



Community Planning and Development
245 North Rose Street, Suite #100
Kalamazoo, MI 49007
PH: (269) 337-8044
www.kalamazoo-city.org

Community Development Act Advisory Committee (CDAAC)

AGENDA

September 26, 2024

Community Room, City Hall

5:30 p.m.

I. CDAAC Meeting

1. PUBLIC HEARING: PY2023 Consolidated Annual Performance and Evaluation Report (25 min.)
2. Call to Order
3. Roll Call (*Quorum 3*)
4. Approval of Agenda
5. Approval of Minutes
6. Public Comments on Non-Agenda Items
7. New Business
8. Old Business
 - A. Consolidated Plan Outreach Update
9. Neighborhood Representatives/Members' Reports (10 mins.)
10. Staff Communication/Updates (5 mins.)
11. Public Comments
12. Adjournment



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DRAFT MINUTES

July 25, 2024

Community Room, City Hall

5:30 p.m.

Members Tiyanna Williams (Vice-Chair), Nathan Browning, and Stephanie Vallar

Absent Tiffany Burns (Chair)

City Staff Alex Hoffmann-Zobel-Compliance Associate; Julie Johnston-Compliance Specialist II; and Deborah Simpson-Community Investment Secretary

1. CDAAC Meeting:

A. Call to Order

- The meeting was called to order at 5:44 p.m.

B. Roll Call (*Quorum 3*)

- A roll call was conducted, and it was determined that a quorum existed at 5:45 p.m.

C. Approval of Agenda

- Stephanie Vallar motioned to approve the agenda at 5:45 p. m., seconded by Nathan Browning. A voice vote was taken, and the motion was approved.

D. Approval of Minutes

- May 23, 2024
- Nathan Browning motioned to approve the minutes at 5:46 p.m., seconded by Stephanie Vallar. A voice vote was taken, and the motion was passed.

E. Public Comments on Non-Agenda Items

- There were no public comments

F. New Business

Julie Johnston reported that she was working on the new Consolidated Plan. This plan will be effective for 5 years from 2024-2029. The Community Development Department is working to attend as many social events as possible throughout Kalamazoo to help spread the

word about the survey and to get the community involved with voicing their opinion about the topics and what activities in the new plan mean the most to them. Flyers and postcards have been created along with the QR code and link for the survey on the City's website.

Alex and Julie have been working to collect data for the plan and have drafted qualifications according to HUD standards. CPED have begun its community outreach starting with some of the following:

- Conducted a presentation at Housing Matters
- Consolidated Plan Workshops July 16-18, 2024, with service providers, non-profit organizations, foundations, WMU, KRESA. One hundred, sixty-three were invited and 64 signed up for one or multiple sessions.
- City staff will be attending Blues Fest July 27, 2024.
- City staff will be Open Houses.
- Sending postcards to each property address in the neighborhoods with information on how to complete the survey on the website.
- Attending events: National Night Out, Edison Neighborhood Social Event. Pass out flyers at these events for the public to take the survey for the Consolidated Plan. We will also be attending the event for Vine Neighborhood as well.
- Working on attending the Latinx Festival August 17, to pass out flyers.
- Most neighborhood Open House events will be in September. Will be sending flyers. Planning to have outreach completed by the end of September.
- Attending Coffee and Connections meeting at the library.
- Potentially going to Farmers Market to pass out flyers.
- We are looking to attending one of the Night Markets. We will leave flyers with the Edison Neighborhood to pass out.
- Community Development is looking for events to attend to let people know about the new Consolidate Plan in the 6 core neighborhoods. It was suggested we do one of the open house events with the Douglas community. The construction may impede the event from happening at the NACD office. Stephanie suggested maybe trying JDI as a venue. Stephanie suggested the City get in contact with Pastor Jennings. James Baker, Public Services Director, said Ransom Street will not open until after November. Alternate routes have been given to avoid the construction happening on the northside of the city.

We are shooting to get our 30-day public comment period during March and April 2025. The City would like to have the draft of the priorities and goals completed by the end of September 2024, no later than the beginning of October 2024. The application process would need to be accelerated to have everything to the City Commission by May 2025 for final approval. As an option, we can create an Action Plan that includes the goals and priorities of the Consolidated Plan but doesn't have any actual activities associated with it yet and then hold an application process in May 2025.

For now, we will keep the application process the same, whereas we do it before the Action Plan goes to the city commission, which will depend on timeliness. The Action Plan takes effect in 2026.

We have created a timeline, but it has been blown up. We may have to be rigid with it for now. Tiyanne suggested that we create a timeline for each Board/Shareholder and set a deadline for their portion to be submitted. We are looking to have all done and ready by October 2024. After that, in February 2025, then we are open to public comments. We will hold a public hearing at CDAAC and City Commission, which

will lead to the public comment period, March 2025–April 2025. Everything will have to be submitted to HUD by May 15, 2025.

Consolidated Plan is the high priorities and low priorities of HUD standards. There are 12 priorities outlined by HUD. Then HUD has activities that can be funded. The priority and the activities chosen will have to be included in the Consolidated Plan. The Action Plan feeds into the goals and priorities of the Consolidated Plan. One of the tables in the plan is, “What have you done to complete your goals?” These plans will be for 5 years (2025–2029). New homeowner units are the goals this year.

We will hopefully have a draft at the September CDAAC meeting about the Consolidated Plan. Once it is completed, it will be filed with the City Commission. Although the Consolidated Plan will read 2024–2029, it will actually end June 30, 2030.

G. Old Business

- None

H. Neighborhood Representatives/Members’ Reports (10 min.)

Northside Neighborhood Update

- First United, Mt. Zion, and Galilee Churches are going to be providing shuttle transportation to help communities members to get to the grocery stores in the area. The businesses are reporting their business is hurting from all the construction happening in the city. As a result, they are having to lay off employees during this phase of construction.
- The Alma Powell branch will be a temporary hub for the library on North Street that used to be the Harper Funeral Home. This location is a bit of a reach for the children in the area to get to the temporary hub, so they are looking for businesses to sell their properties to build another “stand alone” library in the neighborhood so the children in the northside community will have access and not have to take the bus through downtown to get there. There are opportunities for individuals to go online and have the paper forms available.

NACD are offering CNA classes, First Aide classes, Babysitting classes, and some opportunities for skilled trades classes.

- The tiny homes are on track to be completed on time. They are in the construction zone, so this may impede the progress of the completion. They are currently looking to make some changes to the mortgage contracts of the Tiny Homes on Ransom Street. Those who are looking to purchase these homes will have to stay in the home for at least 10 years and will not be able to use them as Airbnb’s.
- Julie will be reaching out to the neighborhoods to ask them to include the news about the Consolidated Plan on their social media groups.

Nathan Browning

- Google maps is a good way to find an alternate route during the construction in the city.

- Semi-trucks have been rerouted for deliveries. Construction has been delayed for two weeks as they learned from trial and error that they cannot close off Westnedge Avenue.

I. Staff Communication/Updates

- There is one applicant, Jennifer Knapp, she works part-time for the Vine Neighborhood Association. She will probably have to be an At-Large member.
- Stephanie may have another applicant, a coworker. He just returned to Kalamazoo from Colorado. There will be an event hosted at First United Methodist Church for all the non-profit agencies they support.
- The City Clerk's Office hired someone to recruit for boards and elections.
- Tiyanna Williams announced that she will be transitioning from her role on the CDAAC.

J. Public Comments

- There were no public comments.

K. Adjournment

- Tiyanna Williams adjourned the meeting at 6:26 p.m.