

**City of Lawrence, KS  
Community Development Advisory Committee  
September 8, 2016 Minutes (City Commission Room)**

**MEMBERS PRESENT:** Frank Brown, Jenna Coker, Alex Delaney, Jonathan Holley, James Minor, Blake Swenson, Patrick Wilbur

**MEMBERS ABSENT:** Steven Koprince, Kendall Simmons

**STAFF PRESENT:** Danelle Dresslar, Brad Karr

**PUBLIC PRESENT:** None

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Dresslar called the meeting to order at 5:33 p.m.

**1. Approval of the April 28, 2016 Minutes.**

Holley moved **to approve the CDAC meeting minutes from April 28, 2016.** Minor seconded the motion. The motion **passed 6-0.**

**2. Discussion of new application format.**

Delaney arrived. Staff explained the new grant application packet, which will be available to the public on October 1, 2016. Applicants for the 2017 program year CDBG and HOME grants will use this new packet to apply, and will be required to attend one of two Proposal Review meetings before submitting their application. The Proposal Review meetings will be held on October 18, 2016 at 10:00 am and on October 27, 2016 at 5:30 pm. At these meetings, staff will assist applicants in determining a required national objective for their proposal, and review the eligibility and environmental review requirements. The new application format will provide more information to the applicants on requirements to the program, and assist staff in determining the eligibility of proposals. Applicants will be required to provide detailed information on all projects, including engineering/architectural reports, bids from local contractors, line item budgets and timelines for completion.

Holley asked about the cost of the environmental reviews. Karr explained it depended on the level of review required for the project. Most projects will only require a review conducted by staff, which will have no cost to the applicant. Other large projects may require additional reports, such as a Phase I environment site assessment, which would be at the applicant's expense.

Minor commented the application is clear and explains the project requirements up front to all applicants. Dresslar asked the committee members to review the applications and any further discussion will be completed at the next meeting.

**3. Discussion of fall public hearing.**

Dresslar explained the format of the next meeting and the fall public hearing. The regular meeting of the CDAC will begin at 5:45 pm to conduct regular business. The public hearing will convene at 6:00 pm to discuss the draft Consolidated Annual Performance and Evaluation Report (CAPER) and the proposed updates to the Citizen Participation Plan. The Citizen Participation Plan will be updated to include information about the upcoming Assessment of

Fair Housing (AFH) analysis. After the public hearing is completed, the CDAC meeting will reconvene to wrap up any further business.

Swenson asked about the changes to the Citizen Participation Plan. Dresslar explained the AFH has requirements to hold public meetings and encourage the citizens to participate in the discussion of fair housing in Lawrence. These additional meetings and participation have to be described in the City’s Citizen Participation Plan.

**4. Public Comment.**

There was no public comment.

**5. Miscellaneous/Calendar.**

The next meeting of the CDAC will be September 22, 2016. The fall Public Hearing will also be held at this meeting. Dresslar indicated the committee had no scheduled business after the fall public hearing on September 22, 2016 until after the first of the year, so those monthly meeting could be cancelled.

Swenson moved **to cancel the October, November, and December meetings of the CDAC.** Minor seconded the motion. The motion **passed 7-0.**

**6. Adjourn.**

Wilbur moved **to adjourn the September 8, 2016 meeting of the CDAC at 5:54 p.m.** Holley seconded the motion. The motion **passed 7-0.**

**Attendance Record**

Members	Jan 14	Jan 28	Feb 11	Feb 25	Mar 10	Apr 14	Apr 28	Sep 8	Sep 22							
Frank Brown	+*	+	E	+	+	+	+	+								
Jenna Coker	+	+	+	E	+	+	+	+								
Alex Delaney	+	+	+	+	+	+	+	+								
Jonathan Holley	U	U	U	+	+	+	+	+								
Steven Koprince	+	+	E	E	+	+	+	E								
James Minor	+	U	+	E	+	+	+	+								
Blake Swenson	+*	+	+	+	+	+	+	+								
Patrick Wilbur	+	+	+	E	+	+	+	+								
Kendall Simmons			+*	+	+	+	+	E								

E Excused Absence  
U Unexcused Absence  
X Meeting Cancelled – Weather Conditions  
- Meeting Cancelled – Committee Vote/No Business  
\* First meeting after appointment  
\*\* Last Meeting Prior to expired term  
^ Last Meeting