



Housing and Community Development Committee Agenda
411 SW 9th St Conference Room 210
Friday, November 17, 2017
3:00 – 4:30 pm

HCD MEMBERS

	TIME	ITEM
Whitney Swander Chair	3:00 PM	CALL TO ORDER/INTRODUCTIONS
Joni Powell Vice-Chair	3:05 PM	CITIZEN COMMENTS
Diana Barker	3:10 PM	APPROVAL OF MINUTES 1. September 5, 2017 (pg. 2-4)
Charlene Hunter	3:15 PM	DISCUSSION /ACTION ITEMS 1. Downtown Urban Renewal Advisory Committee (presentation) 2. Utility Assistance Program (handout) 3. Proposal Review PY 17-18 Housing & ADA/Infrastructure RFP (verbal/handout) 4. 17-18 Annual Action Plan Unallocated Funds (verbal) 5. Assessment of Fair Housing (verbal)
Suzanne Michaels		
Steve Curley		
Geoff Wall		
Vacant Position	4:00 PM	COMMITTEE COMMENTS
Vacant Position	4:15 PM	STAFF COMMENTS
Ex-Officio Vacant	4:30 PM	ADJOURN

Next HCD meeting December 15, 2017

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HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

September 15, 2017

411 SW 9th Street, City Hall Conference Room 210, Redmond, Oregon

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

Youth Ex Officio: Vacant

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

Visitors: None

Media: None

(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 3 p.m. with a quorum of members (5 of 7) present. Mr. Curley arrived at 3:15 p.m. after approval of the minutes.

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES

1. August 23, 2017

Motion 1 (5/0/0): Mr. Wall moved to approve the August 23, 2017, minutes as written. Ms. Barker seconded the motion which passed unanimously.

DISCUSSION ITEMS

1. Update on Consolidated Plan

Ms. McDonald said she did not know when the CAPER (Consolidated Annual Performance and Evaluation Report) would be done, but the HUD (federal Housing and Urban Development) representative was working on it. She reported receiving an inquiry about potential use of the Housing funds.

HCDC members requested clarification on whether the Substantial Amendment would be approved with the CAPER or separately and the CAPER's timeline. Ms. McDonald replied the City was awaiting approval of its Substantial Amendment before issuing another RFP (Request for Proposals) and the CAPER was now out for public comment. Notice was sent to *The Bulletin* and the *Redmond Spokesman*, posted on the City website, and available in hard copy at the Community Development counter; no public comment has been received to date. City Council will review the

CAPER on September 26 and the City will submit the CAPER to HUD the morning of September 27. The CAPER must be submitted to HUD on September 28.

2. Update on 2017-2018 Annual Action Plan

Ms. McDonald reported HUD requested two minor corrections to the revisions she just submitted: (1) add "No public comments have been received" and (2) add narrative about how many low-to-moderate-income households would benefit from housing via the "home" definition. She reported adding information to the plan about the City going out for another RFP on the remaining \$144,000 that could be used for housing. Disposition of the remaining funds will depend on the responses received. She noted that by funding supportive services the City would allow reimbursement to any household that might have spent funding to acquire supportive services, and those reimbursed funds could then be used for housing.

3. Update on Recipient Reporting and Monitoring Progress

Ms. McDonald said she confirmed with the HUD representative the \$110,000 that Neighbor Impact received for Economic Development must be spent by May 2, 2018. Neighbor Impact has not made any progress (no invoicing or reporting) and has no micro-enterprise loans in process. She noted Neighbor Impact was required by the subrecipient agreement to file quarterly reports, even if no activity took place. She, Planning Manager Deborah McMahon, and City Manager Keith Witcosky will meet with Neighbor Impact within two weeks to review progress.

HCDC comments included the potential to reallocate before May 2, 2018, any funds Neighbor Impact did not expect to use, if the subrecipient could use any funds for advertising, potential to do a budget amendment, and impact of the lack of marketing on the program's success.

Ms. McDonald explained what the City would have to do to reallocate any of these funds. She will provide an update at the next HCDC meeting after she had a chance to research options.

4. Affordable Housing Tools Crosswalk

Ms. McDonald reviewed (PowerPoint of Redmond Comprehensive Plan and Zoning Map) 12 tools in the Housing Development Tools Crosswalk addendum, how Redmond was addressing those concerns, and where improvements were needed. Also presented were System Development Charge Payment Options and, from ECO Northwest, Potential Tools to Address Workforce Housing Needs in Bend. She said that, over the next year, the City would look at how to leverage property it owns to facilitate development of affordable housing for low-to-moderate-income (LMI) residents. At the October meeting, she will provide a map and inventory of City-owned property.

HCDC concerns included level of new development and number of jobs created in the live/work zones, funding options for affordable housing, correlating parking requirements to unit size in multi-family developments, if the City could waive variance application fees for housing projects serving LMI residents, impact of recent master plans on the housing inventory, value of the crosswalk analysis, potential speakers (open house/workshop with developers and stakeholders; Andy High, Central Oregon Builders Association; staff perspectives on implementing affordable housing tools), formalizing what the HCDC plans to do and when, encouraging collaborative approaches (City staff and developers), and what was involved in preparing the Fair Housing report.

Ms. McDonald said she would invite DURAC (Downtown Urban Renewal Advisory Committee) to make a presentation on housing in the downtown core. Next steps discussed included evaluation of other affordable housing tools to see if they are right for Redmond and an HCDC recommendation to Council during the current fiscal year.

COMMITTEE COMMENTS

Mr. Wall provided an update on today’s meeting of the Central Oregon Health Workgroup. Jericho Road and Scott Aycock of Central Oregon Intergovernmental Council (COIC) made presentations to request funding assistance. If COIC’s request is granted, a new regional housing assessment could be available by summer 2018; the last one was done about 10 years ago. The cost of this assessment was \$60,000.

Chair Swander reported Governor Brown was interested in getting a Workforce Housing Needs Analysis.

STAFF COMMENTS

Ms. McDonald said she would e-mail details about the Fair Housing training to HCDC members. She asked HCDC members to let her know if they expected to attend the September 26 Council meeting. She said staff would be doing some code cleanup regarding HCDC membership. She asked HCDC members to help staff fill the two currently vacant positions.

Upcoming events:

- September 26, Tuesday: City Council public hearing on the 2016-2017 CAPER (Consolidated Annual Performance and Evaluation Report)
- October 3, Tuesday: Fair Housing training session, Salem, Oregon
- October 10, Tuesday: City Council meeting (discussion to include HCDC code clean-up and membership requirements)

ADJOURN

Next HCDC meeting: Friday, October 20, 2017, 3 p.m.

With no further business, Chair Swander adjourned the meeting at 4:28 p.m.

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

ATTEST:

Whitney Swander
Chair

Katie McDonald
Assistant Planner