

**City of Lawrence, KS  
Community Development Advisory Committee  
September 22, 2016 Minutes (City Commission Room)**

**MEMBERS PRESENT:** Alex Delaney, Jonathan Holley, James Minor, Kendall Simmons, Blake Swenson, Patrick Wilbur

**MEMBERS ABSENT:** Frank Brown, Jenna Coker, Steven Koprince

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

**PUBLIC PRESENT:** None

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Delaney called the meeting to order at 5:48 p.m.

**1. Approval of the September 8, 2016 Minutes.**

Holley moved **to approve the CDAC meeting minutes from September 8, 2016.** Simmons seconded the motion. The motion **passed 6-0.**

**2. Approval of Revised Application Documents.**

Staff was notified by Wilbur of a few errors in the application packets; the errors were corrected. Delaney said he was impressed with the new application packets and hoped they help streamline the application process. Simmons moved **to approve the revised application packets.** Wilbur seconded the motion. The motion **passed 6-0.**

**3. Calendar – Next meeting January 12, 2017.**

Dresslar reminded the committee the next meeting would be January 12, 2017 at 5:30 p.m.

**4. (6:00PM) Recess Meeting to conduct Public Hearing (2015 CAPER and Update to the Citizen Participation Plan).**

Delaney recessed the regular meeting of the CDAC to conduct the Public Hearing on the 2015 CAPER and the update to the Citizen Participation Plan. Holley asked if the \$1 neighborhood association membership fee was set by federal regulations. Dresslar said she thought it was part of the regulations; the association cannot charge more than \$1, but individuals can donate more.

Simmons asked what CAPER stood for. Dresslar said it is the Consolidated Annual Performance and Evaluation Report on the activities of the last grant year. The report was made available on September 15, 2016 and staff will take public comment on the report until October 15, 2016; the report will then be submitted to HUD.

Dresslar explained the Citizen Participation Plan has been updated to include additional information on the upcoming Assessment of Fair Housing. The document was made available on September 22, 2016 and staff will take public comment on it for fifteen days.

There was no public comment at the Public Hearing.

**5. Reconvene Meeting.**

Delaney reconvened the regular meeting of the CDAC.

**6. Miscellaneous.**

Dresslar updated the committee on the neighborhood newsletter coordinated print bid. The specifications of each neighborhood newsletter were given to the City’s current print bid winner. The resulting bid was less for some of the neighborhoods but more for others. Staff recommended the neighborhood associations get together and get quotes from other printers to try to lower each neighborhood’s cost.

**7. Public Comment.**

There was no public comment.

**8. Adjourn.**

Holley moved **to adjourn the September 22, 2016 meeting of the CDAC at 6:06 p.m.**

Simmons seconded the motion. The motion **passed 6-0.**

**Attendance Record**

Members	Jan 14	Jan 28	Feb 11	Feb 25	Mar 10	Apr 14	Apr 28	Sep 8	Sep 22							
Frank Brown	+*	+	E	+	+	+	+	+	U							
Jenna Coker	+	+	+	E	+	+	+	+	E							
Alex Delaney	+	+	+	+	+	+	+	+	+**							
Jonathan Holley	U	U	U	+	+	+	+	+	+**							
Steven Koprince	+	+	E	E	+	+	+	E	U**							
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