties and that HRDC would follow-on using the tools developed in the report to improve other neighborhoods.

Response: Bonestroo was directed to study three neighborhoods by the City staff. These are the same neighborhoods that are highlighted in the report. Neighborhoods 2 & 3 were clearly dominated by student occupancy issues. However, the inclusion of Neighborhood 1 (Nymore) and to some extent, the western half of Neighborhood 3 provided a different set of neighborhood issues that were not as directly related to BSU students as in Neighborhood 2 and the eastern half of Neighborhood 3.

5. The report nor the Action item list fully defines the difference between the Neighborhood Services Teams and Neighborhood Associations.

Response: We will modify the report to make a clearer distinction. The Neighborhood Associations are described on page 30 and consists largely of resident volunteers with the city providing mostly informational support.

The Neighborhood Services Team is described on page 32 and is a technical group for coordination in addressing issues at the neighborhood level. We suggested that this would likely be made up of representatives from the Police Department, Code Enforcement Officer, HRDC and GBAJPB at its core with additional membership as determined to be valuable by local officials. We did not suggest making BSU representatives a core member of this group since it may also be concerned with issues in other parts of the City, but the intent is that it would coordinate with appropriate BSU counterparts on neighborhood issues that involve students.

6. Many action items involve the rental ordinance but there are no specifics regarding what changes should be made to the existing rental ordinance, or should it be scrapped and we start all over?

Response: The current rental ordinance does not need to be scrapped and started over. However, Sections 10.41 – 10.44 & 10.46 are focused primarily on serious health, safety issues such as structural integrity, fire safety, pest infestation, etc. This is all good content and a critical minimum level of standard. However, it is apparent from the neighborhood comments that there are a number of persistent code enforcement impacts that are not being addressed by the current rental ordinance process.

As for the health, safety issues, the two minor changes are suggested:

Section PM-307.0 Extermination. Eliminate the responsibility of the occupant for extermination on the premises in all situations. This responsibility should remain with the owner in all rental residential circumstances.

Section PM-702.12 Emergency escape. Although it did not seem to be a significant problem in Bemidji, possibly due to smaller houses adjacent to the University or perhaps an unknown regulation in another area but some college communities find single family home conversions to rental result in the creation of unsightly external fire escapes from the second floor that disrupt the single family neighborhood character. If this is a concern of the City, this could be restricted through a design standard.

What seems to be missing in the rental ordinance, based on the comments received during the planning process is ongoing protection from activities at rental property that are due to inattentive landlords, etc.

The enhancements we are proposing are intended to address this issue, at least partially, through the rental registration by making rental registration more of an ongoing privilege based on behavior rather than just a single inspection event for health and safety. Landlords have a responsibility to monitor their properties and respond when there are issues. The recommendations are to assist the City with that effort.

For explanatory purposes, an imperfect parallel situation is the regulation of liquor licenses. In order to acquire a liquor license, an establishment has to demonstrate it has met certain minimum health and safety standards to ensure products are safe and sanitary. This is periodically reviewed via inspections, often at license renewal.

However, establishments that serve alcohol are also responsible for activities that occur between license renewal periods, including things that are behavior related and not just fire safety (i.e. selling to minors, allowing unruly behavior, etc.).

- 6a. As with liquor licenses, the quickest way to get a landlord's attention is through the threat of revocation. This section suggests that some the rental ordinance include a series of actions that move beyond the life, safety issues and into more operational aspects. For instance, multiple significant police calls to a particular location, etc.
- 6b. A comment that came up repeatedly in the planning process was that landlords were renting to more individuals than was allowed by the regulations. This is a very difficult problem to address through regulation and enforce. We also don't know if that is just perception or a situation that has been observed by government officials. The suggestion in 6b is just to elevate the sense of seriousness for landlords so that in that rare instance where it could actually be proven, there would be sufficient enough penalty to serve as a deterrent.

