

**CITY OF URBANA  
COMMUNITY DEVELOPMENT COMMISSION  
Tuesday, August 28, 2001, City Council Chambers**

**Commission Members Present:** Fred Cobb, Chris Diana, Alice Englebresten, Michael Holly, Gigi Paquin, Anne Heinze Silvis, Dennis Vidoni

**Commission Members Absent:** Robert Lewis, Jon Liebman

**Others Present:** Bob Grewe, Randy Burgett, Connie Eldridge, Mike Loschen, Karen Rasmussen, Elizabeth Tyler, and Tim Ross, Community Development Services; Tim Ols, Melinda Morgan, Gretchen Robbins, Dr. Mark Musselman, Carle Foundation; Ann Talbott, Carle Auxiliary; Jerry White, Champaign Community Advocacy and Mentoring Resources; Jim Hayes and Ruth Wyman, Urbana City Council; John L. Johnson, Illinois Center for Citizen Involvement; Bob Leach, United Citizens and Neighbors.

**Call to Order:** Chairperson Cobb called the meeting to order at 7:07 p.m. A quorum was present.

**Approval of Minutes:** *Chairperson Cobb asked for approval or corrections to the July 24, 2001 minutes. Commissioner Vidoni noted on page six, fourth paragraph, that "Chairperson Vidoni" should be changed to "Commissioner Vidoni." Commissioner Paquin moved to approve the minutes as corrected. Commissioner Vidoni seconded the motion. The motion carried unanimously.*

At the request of staff Chairperson Cobb changed the order of business. Petitions and communications will be accepted during each agenda item.

**New Business:** **Proposed Amendments to Development Agreement Between the City of Urbana and Carle Foundation** – Tim Ols, Vice President of Operations at Carle, stated that Carle is requesting: 1) housing replacement at 809 North Orchard Street, 2) adding a clause for further housing replacement, and 3) a zoning change of four properties to allow for a guest house. He described the Medical Institutional Campus (MIC) boundaries and the changes allowed within the MIC. Carle's request would extend the MIC boundary to include the proposed guest house.

Mr. Ols stated the house at 809 North Orchard, which is owned by Carle, was mistakenly left off the 1995 list of properties to be demolished. The current development agreement does not allow Carle to demolish homes outside the MIC. Both contractor and engineering reviews indicate the house is beyond rehabilitation. Carle has contacted PACE, Inc. about making Carle properties more visitable. Carle is proposing to replace this house with an accessible home. To do this the agreement must be amended.

Mr. Ols noted that Carle-owned properties outside the MIC zone may only be demolished if the cost to repair exceeds 60 percent of fair market value, and then the house must be replaced one-

for-one. Replacement language also requires the homes must be visitable, rent must be affordable, and the Community Development Commission must approve. At this time he does not anticipate any of the other Carle-owned properties needing to be replaced. Mike Nickols, City of Urbana Housing Inspector, is currently inspecting the houses. Mr. Ols did not anticipate needing to use this clause, but felt it was better to update the language so that every time a house needed to be replaced, Carle would not need to approach each commission.

Ann Talbot, immediate past President of the Carle Foundation Auxiliary, gave a brief history of the Carle Auxiliary's guest house project. By the end of June 2001, the Carle Auxiliary will have raised enough funds to build and operate the guest house. The Carle Auxiliary decided to build the guest house because Carle is a Level I trauma center and also a Level 3 perinatal center. It is very important for the guest house to be close to the hospital so families are close to their hospitalized members. There will be no charge for the guests; however, donations will be accepted. The guest house, which is designed to look like a bed and breakfast, will have a communications link with the hospital. The guest house will face the hospital entrance. Two of the 12 guest rooms are ADA compliant, and there will be a room for family relaxation.

Melinda Morgan, a Nurse/Manager House Officer employed by Carle for 30 years, will decide who will stay in the guest house. The normal length of stay would be five days, then staff will re-evaluate the need to stay. Ms. Morgan described the demands of the patient care load when Carle became a Level I trauma center and Level 3 perinatal center. She described how Carle staff petitioned the Carle Hospital Auxiliary to meet this growing need of families. Families currently stay in hospital rooms and waiting rooms to be close.

