
Community Development Advisory Board October 15, 2025, Meeting Minutes

I. CALL TO ORDER & ROLL CALL

The Community Development Advisory Board (CDAB) met on October 15, 2025, at 12:30 PM, via a hybrid model including in-person (at 9 E. Vermijo Avenue, Colorado Springs, CO 80903) and the virtual Microsoft Teams Meeting platform. Board Chair, Mr. Tyler Stevens, called the meeting to order at 12:33 PM.

Roll Call

The Community Development Advisory Board members present were:

- Tyler Stevens (GMF) (Chair)
- Leslie Ornstein (D1)
- Matt Buffington (D2) (online)
- Emily Peacock (D3)
- Denise Howell (Manitou Springs)
- James Osborne (Ramah)
- Megan McReynolds (Calhan)
- Ben Sheets (Fountain) (online)
- Samantha Padgett (Palmer Lake)

The Community Development Advisory Board members absent were:

- Tamara Estes (D4)
- Madeline VanDenHoek (Monument)

Other persons present at the meeting were:

- El Paso County Commissioner, Cory Applegate (EPC Board of County Commissioners Liaison)
- Luke Houser (Community Development Analyst for the CDBG, Economic Development Department & Staff Liaison)
- Randi Davis (Community Development Analyst for Housing, Economic Development Department)
- Natasha North (Project Manager, Economic Development Department)

II. CONSIDERATION OF THE APRIL 2025 MEETING MINUTES

Ms. Padgett moved to approve the minutes from the April 16th CDAB meeting, as presented, and so seconded by Mr. Osborne, the motion passed unanimously.

III. PROGRAM UPDATE

2024PY OVERVIEW

Mr. Houser provided a comprehensive overview of open PY2024 projects; Brothers Redevelopment (+\$14,311.36 added to their budget, extended until 12/31/25), EPC Parks (project extended until 10/31/25) and the Town of Ramah (project extended until 12/01/25).

Mr. Houser provided an overview of the Ellicott Open Door Community Church project to the Board, explaining why Ellicott requested that this project be cancelled and what effects returning their funds (\$203,500.00) has upon El Paso County's timeliness report with the U.S. Department of Housing & Urban Development. Ms. Howell asked if there was any way that timeliness could be offset by other projects drawing down their funds early, to which Mr. Houser explained that 2025 project drawdowns would not impact 2024 program year timeliness. Mr. Sheets asked if the scope of work could have been reduced to assist with the costs raised, to which Ms. North replied that this could have potentially triggered a 'substantial change' amendment, which requires additional levels of approval.

2025PY OVERVIEW

Mr. Houser provided a comprehensive overview of open 2025 projects, indicating that Notice to Proceed letters were issued on 10/3/2025 and those projects have begun.

IV. PLAN OF ACTION: 2026 JANUARY OPEN APPLICATION CYCLE

REVIEW CDBG VIDEO

Ms. North played a video for Board members, providing a comprehensive overview of the El Paso County CDBG program.

REVIEW OPEN APPLICATION CYCLE TIMELINE (JANUARY 2ND - FEBRUARY 2ND, 2026)

Mr. Houser explained expected timelines for the upcoming PY2026 Open Application Cycle - January 2nd to February 2nd, 2026 – followed by a timeline for the CDBG Applicants' webinar, expected to occur during the week of January 12, 2026.

REVIEW OF CDBG GOALS (CONSOLIDATED PLAN 2022 – 2026)

Mr. Houser provided a comprehensive overview of the EPC 2022-2026 Consolidated Plan goals, as well as a detailed breakdown of EPC ED's progress towards the completion of these goals. Mr. Houser also stated that there were no negative Federal repercussions to not meeting these goals, and that these were directional guides for assisting in funding determinations. Ms. Padgett considered the removal of unachieved goals from future Consolidated Plans.

REVIEW OF CDAB PROCESS: FEBRUARY – APRIL, 2026

Mr. Houser provided guidance to the Board on next steps in their review process; indicating that future meetings from February – April were firm commitments by its members. Mr. Stevens requested that the Board appoint one of its members as a temporary presiding officer in the event of his absence. Ms. Howell volunteered to act as a "chairman *pro tem*" in Mr. Stevens' absence. The Board unanimously agreed that Ms. Howell would act as the temporary chair and lead the February 2026 meeting in Mr. Stevens' absence.

V. OTHER BUSINESS

COMMUNICATION OUTREACH

Mr. Houser explained his intent to expand the CDBG's outreach during PY2026 – including an interview with Pikes Peak State College to be aired during their non-profit radio segment.

MANITOU SPRINGS VISIT FROM HUD REGION VIII ADMINISTRATOR TIM GEITNER

Ms. Howell provided a comprehensive overview of the on-site Manitou Springs Carnegie Library visit from the HUD Region VIII Administrator, Tim Geitner.

VI. ADJOURNMENT

October 15, 2025, CDAB meeting adjourned at 1:12PM.

Tyler Stevens

Tyler Stevens, Chair of the Community Development Advisory Board, presided.

Public notice for this meeting posted online via the El Paso County Agenda Suite, October 9, 2025.