



Planning & Development Division
Planning & Economic Development Department

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Community Development Committee Meeting Summary

Tuesday, March 19, 2024, 5:30 p.m.

1. Call to Order and Roll Call

Chair Steven Wick called the meeting to order at 5:32 pm

Attending: Steven Wick (Chair), Lavelle (AC) Kirk, Patrice Critchley-Menor, David Lewis

Absent: Jasmine Clark, Jen Harris (Vice-Chair), Pat Sterner

Staff Present: Ryan Pervenanze, Suzanne Kelley, Phillis Webb

2. Approval of Meeting Summaries

a. Attachment: January 9, 2024

b. Attachment: January 22, 2024

Motion to approve both minutes **MOTION/Second: Lewis/Critchley-Menor Vote (5-0)**

3. Election of Officers

Chair-Steve Wick **MOTION/Second: Lewis/ Critchley-Menor Vote (5-0)**

Vice Chair- Critchley-Menor **MOTION/Second: Wick/ Harris Vote (5-0)**

4. Review and Finalize 2024 Meeting Calendar

The Committee reviewed the 2024 meeting times and agreed with consensus with the calendar.

Motion to approve 2024 calendar **MOTION/Second: Critchley-Menor Vote (5-0)**

5. Consolidate Plan Needs Assessment Discussion for 2025-2029 plan

Staff member Suzanne Kelley went over the overview of setting up the new goals for 2025-2029. To get an idea of the process, she went over the steps that will be executed per the calendar schedule. The commission also went over the fiscal year 2019 community needs assessment in order to look at the quantitative data that will be used, along with the key takeaways within the assessment of needs. This would be in comparison to the funding needs presented. There are also questions that will be looked at in the review process that will ultimately improve people's lives. There will be an online survey tool. And surveys will also be given out within the community. Commission also looked over the consultation list from the ConPlan of 2019, and questions. The Commission will follow up with Staff if there are any changes.

6. 2024 Application Review Process Discussion

Staff member Phillis Webb went over the potential of having the 2025 applications be virtual. Staff got an opportunity to look at having virtual applications for the ease of applying. St. Louis County has used these

virtual applications for the 2024 application year. One of the positives of going virtual is that many of the agencies in Duluth have already seen this template before, so it will not be new to them. They gave out surveys to each agency, and received positive feedback. Will be taking a look in depth at application process at the April meeting.

7. Emergency Solution Grant Program Overview

Intern Aiden Dalzell went over housing information and SAGE data. He went over the historical information of the basic premise of housing. He also went over the funding process for the ESG program, when HUD distributes funding, and specifics on the overview of how the City of Duluth does its process. Went over the guidelines. He then went over the SAGE quantitative data from 2017 – 2022 of the population served.

8. Low Income Housing Tax Credit (LIHTC) Pre-commitment process discussion

The committee watched a video describing the LIHTC program. Staff member Kelley talked about the recommitment process for the Multifamily MN housing finance agency. Commission also looked at the previous development projects from last year like Welch Place, and New San Marco. Tax credit applications are due in spring and having developers come to the next meeting to talk about their projects.

Adjourn 6:50p (Next meeting, April 16, 2024)

MOTION/Second: Kirk/Lewis **Vote (5-0)**