Dr. Mark Musselman, a specialist in pediatric hematology/oncology at the Carle Cancer Center, described the needs of his patients and their families. He felt the guest house is an essential element. Because children with cancer and blood disorders are hospitalized for long periods, their parents need time to get away. Parents cannot function well or make decisions without proper rest. Since parents will not travel far from their children, Dr. Musselman believed the guest house is critical to the success of this program. He also mentioned needs of out-of-town families in local accidents.

Commissioner Diana asked about the potential maximum demand for the guest house by the children's program. Dr. Musselman replied that each year Carle serves 20 cancer patients, 50 sickle cell patients, with two to three families being diagnosed with new malignancies per month. Stating the presentations were very compelling, Commissioner Vidoni was curious about criteria for selection. Ms. Morgan stated families must have critically ill patients and have a travel time of over 15-30 minutes. Other considerations are neonatal mothers who are breastfeeding, families who do not have resources for a long-term stay, or those members who have been in the hospital for a critical length of time and need rest.

Commissioner Vidoni asked how Carle would design the back of the house to integrate with the neighborhood. Mr. Ols answered that Carle would use landscaping and fencing to soften the transition from the guest house to the residential area.

Chairperson Cobb inquired about families who currently stay in hospital rooms. Ms. Morgan said many families have written to say the rooms were a “godsend” and made what happened to their family a little more bearable. Noting Carle’s request to expand the Medical Institutional Campus (MIC), Chairperson Cobb asked if Carle was agreeable to get a waiver of zoning so the guest house could be built without expanding the MIC. Mr. Ols replied that Carle wants to build the house, so it did not matter to them. Carle has deferred to the city planners on this issue.

In response to Commissioner Diana, Ms. Morgan estimated the potential population of the guest house. She anticipated mothers of high risk infants would be present for one month, with families of Level 1 trauma patients for one week. Neonatal intensive care units have 14-18 babies per day, and trauma units usually have 10 patients for each unit.

Mr. Ols stated the request is to rezone all four lots to encroach towards the west to stretch the parking towards other lots. This will create a better buffer for houses at the back. The key reason for the proposed location of the guest house is visual. The hospital entrance would be clearly visible; yet the park is also visible for respite and healing of families. Carle had considered building the guest house within the MIC, but Carle will very likely build institutional facilities to the west. Also, under such a scenario, the guest house would be surrounded by medical buildings and would displace parking. Although the guest house will be a tax exempt property, Carle will pay real estate taxes, as if the two existing houses were still there, for the length of the agreement. Carle Foundation will contribute \$50,000 in addition to the Carle Auxiliary donation for yearly upkeep/administration. Mr. Ols mentioned that area hotels and motels do not oppose the guest house.

Mr. Ols understood neighbors’ concerns with affordable housing. However, he believed this to be a greater good that would serve many more families. All tenants will be relocated at Carle’s expense. He described staff report changes and discussed rezoning the four properties from current use to guest house use. Concerning the city’s request for additional payment above payment of the taxes, Carle Foundation has requested no additional tax burden since the guest house is a community service.

Chairperson Cobb inquired about the minority/female goals for guest house construction. Mr. Ols replied although no goals have yet been set, every Carle project has a number of minority workers. Several special interest groups, especially from the Amish/Mennonite community, have volunteered to help. In response to Chairperson Cobb, Mr. Ols said he would provide oversight and monitor the project.

Commissioner Holly asked about the range of rent the displaced tenants would pay. Mr. Ols answered one tenant was moving to another Carle-owned property at a similar rent. The tenant was agreeable with the move. Commissioner Holly then asked about the tenants’ reactions. Mr. Ols said the tenants were not excited about moving and were concerned about first learning about the move from a neighborhood meeting announcement.

In response to Commissioner Diana, Mr. Ols said the house at 809 North Orchard was vacant in 1995 or before. Carle depends on Mike Nickols’ inspections since renters do not always report property deterioration. Commissioner Diana was concerned with the amount of time the

property was vacant and not rehabilitated. He questioned when the house reached the point of no return and the fact it being vacant may have accelerated the need for demolition. Commissioner Diana noted the house was not brought to the Community Development Commission's attention at the 1999 review. Discussion continued on replacing this two bedroom house with another two bedroom house. Commissioner Diana was concerned about automatically replacing one-for-one in that the need for a certain size of affordable housing can be greater than for another size. He said there could be a trend of replacing two bedroom houses with three and four bedroom houses, which would change the composition of the neighborhood. He asked if the automatic house replacement came into conflict with an agreement with United Citizens and Neighbors. Mr. Ols noted the 1995 Carle/Urbana Development Agreement was with the City of Urbana; however, representatives from United Citizens and Neighbors were at the table. The agreement listed the houses to be demolished. If Carle bought a house that required repairs to exceed 60 percent of fair market value, Carle could demolish the house. Mr. Ols stated that 809 North Orchard was the only house that has gone uninhabitable for any length of time. Carle rental property has a 95 percent occupancy rate. It is not Carle's strategy to leave a house empty so it can fall down. Commissioner Diana responded that he did not mean to imply that. He respects Carle and its staff. Mr. Ols said neighborhood groups differed on the approach to fix or demolish housing.

