



COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, April 6, 2020

12:00 p.m.

[Remote Meeting](#)

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1. CALL TO ORDER (Zimmer)
2. APPROVAL OF MINUTES (Zimmer)
 - a. March 16, 2020
3. SCHEDULED BUSINESS
 - a. Continued Evaluation of 2020 Action Plan Activities (Staff)
 - b. 2018 and 2019 Plan Amendments (Staff)
 - c. Program Updates (verbal) (Staff)
4. BUSINESS FROM THE COMMISSION
5. NEXT MEETING DATE: **TBD**
6. ADJOURNMENT

Due to Governor Brown's Executive Order No. 2012, prohibiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public only via phone and video connection.

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CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

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

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,

Jennifer Sullivan
Administrative Assistant

Anne Catlin
Planner III



MEMO

TO: Community Development Commission

FROM: David Martineau, Planning Manager *DM*
Anne Catlin, Planner III *AC*

DATE: March 26, 2020

SUBJECT: April 6, 2020, Community Development Commission Meeting

Action Requested:

It is requested that the Community Development Commission (CDC) continue evaluation of the 2020 grant proposals and recommend activities to include in the 2020 Action Plan.

Discussion:

The CDC will continue the evaluation of 2020 grant applications and make a final recommendation on the allocation of 2020 Community Development Block Grant (CDBG) program year funds. (See the attached scoring sheets.) We encourage you to attend the meeting by phone or through your computer using Zoom; instructions will be emailed to you closer to the meeting date.

The commission's recommendations will be included in the draft 2020 Action Plan and amendments to the 2018 and 2019 plans. The plans must be available for public review for at least 30 days, no later than April 13, 2020. The City Council public hearing on the action plans is scheduled for May 13, 2020.

Following Council review and approval, the 2020 Action Plan must be submitted to the Department of Housing and Urban Development (HUD) by May 15, 2020.

AC:js

Attachments

HOUSING & ECONOMIC DEVELOPMENT APPLICATIONS SUMMARY

TOTAL AVAILABLE: \$388,411 (\$144,411 carryover, \$244,000 for 2020)			Suggested	Activity Need	Low Mod Benefit/# Served, Performance Outcome	Agency Capacity, Diversity, Ready to Proceed	Financial Capacity, Budget, Match
Applicant	Proposed Activity	\$ Request	2020 Award	30 pts	20 pts	30 pts	20 pts
Creating Housing Coalition and Albany Area Habitat for Humanity	Acquire property to create new housing (30-40 houses)	\$375,000	\$0	Homeless counts, limited affordable housing	30-40 new houses (Tiny and Habitat)	Board & client diversity	Match with other grants and Habitat revenue
DevNW	Owner-occupied housing rehab	\$240,000	\$240,000	10 Albany hh's on waitlist	Rehab 6-7 houses	Bilingual employees	No match
LBCC Small Business Development Center	Business advising and courses for low-mod residents	\$15,000	\$0		75-110 LMI residents	Latino advisor	No match
City Small Business Grant Program	Microenterprise grants to create jobs	\$30-50,000	\$40,000	Increasing demand for \$	4 businesses		

Total **\$280,000**
Total Funding Available: **\$388,411**
 Balance **\$108,411**

Allocate to activities that create housing (property acquisition, clearance, public improvements)

2020 Public Services Application Scores

Agency	Activity	Grant Request	CE	SK	KC	MM	MH	JZ	TD	JM	DO*	DA*	Score Totals	Ave. Score	RANK by scores	DO	DA	Ranks converted*
Family Tree Relief Nursery	Family support program	\$15,000	70	95	100	75	75	78	84	95	80	80	832	83.2	2	3	3	80
Furniture Share	Furniture and food boxes	\$15,000	70	80	75	75	70	81	81	90	70	70	762	76.2	3	5	5	70
Jackson Street Albany House	Youth shelter services	\$25,000	80	95	75	80	75	NA	89	100	85	85	764	84.9	1	2	2	85
OCWCOG	Senior companion program	\$5,000	60	NA	75	70	60	74	82	75	73	73	642	71.3	5	4	4	73
Signs of Victory Mission	Shelter services	\$40,000	75	100	90	55	80	63	81	35	85	85	749	74.9	4	1	1	85

*Adding the converted ranks did not change the ranking.

Agencies in Score Rank Order			2020 Award
Jackson Street Albany House	Youth shelter services	\$25,000	
Family Tree Relief Nursery	Family support program	\$15,000	
Furniture Share	Furniture and food boxes	\$15,000	
Signs of Victory Mission	Shelter services	\$40,000	
OCWCOG	Senior companion program	\$5,000	

\$100,000 \$56,300