



COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, June 15, 2020

Noon

[Remote Meeting](#)

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1. CALL TO ORDER (Zimmer)
2. APPROVAL OF MINUTES (Zimmer)
 - a. May 18, 2020
3. SCHEDULED BUSINESS
 - a. Housing Rehabilitation Loan Exception Request (Staff)
 - b. Small Business Grant Schedule (Staff)
 - c. Program Updates (verbal) (Staff)
4. BUSINESS FROM THE PUBLIC
5. BUSINESS FROM THE COMMISSION
6. NEXT MEETING DATE: **TBD**
7. 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, May 18, 2020, Noon
Santiam Room and virtual, 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 (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,

Reviewed by,

Jennifer Sullivan
Administrative Assistant

Anne Catlin
Planner III



MEMO

TO: Community Development Commission

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

DATE: June 8, 2020

SUBJECT: June 15, 2020, Community Development Commission Meeting

Action Requested:

The Community Development Commission (CDC) is requested to consider a housing rehabilitation loan exception request and discuss the City's small business grant program.

Discussion:

- a. Housing Rehabilitation Loan Exception Request. The City received a request to increase a housing rehabilitation loan for repairs to 627 Baker Street SE to \$50,000. Expenses to date are approximately \$30,000 and the bid for remaining work came in at \$18,100 (attached). Approving this request would enable exterior siding, trim, and painting to be completed to cover existing lead paint. Work completed to date includes a new roof; new gutters; replaced dry rotted fascia; replaced broken window panes and installed storm windows; replaced windows and sliding glass door on the newer addition; replaced exterior doors; replaced one interior door; installed GFCI outlets in kitchen and bathroom; rebuilt the front porch on addition; updated the bathroom with new tub and surround, vanity, flooring, and toilet; and repaired waste water lines from bathroom.
- b. City Small Business Loan Program Schedule. Last year, the CDC gave approval to establish small business grant application deadlines to establish a more equitable and competitive system. Deadlines last year fiscal year were November 1st and March 1st. If funds are depleted in the first round, the March deadline would enable consideration of requests to be considered for funding in the next Action Plan.

AC:js

HONEY DO SERVICES INC
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Estimate



ADDRESS
Lisa Steinback 627 Baker St Albany, Or 97321

SHIP TO
Lisa Steinback 627 Baker St Albany, Or 97321

ESTIMATE #	DATE
1703	06/01/2020

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	DATE	QTY	RATE	AMOUNT
Repair existing siding and Install new Hardie trim around all exterior windows and exterior corners. Install a drain-able house wrap, install head flashing above every window and and flash windows with flashing tape at all 4 sides of windows. Install 8.25" Hardie plank (with a 7" reveal) lap siding over existing sheet siding, joint flashing at every butt joint. Seal all trim and windows with a approved polyurethane caulking and prep for paint	06/01/2020	1,200	9.50	11,400.00
Repair existing siding per scope of work, Seal cracks, Repair or replace chair rail at severe locations at the East wall. Repair minimal siding with like material		1	1,200.00	1,200.00
Prep all existing and new siding, spot prime with peel stop at existing siding. Paint all new siding and existing siding. 1 color body and 1 coat trim.		1	5,300.00	5,300.00
Portable toilet		1	200.00	200.00

Honey Do Services Inc is licensed, bonded, insured and CERTIFIED LEAD-BASED PAINT RENOVATION CCB#220072.

All work shall be performed in a professional and workmanlike manner and shall comply with all applicable local and state codes.

New construction, additions and installations are covered under a standard 1 year warranty. 90 day warranty on repairs.

Estimate does not include any framing, mechanical, electrical or plumbing permits which may be required. Changes, additions (at customer's request) or unforeseen complications may result in additional charges.

TOTAL

\$18,100.00

ACCEPTANCE OF ESTIMATE: The above prices, specifications and conditions are satisfactory and are accepted. You are authorized to do the work specified. Remaining payment due upon receipt of invoice. Past due invoices subject to a late fee of \$35. Invoice is PAST DUE 30 days after invoice date. Invoices 120 days or more past due are subject to collection and recovery cost.

Accepted By

Accepted Date