



MEETING AGENDA

Housing Trust Fund Review Committee Meeting

City Hall – Hillside Conference Room

May 5, 2023 – 10:30am

- I. **Call to Order**
- II. **Approval of February 13th Meeting Minutes**
- III. **Summary of Loan Activity**
- IV. **Loan #1 – Plover Place, One Roof Housing – Flexible Multifamily Program**
 - a. Staff Report and recommendation
- V. **Loan #2 – 311 East 7th Street (CLT #1), One Roof Housing – Infill Development Program**
 - a. Staff report and recommendation
- VI. **Loan #3 – 21 South 67th Avenue West (CLT #2, One Roof Housing) – Infill Development Program**
 - a. Staff Report and recommendation
- VII. **Loan #4 – 2309 West 8th Street, Benjamin Grams – Infill Development Program**
 - a. Staff Report and recommendation
- VIII. **Energy Efficiency Programs and Housing Trust Fund**
 - a. Staff summary and discussion.
- IX. **LISC Program Updates**
- X. **New Business by Committee Members**
- XI. **Adjourn**



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

Housing Trust Fund Review Committee

City Hall – Room 155
February 13, 2023 – 10:00 am
Meeting Minutes

Present: Jacob Morgan (HRA), Sumair Sheikh (LISC), Frank Jewell (former SLC Commissioner), Tony Sertich (Northland Foundation), Noah Schuchman (City of Duluth), Laura Birnbaum (St. Louis County), Chris Johnson (Duluth Chamber)

Absent: N/A

Others Present: Tom Church, Theresa Bajda

I. Call to Order:

The February 13, 2023 meeting of the Housing Trust Fund Review Committee was called to order by Chair Morgan at 10:07 am.

II. Approval of October 27th Meeting Minutes

No discussion.

VOTE TO APPROVE THE OCTOBER 27, 2022 REGULAR MEETING MINUTES: (Sertich/Jewell) Vote: Passed (5-0).

III. Election of Officers

- a. Chair – Jake Morgan
- b. Vice Chair – Noah Schuchman

VOTE TO APPROVE CHAIR AND VICE CHAIR OFFICERS 2023 TERM: (Jewell/Schuchman) Vote: Passed (5-0).

IV. City Program Updates & Summary of Loan Activity

Tom Church: Provides summary of loans approved and in progress for the first year of the City side of the Housing Trust Fund.


Frank Jewell: Questioned whether the Merge LLC and 1927 LLC had started making draws on their recent loans.

Jake Morgan: Informed that Merge LLC started submitting draw requests and 1927 LLC is working through some details of draw requests.



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

Tony Sertich: Questioned what the timeline is to see projects begin construction, or how long it takes from the date of pre-application to having funding fully approved?

Jake Morgan: Stated that HRA and City staff built in metrics as part of the intake process of pre-applications are taking roughly 3-4 weeks from date of preapplication through approval of full application. Indicated it takes up to two months to close on funding from time of pre-application.

Laura Birnbaum: Questioned what type of outreach exists to let potential applications know about the program. Offered to host staff or share the program at future Heading Home Advisory Committee.

Tom Church: Informed Committee Members that they provide regular updates to the Affordable Housing Coalition, through Mayor's Office via press releases and to the Arrowhead Builders Association meetings.

Frank Jewell: Shared that for communities of color an invite must be sent versus relying on word of mouth literally Indicated that the timeline could be an issue as contractors are hard to secure locally for smaller jobs. Shared personal experience of finding contractor for home remodel project.

V. Loan #1 – New Burnham LLC, Leijona Apartments Multifamily Rehab & Conversion

a. Staff Report and recommendation

Tom Church: Shared staff report and details of \$180,000 loan request for the completed Leijona Apartments project. Indicated the loan would provide bridge funding until the Developer closes on permanent mortgage financing. Indicated the loan term is 6 months.

Laura Birnbaum: Requested information on why there are different affordability thresholds under the existing Housing trust fund.

Noah Schuchman: Expressed comfort in supporting the loan request and that rather than a gap financing source it allows full utilization of historic and state tax credits prior to closing on permanent mortgage.

VOTE TO APPROVE LOAN WITH NEW BURNHAM LLC FOR THE LEIJONA APARTMENTS: (Sertich/Sheikh) Vote:
Passed (5-0)

VI. Minimum HTF Balance

a. Staff report and recommendation



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

Tom Church: Reminded group of the Committee's desire to implement a floor for the HTF balance and indicated there are a couple ways to implement said Floor. Recommended either amending the ordinance that established the HTF, which would be an involved process, amend the Committee's bylaws to make a duty of the committee, or informally state intention in the meeting minutes. Shared staff's recommendation to amend the bylaws so any loan that would draw the HTF balance below \$300,0000 would be subject to HTF Committee review.

Noah Schuchman: Expressed support of staff's recommendation.

VOTE TO SUSPEND RULES TO ALLOW AMENDMENT TO BYLAWS WITH LESS THAN 15 DAYS NOTICE:

(Schuchman/Jewell) Vote: Passed (5-0).

VOTE TO AMEND BYLAWS BY ADDING PARAGRAPH "3.3 HTF MINIMUM BALANCE": (Schuchman/Sertich)

Vote: Passed (5-0).

“3.3 HTF Minimum Balance. The Committee will review all funding proposals that would draw the HTF balance below \$300,000.00 and make loan recommendations aligned with Housing Trust Fund Goals as defined in Ordinance No. 21-049-O.”

Frank Jewell: Requested information from staff on how money flows back to the fund.

Jake Morgan: Indicated the City issues lump sum to HRA after loan approval and the HRA manages all draw requests and collection of any interest prior to returning loan—plus interest, less any forgiveness—back to the City after completion of the project and end of loan term.

VII. LISC Program Updates

Sumair Sheikh: Shared some changes on their program terms and the desire to make terms clearer with more direct language. Indicated changes are mostly related to interest rates and loan terms, with programs now having a 4% rate with a minimum affordability threshold. Shared that LISC hopes to work closely with City staff on deals they could partner on. Explained that any loans greater than \$2M require LISC national credit committee approval. Updated group that the Merge, LLC project estimated to go through credit committee this week to be the first HTF loan by LISC. Mentioned LISC possibilities for conversion projects and capacity building funding, and developers of color grant could be complementary to HTF loans and could tie in well.

Jake Morgan: Questioned if LISC has completed any loans yet?

Sumair Sheikh: Confirmed no and that Merge, LLC is anticipated to close this week. Mentioned possibility of partnering with City funding to buy down interest rates.



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

VIII. New Business by Committee Members

None.

IX. Adjourn

VOTE TO ADJOURN MEETING: (Schuchman/Morgan) Vote: Passed (5-0).

Meeting adjourned by Chair Morgan at 10:37am.



Planning & Development Division
Planning & Economic Development Department

Room 160
 411 West First Street
 Duluth, Minnesota 55802

218-730-5580
 planning@duluthmn.gov

City of Duluth Housing Trust Fund

Summary of Loan Activity

April 28, 2023

The City of Duluth’s Housing Trust Fund launched on February 1st, 2022. During its first year of operations the program received 41 pre-applications, six of which have been approved for loans totaling \$2,570,000.00. The remaining \$1,430,000.00 is available for future loans. The approved projects will add 86 units to the City’s housing supply, 63 of which will be affordable to families earning 80% of Area Median Income (AMI) or less.

| Applicant | Program | Loan Amount | Interest Rate | Draws To-Date | Forgivable Amount | Units | Loan Term & Start Date | Projected Payoff Date |
|-----------------|----------------------|--------------------|---------------|-----------------------|-------------------|-------------|------------------------|-----------------------|
| Simply Tiny LLC | Infill | \$190,000 | 4.75% | \$171,888.52 | \$0 | 1 Tiny Home | 10 months, 6/1/22 | 4/1/23 |
| One Roof | Infill | \$225,000 | 4.75% | \$84,278.11 | \$10,000 | 1 SFH | 12 months, 10/4/22 | 10/4/23 |
| 1927 LLC | Rehab | \$600,000 | 2% | \$277,638.94 | \$50,000 | 4 | 18 months, 11/14/22 | 5/14/24 |
| Merge, LLC | Flexible Multifamily | \$1,000,000 | 0% | \$941,284.56 | \$0 | 44 | 18 months, 11/15/22 | 5/15/24 |
| Festies, Inc | Rehab | \$375,000 | 5% | \$220,104.10 | \$0 | 3 | 6 months, 2/23/23 | 8/23/23 |
| New Burnham | Rehab | \$180,000 | 4% | \$0 | \$0 | 33 | 6 months, 3/13/23 | 9/13/23 |
| TOTALS | | \$2,570,000 | | \$1,695,194.23 | \$60,000 | 86 | | |

In addition to the six approved loans, the Housing and Redevelopment Authority (HRA) is currently processing applications for four additional loans. These four requests range from \$250,000 to \$350,000 and total \$1,120,000. If approved, these loans would support 28 housing units.