- 6c. This recommendation is the other half of the discussion in 6a. If we are going to hold landlords responsible for operational issues such as police calls, then there needs to be an appeal process. If there are problem tenants, holding frequent parties, etc., then a responsible landlord is empowered to resolve that situation through eviction. This provides an incentive and avenue for landlords to do what is right and monitor their properties and instruct their tenants of the seriousness of issues.
- 6d. This recommendation is another effort to get at the difficulties of enforcement identified in 6b. This is a significant paperwork creation issue and shouldn't be instituted unless there is a real concern that this is a widespread problem and can't be solved with 6b alone.
- 6e. This section just closes a loophole so that a landlord with a revoked rental license can't get around the system by renaming their ownership entity.

THE FOLLOWING COMMENTS RELATE TO SPECIFIC ACTION ITEMS. THE NUMBERS CORRESPOND TO THE NUMBERS IN THE MATRIX:

- 1. Define and differentiate Neighborhood Action Teams from Neighborhood Associations. The lead should correspond to the problem and may be different according to the problem.

Response: It was an oversight in our report that did not mention neighborhood action teams. These are only necessary in fairly serious situations where there is a focused, difficult problem (usually a combination of criminal and social service issue) that might need a unique partnership of public and private individuals that can't be handled through the usual Neighborhood Association (residents), Neighborhood Services Team (public officials) or police actions alone. They are created to attack a tightly defined issue in a focused manner.

We can add a section in the report explaining this concept or if the City feels that there aren't any issues that can't be resolved through the traditional channels, we can eliminate Action Step 34 that talks about Neighborhood Action Teams. Action Step 1 is referring to the Neighborhood Services Team which are discussed in #5 above.

- 2. Assumes a code enforcement officer.
  - 2a. Is this the only suggestion, i.e. what happened to density, licensing rentals according to designed bedrooms, etc.?

Response: Throughout the process, there seemed to be consensus that a code enforcement officer was the preferred path to address code enforcement issues due to the ease of coordination and assignment of responsibility. Code enforcement can be done by a single code enforcement officer or be separated among many individuals. Both can be successful if there is a priority placed on code enforcement. If there is not anyone doing code enforcement in a systematic and regular manner, then there isn't much that can be done to address code enforcement issues just by altering language in the city code.

The concept of allowing only a certain percentage of houses on a block face to be rentals (i.e. the Winona ordinance) was not included in the report for several reasons:

- There are significant questions as to its legality – we consulted a highly qualified, neutral, third-party city attorney.
- To prevent legal challenge, where we have seen this tried, they have grandfathered in all existing rentals, so there isn't much opportunity to improve the current situation. It just makes existing rental properties more valuable. The feedback received during the Bemidji process was that the current situation was not desirable and therefore, locking everything in place at the status quo would not have been an acceptable solution.

The concept of licensing rentals according to designed bedrooms was not an issue that was raised as a significant issue in the Steering Committee, staff, or public comments.

2b. Where does BSU fit in here? Do they have excess parking space?

Response: Parking was a frequently mentioned as an important issue and is one of the primary tools in the City's control toward assuring that single family rental homes function in the same character as single family ownership homes. Parking is a complex issue of supply and demand and the student population is one that can frequently be influenced significantly in relation to automobile use.

If the problem is defined as too much use of on-street parking and the solution is defined as paving large amounts of these single family residential properties to accommodate four cars per household, the neighborhood character suffers and properties make physical changes that ensure they become permanent, student rentals because that extent of paving is incompatible with traditional single family home use and affects the surrounding properties due to visual impacts.

If both on and off-street parking is restricted to levels that would be considered typical of a single family house (for instance, 2 – 3 spaces, no overnight on street), then the rental house remains compatible with the neighborhood character and can easily transition between rental and ownership status based on market conditions.

The tighter regulation of parking will obviously be a significant deterrent for renters, such as students, that might have four students with four cars and they will then be forced to either car pool, choose alternative transportation, relocate a car or two to a BSU lot or choose to live at an apartment building off campus that is designed with enough off-street parking to accommodate that level of intensity.

