



CITY OF ALBANY  
COMMUNITY DEVELOPMENT COMMISSION

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**MINUTES**

Monday, May 18, 2020, Noon  
Santiam Room and virtual, 333 Broadalbin Street  
Approved: June 15, 2020

**CALL TO ORDER**

12:07 p.m.

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

**Commissioners Present (Remotely)**

Karen Cardosa; Chris Equinoa; Joann Zimmer; Sharon Konopa; Melissa Murphy, Tara Dixson; David Abarr; JoAnn Miller; (arrived at 12:10); Dick Olsen (arrived at 12:10)

**Commissioners Absent**

Meagan Harsen (excused)

**Staff Present**

Anne Catlin, planner III; Jennifer Sullivan, administrative assistant

**Guests**

Liza Newcomb with Dev NW

**APPROVAL OF MINUTES**

12:09 p.m.

Commissioner Equinoa moved to approve the April 6, 2020, and April 20, 2020, minutes. Mayor Konopa seconded the motion and they passed 6-0.

**SCHEDULED BUSINESS**

12:09 p.m.

a. Housing Rehabilitation Loan Policies:

Catlin reviewed the request from DevNW to consider changing the policies to increase the maximum loan amount from \$40,000 to \$50,000 with approved exceptions. Newcomb said that on average the \$35,000 grant amount is sufficient, but for some projects, including the house on Baker Street, more issues were found once the house was opened up. Project expenses to date total \$30,000 and estimates to remove the lead-based paint and replace the T1-11 siding will bring the project total closer to \$50,000. Newcomb said that for a total of \$50,000 she feels the work can all be done and explained that especially with older houses the grant funds usually end up needing to be more than the current limit allows. Conversation ensued about the needs and current status of the house on Baker Street and Equinoa asked for estimates from contractors for specific work that still needs to be done. Zimmer mentioned increasing the maximum amount to \$50,000 when needed because unknown issues do arise especially in older homes. Discussion ensued around ensuring policy exceptions were not automatic. Newcomb said she builds in approximately 10 percent for contingency and she does not tell the applicants there are additional funds available unless a necessary exception is needed. Dixson said she is ok with the language in the current loan policy and just increasing the dollar amount for the loan maximum. Equinoa said he wants to have estimates included for the additional funds requested and Catlin affirmed that if the policy change is made, DevNW would submit a request for the exception with documentation. Dixson moved to change the additional fund amount to \$50,000 on the Housing Rehabilitation Loan Policy program with the exception to be up to \$50,000 with the addition of ensuring they have estimates of the work to be completed before it is approved. Equinoa seconded and the motion passed 8-0.

b. Small Business Emergency Loan Fund parameters. Catlin shared a draft of the small business emergency loan fund terms and eligibility criteria to help businesses impacted by COVID-19. Fund requirements and

restrictions were discussed with Murphy commenting that the fund requests must match federal and state requirements.

Catlin concluded the meeting by noting that the CDC will need to start thinking about how to plan for assessing next year's needs.

**NEXT MEETING DATE**

1:05 p.m.

The next Community Development Commission meeting will be TBD.

**ADJOURNMENT**

1:05 p.m.

Hearing no further business, the meeting was adjourned at 1:05 p.m.

Respectfully submitted,

*signature on file*

Jennifer Sullivan  
Administrative Assistant

Reviewed by,

*signature on file*

Anne Catlin  
Planner III