Applications that are deemed ineligible by the HRA are most commonly lacking permanent financing or site control. Applicants are encouraged to re-apply at a later time once these items are completed.



Planning & Development Division
Planning & Economic Development Department

Room 160
 411 West First Street
 Duluth, Minnesota 55802

218-730-5580

planning@duluthmn.gov

New Applications for HTF Review Committee Consideration

Four new applications requesting a total of \$1,120,000 are currently before the Review Committee. If all of these loans are approved the Housing Trust Fund balance would be \$310,000.

| Applicant | Program | Loan Amount | Interest Rate | Forgivable Amount | Units Created | Reason for Review |
|-------------------------|----------------------|--------------------|---------------|-------------------|---------------|---------------------|
| One Roof – Plover Place | Flexible Multifamily | \$250,000 | 0% | \$50,000 | 24 | Multifamily Project |
| One Roof – CLT#1 | Infill | \$260,000 | 0-3% | \$10,000 | 1 SFH | Forgiveness |
| One Roof – CLT#1 | Infill | \$260,000 | 0-3% | \$10,000 | 1 SFH | Forgiveness |
| Benjamin Grams | Infill | \$350,000 | 0-3% | \$50,000 | 2 | Forgiveness |
| Totals | | \$1,120,000 | | \$120,000 | 28 | |

*Staff reports specific to the pre-applications above are included with the agenda packet and will be summarized at the May 5, 2023 Committee meeting.



Planning & Development Division
 Planning & Economic Development Department

218-730-5580
 planning@duluthmn.gov

Room 160
 411 West First Street
 Duluth, Minnesota 55802


Duluth Housing Trust Fund Pre-Application Staff Report
Plover Place

| | |
|--------------------------------|---|
| Applicant/Developer | Debbie Friedman / One Roof Community Housing |
| HTF Program | Flexible Multifamily Fund |
| Amount Requested | \$250,000 & \$50,000 in loan forgiveness |
| Loan Terms | Eligible for 18 months at 0% interest and up to \$50,000 in loan forgiveness |
| Project Details | Plover Place is a new model for permanent supportive housing for homeless individuals. This project will involve the construction of two 12-unit, 2-story buildings with 24/7 staffing and supportive services provided by the Salvation Army. Individual units will be relatively small, with a ¾ bathroom, storage, and a large window. Residents will share a community living space, kitchen area and laundry. This request is for low-interest construction financing and \$50,000 of loan forgiveness to cover increased construction costs. |
| Project Location | S. Robin Ave & W. Palm St. |
| Total Development Costs | \$3,558,203 (Note: Construction costs are estimates and do not reflect current bids.) |
| Other Financing | \$1,600,000 ARPA (City of Duluth), \$1,600,000 (St. Louis County), \$40,000 (Sales Tax Rebate), \$30,000 (MN Power Solar Grant) |
| Project History | Plover Place is the first example of the New Housing Model for the Homeless developed in 2020 by a working group of Duluth professionals in social services, low income housing, architecture, and construction industries. The aim was to research, rethink, and redesign the homeless housing model. Plover Place strives to offer the right balance of supportive services and independent living, private as well as community space, and healthy and humane design. Plover Place makes efficient use of a compact design that fits into most neighborhoods and pre-fabricated building components that keep development costs very low. The operating cost model should achieve some profit while providing important services to ensure success for occupants and the community. The goal is for Plover Place to serve as a replicable, feasible model for design and services that best serve individuals experiencing homelessness. |
| Staff Recommendation | This project meets eligibility requirements for the HTF’s Flexible Multifamily Program and is aligned with key principles identified in the City’s comprehensive plan, including creating efficiencies in delivery of public services (Principle #12) and integrating fairness into the fabric of the community (Principle #14). The proposal would create 24 new housing units for individuals with the most acute need. Staff recommend loan approval contingent on receipt of final costs from a licensed |



Planning & Development Division
Planning & Economic Development Department



Room 160
411 West First Street
Duluth, Minnesota 55802

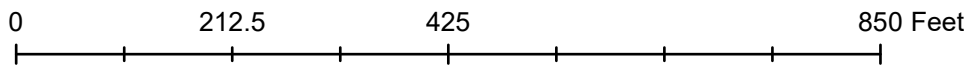
 218-730-5580
 planning@duluthmn.gov

| | |
|--|--|
| | contractor and seek a recommendation on the level of loan forgiveness for the HRA to consider. |
|--|--|

Exhibit A - Location Map



-  Parcel boundaries
-  New Model Project Location



PROJECT INFORMATION:

Name:

NEW HOUSING MODEL FOR THE HOMELESS

Location:

Project site to be determined, not selected yet

Size:

4160 sf gross area total
2 stories total, no basement
40 ft x 52 ft building footprint
12 sleeping units total

Narrative:

The NEW HOUSING MODEL FOR THE HOMELESS is an innovative solution developed in 2020 by a working group of Duluth professionals in social services, low-income housing, architecture, and construction industries. The aim was to research, rethink, and redesign the homeless housing model, striving to find the ideal harmony in amount of service and support, number of occupants/density, independent living with individual sleeping units/bathrooms, common spaces that create community, healthy and humane design offering daylight and views, compact size that fits into most neighborhoods and keeps development costs very low, and an operating cost model that achieves some profit while providing important services to ensure success for occupants and the community. Most importantly the goal was to develop a replicable solution in architecture, services, and costs, that can be copied and repeated throughout Duluth and other communities, supporting an aggressive, yet feasible, surge in new housing for the homeless.

Code Review:

2020 MN Building Code
Use and Occupancy: R2 Apartment or Boarding House
Construction Type: V-B wood framed
No sprinkler system required
See sheet A400 for additional notes

Architect:

COULSON
Carly Coulson, AIA, LEED AP, CPHD
132 E Superior St. STE 3D
Duluth, MN 55802
info@coulson.co
www.coulson.co

DRAWING INDEX:

| | |
|----------------------------|-------------|
| title page + drawing index | T001 |
| floor plan drawing notes | A001 |
| ground floor plan | A100 |
| second floor plan | A101 |
| sleeping unit plan | A200 |
| sleeping unit 3d sketch | A201 |
| exterior elevations | A300 |
| building section | A400 |

FLOOR PLAN DRAWING NOTES:

1 - 12 Sleeping Unit w/ Bathroom

12 total (including 1 accessible unit #10 on the ground floor). Single occupancy with in-suite bathroom. Including shower, toilet, sink, countertop, table, chair, twin bed, and built-in storage cabinets for food, clothing, linens, hamper, toiletries, and personal items. Provided by owner and not built-in: small mini-fridge/freezer, microwave, and induction portable 1-burner cooktop.

The micro space reduces overall footprint and costs but must prioritize methods to make the room feel larger, peaceful, and humane: large window connects to the outdoors/sunlight/views, use of built-ins to efficiently store items and maximize open floor space.

13 Private Office

Secure private office for staff, file storage, and consultation meetings. Large window creates a serene space with daylight and exterior views. Proximity to the entry allows staff to monitor activity of indoor and outdoor gathering spaces.

14 Quiet Room

Flexible quiet room used as library, den, and private meeting space for visiting consultations. Large window creates a serene space with daylight and exterior views.

15 Open Gathering Space w/ Common Kitchen

The heart of the home is a large island for informal gathering, classes, activities, crafts, and shared meals. A small common kitchen includes a sink, oven, induction cooktop, and coffee maker at interior wall location which will be covered with a locked sliding grille or panel at night when staff is not on the premises. A locked undercounter fridge/freezer is located in the island, as well as, locked base cabinets storing kitchen supplies.. The kitchen can be reserved for use by individual tenants to host family and friends or other events. Open to the stair and with large windows, the room feels spacious and has views of the tv and nature. The island and stair space is open to tenants 24/7 and needs to be durable and easy to clean.

16 Open Lounge w/ TV

Open gathering space with large wall-mounted TV. A sliding wall or grille secures this space and prevents access at night when staff are not on the premises.

17 Entry Vestibule

24/7 secure entry, locked mail boxes.

18 Outdoor Patio

Outdoor dining tables, grille, edible gardening beds, bike storage, walkway to off-street parking and street.

19 Staff Restroom

Locked bathroom for staff and visitors.

20 Laundry Room

Ventless washer and dryer, countertop for folding. Room locked at night when staff is not on premises.

