



**DRAFT**

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**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**  
**MINUTES**

**March 16, 2018**

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

**Members Present:** Chair Whitney Swander, Diana Barker, Steve Curley, Charlene Hunter, Suzanne Michaels, Geoff Wall (*absent: Vice-Chair Joni Powell; 2 vacancies*)

**Youth Ex Officio Absent:** Yilun “Hanna” Cao

**City Staff:** Jodi Burch, *Deputy Director of Central Services*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

**Visitors:** Michael Hinton, *Neighbor Impact*; Rebecca Parker; Sarah Kelley, *Thrive Central Oregon*

**Media:** None

*(Agenda items appear in discussion order. 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 3:01 p.m., Friday, March 16, 2018, with a quorum of members (4 of 7) present. Ms. Hunter arrived at 3:03 p.m.

**CITIZEN COMMENTS**

Mr. Hinton told committee members to keep up the good work.

Ms. Parker said she had lived in Redmond a little over a year. She discussed her experience of living in both market-rate and limited-cost homes and her interest in housing and community development. She applied to join this committee and wanted to know more about what the HCDC does.

**APPROVAL OF MINUTES**

1. January 19, 2018
2. February 16, 2018

**Motion 1** (5/0/0): Mr. Wall moved to approve the January 19 and February 16, 2018, minutes as written. Ms. Michaels seconded the motion which passed unanimously.

**DISCUSSION AND ACTION ITEMS**

1. Staffing and CDBG Program Update

Ms. Burch introduced herself as the new staff support person following Katie McDonald’s departure to accept another position. She summarized her employment background and experience with the City’s CDBG (Community Development Block Grant) program.

Ms. Burch said she was working closely with Mr. Hinton regarding Neighbor Impact’s deployment of micro-enterprise funds and timely reporting.

2. House Bill 4079 Update

Ms. McMahon reported the City's pre-application for a pilot program to address unmet affordable housing needs had been accepted. Redmond is competing against Bend and Eugene. She outlined what the City was doing to meet/exceed state requirements. The City is seeking support from the Board of County Commissioners (land acquisition) and Central Oregon Intergovernmental Council (transit opportunities). She discussed the work task timeline, proposed development concept, community partners, and need for a countywide strategy to address affordable housing concerns across multiple jurisdictions. She is hopeful Redmond's plan could become a template for similar projects. Staff will present a draft plan to HCDC prior to submitting its formal application to the state by June 1, 2018. She will e-mail the task list to committee members and other materials on request. She invited committee members and visitors to provide constructive feedback to City proposals. Comments should be directed to her by May 2018.

Mr. Witcosky discussed the need to implement strategies that remove barriers to affordable housing and identified Housing Works as a potential developer.

Mr. Curley arrived at 3:13 p.m.

Committee concerns included parking needs of residents and service providers visiting the area, target residents (owners, renters), income levels (affordable and market rate), and exploring aspirations/desires of target residents for storage and other amenities. Mr. Wall suggested being cautious in promising housing availability for people at 30% or less of area median income.

3. Recommendation of CDBG Program Year 2018-2019 Funding

Ms. Burch discussed Community Development Block Grant Substantial Amendments to the 2018-19 Annual Action Plan. Her staff report outlined the methodology for the Scoring Subcommittee's recommendation to the HCDC and City Council and next steps in the process.

Chair Swander said the City received four proposals by March 7, 2018. HCDC members requested details about how proposals were scored. Subcommittee members explained the rationale behind their recommendation.

**Motion 2** (6/0/0): Ms. Barker moved to recommend the following projects to City Council: Thrive Central Oregon: Staffing to Connect Those in Need with Services for 15% of total award funding (approximately \$30,000), City of Redmond: ADA Curb Ramp Replacements for 65% of the total award (approximately \$145,000), and administration funds of 20% of the total award (approximately \$45,000) as part of the City of Redmond's CDBG Annual Action Plan Program Year 2018-2019." Ms. Hunter seconded the motion which passed unanimously.

4. NSP3 Funding Update

Ms. Burch discussed how the City has used its NSP3 (Neighborhood Stabilization Program) grant funds. Through a partnership with Housing Works, down payment assistance was provided to 18 homeowners. The 0% loans are returned to the City upon refinance or sale of a home. Due to market conditions (lack of foreclosures), Housing Works has provided down payment assistance only once in the last three years. The state wants to move the City's \$250,000 in unspent NSP3 funds to the CDBG program. Redmond and other Oregon cities are concerned about their ability to successfully deploy these extra funds before the end of the current fiscal year (June 30).

HCDC members asked if NSP3 funds had to meet the CDBG breakdown percentages and how not-yet-repaid NSP3 down payment assistance amounts (about \$200,000) would be handled.

**COMMITTEE COMMENTS**

Chair Swander acknowledged Ms. McPherson’s arrival.

Mr. Curley asked when the City needed to update its five-year Consolidated Plan. Ms. Burch said she was working to bring consultants on board in time to meet the August 16, 2018, submission deadline. HCDC will review a draft of the new five-year Consolidated Plan before it goes to Council.

Chair Swander spoke in support of more cross-committee communication and alliances.

**STAFF COMMENTS**

Mr. Witcosky said he and Ms. Burch were working closely together on CDBG and other issues. The HCDC will have opportunity to engage more with the Planning Commission during discussions about Redmond’s potential participation in the HB 4079 pilot program.

Ms. Burch said CDBG was an exciting program with a lot of opportunities.

**ADJOURN**

Next HCDC meeting: Friday, April 20, 2018, 3 p.m.

With no further business, Chair Swander adjourned the meeting at 4:08 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this 20<sup>th</sup> day of April, 2018.

ATTEST:

/s/ Whitney Swander  
Whitney Swander  
Chair

/s/ Jodi Burch  
Jodi Burch  
Deputy Director of Central Services