



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5580

 [planning@duluthmn.gov](mailto:planning@duluthmn.gov)

Community Development Committee Meeting Summary

Tuesday, February 21, 2023, 5:30 p.m.

1. Call to Order and Roll Call

Pat Sterner, Steve Wick, David Lewis, Patrice Critchley-Menor, Jennifer Harris, Mary Garness

Absent: Theresa O'Halloran-Johnson

(Pending)- Jasmine Clark and AC Kirk

*Chair Pat Sterner called the meeting to order at 5:36pm*

2. Approval of Meeting Summaries

a. *Attachment: December 6, 2022*

b. *Attachment: January 23, 2023*

3. Election of Officers

**Chair**-Steve Wick **MOTION/Second**: Lewis/ Critchley-Menor **Vote (6-0)**

**Vice Chair**- Jennifer Harris **MOTION/Second**: Critchley-Menor/Harris **Vote (6-0)**

4. Review and Finalize 2023 Meeting Calendar

The Committee reviewed the 2023 meeting times and agreed with consensus with the calendar.

5. American Recovery Plan (ARP)- HOME Funding Update

Staff member Suzanne Kelley explained HUD has provided additional guidance regarding how preferences are described in the HOME ARP plan and how coordinated entry will be used. These changes require a public hearing, which will be held by the CD Committee on March 21, 2023. Revised HOME ARP plans will be sent to the members.

6. 2023 Application Review Process

- The committee was asked of ways the staff can improve on the process of applications. The committee stated that there should be a clarifying, up front what the dollars are needed for.
- Committee member Lewis stated that there should be some guidance or training to assist in filling out the applications. He also stated that it is hard to put a number on certain things, for example, no one is more homeless than someone else.



**Planning & Development Division**  
*Planning & Economic Development Department*

Room 160  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5580

 [planning@duluthmn.gov](mailto:planning@duluthmn.gov)

- Chair Wick stated that from a viewer perspective, the scoring can be difficult where it doesn't draw a definitive cut off. He also stated that there are some agencies that are more complexed in what they want to do than others. The main goal is to be fairer, and to have questions they can answer
  - Committee member Sterner stated that there are some questions on the applications that get a wide range of answers. She also stated that the committee should go back into the previous applications and see if there are any ambiguous questions. A new agency might not have history but still want them to have a good chance. She continued by stating that the committee should go back in the applications and see what can be changed/removed/combined so that it is not repetitive as well.
  - Staff member Kelley stated that the city does what they can to educate the agencies ahead of time. Scoring has a certain threshold requirement, and the scoring doesn't always represent what the community needs.
7. Low Income Housing Tax Credit (LIHTC) Pre-commitment process discussion
- The committee watched a video describing the LIHTC program. Tax credit applications are due in spring and there is a possibility with having developers answer some questions prior to coming to the meeting.
  - Chair Wick stated that the questions provided should be answered at the next meeting. And if additional questions should be submitted, they are due on 2/28.
8. Adjourn
- Motion to adjourn at 6:46pm: Sterner/Seconded by Lewis. VOTE: 6-0, motion passes*