21 Equipment & Storage Room

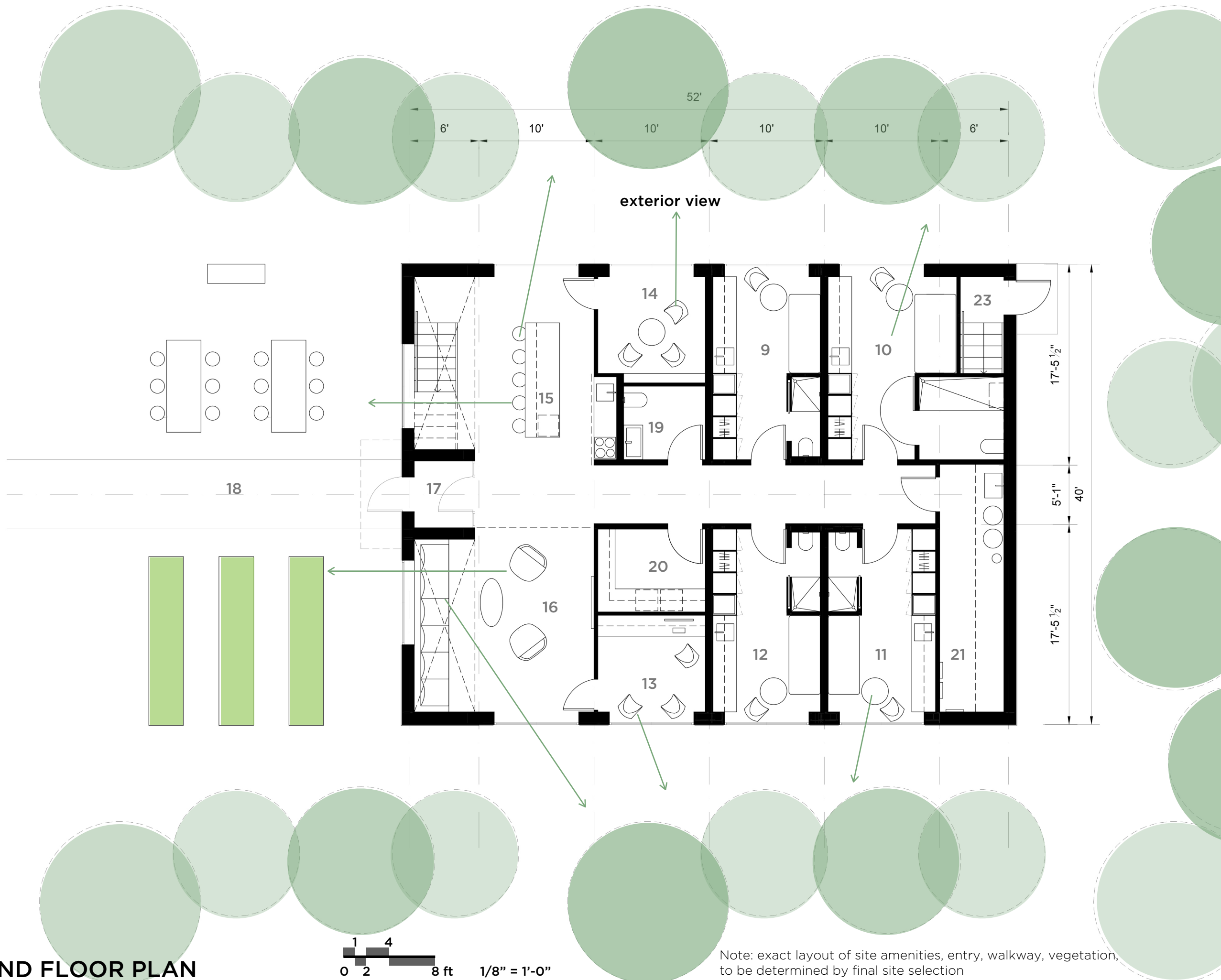
Janitor's closet/cleaning supplies, MEP equipment, misc storage.

22 Storage Room

Misc storage, supplies to: repair/replace fixtures and furnishings, items for activities/classes, food pantry, extra clothing/personal items, tools/devices available for check-out

23 Emergency Exit Stair

Enclosed stairway for emergency egress only. Not an entrance. Exit only alarm at door.

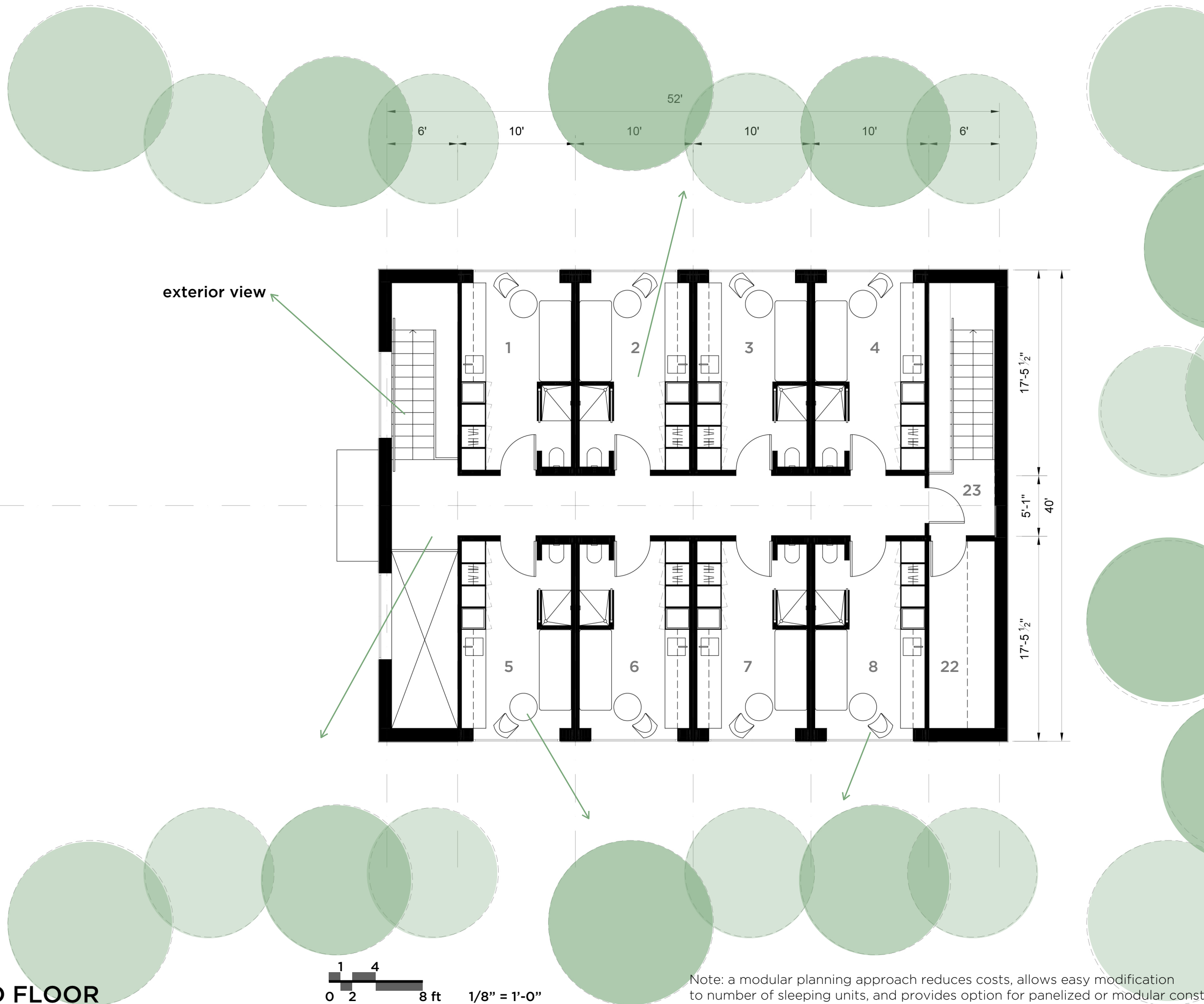


exterior view

GROUND FLOOR PLAN

0 2 4 8 ft 1/8" = 1'-0"

Note: exact layout of site amenities, entry, walkway, vegetation, to be determined by final site selection



