



**CITY OF REDMOND**  
**Community Development Department**

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**Housing and Community Development Committee Agenda**  
**716 SW Evergreen Ave Conference Room A**  
**Friday, September 18, 2015**  
**3:00 PM**  
**Agenda**

**HCD MEMBERS**

**Katie McDonald**  
 Chair

**Steve Curley**  
 Vice-Chair

**Diana Barker**

**Suzanne Michaels**

**Joni Powell**

**Lori Scharton**

**Whitney Swander**

**Geoff Wall**

MEETING OBJECTIVES

- Analysis of Impediments to Fair Housing Choice
- HUD Programs

PROPOSED AGENDA

TIME	ITEM
3:00 PM	CALL TO ORDER/INTRODUCTIONS
3:05 PM	CITIZEN COMMENTS
3:10 PM	APPROVAL OF MINUTES <ul style="list-style-type: none"> <li>a. July 17, 2015</li> <li>b. August 21, 2015</li> </ul>
3:15 PM	DISCUSSION ITEMS <ul style="list-style-type: none"> <li>A. Fair Housing: Draft Analysis of Impediments to Fair Housing Choice</li> <li>B. Community Development Block Grant Program Update</li> </ul>
3:50 PM	LIAISON COMMENTS
3:55 PM	COMMITTEE COMMENTS
4:00 PM	STAFF COMMENTS
	ADJOURN

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**DRAFT**

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## **HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**

### MINUTES

**July 17, 2015**

City Hall Conference Room A, 716 SW Evergreen Avenue, Redmond, Oregon

**Members Present:** Vice-Chair Steve Curley, Diana Barker, Suzanne Michaels, Joni Powell, Lori Scharton, Whitney Swander, Geoff Wall (absent: *Katie McDonald, Angela Quattlebum*)

**City Staff:** Heather Richards, *Community Development Director*; Chelsea Dickens, *Grant Coordinator*; Cameron Prow, *TYPE-Write II*

**Visitors:** Anne Graham, *City Council Liaison*

**Media:** None

*(The 3-digit number after a motion title shows the number of members voting in favor/opposed/abstaining.)*

### **CALL TO ORDER – INTRODUCTIONS**

Vice-Chair Curley called the meeting to order at 3:08 p.m. with a quorum of members (6 of 9) present. Ms. Swander arrived at 3:18 p.m. after approval of the minutes.

### **CITIZEN COMMENTS**

None.

### **APPROVAL OF MINUTES**

Ms. Richards explained how staff monitors committee attendance and recommended correcting the May 2015 minutes to remove the word “excused” in the notation about Angela Quattlebum being absent from the May meeting.

**Motion 1** (6/0/0): Ms. Michaels moved to approve the May 15, 2015, minutes as amended. Ms. Scharton seconded the motion which passed unanimously.

**Motion 2** (6/0/0): Ms. Barker moved to approve the June 26, 2015, minutes. Ms. Powell seconded the motion which passed unanimously.

### **LIAISON COMMENTS**

Ms. Graham invited everyone to attend the Redmond Block Party for families at Juniper Golf Course on July 24, 2015, 5 p.m., and the 71<sup>st</sup> Annual Buckaroo Breakfast at the Expo Center on August 2, 2015, 6-10 a.m. Approximately 150 volunteers contribute to the success of the breakfast each year.

### **DISCUSSION ITEMS**

- A. University of Oregon SCI Project: Affordable Housing Plan  
Ms. Richards reported the City is partnering with the U of O on the Sustainable Cities Initiative (SCI) in 2016. She summarized the background, process, scope of work, and benefits the City could realize from this collaboration. All classes in the SCI program will work in Redmond next

year on projects applicable to their field of study. Bob Parker, a private consultant in affordable housing, is a professor in the SCI program. She made a presentation on this program to the Central Oregon Regional Solutions team. Kim Travis, Redmond's regional representative with Oregon Housing and Community Services Department, was interested in partnering with the City to bring one of Mr. Parker's classes to the affordable housing plan evaluation. The City would need to refine the student-developed plan, but the process would generate a lot of new ideas.

Following discussion about the quality of the prior student planning efforts (bike/pedestrian), cost (\$10,000-\$15,000), and expected timeframe (winter or spring term 2016), committee members agreed by consensus that Ms. Richards should move forward on this project.

**B. Fair Housing: Review of Analysis of Impediments (AI)**

Ms. Richards summarized the background, legal requirements, basic components of the City's fair housing plan, data resources, and scope of work for this project.

Ms. Dickens reviewed (PowerPoint) program basics, protected classes, basic components of the fair housing plan, impediments and barriers, and examples from Albany and Ashland, Oregon. She presented a copy of Mr. Blackmore's July 7, 2015, memo; a draft Analysis of Impediments to Fair Housing Choice questionnaire, and draft Analysis of Impediments to Fair Housing Choice interview questions. Included in Mr. Blackmore's memo was a list of key informants. Next steps will include finalizing the survey questions, reviewing survey results, and preparing a plan to correct identified impediments and barriers. Redmond must submit its plan to the Office of Fair Housing and Equal Opportunity by September 15, 2015. She asked members to e-mail their comments on the draft documents to her on/before July 24, 2015.

Committee members clarified their understanding of the AI process. Concerns included number and type of key informants to interview, level of follow-up if surveys aren't returned, issues outside protected classes that impact housing choices (substance abuse, criminal background, single parents, low wages, child care costs), and the City's review process before the plan is presented to City Council. Members recommended including realtors, property managers, and substance abuse counselors in the list of key informants.