These are not easy issues and are almost always controversial. However, if the goal is to preserve a special, single family, neighborhood character, then regulations that are designed to accommodate the activities that take away from that traditional neighborhood character (such as excessive paving of yards,

allowing parking on unapproved surfaces, or allowing excessive on-street parking) are encouraging more of those activities at the expense of the single family neighborhood character.

It really comes down to fairness. Should the single family resident, living in accordance with the neighborhood character, have to adapt to accommodate excessive cars parked in front, across from or adjacent to their home or should the rental households with a desire for more cars than can be successfully accommodated have to adapt their behavior to fit into the neighborhood desired norms?

2c. This was tried and defeated last year. We agree with this requirement. Do you have suggestions?

Response: Hopefully, when viewed in light of the rest of the report, the enforcement issues and the destructive nature on neighborhood character, this issue won't seem as controversial.

3. See #1 above.

Response: We believe this was addressed above but if not, please let us know. This is related to having the public sector staff and officials provide relatively simple, "mentoring" actions to assist Neighborhood Associations which are made up of volunteer citizens and often have difficulty getting off the ground or sustaining, but can flourish with a little help from the public sector.

4. Why are public works part of responsible parties?

Response: Public Works was listed because it often has a role by providing barricades for blocking off streets for block parties.

5. Requires change to rental ordinance. What about admin fines?

Response: The comment is correct. We meant fines.

6. This is all about the rental ordinance – owners are the target now!

Response: See 6 in the previous section, General Comments, above. Owners are the target for life, safety issues. It does not appear from the comments received that owners are being held responsible for the activities of their tenants to the degree that they could be.

7. All agree.

8. HRDC should be lead on this because they are lead on NA's.

Response: We will make the change.

9. Agree – but first have to decide on code enforcement officer and duties.

Response: Agree.

10. How will voluntary program work? This is currently available in the parking ordinance but not being used.

Response: The voluntary aspect was suggested because we understand the political sensitivity of removing half or all of the overnight parking on a street and felt that if it were mandated by the City, it would likely never be implemented. The voluntary process builds on your existing code provisions and says that each block can decide to implement the RPP on its own and the City should take active steps to publicize this and support it.

Over time, it will spread because as one block implements the RPP, it will push cars to the adjacent blocks and they will implement until the area expands to a large enough area to encourage automobile owners to seek alternatives such as paying to park in a BSU lot, move to another location or utilize alternative transportation. Typically, the outer limits that a student will consider for parking is 6 – 8 blocks from the destination. As the RPP expands, students will seek alternatives to on-street parking.

Because parking near the campus is such a premium product, it is recommended that the blocks be numbered and the RPP's be issued for a single block to ensure that nearby blocks aren't overwhelmed by RPP's from residents of other blocks. This will also reduce the incentive for creating a "black market" in RPP's.

We realize it may seem like we overemphasize the RPP, but when you look at which communities have single family rental conversion complaints adjacent to colleges and which ones do not, one of the biggest common differences is whether or not they accommodate the excess parking that student rentals tend to attract. We live in an auto dominated society and if you control the autos, people will often make significant changes in their other choices, including the location of their rental housing choices.

11. Also need HRDC and City Admin.

Response: We will add.

12. Is this realistic for such a small area – low priority is correct.

Response: This is becoming a pretty common service on college campuses. Winona has had a Zipcar program for some time. The value of this program is that a lot of students can come up with other ways to get back and forth to their home towns (car pooling, etc.) but will still take a car to campus just so that they can do things like have a way to bring home groceries or mall purchases etc. On college campuses with Zipcar, several friends get together, rent the Zipcar for a few hours and head out to the mall or grocery store every week or two. It isn't the entire solution, but one that BSU could probably do fairly easily by encouraging a private company to set up shop.