exterior view

SECOND FLOOR

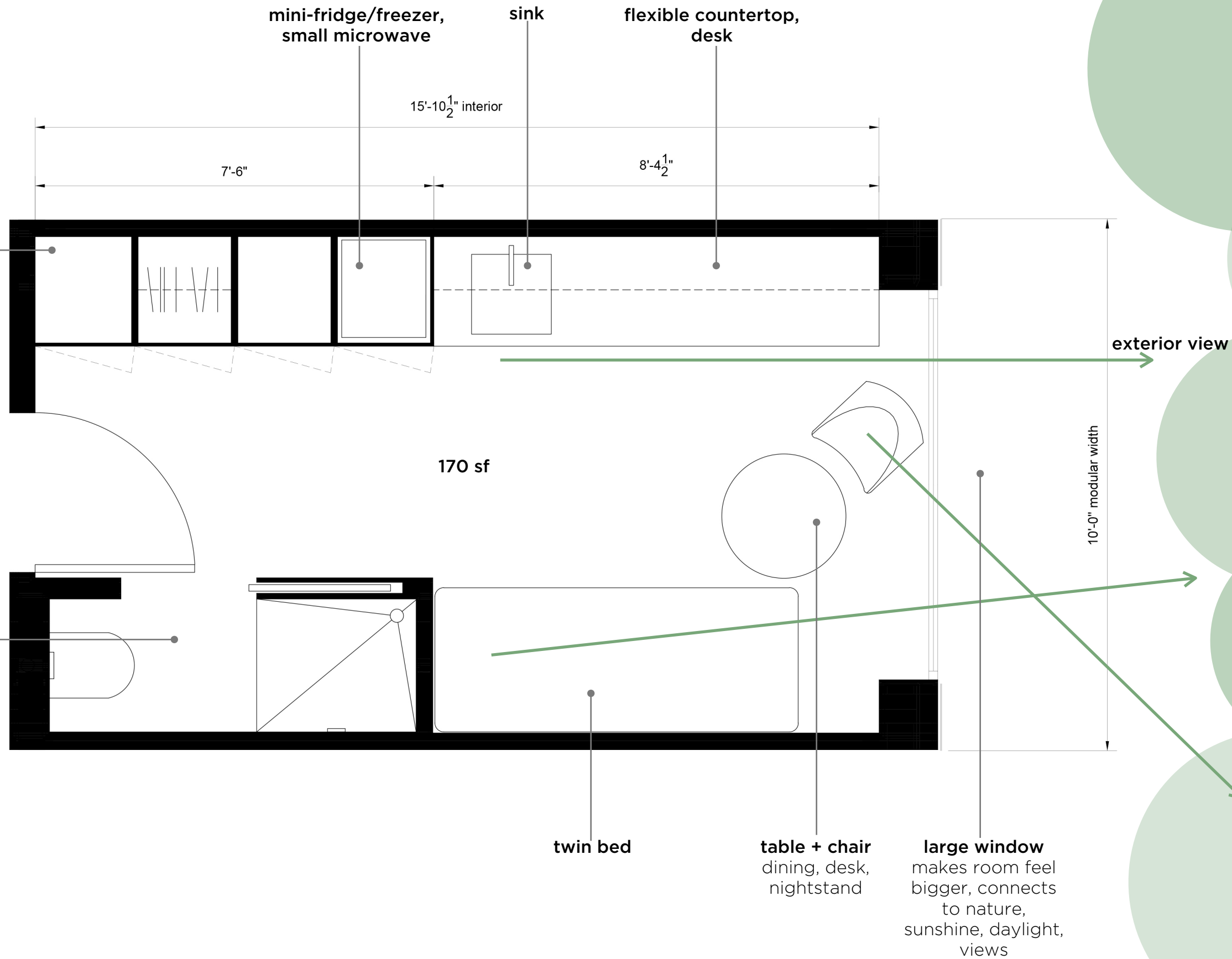


Note: a modular planning approach reduces costs, allows easy modification to number of sleeping units, and provides option for panelized or modular construction

A101

built-in storage
 Flexible cabinets with adjustable shelves store: linens, clothing, hamper, toiletries, personal items, dishware, food pantry

toilet + shower
 Private toilet and shower room with sliding door



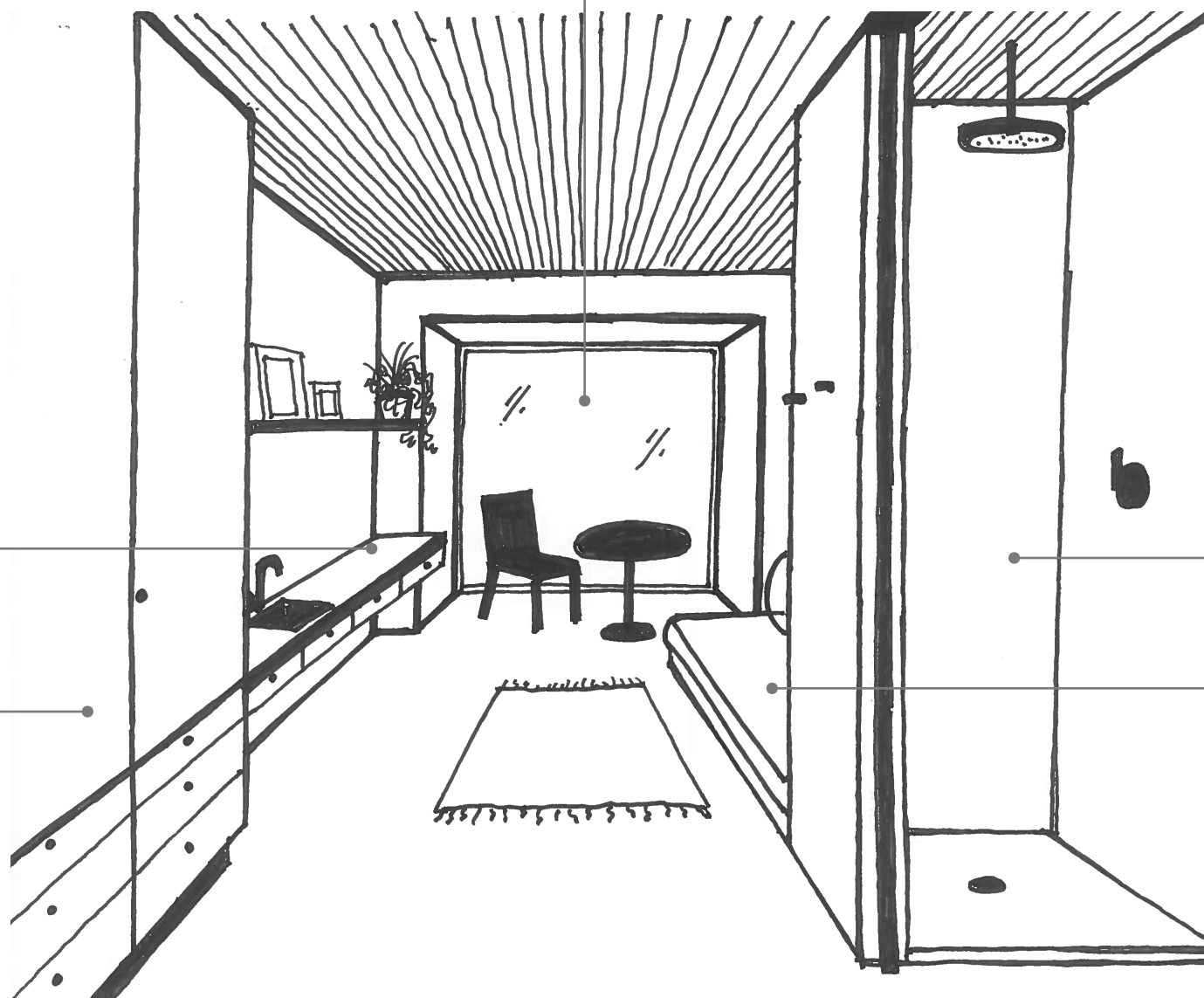
SLEEPING UNIT PLAN



large window
makes room feel
bigger, connects to
nature, sunshine,
daylight, views

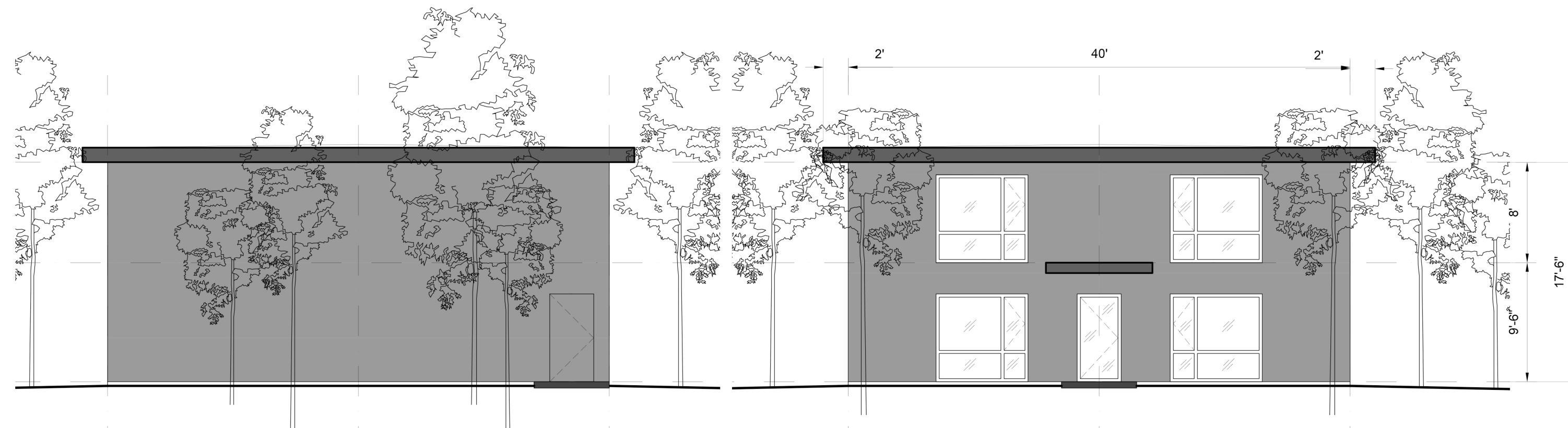
flexible countertop with sink

built-in storage
Cabinets with adjustable
shelves.