Referring to the size of the guest house and future expansion, Commissioner Diana supposed this particular guest house would have instant full occupancy. He thought the need for additional guest houses would grow and inquired about future plans for expansion. After considering the positioning of the guest house, he concluded future guest houses would need to be in the same corridor between Orchard and Coler. Mr. Ols responded that Carle needs to have the first guest house operating before anticipating future needs. He understood the issue to be what are Carle's plans for the properties north of the MIC. Mr. Ols stated Carle is not short-sighted and wants to do this project correctly. Carle wants to be good steward of its' properties. This amendment would not preclude Carle from asking for future changes. Noting the project will increase guest rooms from three in the hospital to 12 in the guest house, Mr. Ols did not know if Carle would build other guest houses. Commissioner Diana stated this project was a very laudable undertaking and that multiple units would be acceptable to him. However, he felt long range planning should be the next step, especially as it affects the community and available housing stock.

Ms. Morgan described the current need for guest facilities based on numbers of people sleeping in Carle's lounges. Staff turns away eight to ten persons now. Although she expected the demand for guest housing to grow, Ms. Morgan felt Carle needed to begin the project based on current needs. Mr. Ols commented that the Carle Auxiliary had originally asked for a six room guest house, but Carle Foundation asked for a 12 room building.

Chairperson Cobb suggested building the guest house within the existing MIC. Mr. Ols believes the campus will change over time and will not rule out any possibility.

Tim Ross, a Planner with the City of Urbana, summarized the proposed amendment regarding the zoning ordinance and other changes. The city's legal department has checked the wording. He noted the properties are currently zoned R-2. The rezoning would add the four properties to

the MIC special district. Carle had agreed with staff recommendations that all four lots be developed only as guest house. Mr. Ross noted this agreement would add 809 North Orchard to the list of properties allowed to be demolished. He noted that other residential structures may not be demolished without the approval of the Building Safety Division. If a house is demolished, it must be replaced with a visitable house.

Planning staff felt the proposed amendments would assist in administration of the zoning ordinance. A guest house for patient visitors is an appropriate addition to the MIC zoning district. The expansion of these four properties is consistent with the expansion plan in the original development agreement and, with the use restrictions, the rezoning is appropriate at this time. Mr. Ross reviewed the options and stated that Planning staff recommended approval with the conditions addressed by Carle. Also to be considered was the suggested payment in addition to taxes, which would be in the form of a service agreement with the City of Urbana.

Chairperson Cobb inquired about an additional levy. Mr. Ross stated that city officials would like the additional taxes to be paid. Both Carle and the City of Urbana are in agreement that the existing clause would apply—that Carle would pay the equivalent of what taxes the current houses would pay. The guest house would still be tax exempt. Commissioner Silvis asked for what Carle’s additional payment would compensate. “Where is the additional expense coming from?” Mr. Ross said it had not been determined what expenses would be incurred by the city. Ms. Tyler added the city anticipated loosing additional hotel/motel taxes.

Commissioner Diana asked about the impact on taxes and if this was a change in the amount of taxes paid by Carle. Ms. Tyler discussed taxing the project as if it were a \$1,000,000 improvement and make assessments based on this amount. Discussion continued concerning taxes and setting precedent. Ms. Tyler noted the City of Urbana is sensitive to properties coming off its tax role due to the University of Illinois presence. There is not much data at this point concerning the service impact on the city. Commissioner Vidoni felt an additional tax assessment seemed punitive and not keeping with the spirit of the project.

Chairperson Cobb wondered about the Plan Commission’s interaction with neighborhood residents. Noting that Bob Leach, President of UCAN, was present, Mr. Ross replied that all comments received at the Plan Commission public hearing are part of the public record.