13. The BREC parking lot is totally unrealistic, what about BSU lowering their fees for parking on their lots? City need to be a player on this and maybe DDA



Response: Lowering fees on lots typically won't make a difference in student behavior because they are very cost conscious and any price above free is more than the City is currently charging to provide parking on the street. One of the attractive features to the proposed RPP program is that it gives the City the option to change behavior through the pricing of on-street parking spaces. If the City wants to encourage more student parking on BSU facilities, in addition to limiting supply, the City could price the RPP's at or above the price of BSU parking.

14. OK.

15. Should be low priority – done in 2010.

Response: We will make that change.

16. JPB should be lead, include Public Works, HRDC will require several changes to traffic patterns, ordinance, map, funding.

Response: We will make that change.

17. OK.

18. Should include all agencies as responsible parties but maybe neighborhood Action team should track changes over time to evaluate their progress.

Response: We will make that change.

19. Involve all agencies in the city. Already do home shows maybe a booth this venue.

Response: We will make that change.

20. OK but already available needs to be updated. See state and Fed government handouts.

21. Might include public works

Response: We will make that change.

22. See #20.

23. Already exists – might need to be updated or improved.

Response: BSU had not indicated that they already had a program for recycling furniture etc. between groups of students every year. We will change to indicate continue to support the MIMO program.

24. OK

25. Currently have project pride infrastructure.

Response: We will note that it is a continuing effort.

26. Include HRDC, JPB,

Response: We will make that change.

27. City has map, maybe upgrade, apply active Living funding.

Response: We will make that change.

28. Responsible Party is Building Official, they issue permits. Should be part of rental license application.

Response: This step wasn't meant to refer building permits, but rather any application that would be considered to be of neighborhood interest. Typically, cities notify the Neighborhood Associations about anything that would go before a Planning Commission or Board of Appeals in (or adjacent to) their neighborhood.

29. HRDC is likely to be better Lead.

Response: We will make that change.

30. JPB and rental codes are key players; it was turned down last year.

31. Maybe part of rental ordinance also.

32. Maybe include Active Living funds.

33. See above.

34. See #1 above.

35. What is a Community Land Trust? Can we do something to prevent owners from converting single family homes into max rental units thereby making it hard and undesirable to convert back to single family home?

Response: A Community Land Trust (CLT) is typically a nonprofit organization that purchases or constructs homes and then retains ownership of the underlying land. They then repackage the property into a long term (99 year) renewable ground lease which allows them to retain control of certain activities even after the house is sold and that money can be recycled into another purchase and repackaging. The CLT can use this ownership model to ensure the property remains owner occupied and can also be structured to have review/approval over alterations into perpetuity. CLT's are commonly used to ensure that affordable, starter houses remain available for the next generation of people needing affordable, owner occupied homes.

## BEMIDJI QUALITY NEIGHBORHOODS INITIATIVE STUDY ACTION ITEMS PRIORITY

The colored matrix below summarizes the Action Steps recommendations that have come out of the Quality Neighborhoods Initiative Study. The numbers in the matrix correspond to the numbered items in the longer table on the following pages, which explain the Action Items in some detail, including possible responsible parties and explanatory notes where appropriate. The priorities are divided into High, Medium and Low priorities, along with possible dates for their initial implementation. All issues – target date, priority, responsible parties and the Action Items themselves – are open for discussion and decision by the City Council.