shower + toilet
Private toilet and shower
room with sliding door

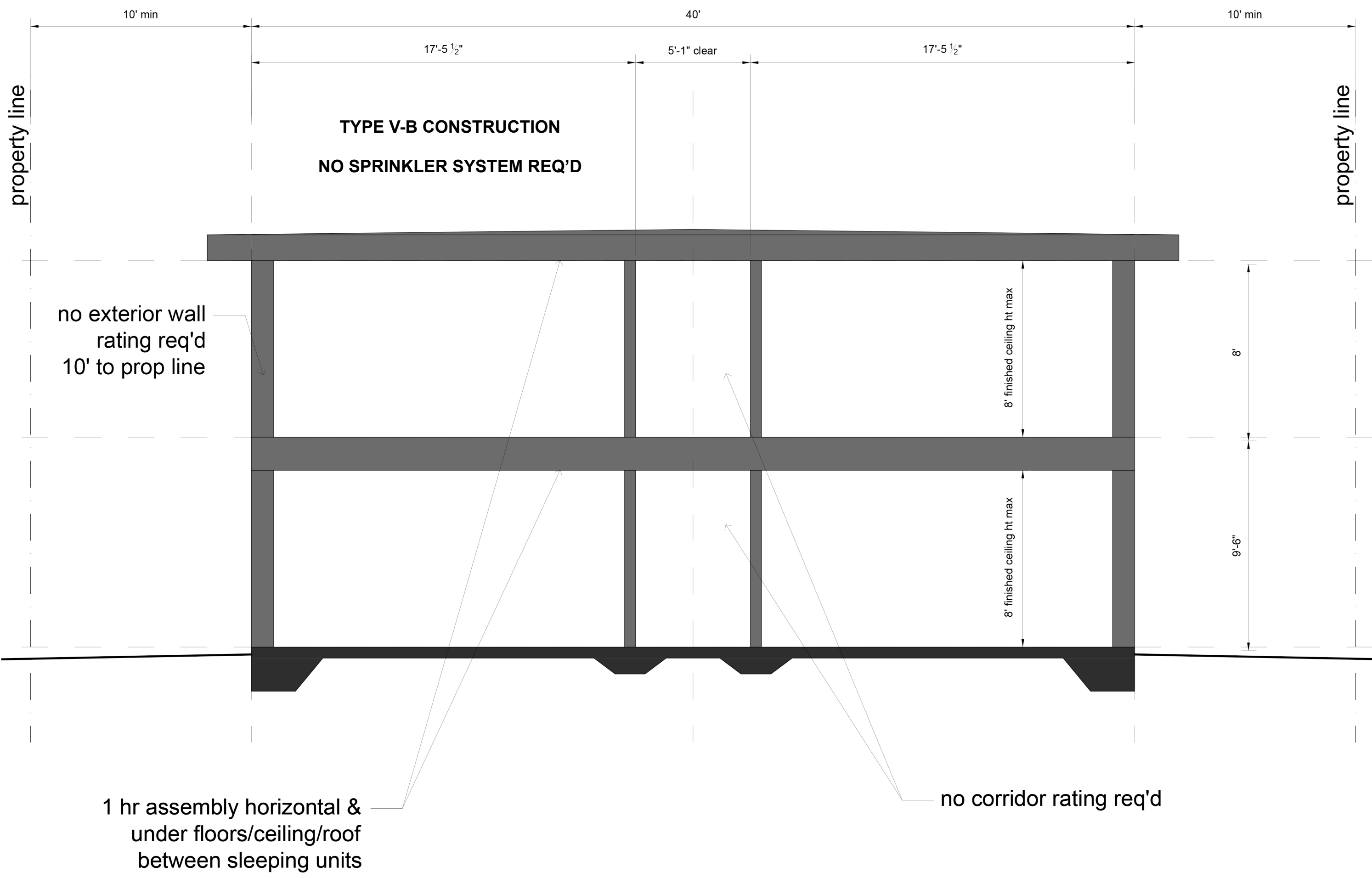
twin bed



EXTERIOR ELEVATIONS



Note: exterior details, exterior finish materials, roof pitch, to be adapted to selected site characteristics, topography, zoning requirements, and neighborhood context



BUILDING SECTION



Note: for cost control, the most straightforward and easy building form and construction systems should be used, however, final site selection and budget will inform these decisions



Planning & Development Division
Planning & Economic Development Department

Room 160
 411 West First Street
 Duluth, Minnesota 55802

218-730-5580
 planning@duluthmn.gov

Duluth Housing Trust Fund Pre-Application Staff Report

311 East 7th Street (CLT #1)

| | |
|--------------------------------|---|
| Applicant/Developer | Debbie Friedman / One Roof Community Housing |
| HTF Program | Infill Development Program |
| Amount Requested | \$260,000 & \$10,000 in loan forgiveness |
| Loan Terms | Eligible for 18 months at 0-3% interest and up to \$10,000 in loan forgiveness |
| Project Details | This application is for a new Energy Star Certified single-family construction, built through One Roof Community Housing’s Community Land Trust (CLT) Program. Because it is a CLT project, this home will be permanently affordable at 80% of Area Median Income. |
| Project Location | 311 East 7 th Street |
| Total Development Costs | \$363,000 |
| Other Financing | \$73,000 (MHFA), \$65,000 (HOME & CDBG), \$40,000 (Federal Home Loan Bank) |
| Project History | This is one of five new homes that One Roof’s CLT program will construct in 2023. The CLT program allows lower income home buyers to purchase Land Trust homes for a significantly reduced price. In exchange for this assistance, One Roof maintains ownership of the land, which homeowners lease for a small fee. When homeowners move, they agree to pass on the benefits they received by selling their home below market price to another income-qualified buyer. Because of the Land Trust resale formula, the organization’s initial investment (in the form of down-payment and rehab assistance) is recycled and stays with the home every time it is sold. To date, One Roof Community Housing has resold over 218 Land Trust homes and recycled over \$15 million in subsidies. |
| Staff Recommendation | This project meets eligibility requirements for the HTF’s Infill Development Program and is aligned with key principles identified in the City’s comprehensive plan, including reusing previously developed lands (Principle #1) and reinvesting in neighborhoods (Principle #5). The proposal would create a new permanently affordable single-family home. Staff recommend loan approval and seek a recommendation on the level of loan forgiveness for the HRA to consider. |



