

**CITY OF ALBANY  
COMMUNITY DEVELOPMENT COMMISSION  
Willamette Room, 333 Broadalbin Street  
Monday, September 15, 2014  
12:00 p.m.**

**MINUTES**

Commissioner Members Present: Iris Carrasco (arrived 12:10 p.m.); Chris Equinoa; Cortney Hall; Sharon Konopa (arrived 12:06 p.m.); Dan Sullivan, Jo Zimmer; Dick Olsen

Commissioners Absent: Wanda Kinney (excused), Tara Dixson (excused), Terry Knoll (excused)

Staff Present: Anne Catlin, Planner III; Bob Richardson, Planning Manager; Mark Shepard, Public Works Director/Assistant City Manager; Irene Mann, Executive Assistant to the Public Works Director

Others Present: Jeni Wells-Whitney, Oscar Hult

**CALL TO ORDER:**

There was not a quorum at 12:02 p.m. Those present introduced themselves.

At 12:06 p.m., there was a quorum, and Chair Zimmer called the meeting of the Community Development Commission (CDC) meeting to order.

**BUSINESS FROM THE PUBLIC**

There was no business from the public.

**HOUSING REHABILITATION LOAN POLICIES**

Catlin discussed the items in the Housing Rehabilitation Loan Program Policies handout that was distributed as part of the agenda packet (Attachment A).

Catlin asked for direction regarding policies related to minimum income, minimum loan amount, and equity. She explained that several applicants have not qualified for the loan program due to these issues. She introduced Jeni Wells-Whitney, the housing loan program coordinator from the Community Services Consortium.

There was considerable discussion on the minimum loan amount and equity and equity needed for the loan.

The Commission discussed whether roof repairs, heating systems, and electrical or plumbing repairs would be applicable for the loan. The ultimate goal is to make these loans available to low-income applicants.

**Motion:** Equinoa motioned to amend the loan policies to consider loans to households earning an 80% median family income, but still give preference to those with the lowest incomes if demand picks up for the program. Sullivan seconded the motion and it passed 7-0.

**Motion:** Hall motioned to reduce the minimum loan amount from \$10,000 to \$5,000. Olsen seconded the motion and it passed 7-0.

## **APPROVAL OF MINUTES**

**Motion:** Hall motioned to approve the minutes from the CDC meeting on April 14, 2014, with noted administrative changes made. Konopa seconded the motion and it passed 7-0.

## **SMALL BUSINESS GRANT APPLICATION REVIEW**

Catlin distributed a grant application scoring sheet to help evaluate the economic development small grants. The Commission said the information provided was helpful to evaluate the grant.

Catlin discussed the grant request (Attachment B) from Oscar Hult, owner of The Natty Dresser, to provide funding to offset the rent costs and mentioned the applicant was receiving CARA (Central Albany Revitalization Area) funding for the rehabilitation of the building.

Hult addressed the Commission and provided background as to why he chose to start his business. He ultimately will create two full-time positions and one part-time position.

**Motion:** Equinoa motioned to approve the grant for \$5,000. Sullivan seconded the motion and it passed 7-0.

## **FY 15-16 CDBG PROGRAM PLANNING**

Catlin referred to Attachment D, the Consolidated Plan Goals Summary and highlighted the timeline. She explained that the Periwinkle Path project bid came in over budget and asked the Commission to consider using the money allocated for Accessibility Projects to the path project and to Sunrise Park in both the 2013-14 and 2014-15 program years.

**Motion:** Equinoa motioned to allocate the Accessibility funds to the Periwinkle Path and Sunrise Park projects. Carrasco second the motion. It passed 7-0.

Catlin also noted in her memo dated September 8, 2014, that the CDC Subcommittee had various recommendations for the existing programs. She highlighted the focus for the Sunrise Park Neighborhood.

Commissioners suggested Catlin contact groups such as the Albany Police Department, the local Neighborhood Watch groups, and the apartment complexes in the area to publicize neighborhood meetings.

## **ADJOURN**

Chair Zimmer adjourned the meeting at 1:35 p.m.

**NEXT MEETING:** October 20, 2014

Submitted by

Reviewed by

*Signature on File*

*Signature on File*

Irene Mann  
Executive Assistant to the Public Works Director

Anne Catlin  
Planner III