Chairperson Cobb commented that the Community Development Commission was in agreement that the guest house is a good project; however, further details are still needed. The issues of the tax levy and the automatic demolition for repairs exceeding 60 percent needed further comment.

*Commissioner Vidoni moved that, based on the presentation today, the Community Development Commission approve the proposed amendments and ordinance changes to the Development Agreement Between the City of Urbana and Carle Foundation with the following conditions: (1) 702 North Coler be excluded, and (2) guest house for patient families be included with the possibility of further revisions.*

Mr. Ross clarified that the language concerning the two houses on Coler Street is proposed to restrict those properties to guest house purposes only in the same way the Orchard Street

properties are. Commissioner Diana indicated the motion would need to include language the Community Development Commission has not yet read. Discussion continued on proposed changes to the draft language and the additional payment of taxes. Commissioner Silvis felt the real unknown that commissioners were uncomfortable with was the additional payment in lieu of taxes. *Commissioner Vidoni clarified that his motion did not include Carle making additional payment.* He then asked if the service fee was based on the current taxes and would the fee increase as taxes would normally increase over the years? Discussion continued whether or not the service fee would increase over the years as taxes would have increased. Ms. Tyler remarked that the normal tax bill goes up as the property value goes up.

Chairperson Cobb suggested making the motion contingent on a review of more complete proposals at the next Community Development Commission meeting. Ms. Tyler remembered a request for public input before formal motions. Chairperson Cobb said that after the motion was made, he would accept public comments during the discussion portion. *Commissioner Vidoni clarified that he approved the recommended changes to the zoning ordinance and agreement as presented, with no additional service fee. Commissioner Silvis seconded the motion.* Discussion continued on whether the recommended changes included the service fee. A member of the audience, John L. Johnson, stated the City Council and the mayor should address issues about taxation. He felt the Community Development Commission's role was to protect the integrity of the community and the tenants. Mr. Johnson suggested approving the amendment.

Bob Leach noted that all property north of Church Street is zoned R-2. He was concerned that changing the zoning sets precedence. He believed that because there is a change of ownership does not mean the property had to be rezoned. Zoning changes affect taxes.

Ruth Wyman, Urbana City Council, thanked the Community Development Commission for their approach to the amendment. She believed that everyone is convinced that a guest house is important. However, the Community Development Commission's focus concerns affordable housing stock, and this amendment removed two to four houses from the market. It was her understanding that this amendment would keep Carle's payment the same over time, even if the amount of taxes would have gone up.

Chairperson Cobb asked for proposed solutions. Ms. Wyman remembered the 1995 agreement when Carle sold back homes that it had purchased. Although she felt the guest house was important, Ms. Wyman suggested "looking outside the box"—perhaps for another site. She did not want to set a precedence with the Medical Institutional Campus extending into the neighborhood, which is the last racially diverse neighborhood in Urbana.

Chairperson Cobb questioned why Carle did not apply for a variance. Ms. Tyler explained that staff considered the zoning pattern, and the variance was not legal in Illinois. R-4 is multiple family housing, and the guest house did not meet this criteria. R-3 is hotel/motel type use, which is not appropriate in the middle of R-2 and did not meet the zoning test. The Medical Institutional Campus is the best classification when considering the current ordinance.

Commissioner Diana stated he would vote against the motion. At this time he did not see the urgency for the deadline. There were no specifics for Section 3.8, and he felt the motion

encompassed too much—demolition, rezoning, amendment to change the MIC, and the tax situation. He preferred breaking down the recommendation. Commissioner Vidoni stated he presented the motion as a departure point, and he agreed with Ms. Wyman that the situation was not urgent. *Commissioner Vidoni withdrew his motion to wait for more clarification. Commissioner Silvis suggested voting on the motion. The motion was withdrawn, and the item will be discussed at the next regular meeting.*

Commissioner Paquin left the meeting at 9:15.

**Staff Report:** Mr. Grewe distributed a memorandum and highlighted several items. The City of Urbana acquired two lots at the Champaign County property tax sale. Staff needs to work with the Community Development Housing Organizations (CHDOs) about the type of lots and amount of flexibility regarding house design. Staff is working with the Legal Department on creating a buildable lot. Since lots are getting harder to acquire and there may be problems with electric and sewer hookups, staff will need to work collectively with builders.

Mr. Grewe discussed the Consolidated Annual Performance and Evaluation Review (CAPER) for 1998 and 2000, the Annual Action Plan FY 2001-2002, the Eads at Lincoln Homeowners Association meeting, lead based paint requirements, Tenant Based Rent Assistance (TBRA), and the King Park Community Center.