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

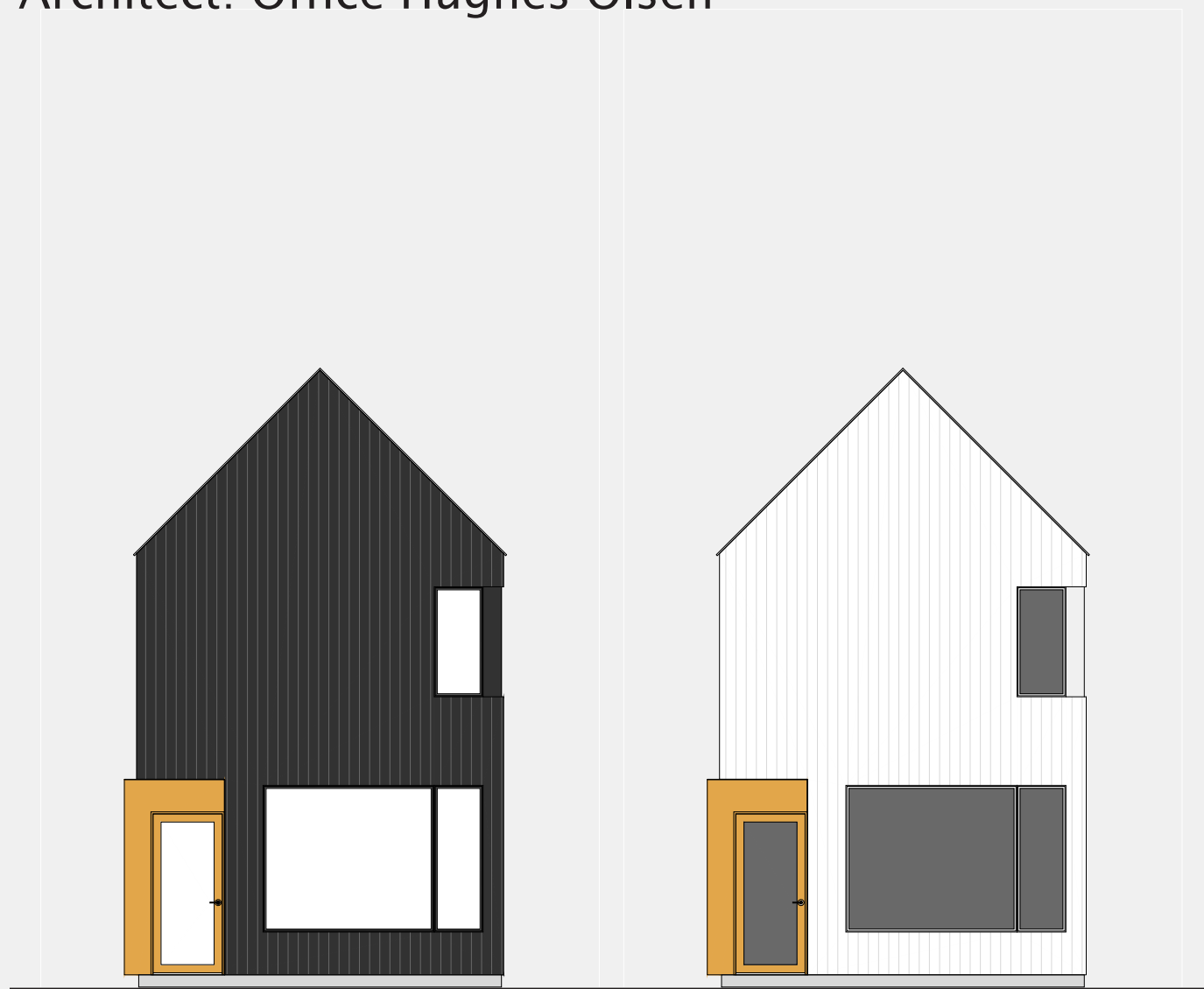
 218-730-5580
 planning@duluthmn.gov



311 E 7th St

15x40: 2 Bedroom (Front Entry)

Architect: Office Hughes Olsen



Description: 2-Bedroom Unit

Footprint: 15'x40'

SF: 1200 SF

Levels: 2

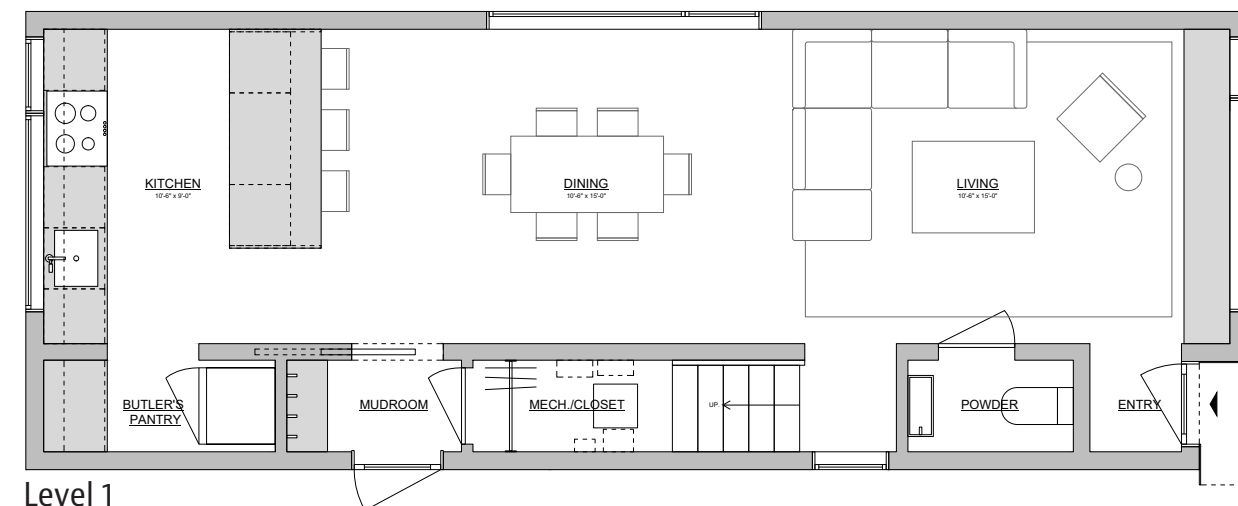
Bedrooms: 2

Level 1 Amenities: Kitchen w/ Butler's Pantry, Dining Area, Living Area, Powder Room, Mudroom, Closet

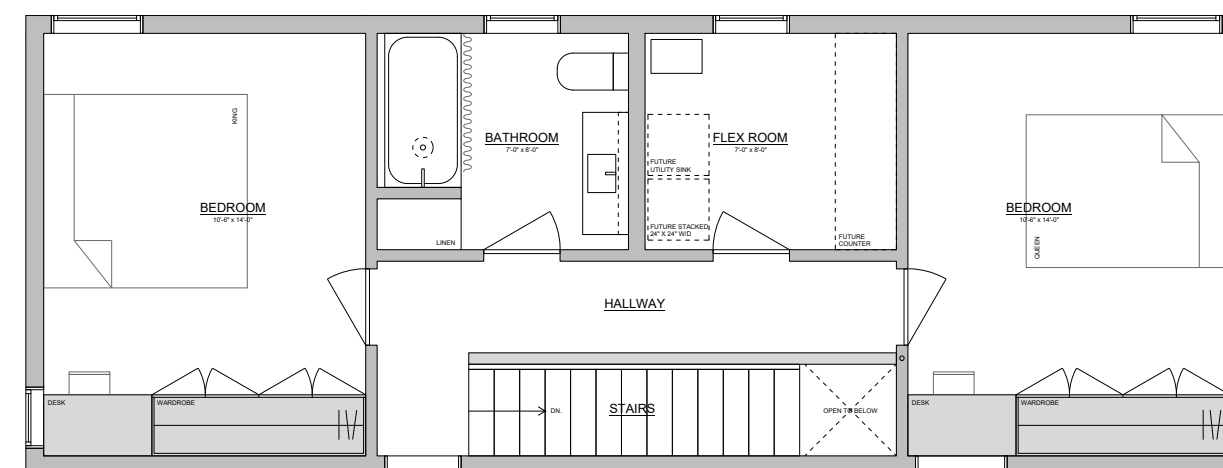
Level 2 Amenities: 2 Bedrooms, Bathroom, Flex Room w/ Laundry, Stair Hall

Fits: 25x125 lot and

Garage: detached (not included)



Level 1



Level 2





Planning & Development Division
 Planning & Economic Development Department

Room 160
 411 West First Street
 Duluth, Minnesota 55802

218-730-5580
 planning@duluthmn.gov

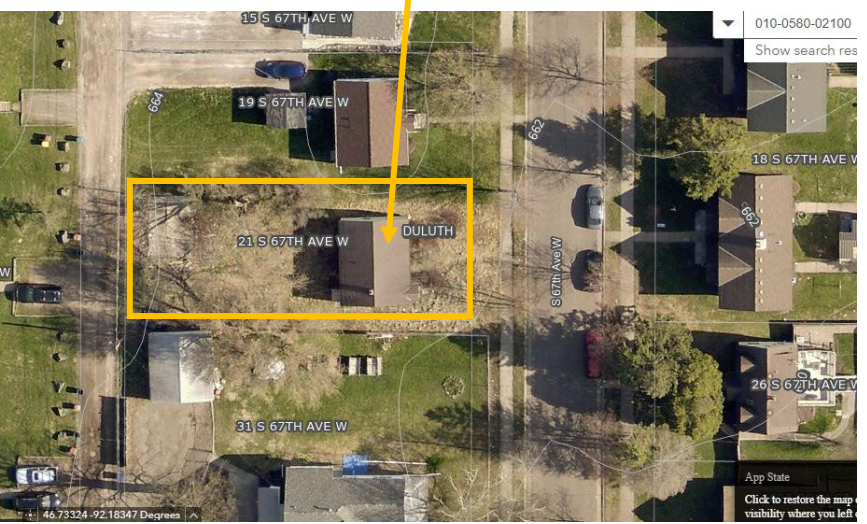
Duluth Housing Trust Fund Pre-Application Staff Report
21 South 67th Avenue West (CLT #2)

| | |
|--------------------------------|---|
| Applicant/Developer | Debbie Friedman / One Roof Community Housing |
| HTF Program | Infill Development Program |
| Amount Requested | \$260,000 & \$10,000 in loan forgiveness |
| Loan Terms | Eligible for 18 months at 0-3% interest and up to \$10,000 in loan forgiveness |
| Project Details | This application is for a new Energy Star Certified single-family construction, built through One Roof Community Housing’s Community Land Trust (CLT) Program. Because it is a CLT project, this home will be permanently affordable at 80% of Area Median Income. |
| Project Location | 21 South 67 th Avenue West |
| Total Development Costs | \$341,000 |
| Other Financing | \$56,000 (MHFA), \$65,000 (HOME & CDBG), \$40,000 (Federal Home Loan Bank) |
| Project History | This is one of five new homes that One Roof’s CLT program will construct in 2023. The CLT program allows lower income home buyers to purchase Land Trust homes for a significantly reduced price. In exchange for this assistance, One Roof maintains ownership of the land, which homeowners lease for a small fee. When homeowners move, they agree to pass on the benefits they received by selling their home below market price to another income-qualified buyer. Because of the Land Trust resale formula, the organization’s initial investment (in the form of down-payment and rehab assistance) is recycled and stays with the home every time it is sold. To date, One Roof Community Housing has resold over 218 Land Trust homes and recycled over \$15 million in subsidies. |
| Staff Recommendation | This project meets eligibility requirements for the HTF’s Infill Development Program and is aligned with key principles identified in the City’s comprehensive plan, including reusing previously developed lands (Principle #1) and reinvesting in neighborhoods (Principle #5). The proposal would create a new permanently affordable single-family home. Staff recommend loan approval and seek a recommendation on the level of loan forgiveness for the HRA to consider. |



