



CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

Monday, February 17, 2020, 10:00 a.m.
Santiam Room, 333 Broadalbin Street
Approved: March 16, 2020

CALL TO ORDER

10:09 a.m.

Anne Catlin called the meeting to order at 10:09 a.m.

Commissioners Present

Karen Cardosa; Chris Equinoa; Joann Zimmer (via phone conference); Tara Dixson (via video conference); Meagan Harsen; Sharon Konopa; Melissa Murphy; David Abarr; Dick Olsen

Commissioners Absent

JoAnn Miller

Staff Present

Anne Catlin, planner III; Jennifer Sullivan, administrative assistant I

Guests

Rich Catlin, Stacey Bartholomew, and Laura Kadelbach from Creating Housing Coalition

APPROVAL OF MINUTES

10:10 a.m.

Equinoa moved to approve the January 27, 2020, minutes. Harsen seconded the motion, and it passed 9-0.

SCHEDULED BUSINESS

10:10 a.m.

Creating Housing Coalition (CHC) discussed the Samaritan Health grant, fundraising efforts, and other grant sources being pursued. Discussion ensued about the coalition's other funding, grant and land acquisition opportunities, limitations about how funds can be used, and community support. CHC is not in a position to disclose potential sites at this time. Zimmer asked if CHC and Habitat for Humanity will become one entity for the tiny home village project or independent of each other. Rich Catlin explained that they support each other but will be independent of each other. It was clarified that the tiny homes are not mobile. Further discussion about the size and amenities of the tiny homes ensued as well as if they would be family friendly. CHC explained that their plan is to help residents be independent and not rely on government subsidies to help them pay their way. Olsen asked the average age of potential residents. CHC anticipates the average age of residents will be approximately 55 years old and about 40 percent of them will be employed but extremely low-income.

2020 Grant Proposals and Evaluation

10:46 a.m.

Staff recommended that if the CDC recommends funding for DevNW, that the action plans that have the carryover funding be modified for housing rehabilitation because DevNW has 10 households on their waiting list and could utilize funds immediately.

Konopa said that CHC needs to obtain more funds and community support before the CDC recommends funding their application. Equinoa said he understands Sharon's thoughts but said that what CHC can offer is necessary for the community; although he agreed they aren't far enough along to approve funds yet.

Catlin suggested the CDC determine funding for economic development activities before deciding on housing related applications. She advised that Linn Benton Community College Small Business Development Center (LBCC SBDC) has not yet spent their awarded funds from two years ago and therefore, recommends delaying

new funds until prior year funds are depleted. Murphy explained that she is on the LBCC advisory board, so she won't be scoring them. She said that she was not aware that LBCC SBDC had not yet spent their previously awarded CDBG funds. Discussion about how SBDC functions, their transparency, clients, and demand for their services ensued.

Catlin asked the commission to determine how much to allocate towards the small business grant program. Discussion about the amounts to allot for microenterprises ensued. Catlin suggested allotting around \$30,000 to \$50,000 towards economic development in 2020 funds and \$200,000 towards housing related services.

Further discussion ensued about CHC. Konopa said it is premature to approve funds until CHC gains more community support and funds independent of the City. Equinoa agreed that CHC should obtain additional funds before CDC approves their application. Konopa said that there are other housing sources that could be funded instead of building a tiny home community and said she is concerned about how residents would feel if the tiny home community was in their neighborhood. Zimmer agreed that it is important to ensure neighbors of any property acquired by CHC are comfortable with the tiny home project being in their neighborhood.

Catlin turned attention to the public services grant applications and asked commissioners to put their scores on the white board (see attachment 1) with 100 being the best score. She asked if any members have concerns or questions about the applications. Murphy shared her concerns about Signs of Victory's line of succession and capacity; although, she feels they offer valuable services. Conversation about Signs of Victory continued.

Catlin requested everyone to provide her with scores so they can be added to the spreadsheet before the March 16, meeting.

Housing Proposals:

DevNW – The commissioners tentatively agreed that the carryover funds should be awarded to DevNW and will continue discussion regarding how to allocate 2020-year funds at the next meeting.

NEXT MEETING DATE

11:39 a.m.

The next Community Development Commission meeting will be Monday, March 16, 2020, in the Willamette Room.

ADJOURNMENT

11:40 a.m.

Hearing no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Reviewed by,

Signature on file

Signature on file

Jennifer Sullivan
Administrative Assistant I

Anne Catlin
Planner III