



**CITY OF REDMOND**  
Community Development Department

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## **HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**

### MINUTES

**August 23, 2017**

411 SW 9<sup>th</sup> Street, City Hall Conference Room 210, Redmond, Oregon

**Members Present:** Chair Whitney Swander, Diana Barker, Steve Curley, Charlene Hunter, Suzanne Michaels, Geoff Wall (*absent: Vice-Chair Joni Powell, Lori Scharton; 1 vacancy*)

**Youth Ex Officio:** Vacant

**City Staff:** Katie McDonald, *Assistant Planner*; Jodi Burch, *Finance Department*; Cameron Prow, *TYPE-Write II*

**Visitors:** None

**Media:** Dave Morgan, *RedmondNewsToday.com*

*(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)*

### **CALL TO ORDER – INTRODUCTIONS**

Chair Swander called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 1:04 p.m. with a quorum of members (5 of 8) present. Mr. Curley arrived at 1:12 p.m. after approval of the minutes.

### **CITIZEN COMMENTS**

None.

### **APPROVAL OF MINUTES**

1. July 21, 2017

**Motion 1** (5/0/0): Mr. Wall moved to approve the July 21, 2017, minutes as written. Ms. Michaels seconded the motion which passed unanimously.

### **DISCUSSION ITEMS**

1. Affordable Housing Tools

Ms. McDonald presented the Bend Collaborative Housing Workgroup Middle Market Housing Policy Recommendations, July 2017. She outlined how Redmond might use the tools identified in the report, Redmond's current toolbox, and HCDC options for moving forward.

Committee concerns included exempting triplexes and fourplexes from design review, impacts on existing neighborhoods from filling in gaps (design compatibility, parking, storage space, traffic congestion), lack of public transportation, balancing today's reality of multiple cars for each household with future walkability and bikeability needs, how to adapt Bend tools for Redmond neighborhood needs, relationship between HCDC and Planning Commission, balancing community density needs with neighborhood values, stronger neighborhood focus, design requirements (parking, garage, apartments above garage, adequate storage outside garage),

inventorying Redmond needs (tools available, Redmond's current condition related to housing tools, using cities more comparable to Redmond than Bend and Portland), not segregating affordable housing, reviewing the source from which Bend tools were selected, and inviting Eco NW to speak to HCDC. Following discussion, HCDC members asked staff to provide information comparing Bend tools (from the report) to Redmond's Great Neighborhood Principles, identify Redmond's existing tools, and review tools used by cities similar to Redmond. Members suggested several Oregon cities to use for comparison purposes – Albany, Ashland, Beaverton, Corvallis, Gresham, Happy Valley, Hillsboro, Milwaukie, and Oregon City – and recommended defining technical terms.

Ms. Barker requested a copy of Redmond's "Great Neighborhood Principles." Ms. McDonald said these were posted on the City website but she could send them to committee members on request.

Mr. Morgan asked if the Great Neighborhood Principles were relevant to Redmond's needs in 2017 and the definition of Bend's parking district. Ms. McDonald responded that more information about the "Great Neighborhood Principles" was available from Planning Manager Deborah McMahan. Mr. Curley explained the rationale behind Bend's parking district.

2. Draft 2017-2018 RFP

Ms. McDonald presented the draft Request for Proposals for program year (PY) 2017-2018. Redmond's Community Development Block Grant allocation for PY 2017-2018 is expected to be \$144,736. She said changes to the RFP were based on the assumption the City would receive HUD's approval on its substantial amendment by September 1. She stated she wanted to be ready to send the RFP out sooner than later as the City wants to award this money as soon as possible.

HCDC concerns included whether the City could submit a bid, if the allocation amount included funding for grant administration, and the need to appoint members to the Proposal Review Committee at the September 15 meeting. Ms. McDonald replied that the City could submit a bid and the allocation amount had already been reduced by 20% (\$44,534) for administration and 15% (\$33,400) for public services. Following discussion, HCDC agreed by consensus to recommend deletion of Paragraph 2 under the Funding Allocation heading.

**Motion 2** (6/0/0): Mr. Curley moved to move forward with the draft Request for Proposals minus Paragraph 2 under Funding Allocations to put it out to the public based on HUD's approval of Redmond's substantial amendment. Ms. Barker seconded the motion which passed unanimously.

3. CAPER

Ms. McDonald reported the Consolidated Annual Performance and Evaluation Report was not yet done. She attributed the report's incompleteness to unforeseen issues arising and that last year's corrections were only turned in last week. She summarized what the CAPER for PY 2016-2017 would include and the timeline. She has been working to get everyone paid, get reimbursed for those payments, and prepare the report. The Thrive program met its goal, serving 107 individuals, all of whom were low or extremely low income. The Opportunity Foundation's coffee kiosk had a goal of 18 placements and achieved 8, but overachieved the prior year's goal by 10. She will meet with the REACH program to review their reporting documentation, which did not match their verbal report, and to help streamline their reporting instruments. She stated she needed to complete the report by September 6. Council will review the CAPER on September 26 and the annual report is due to HUD on September 29, 2017.

Ms. Michaels reported the coffee kiosk program became self-supporting this year. She stated 38 people completed the training program but only 8 found jobs in Redmond. The other 30 people

found jobs elsewhere in the tri-county area (Bend, Prineville, Madras). Ms. McDonald asked Ms. Michaels to forward all placement numbers to her.

Following discussion, HCDC members agreed to meet on Tuesday, September 5, 11 a.m., and requested an e-mail reminder from staff. Ms. McDonald said she would check to see if members could attend the meeting via telephone.

**COMMITTEE COMMENTS**

None.

**STAFF COMMENTS**

Next meeting: Friday, September 5, 11 a.m.

**ADJOURN**

With no further business, Chair Swander adjourned the meeting at 2:08 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this 15th day of September, 2017.

ATTEST:

/s/ Whitney Swander  
Whitney Swander  
Chair

/s/ Katie McDonald  
Katie McDonald  
Assistant Planner