**Old Business: Grant Agreement with the Illinois Department of Public Health (IDPH), Get the Lead Out Program** – Mr. Burgett stated the Department of Housing and Urban Development (HUD) extended the lead rule transition period until January 10, 2002. The lead team (Cities of Urbana, Champaign, Champaign County, and Village of Rantoul) submitted a grant request to IDPH for the Get the Lead Out Program. The grant agreement is September 4, 2001 through January 21, 2002. The City of Urbana will work together with the Champaign-Urbana Public Health District to provide lead-based paint hazard identification, reduction and clearance testing services. The program will be linked to the city's Whole House Rehabilitation Program. This would increase the amount of funds available for a whole house housing rehabilitation project.

Funds will also be used for contractor capacity building. At this time there are no lead abatement contractors in the area; the closest contractors are in Paxton or Gibson City. Staff has learned that contractors must pay \$4,000 per year for insurance plus a \$500 fee to the State of Illinois.

Mr. Grewe anticipated the first participant would be a homeowner who has a home-based daycare.

Referring to maximum expenses in Section 3.1, Commissioner Diana asked what was the maximum amount of funds that can be put into each housing unit. Mr. Burgett replied that \$25,000 was available for housing rehabilitation plus \$8,700 for lead hazard activities.

*Commissioner Diana moved to recommend to the Mayor approval of the grant agreement with the Illinois Department of Public Health, Get the Lead Out Program. Commissioner Holly seconded the motion. The motion carried unanimously.*

**Review Neighborhood Organization Grant (NOG) Program** – Mr. Grewe spoke with staff at the Department of HUD about the NOG Program. He will request the Department of HUD provide in writing what activities can or cannot be funded in capacity building groups. He will also involve the neighborhood groups.

**New Business Continued: HOME Subrecipient Agreement with Illinois Center for Citizen Involvement (ICfCI) for Administration/Capacity Building Activities** – Mr. Grewe noted this activity was a part of the FY2001-2002 Annual Action Plan. ICfCI will use CHDO administrative funds to complete HomeBuild3 and the Eads at Lincoln Subdivision and to build capacity. Staff recommended approval if HOME Consortium members agree with the budget and program activities. Mr. Grewe stated that HOME regulations require a measurement of the outcome. Although he felt feedback was needed, Commissioner Diana was pleased to see ICfCI's blueprint for capacity building. Discussion continued on how the HOME Consortium would approve the agreement.

*Commissioner Diana moved to recommend to City Council approval of the HOME Subrecipient Agreement with Illinois Center For Citizen Involvement for Administration/Capacity Building Activities. The motion was contingent upon the mutual concurrence of the HOME Consortium. Commissioner Silvis seconded the motion. Commissioner Vidoni questioned if this approval put staff at a disadvantage in negotiations. Mr. Grewe and Mr. Loschen were both comfortable with the agreement and noted they were working with the City of Champaign to reach agreement. The motion carried unanimously.*

**HOME Subrecipient Agreement with Illinois Center for Citizen Involvement for HomeBuild4 Project** – Mr. Grewe stated this agreement describes the specific uses of the funds. It will identify the income parameters and let ICfCI have flexibility to fulfill the needs. Mr. Loschen explained this agreement is structured similarly to the other HomeBuild projects. The funds are from Urbana's 15 percent set-aside (not CHDO funds) and are used for City of Urbana projects only. Commissioner Diana asked if there were any changes to funding for lot maintenance, property taxes, and shortfalls. Since these categories had shortfalls in earlier agreements, he was concerned that they might continue to have shortfalls in this agreement. Mr. Loschen replied that ICfCI has increased the majority of all line items. Mr. Grewe added the Federal Home Loan Bank will provide extra funding for construction cost loans. ICfCI will also apply to IHDA for additional funding. Commissioner Diana discussed operating and development expenses from HomeBuild3 and asked if ICfCI has enough funds for development costs. Mr. Loschen answered that the majority of HomeBuild3 project development fees were already taken care of and the program is near completion. Further, Mr. Loschen noted that the budget for HomeBuild4 should adequately address development fees, etc. The Eads at Lincoln program will cover lot maintenance.

