



CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

Monday, March 16, 2020, Noon
Willamette Room, 333 Broadalbin Street
Approved: April 6, 2020

CALL TO ORDER

12:07 p.m.

Joann Zimmer called the meeting to order at 12:07 p.m.

Commissioners Present

Karen Cardosa; Chris Equinoa; Joann Zimmer; Tara Dixson; Meagan Harsen; JoAnn Miller; Sharon Konopa; Melissa Murphy (via video); David Abarr, Tara Dixson (via audio) joined at 12:10 p.m.

Commissioners Absent

Dick Olsen (excused).

Staff Present

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

Guests

See sign in sheet.

APPROVAL OF MINUTES

12:07 p.m.

Commissioner Equinoa moved to approve the February 17, 2020, minutes. Commissioner Cardosa seconded the motion and it passed 9-0.

SCHEDULED BUSINESS

12:07 p.m.

Small Business Grant Application

12:07 p.m.

Catlin introduced CDBG applicant Avelardo Ortiz who provided a brief summary of his landscape business and application request. He said that he is currently borrowing machinery to run his business and if his application is approved he would use the grant to purchase his own equipment, expand into water features and hardscaping, pay for his LLC, bond, additional licenses, and website. He said he has over five years' experience, is currently marketing door to door, and hopes to hire an employee within six to seven months.

Discussion ensued about the City's home business standards and how they pertain to Ortiz's business. Discussion about parking, employees, equipment storage, business zoning requirements, and conditional use review were discussed. Ortiz talked about his client list, experience, the difference between landscaping and hardscaping, landscaping classes available to him, licensing, required tests, additional education, and pricing.

2020 Proposals Evaluation

12:23 p.m.

Public Services. Catlin said \$56,300 was available for 2020 public services grants. Melissa asked about Signs of Victory. Catlin suggested to consider the grant for the facility operations rather than for the applicant as there may be a change in management. Discussion about Signs of Victory's needs, expenses, facility, and current status ensued. Miller and Murphy both expressed concerns about awarding funds to Signs of Victory due to compliance and management issues. Catlin said it is possible to allocate funding to an activity (the shelter) without specifying the agency. Equinoa noted an option is to not fund every applicant. Anne said the Action Plans could be moved to the May 13 City Council meeting to allow more time for the Signs of Victory situation to play out. The CDC would need to meet in early April to make decisions on public services award recommendations to meet the 30-day notice requirements.

Housing and Economic Development Activities. Catlin explained there is \$244,000 in 2020 funds for housing and economic development activities, and carryover funds of \$144,411. It was determined that Linn Benton Community College Small Business Development Center would not receive funds this year due to their carryover balance from 2018 and 2019. After some discussion, the CDC recommended allocating \$40,000 for small business grants, leaving \$204,000 available for housing activities. After some discussion regarding Creating Housing Coalition's (CHC) application and potential school district property, Catlin suggested the CDC act on the DevNW application first. The CDC recommended fully funding DevNW's application for housing rehabilitation funds of \$240,000. Catlin explained that the \$240,000 would consist of \$144,411 in carryover funding and the rest in 2020 funds (\$95,589).

Konopa said it is premature to approve the allocation of funds for CHC. Discussion ensued. Anne suggested the CDC set aside the remaining 2020 funds (\$108,411) for creating housing/property acquisition – similar to what was done in 2018 and 2019, without awarding the funds to CHC at this time.

Vote on Small Business Grant Application

1:03 p.m.

Commissioners discussed Ortiz's landscape business application. They discussed the grant be conditional upon compliance with the home business standards and phasing the funds to the applicant. Equinoa made a motion to approve the application, with half the grant available up front (\$5,000) and the other half (\$5,000) in 6 months if the business remains in compliance with the City's at home business standards. Abarr seconded and the vote passed 8-0 (Murphy had already left the meeting).

NEXT MEETING DATE

1:09 p.m.

The next Community Development Commission meeting will be in the Willamette Room on Monday, April 6, 2020, with phone and video conference available.

ADJOURNMENT

1: 09 p.m.

Hearing no further business, the meeting was adjourned at 1:09 p.m.

Respectfully submitted,

Reviewed by,

Signature on File

Signature on File

Jennifer Sullivan
Administrative Assistant

Anne Catlin
Planner III