**C. Review Meeting Day and Time**

Following discussion of alternate days and times, committee members agreed to continue meeting on the 3<sup>rd</sup> Friday of each month at 3 p.m.

**COMMITTEE COMMENTS**

Ms. Swander asked about upcoming projects and deadlines. She requested that discussion information be included in the meeting packets and that the packets be sent to committee members prior to each meeting. Vice-Chair Curley requested a 12-month calendar. Ms. Richards said a 12-month calendar could be set up based on the committee's annual work plan.

Mr. Wall said if Housing Works has applied to the Oregon Housing Council for a tax credit. If the tax credit is approved, Housing Works will utilize CDBG funds for its housing project in front of Lowe's. Groundbreaking would be done in December 2015/January 2016.

Ms. Michaels reported OppCo hired a job developer who started on July 1, 2015, and provided Ms. Dickens with a list of the companies contacted to date. The goal is to place 10 individuals with developmental and intellectual disabilities into the community workforce within one year and five have been hired so far. She provided a brief status report on OppCo's operations and placement efforts in the three years it has been operating. There are 39 full-time residents. The new 14,000-square-foot thrift store on South Highway 97 opened on July 1, 2015, and the workforce there has grown to 70.

**STAFF COMMENTS**

Ms. Richards announced the first HUD (U.S. Housing and Urban Development) audit of Redmond’s CDBG (Community Development Block Grant) funds will be done next week. The City has not yet disbursed any funds.

Ms. Dickens reported that the first quarter of the first-year (2014-2015) funding is done. She provided a status report on the 30-day process that the City has entered into with the Families Forward property.

The next meeting is scheduled for Friday, August 21, 2015, 3 p.m.

**ADJOURN**

With no further business, Chair McDonald adjourned the meeting at 4:04 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST :

\_\_\_\_\_  
Katie McDonald  
Chair

\_\_\_\_\_  
Heather Richards  
Community Development Director



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## **HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**

### MINUTES

**August 21, 2015**

City Hall Conference Room A, 716 SW Evergreen Avenue, Redmond, Oregon

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

**City Staff:** Chelsea Dickens, *Grant Coordinator*; Cameron Prow, *TYPE-Write II*

**Visitors:** Anne Graham, *City Council Liaison*; Greg Blackmore

**Media:** None

### **CALL TO ORDER – INTRODUCTIONS**

Chair McDonald called the meeting to order at 3:05 p.m. without a quorum of members (4 of 8) present.

### **CITIZEN COMMENTS**

None.

### **LIAISON COMMENTS**

Councilor Graham reported appointment of new Councilor Heather Carlin.

### **DISCUSSION ITEMS**

#### A. Fair Housing: Review of Responses and Status Update

Ms. Dickens reviewed the methodology used to conduct outreach efforts. Survey questions were crafted to identify impediments and barriers to fair housing for protected classes. Federally protected classes are race, color, religion, sex, disability, familial status, and national origin. Oregon-protected classes added marital status, source of income, and sexual orientation. There are no locally protected classes. The survey generated 26 responses. She requested committee feedback on the survey results and asked if the City should conduct interviews to gather additional information. A draft report is due to HUD (Housing and Urban Development) by September 15, 2015.

Mr. Blackmore provided a copy of his PowerPoint presentation and an outreach summary of survey comments. He discussed the results of the survey, respondent demographics, data summary, findings, and possible solutions. The initial data did not identify any direct impediments to fair housing choice, but did indicate a few conditions that could contribute to barriers. He shared his findings so far: (1) lack of understanding of Fair Housing laws and resources available (impediment), (2) undersupply of affordable housing (barrier/impediment), (3) limited access to technology (impediment), (4) discrimination in rentals (impediment), (5) language barriers (impediment), (6) limited employment opportunities, education and training opportunities (barrier), (7) wage discrepancies (barrier), and (8) transportation and sidewalks (impediment).

Committee concerns included potential industry targets for interviews, level of detail needed for the City's first report, and time constraints. Following discussion, Mr. Curley, Ms. McDonald, Ms. Scharon, and Ms. Swander recommended that:

- \* Mr. Blackmore reduce the number of findings to five by combining Findings 1 and 3, Findings 4 and 5, and Findings 6 and 7; retain Findings 2 and 8 as presented; and e-mail a summary of the findings with appropriate solution possibilities to Ms. Dickens by August 24;
- \* Ms. Dickens distribute the findings and solutions summary to all committee members;
- \* Committee members e-mail their comments to Ms. Dickens by August 27;
- \* Staff interview realtors and property managers (including Central Oregon Veterans Outreach) to obtain additional information; and
- \* Committee members review the draft report at their September 2015 meeting.

Chair McDonald turned control of the meeting over to Vice-Chair Curley and left at 4 p.m.

#### **COMMITTEE COMMENTS**

None.

#### **STAFF COMMENTS**

Ms. Dickens reported committee member Angela Quattlebum resigned due to a change in employment. The person selected to fill this vacancy must be a person who has received housing services. She requested committee assistance in recruiting someone to fill the vacant position.

Committee members suggested Ms. Dickens send an application to join this committee to Housing Works.

The next meeting is scheduled for Friday, September 18, 2015, 3 p.m.

#### **ADJOURN**

With no further business, Vice-Chair Curley adjourned the meeting at 4:05 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

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Katie McDonald  
Chair

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Heather Richards  
Community Development Director