*Commissioner Silvis moved to recommend to City Council approval of the HOME Subrecipient Agreement with the Illinois Center for Citizen Involvement for HomeBuild 4 Project as described. Commissioner Vidoni seconded the motion. The motion carried unanimously.*



**CDBG Adjustments Due to Public Service Cap Provisions** – Mr. Grewe explained these adjustments were related to neighborhood cleanup issues. In its review of the FY 1998 CAPER, the Department of HUD disallowed funding of Neighborhood Cleanup Program through Interim Assistance and determined that Neighborhood Cleanup is a public service activity. Noting that the City of Urbana favors funding public service, Mr. Grewe said federal regulations do not allow more than 15 percent of CDBG funds to be used for public service activities. He then discussed the City of Urbana’s Community Development Sink Fund, which historically was used to float expenses while waiting for federal reimbursement. Staff considered different funding scenarios and decided that using general funds to pay for cleanup could cause problems. Therefore, staff recommended funding a portion of the Transitional Housing Program expenses from the Community Development Sink Fund. The Department of HUD and city administration have agreed to this adjustment.

In response to Commissioner Vidoni, Mr. Grewe explained the City of Urbana’s Finance Department set up this fund for contingencies and float. Ms. Rasmussen stated the sink fund covers expenses for bills before the city receives authorization to spend HUD funds. Since the grant agreement is retroactive to the first of the fiscal year, the city’s general fund is reimbursed when the city receives federal funds. Commissioner Vidoni asked if there was enough money and about potential problems using the fund. Ms. Rasmussen replied the sink fund is a source of non-federal funds and will be used only this year to cover the shortfall. She stated the City of Urbana has a commitment to the Department of HUD to run the Transitional Program for 20 years, of which six years remain. The city must look for another way to fund the Transitional Housing Program. All staff, operations, and maintenance are considered public service activities. Funding both these programs will reduce the amount of CDBG public service funds available for the Consolidated Social Service Funding pool.

*Commissioner Silvis moved to recommend to City Council that the City of Urbana transfer \$15,000 from the Community Development Sink Fund to the Transitional Housing Program budget. Commissioner Vidoni seconded the motion. The motion carried unanimously.*

**Consider Changes in the Components of the Neighborhood Cleanup Program** – Mr. Grewe reviewed funding problems with the 15 percent public service cap and cleanup’s escalating costs. The program is very popular with residents, and the volume of junk continues to increase despite many years of cleanup. The City of Urbana’s Public Works Department suggested the program conditions residents to hold their junk. It was noted that the City of Urbana offers free leaf collection in the spring and fall.

Mr. Grewe discussed potential changes to the program. Staff preferred to make more changes at spring cleanup, thereby giving residents advance notice. Fall Cleanup will be the same except tires will not be collected since there is no tire vendor available. At Spring Cleanup the city will not accept yardwaste and will limit the amount of junk that will be accepted.

Commissioner Vidoni suggested that the city ask neighborhood residents for ideas. Staff discussed using public hearings, flyers, the newsletter, and developing a questionnaire for participants. Chairperson Cobb wondered about asking residents to pay a participation fee. Ms. Rasmussen talked about problems with different monies and collecting fees. Mr. Burgett noted

that residents could pay their own hauler. Commissioner Diana raised the issue of scrap metal as being a potential source of funds. Mr. Burgett reviewed current expenses and volunteer liability. Commissioner Vidoni preferred getting the community involved with the solution. Mr. Grewe mentioned the fiscal impact and believed the city should reduce cleanup and not just rely on other funds.

*Commissioner Vidoni moved to recommend the Community Development Commission support the following staff recommendations:*

- 1. Remove the yardwaste disposal component for the next Spring Cleanup.*
- 2. Remove the tire disposal component.*
- 3. Limit junk and debris to two loads.*
- 4. Conduct a limited investigation to identify other funding sources, such as corporate sponsors.*

*Also, staff is to conduct efforts for community involvement for solving the problem of excessive costs. Commissioner Holly seconded the motion. The motion carried unanimously.*

**Draft Consolidated Annual Performance Evaluation and Review (CAPER)** – Mr. Grewe announced that staff recently attended training on compiling the CAPER, which should make the CAPER more readable. After talking with the mayor, Mr. Grewe requested an extension of the due date from the Department of HUD.

**Adjournment:** After welcoming Commissioner Holly to the Community Development Commission, Chairperson Cobb adjourned the meeting at 10:37 p.m.

Recorded by Connie Eldridge