	2011												2012												2013												?	Ongoing		
Priority	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct								
High	1		2	3	5	11		16							25																									34
					6	13																																		35
					7																																			
					9																																			
					10																																			
Medium				4	8					17					23			27		28				30												31		36		
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Low						12	14	15							19			26							29															
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Action Item	Target Date	Priority	Responsible Parties	Notes
1. Create Neighborhood Services Team to implement the Quality Neighborhoods Initiative.	3/2011	High	City Admin (Lead), GBAJPB, HRDC	BSU would be an ad hoc member for when issues involve University area neighborhoods
<p>2. Review municipal code to ensure that the Code Enforcement Officer has effective and enforceable regulations to fight neighborhood decline. Items that the City may want to consider are the following:</p> <ul style="list-style-type: none"> <li>a. If desired, the City could reduce the number of unrelated persons by definition of a family to 3.</li> <li>b. Limit off-street parking to the minimum that is politically feasible in the University area. This can be accomplished indirectly with appropriate limits on impervious surface percentage or directly by limiting the number of vehicles that can be parked overnight on a lot outside of a garage or carport to 1 or 2 vehicles. Resist variance requests for additional parking facilities that cannot meet the zoning requirements establishing neighborhood character.</li> <li>c. Limit parking to approved, paved surfaces only.</li> </ul>	5/2011	High	GBAJPB (Lead), City Admin, City Building & Housing; City Police	<p>If (a) is implemented, the ordinance should allow for a 12 month delay in enforcement so that all annual leases can be allowed to turn over or an alternative would be to have the enforcement begin with the next rental license period.</p> <p>(b) needs to be implemented prior to the establishment of the residential parking permit program in order to prevent a sudden rush of paving inappropriately large parking areas that can permanently disrupt the appearance and character of the neighborhood.</p>
3. Provide cooperation, guidance and assistance to encourage the establishment or maintenance of effective Neighborhood Associations. This could include hosting simple web pages for each neighborhood to update events and store neighborhood newsletters.	6/2011	High	HRDC (Lead), City Admin, GBAJPB	No matter which agency takes the lead on hosting the pages, all should provide links on their own web pages to assist residents in locating key information.

Action Item	Target Date	Priority	Responsible Parties	Notes
4. Establish uniform block party process for Neighborhood Associations.	6/2011	Medium	HRDC (Lead), City Public Works and Police	Block parties can be effective ways to promote neighborhood strength and build Neighborhood Associations
5. Establish escalating fines minimizing the impact on inadvertent violators but targets frequent or non-compliant violators with enough incentive to take action.	7/2011	High	Code Enforcement	
<p>6. Target property owners and not tenants with code enforcement issues. This will encourage landlords to monitor their properties more closely, evict problem tenants and take steps to educate future tenants to avoid problems in the first place.</p> <p>a. Put a provision in the rental ordinance that will allow for the revoking of the license for repeat or egregious violators.</p> <p>b. In order to emphasize owner responsibility, include in rental application a notarized affidavit by owner acknowledging maximum number of occupants allowed; holds the owner responsible for code violations, under penalty of perjury.</p> <p>c. The City may want to include an appeal process that would allow the City to avoid revoking the license if the owner demonstrated significant actions, including, at a minimum, successfully evicting all occupants and resolving all code enforcement issues. The approval of the appeal should be discretionary and not an owner right.</p>	7/2011	High	Code Enforcement (Lead), City Building & Housing, City Police, GBAJPB	<p>Additional implementation steps have been added based on some of the discussion at the work session.</p> <p>Item d is to address the comment that came up frequently that the City wanted to be able to get access to home addresses for students but BSU has privacy requirements that make it difficult to obtain through them.</p>

Action Item	Target Date	Priority	Responsible Parties	Notes
<p>d. The rental ordinance could require that the City be provided by the landlord with a registry of names, telephone number and home address (if they are part time residents) for everyone under lease within 30 days of lease signing (or removal within 30 days of eviction/vacating). This would assist with enforcement of the definition of "family".</p> <p>e. The ordinance should include language that requires disclosure of underlying ownership for entities such as partnerships and LLC's and allows the City to hold entities with substantially similar underlying ownership responsible. (This language protects the City from an owner that might be facing the revoking of their rental license and then transfers the property to a new LLC with similar ownership in order to restart the penalty escalation.)</p>				
<p>7. Identify a Code Enforcement Officer and provide the training, responsibility, and authority to ensure they can adequately address code enforcement problems.</p>	7/2011	High	City Admin (Lead), City Police, City Building & Housing, GBAJPB	The effectiveness of all programs will depend on a credible code enforcement system
<p>8. Provide periodic code enforcement education for Neighborhood Associations.</p>	7/2011	Medium	HRDC (Lead), Code Enforcement; GBAJPB; City Building & Housing; City Police	It would be good to provide this prior to the return of the student population so that residents understand the regulations and proper channels for reporting problems.
<p>9. Develop a Code Enforcement Handbook to provide a quick reference guide for residents.</p>	7/2011	High	Code Enforcement	Should be available in time for use at the code enforcement training sessions

