

# COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

**DATE:** Wednesday, May 20, 2015  
**TIME:** 5:30 p.m.  
**PLACE:** Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque IA 52001

Commissioner Theresa Caldwell called the meeting to order at approximately 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Janice Craddieth                      Tom Wainwright  
   Theresa Caldwell                      Michelle Hinke  
   Sister Paula Maloy                      Rob Blok

**Commissioners Absent:** Ricardo Woods

**Staff Present:** Brenda Henry                      Erica Haugen                      Alvin Nash  
   Kris Neyen                      Kim Glaser                      Laura Carstens  
   Wally Wernimont                      Dave Johnson

**Public Present:**                      **Helping Services**  
   **Riverview Center**

## **Certification of Minutes:**

Commissioner Craddieth moved to approve the April 15, 2015 Commission meeting minutes. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

## **Correspondence / Public Input**

None

## **Old Business**

1. Ann Michalski Memorial – Two suggestions were presented to the Commission to honor former Commissioner Michalski. Two options were shared with the Commission: Name the Housing Conference Room on the third floor of the historic federal building after her and place and name a park bench in the neighborhood she lived in for 40 years (Jackson Park). The Commission discussed these options. Ultimately, their hope is to have both suggestions granted; however, if that is not an option, the majority was in favor of the park bench. There was some question regarding the conference room. If the Housing Department is moved to a different location, would the naming of the conference room carry over to the new location?

## **New Business**

1. Planning Department Presentation, Rehabilitation, Demolition and Density in Washington Neighborhood

Laura Carstens, Wally Wernimont and Dave Johnson gave a presentation showing how the Planning Department is involved with the Housing Department's projects. As a team, they presented to the Commission a history and background of Dubuque and shared information on how the Historic Preservation Commission plays into the decisions made by Housing on whether to rehab or deconstruct a property. Laura shared information on population density in the City of Dubuque and the Washington Neighborhood. Laura shared the Washington Neighborhood Plan and explained the Washington Neighborhood Conservation District. Laura got into more detail on the difference in conservation of a property versus demolition and the economic impact of these decisions. Commissioner Craddieth commented on 1513 and 1598 and the impact of the neighborhood because of the length of the vacancy before it was renovated and how it caused rodent problems in the neighborhood. Laura Carstens explained about the codes are now in place to deal with these situations now. However, at the time, those codes were not in place at the time to address these concerns. She didn't have a definite answer to Commissioner Craddieth's questions/concerns, but tried to explain what is in place presently to try to alleviate some of these issues. Commissioner Caldwell shared that she does not feel a house is not needed on every square foot of the Washington Neighborhood. She does not believe some of the houses are worth saving. Laura explained that they do not advocate saving every house down there. She shared how excited some people are to get the renovated homes as a place to call their own.

2. Commission Membership Area Representation Transfer

When the low and moderate income areas were redefined, Robert Blok's address fell into the area. Erica asked Robert if he was willing to switch his area representation and he agreed. By doing this, it would allow an opening to be at-large, which would enable someone who has applied for an at-large position be considered for the Commission. Commissioner Wainwright moved to approve transfer. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

3. Purchase of Services Grant Ranking and Funding Recommendations

Commissioner Hinke, Commissioner Craddieth and Commissioner Wainwright thoroughly reviewed all of the grants that were submitted. There were 11 grants submitted for varying amounts. The total recommended funding is \$94,526.00. Commissioner Maloy moved to approve the funding recommendations. Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

4. Housing Rehabilitation Program Changes

Kris Neyen explained the changes and the programs that this Commission oversees. Kris also explained that every case can be individually looked at, IF NEEDED. It is also now going to be required that anyone getting any funds from the City will be required to attend the HOME Workshop. We are hoping to get an additional \$25,500 per year for income. These changes take in effect July 1, so if anyone closing on a loan before July 1 will get the current programs; after July

1 they will be subject to the new programs. Commissioner Maloy moved to approve the Housing Rehabilitation Program changes. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

### **Reports**

**Housing Commission Report** – The minutes of the Housing Commission were included in the packet.

- a. Closure of the Housing Choice Voucher Program Waiting List – the main update is that the list is being closed due to a deficit in the funding. There are over 1,500 people on the list. It is anticipated to be closed for at least a year. HUD has approved the closure. HUD has also approved the proposed changes to the Administrative Plan.

**Neighborhood Development** – Jerelyn O'Connor was not in attendance to provide an update.

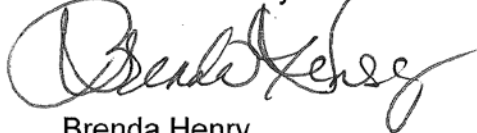
**Housing & Community Development Reports** –Kris Neyen updated the Commission and shared that we actually have people waiting for properties to purchase in the Washington Neighborhood. We have an offer on 1421 Elm Street and 1513 and 1598 Washington are going to be transferred to CHI so CHI can do the rehabilitation on those properties. Also, 2521 Stafford is to be sold and to be closing within the next couple of weeks. 2300 Jackson – Kris was approached by some neighbors who asked what was going to happen to this property. Kris explained that we are going to rehab it and the neighbors were very happy to hear that it is not going to be torn down.

**Information Sharing** - A reminder was made about the Annual Boards and Commissions Picnic scheduled on July 22, 2015 at 6:00 p.m. It was decided that at the May 20 meeting, Brenda Henry will get a headcount to provide to Kevin for those who are planning to attend the picnic.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Craddieth moved to adjourn. Commissioner Blok seconded. Meeting was adjourned at approximately 6:47 p.m.

Minutes taken by:



Brenda Henry  
Rehabilitation Programs Secretary

Respectfully submitted by:



Erica Haugen  
Community Development Specialist