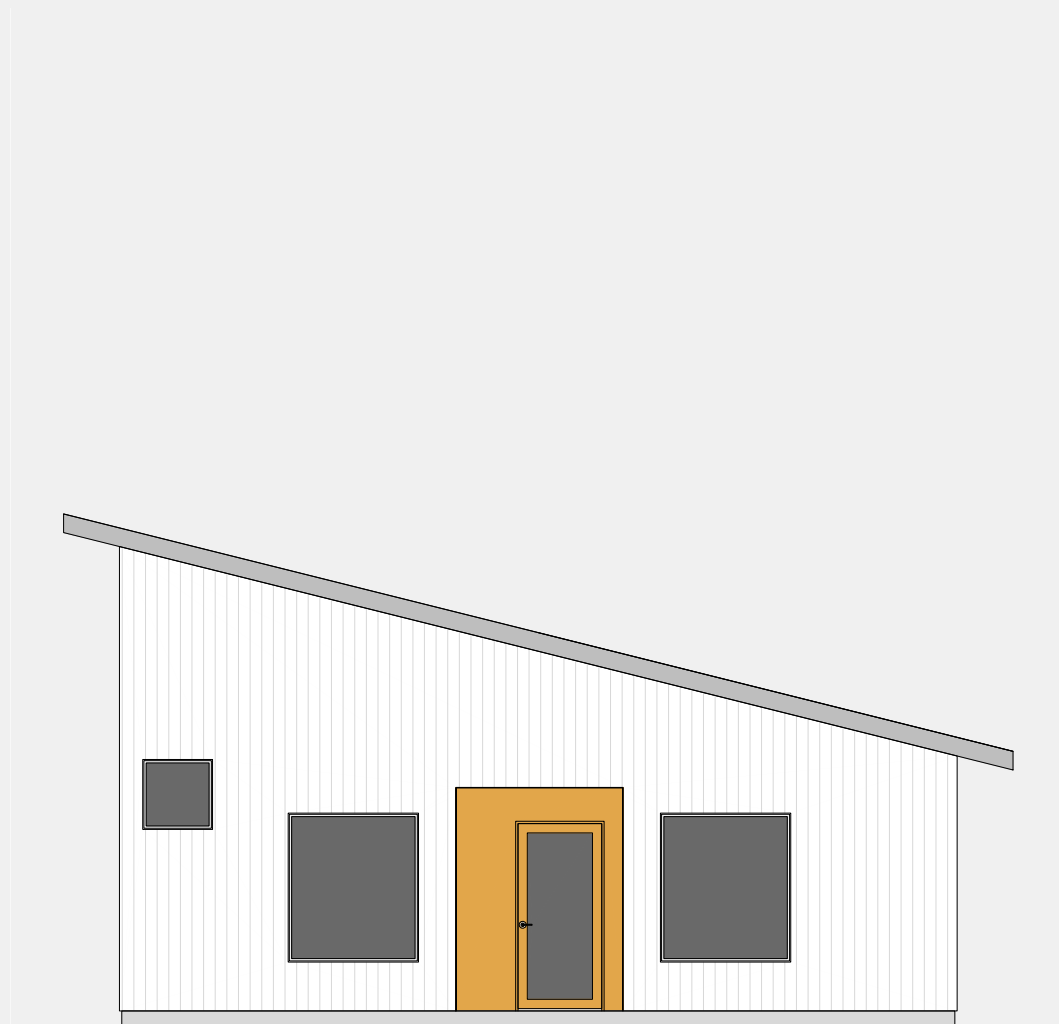
21 S 67th Ave W

Note: the house shown here has been torn down



30x30: 2 Bedroom (cruciform)

Architect: Office Hughes Olsen



Description: 2-Bedroom Unit

Footprint: 30'x30'

SF: 900 SF

Levels: 1

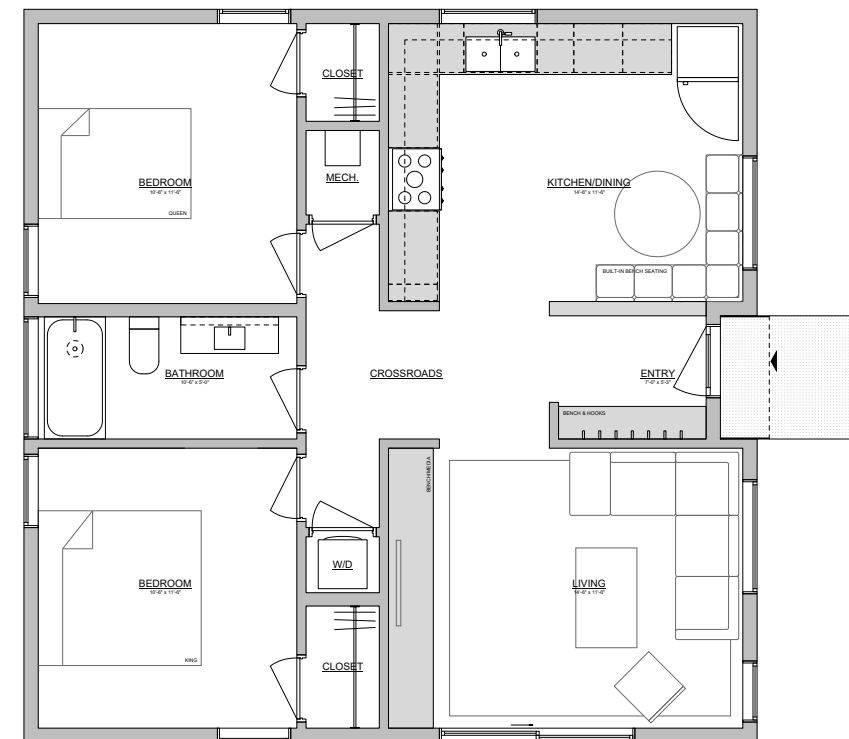
Bedrooms: 2

Level 1 Amenities: Kitchen, Dining Area, Living Area, Entry Zone, Bathroom, 2 Bedrooms with Closets, 2 Closets

Fits: 40x100 lot and up

Good for: Primary Unit, Cabin, Short Term Vacation Rental Unit

Garage: detached (not included)







