



COMMUNITY DEVELOPMENT COMMISSION

MINUTES

February 23, 2026

12:00 p.m.

Hybrid – Council Room

Approved: **April 20, 2026**

Call to Order

Chair Bessie Johnson called the meeting to order at 12:06 p.m.

Roll Call

Members present: Jim Cole, Larry Timm, Bessie Johnson, Ron Green, Robyn Davis, Courtney Stubbs

Member excused: John Robledo

Approval of Minutes for February 9, 2026

12:06 p.m.

Motion: Commissioner Cole motioned to approve the minutes as presented. Commissioner Stubbs seconded the motion, which passed 6-0.

Public Comment

None

Scheduled Business

12:07 p.m.

Conflict of Interest Disclosures

Development Programs Analyst, Kaitlin Martin reported they are still collecting conflict of interest forms. She reminded commissioners that any conflicts of interest must be publicly disclosed at the meeting and asked for the record if any commissioners present had a conflict. No commissioners reported any conflicts of interest.

Community Development Block Grant (CDBG) Program Year 2026 Application Evaluations

Martin pointed out that they had provided the commissioners with the updated scoring matrix with those received from commissioners and opened the discussion of the evaluation of the subrecipient applications.

PUBLIC SERVICE APPLICANTS

Young Roots Oregon

Commissioner Cole voiced his concern with the application noting that the program couldn't handle partial funding. Chair Johnson agreed, observing that the organization is young and growing and may be more eligible later. Commissioner Davis shared concern over the organization's lack of planning for partial funding but recognized that criteria could be revisited in the future. Commissioner Timm didn't believe the organization had the experience to score higher. Commissioner Green offered that the organization is too new to know how well they can handle the grant process/timelines, so generally agreed with the scoring.

Boys and Girls Club of Albany

Commissioner Timm expressed he was uncomfortable with the large funding request given the relatively short-term benefit for families but acknowledged that the service is important and needed.

Commissioner Green agreed and added that the scholarships are an additional benefit to the services they already provide.

Oregon Cascades West Council of Governments Senior Companion Program

Commissioner Cole emphasized that they have supported the program over the years, and it has been very appreciated by the community. Chair Johnson agreed that it is a very necessary service to the elderly. Commissioner Stubbs noted the low ask considering the number of people it serves. Commissioners Davis and Timm agreed. Commissioner Green emphasized it was a positive and economical use of the funds, and everyone involved benefits. Comprehensive Planning Manager Anne Catlin pointed out that the application didn't address how they would be improving on existing services, reminding commissioners that program aspects should show some advancement in the services provided.

Jackson Street Youth Services

Commissioner Timm supported this application as it provides direct assistance housing the homeless and has been a good fit for the funding. Commissioner Green agreed it is a great fit for CDBG funding. There was consensus with the commissioners that they have been very pleased with their efforts.

NON-PUBLIC SERVICES APPLICATS

Linn-Benton Community College (LBCC)/Small Business Development Program

Commissioner Cole noted that the resources they provide magnify the program effects in the community by providing employment and maintaining housing. Chair Johnson's concern was that it is applying to only one segment of the population. Commissioner Timm shared the same thought, but the benefits outweigh the concern for him. He added that the applicant's leveraging ability is low in comparison to other applicants. Commissioner Green wasn't concerned with the demographics. Commissioner Davis agreed but added it was good to participate with LBCC as an important force in the community, especially their involvement in supporting business efforts. Commissioner Stubbs brought up questions of eligibility, how this program directly impacts housing and reducing homelessness and how it ties into grant goals.

Catlin responded that these businesses increase financial stability for the business owners and employees which helps low-income households by reducing housing risk.

Albany Partnership for Housing and Community Development

Commissioner Cole supports the mission of providing housing for people experiencing homelessness but questioned using CDBG funds to acquire property, noting that it may not be scalable. Martin explained that CDBG funds can be used for several purposes the commission does not often see, such as down payment assistance and property acquisition. Catlin agreed and noted that while CDBG funds cannot be used to construct housing, they can be used for property acquisition.

Commissioner Timm and Commissioner Davis both were in favor of the application providing additional facilities in the community. Commissioner Green agreed as well and noted it was a solid organization.

Albany Area Habitat for Humanity

Commissioner Davis' only concern was the issue of scalability. Commissioner Green was in favor of the organization but not knowing what the award amounts will be makes it hard to determine at this time. Commissioner Timm agreed that it is a good application. Commissioner Stubbs' only concern was the potential to increase the number of households served. Chair Johnson acknowledged that all these programs are important for the community.

Catlin reported that DevNW has unspent funds from Program Year 2024 and noted repaid loans provide revenue to support the rehab program. Staff will be meeting with DevNW regarding unspent funds for use in other rehabilitation programs such as Habitat for Humanity. Habitat is not doing a revolving loan program; their program involves a forgivable loan.

Catlin went on to report that Family Connections had been awarded funding supporting opening additional home childcare providers, but they have been struggling to spend funds from 2023 and 2024. Family Connections estimated that there will be money available to return to the non-public services awards. Catlin hopes by the March meeting they will have an idea of the level of funding available and the status of DevNW unspent funds.

There was further discussion about allowing Family Connections to complete that program or reevaluate taking back unspent funds to use elsewhere.

Commissioners and staff discussed options for unspent prior year funds and whether to pursue the original intent for the funding or to try to support other comparable programs.

Staff will communicate with both Family Connections and SBDC on the possibility of additional funding.

Catlin instructed the Commissioners to continue to consider the applications and their rankings prior to the March meeting. She noted that they are liable to get only 69 percent of the total public service funds requested. Non-public services would only receive 55 percent of the requested funds.

Business from the Commission

12:56 p.m.

Commissioner Davis announced that the Human Relations Commission scheduled the first Community Topic Tea that evening. The first topic is “Why Should People Come Together as a Community” about bridging relationships and community discussions. LBCC will be facilitating it at 6:00 pm at the Community Center.

Commissioner Davis asked about the funding available in the future from the development fees being collected whether there was a pro-forma estimate of what it will bring in. Catlin said it’s still early they are waiting a few more months before getting a sense of how much they can expect. They do plan to meet jointly with the Council to discuss the program needs and how those funds can be spent. It could be up to two years prior to starting an application process. Time is needed to determine what type of programs to fund. Commissioner Johnson asked about the changes to the Commission and the timeline. Catlin replied that at this point changes are about setting the number of commissioners and changing their term limits to 3 terms (9 years).

Business from the Staff

Martin reminded the commissioners that the Citizen Advisory Group training is Thursday, February 26, 2026, at 11:30 to 12:30 p.m. and 4:00 to 5:00 p.m. If unable to attend and there is a recording available Martin will send it out.

Next Meeting Date

The next meeting is scheduled for March 16, 2026, if the award amounts are available by that meeting.

Adjournment

The Chair adjourned the meeting at 1:06 p.m.

Respectfully submitted,

Signature on file

Susan Muniz
Recorder

Reviewed by,

Signature on file

Anne Catlin
Comprehensive Planning Manager

*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cdaa@albanyoregon.gov.