



CITY OF REDMOND
Community Development Department

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HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

January 15, 2016

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

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

Youth Ex Officio: Vacant

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

Council Liaison: Anne Graham

Visitors: None

Media: None

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair McDonald called the Housing and Community Development Committee (HCDC) meeting to order at 3:05 p.m. with a quorum of members (6 of 8) present. Ms. Scharton arrived at 3:15 p.m. after approval of the minutes.

CITIZEN COMMENTS

None.

ELECTION OF CHAIR/VICE-CHAIR

Ms. Dickens reviewed the procedures regarding election and duties of officers to this committee.

Motion 1 (6/0/0): Ms. Michaels moved to nominate Ms. McDonald as **Chair** for calendar year 2016. Ms. McDonald agreed to serve. Ms. Barker seconded the motion which passed unanimously.

Motion 2 (5/0/1): Ms. Barker moved to nominate Mr. Curley as **Vice-Chair** for calendar year 2016. Mr. Curley agreed to serve. Ms. Michaels seconded the motion which passed with Ms. Barker, Ms. McDonald, Ms. Michaels, Ms. Swander, and Mr. Wall voting in favor and Mr. Curley abstaining.

APPROVAL OF MINUTES

In the November 2015 minutes, Mr. Wall requested addition of Kelly's last name in the list of Members Present and Ms. Prow requested deletion of the sentence fragment at the end of the last paragraph in DISCUSSION ITEMS, A. Homelessness in Redmond, 1. Immediate Needs, on Page 2 ("The greatest demographic needs were said to be").

Motion 3 (3/0/3): Ms. Swander moved to approve the November 20, 2015, minutes as amended. Ms. Michaels seconded the motion which passed with Ms. McDonald, Ms. Michaels, and Ms. Swander voting in favor and Ms. Barker, Mr. Curley, and Mr. Wall abstaining due to their absence from the November meeting.

DISCUSSION ITEMS

1. CDBG Update and Proposal Subcommittee Nominations

Ms. Dickens said applications for Community Development Block Grant funds for fiscal year 2016-2017 are due by February 19, 2016, and summarized the review process. The City issued an RFP (Request for Proposals) on December 28, 2015. The City held a public workshop on January 13 and will hold a second workshop on January 19, 2016. By February/March 2016, the City should know the amount of grant funds it will receive. To avoid a conflict of interest, she recommended appointing Proposal Selection Subcommittee members at the February HCDC meeting after the applicants have been identified. Subcommittee members will present their scoring recommendations to the at the March HCDC meeting.

2. 2016 Work Plan

Ms. Richards explained how the annual work plan was administered and correlated with the City's budgeting process. She and Ms. Dickens provided status updates on action items in the 2015-2016 Work Plan. Ms. Dickens stated the City filed its quarterly report on January 15, 2016. Ms. Richards reported the City hired a consultant to do a prioritized right-of-way windshield survey of accessibility needs. Attempts to form a citizens advisory committee (CAC) to work with the consultant have been unsuccessful. She asked the HCDC to consider serving as the CAC.

Committee members requested Action 2 of the ADA (Americans with Disabilities Act) Transition Plan strategy be updated to change the Timeframe to 08/31/16 and to add "City Engineering Department" to the Responsibility column. Additional concerns included timing of the windshield survey, unrepresented populations on the HCDC (Redmond School District, disability council, Central Oregon Intergovernmental Council's regional transportation committee), alternate HCDC meeting locations (closer to populations lacking representation), and the potential of assistance from University of Oregon (UO) students through the Sustainable Cities Initiative (SCI) program.

Ms. Dickens said NeighborImpact was working on its home source program for update of its CDBG funds.

Ms. Michaels outlined progress on the Opportunity Foundation of Central Oregon's goal to employ 10 people during 2015-2016. OFCO has closed all its sheltered workshops. Six people have been hired by local businesses (2 at 5 hours per week, 2 at hours). Six more are in training and will be placed within six weeks. The Bulletin has been supportive in its reporting of OFCO's efforts.

Mr. Wall reported Housing Works was expecting to close on land for eight new manufactured homes by June 30, 2015. The grant agreement from the City has been received but not signed; Housing Works is interested in changing the zone to allow increased density on the site. He expected the review process for the 48-unit senior housing project in front of Lowe's to be done by February 2016. Ms. Richards outlined what the City wanted to do to support increasing density above 17 units per acre in the R-5 zone along a proposed fixed-route transit corridor.

Councilor Graham requested an update on the Affordable Housing Plan strategy and asked if it could be accelerated. Council is awaiting this committee's recommendation on the potential for a cold-weather (warming) shelter in Redmond before scheduling a work session.

Chair McDonald reported attending a meeting of the Redmond area service group which is interested in the “tiny homes” concept. Two members of that group will probably attend the January 19 workshop. No one from that group has asked to present anything to HCDC.

Committee members discussed roadblocks to moving forward (lack of lead agency ownership, lack of a clear direction to proceed), need for empirical data (client base, current agency practices, household size), and next steps the City could take to become more proactive.

Ms. Richards discussed the benefit to service groups developing a process for moving forward to a successful outcome. Service group members are meeting regularly and refining the discussion they want to bring to Council. She recommended the City initiate a feasibility analysis as a first step in exploring how to utilize CDBG funds and leverage them strategically.

The 2007 Affordable Housing Plan is being updated with help from the SCI Housing Policy Class. Ms. Richards said she would prepare a progress report to Council on the Affordable Housing Plan.

Ms. Richards said she will invite City Public Works staff (Annie McVay and Mike Caccavano) to attend the February HCDC meeting as some of their activities might impact HCDC efforts. She invited Ms. Michaels to attend the next staff meeting on the ADA Transition Plan.

3. University of Oregon SCI Housing Policy Class Site Visit

Chair McDonald reported 8 students met on January 8 with Deborah McMahon and Heather Richards, City of Redmond, and Jim Long, City of Bend Affordable Housing Manager, then went out on site visits. The students who will be updating the Affordable Housing Plan were enthusiastic and well-versed and asked a lot of questions. Ms. Richards noted that one of the UO/SCI students is on the board of the two tiny-home projects in Eugene, Oregon.

Ms. Richards discussed projects SCI winter-term students were working on for the City. She identified Redmond sites visited by the students and recommended the HCDC tour those or similar sites to learn more about bringing affordable housing projects online. The students are working to create an affordable housing toolkit for Redmond. She discussed the timeline for this project which should produce a deliverable by mid-March 2016. She recommended inviting Jim Long to speak to the HCDC about affordable housing prior to the students’ presentation.

LIAISON COMMENTS

Councilor Graham said Jamie Chrisman of Full Circle Outreach called her, looking for a small house or office in Redmond to rent for \$500 per month (1,000-2,000 square feet). This group will be forced to close its operation if it can’t find new space.

Committee members suggested contacting Deschutes Children’s Foundation.

COMMITTEE COMMENTS

Chair McDonald thanked committee members for the opportunity to serve as chair for 2016.

STAFF COMMENTS

Ms. Dickens thanked the committee for its efforts during the first year of the CDBG action plan.

Next meeting: Friday, February 19, 2016, 3 p.m. (tentative agenda: appoint CDBG Proposal Selection Subcommittee members).