Planning & Development Division
Planning & Economic Development Department

Room 160
 411 West First Street
 Duluth, Minnesota 55802

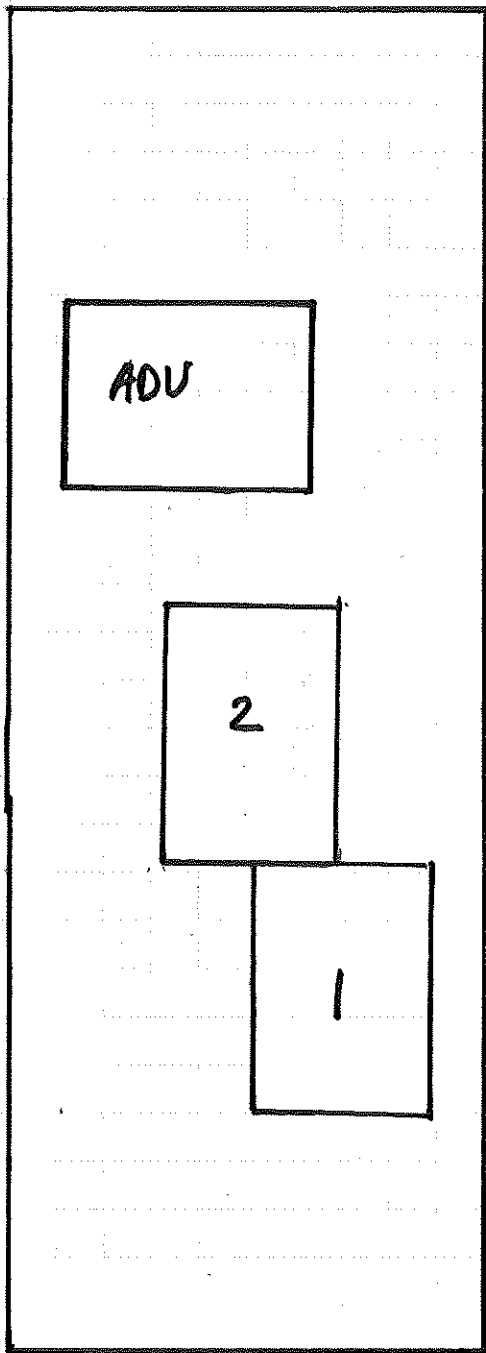
218-730-5580
 planning@duluthmn.gov

Duluth Housing Trust Fund Pre-Application Staff Report

2309 West 8th Street

| | |
|--------------------------------|---|
| Applicant/Developer | Benjamin Grams |
| HTF Program | Infill Development Program |
| Amount Requested | \$350,000 & \$50,000 in loan forgiveness |
| Loan Terms | Eligible for 18 months at 0-3% interest and up to \$50,000 in loan forgiveness. |
| Project Details | This application is seeking a construction loan to build a stacked duplex in Lincoln Park. Both units will be leased and affordable at 80% of Area Median Income (AMI). |
| Project Location | 2309 West 8 th Street |
| Total Development Costs | \$400,000 |
| Other Financing | The city provided \$23,000 in CDBG funding to complete demolition on the condemned structure at this address. |
| Project History | The former building at this address was condemned for human habitation after a fire in 2021. The city signed a Development Agreement in June of 2021 with Benjamin and Adeline Grams, the terms of which stipulated that the city would pay for the demolition of the condemned building in exchange for the construction of three new units, one of which would be affordable at 80% of AMI for a period of 10 years. Demolition was completed in September, 2021. This application proposes that both units would be leased at the 80% AMI rate for a period of 15 years. |
| Staff Recommendation | This project meets eligibility requirements for the HTF's Infill Development Program and is aligned with key principles identified in the City's comprehensive plan, including reusing previously developed lands (Principle #1) and reinvesting in neighborhoods (Principle #5). The proposal would create two new affordable housing units for a 10-year term. Staff recommends loan approval and seek a recommendation on the level of loan forgiveness for the HRA to consider. |

ALLEY



* DUPLEX W/ ADU (DETACHED)

* 3 UNITS

* ALL UNITS ARE 18' X 26'

* ALL UNITS ARE 1 BED
1 BATH

8TH STREET

North Arrow Required

RESIDENTIAL SITE PLAN PAPER

Do Not Use Pencil

Site Address:

2309 W. 8TH ST.

DULUTH, MN 55806

Owner's Name:

ADELINE GRAMS (FKA GREEN)

This Site Plan is an accurate and complete representation of the footprint(s) of all existing and proposed structure(s) and their location(s) on the subject property.

Applicant's Signature:

Plat / Parcel No.

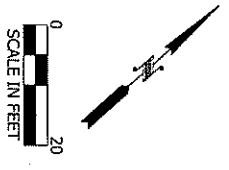
010-1220-06500

Grid is 4 squares per

Scale: 1" = 20 Feet

Date:

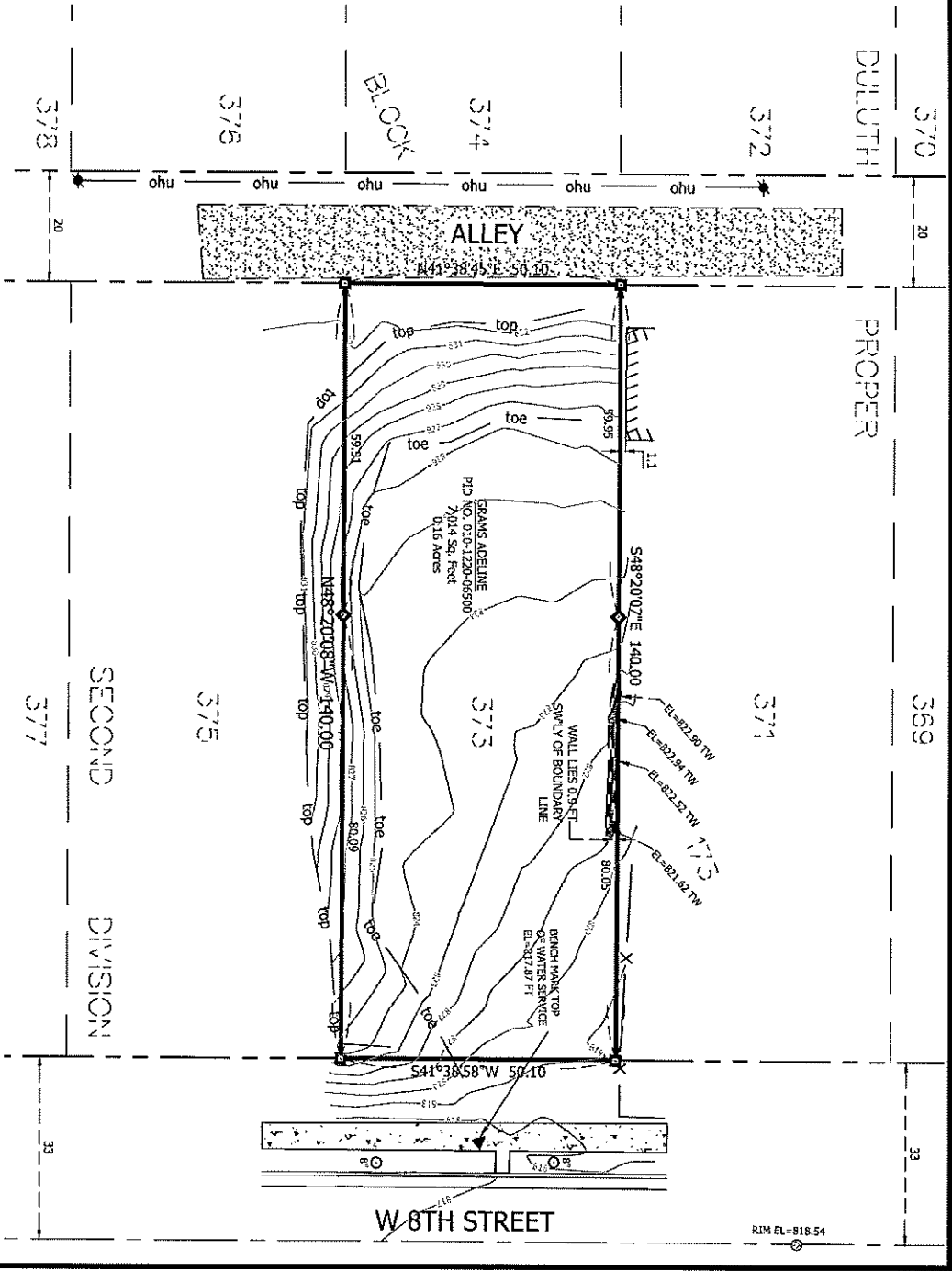
5/3/2022



- LEGEND**
- CONCRETE SURFACE
 - GRAVEL SURFACE
 - RETAINING WALL
 - EXISTING BUILDING LINE
 - FENCE LINE
 - OVERHEAD UTILITIES
 - CENTER LINE
 - RIGHT OF WAY LINE
 - BOUNDARY LINE AS SURVEYED
 - EXISTING PLAT LINE
 - CONCRETE CURB & GUTTER
 - TOP OF BANK OR GRADE BREAK
 - TOP OF BANK OR GRADE BREAK
 - TOP OF WALL ELEVATION
 - DECIDUOUS TREE
 - UTILITY POLE
 - FOUND CAPPED REBAR RLS. NO. 49355
 - STORM MANHOLE
 - BENCH MARK

LEGAL DESCRIPTION PER DOC. NO. 1280722
 Lot 373, Block 173, DULUTH PROPER SECOND DIVISION.

- SURVEYOR'S NOTES**
- THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITTEE OR TITLE OPINION, A TITLE SEARCH FOR RECORDED OR UNRECORDED INTERESTS IN THE PROPERTY OR A RECORD SEARCH OF THE PUBLIC RECORDS. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY. BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1986. (MAD 83 2011)



I, the undersigned, being duly sworn, depose and say that the foregoing is a true and correct copy of the original survey as prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

David R. Evans
 David R. Evans
 MN License # 92255

CERTIFICATE OF SURVEY

CLIENT: **HEBERT & ADELINE GRAMS**
 ADDRESS: **2209 W 8TH ST, DULUTH, MN 55806**

REVISIONS: **4-12-22 ADD TOPOGRAPHY DATA**

DATE: **04/12/2022** TIME: **10:23 AM** SHEET: **1 OF 1**



RIM EL=818.54

Minnesota Power Energy Programs for Duluth HTF Applicants

| Minnesota Power Energy Efficiency Programs Housing Trust Fund Subprograms | New Construction Energy Efficiency Program | Custom Multifamily | Multifamily Direct Installation Program |
|--|--|--------------------|---|
| Comprehensive Rehab & Conversion Sub-Program (CRCP) | | ✓ | ✓ |
| Flexible Multifamily Fund Sub-Program | | ✓ | |
| Infill Development Sub-Program | ✓ | ✓ | |

The City of Duluth is partnering with Minnesota Power to promote energy efficient development by encouraging all applicants to Duluth's Housing Trust Fund programs to complete a FREE energy efficiency consultation.

HTF applicants may choose their level of participation in these energy efficiency programs after their initial consultation.