Action Item	Target Date	Priority	Responsible Parties	Notes
10. Implement a widespread voluntary Residential Parking Permit program.	7/2011	High	City Admin	Needs to take effect after off-street parking changes are implemented to prevent unintended consequences.
11. Work with BSU to develop a code enforcement and behavior educational piece that can be provided to the student at the beginning of each school year.	8/2011	High	BSU (Lead), Code Enforcement	
12. Encourage the creation of an hourly car rental program, such as Zipcar, on the University campus so that students will be able to do large scale shopping (i.e. groceries) without needing to purchase an automobile.	8/2011	Low	BSU	
13. Work with the transit system and other partners to evaluate the feasibility of using the BREC parking lot and other areas for park and ride locations with quick access to downtown and the BSU campus. This can mitigate some of the parking that will be lost to the residential parking program and also establishes key rider nodes that are much more efficient for the transit system to service.	8/2011 (Initiate discussion)	Medium	Paul Bunyan Transit	
14. Encourage Neighborhood Associations to reach out and welcome new residents, including renters, so that a positive neighbor relationship can be established from the beginning. In areas with extensive college rentals, special efforts could be made every fall to introduce the students to the neighborhood and seek opportunities for mutual cooperation.	9/2011	Low	HRDC (Lead), BSU	A early, small, simple step that can help a neighborhood organization get moving

Action Item	Target Date	Priority	Responsible Parties	Notes
15. Investigate perceived speeding problem on 4th Street and consider implementing some initial traffic calming efforts to reduce perceived wide lane width.	10/2011	Low	City Public Works	
16. Create a mixed use redevelopment district near the University to provide housing and services for the college student community. The BSU Foundation site and the area east of Paul Bunyan Drive SE between the University and the downtown are preferable locations. Development standards should be created that are compatible with the massing, materials and quality of buildings on campus and in the downtown core while also providing sufficient protection to single family neighborhoods along Lake Bemidji and west of Paul Bunyan Drive SE.	10/2011 (Initiate discussion)	High	JPB (Lead); BSU; city Public Works; City Admin; HRDC	One part of the long term solution to student housing is the provision of more, convenient, high density residential options in the BSU area. Development standards would likely need to be at a significantly higher density to house a sufficient number of students as well as support the higher level of construction quality that has been expressed by the community.
17. Highlight and promote housing resources for residents in a simplified manner in city and agency websites and publications.	12/2011	Medium	HRDC (Lead); City Admin	
18. Neighborhood Evaluation	12/2011 (Initiate )	Medium	Neighborhood Action Team (Lead); City Public Works; City Admin; HRDC; JPB	It is important to track baseline conditions and changes over time to assess progress or identify emerging problem areas.
19. Facilitate an annual home improvement fair in early spring to showcase local businesses and assist residents in planning their home improvement projects.	3/2012	Low	City Admin (Lead); City Public Works; JPB	Booth in annual home show



Action Item	Target Date	Priority	Responsible Parties	Notes
20. Consider producing a rehabilitation handbook that topics such as the benefits of home improvement, how to plan a project, how to seek financing, how to work with a contractor and a list of resources and references.	3/2012	Low	HRDC	
21. If lack of sump pumps is a significant issue, consider preparing a short informational piece that would explain the importance of sump pumps, how to test to see if it is functioning, approximate costs to install one, any sources of financial assistance and how to select a reliable contractor	3/2012	Low	City Building & Housing; City Public Works	
22. Consider providing a planbook to inspire more creative and effective renovation of common older homes by <ul style="list-style-type: none"> <li>a. Producing a planbook for common design challenges in the community</li> <li>b. Securing a bulk price for a supply of similar books that have been already produced, or</li> <li>c. Identifying a "recommended" list of books that could be purchased or made available at the public library</li> </ul>	3/2012	Low	HRDC	
23. Continue to support BSU on the MIMO program.	5/2012	Medium	BSU	
24. Work with neighborhood organizations to identify locations of flooding, wet basements or sewage backups and work to develop a strategy to eliminate problems.	5/2012	Medium	HRDC (Lead), City Public Works	

Action Item	Target Date	Priority	Responsible Parties	Notes
25. Establish a process for neighborhood organizations to work with the city's resources to schedule "Neighborhood Clean Up" days.	6/2012	High	HRDC (Lead), City Public Works,	
26. Develop a process for installation of identification signage for neighborhoods.	6/2012	Low	City Public Works; HRDC;JPB	Secondary step after a neighborhood groups become better established.
27. Update City map of sidewalks in the neighborhoods located between the campus and Irvine Avenue to identify gaps in sidewalk coverage.	9/2012	Medium	City Public Works	Apply Active Living funding
28. Encourage applicants to meet with the applicable Neighborhood Association prior to submittal of formal application to the city.	12/2012	Medium	GBAJPB (Lead), HRDC	This can occur earlier on an informal basis as Neighborhood Associations become established. However, some start up time is necessary to get enough Neighborhood Associations up and running to make it effective on a more formal basis.
29. Develop a revolving fund program to assist residents in properly paving driveway surfaces.	3/2013	Low	HRDC	Seed money could be provided from RPP revenues.
30. Require driveway paving in accordance with city codes as a condition of rental licensing renewal.	3/2013	Medium	City Building & Housing	The City may want to maintain a rural character zoning district and paved driveways may not be required
31. Receive public input on process for improving winter access to sidewalks (snow removal). In areas where removal may not be feasible, improve safety for pedestrians in street.	10/2013	Medium	City Public Works (Lead), Code Enforcement	Winter windshield survey indicates a significant loss of off-street walking paths due to snow accumulation, particularly in the BSU area and areas where on-street pedestrians did not always have a "safety zone" protecting them from vehicle traffic.
32. Complete proposed bike lanes on 15th Street, Irvine Avenue, and 5th Street.	TBD	Medium	City Public Works	The timing of this will need to be addressed with broader City CIP planning.

Action Item	Target Date	Priority	Responsible Parties	Notes
33. Investigate non-motorized crossing points in Neighborhoods 2 and 3 with the neighborhood organizations to further define the location and severity of the problem crossing points and develop solutions.	TBD	Medium	City Public Works	This task could be integrated into the bike lane project in the item above.
34. When concentrated problem areas are identified, the city should create Neighborhood Action Teams for implementation of concentrated response strategies.	Ongoing	High	HRDC (Lead), others assigned based on response necessary	
<p>35. Continue to support coordination and mutual support between the city and HRDC for local housing activities.</p> <p>a. Existing housing ownership programs should be examined to determine if some could be targeted towards single family areas experiencing excessively large rental conversions.</p> <p>b. Consider the introduction of a Community Land Trust program in areas experiencing distress from excessive rental conversion.</p>	Ongoing	Medium	HRDC (Lead), City Admin	A "Community Land Trust" purchases or constructs homes and then retains ownership of the underlying land while selling the house. The eventual homeowner leases the land by means of a long term (99 year) renewable ground lease for a marginal amount of money. The CLT can ensure the property remains owner occupied and have review/approval over alterations into perpetuity. The owner continues to pay all real estate taxes on the house and land.
36. Work with local law enforcement officials to expand Neighborhood Watch program and promote activities such as "National Night Out".	Ongoing	Medium	Bemidji Police (Lead), HRDC	