



COMMUNITY DEVELOPMENT COMMISSION

MINUTES

April 20, 2026

12:00 p.m.

Hybrid – Periwinkle Room

Approved: **July 20, 2026**

Call to Order

Chair Bessie Johnson called the meeting to order at 12:00 p.m.

Roll Call

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

Member excused: None

Approval of Minutes for February 23, 2026

12:02 p.m.

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

Public Comment

None.

Scheduled Business

12:02 p.m.

- Program Year 2026 Application Discussion

Development Programs Analyst Kaitlin Martin announced that the City has received the federal award letter. For program year 2026 the award is \$395,432.00. Fifteen percent of that (\$59,300) is allocated to Public Service programs. Twenty percent (\$79,000) to Administration. Non-Public Service programs receive \$257,132.00. Martin opened the discussion on how the Commissioners wanted to allocate these funds amongst the Public Service applicants.

Public Service Awards Discussion

Commissioner Cole referred to past discussion on Young Roots organization prompting a question about the organization being able to use partial funding and how should commissioners factor that in.

Commissioner Johnson agreed on the question of readiness. Comprehensive Planning Manager Anne Catlin confirmed that they hadn't answered that question in the application, but staff had followed up and Young Roots verified that they would consider a reduced award but would not be able to use the funds as they expected, so scalability was still an issue.

Commissioner Stubbs understood that they had grown and have increased their reach and service to the community. Stubbs liked tiered ranking and thought it to be accurate to the goals and purpose of the fund. Commissioners were in consensus on support for the tiered ranking distribution of funds.

Motion: Commissioner Timm moved to recommend that they apply the tiered ranking for the Public Service applications awarding \$25,000 for Jackson Street Youth Services; \$4,300. For OCWCOG; \$15,000 for Boys and Girls Club and \$15,000 for Young Roots Oregon. Commissioner Cole seconded the motion, which passed 6-0.

Non-Public Service Award Distribution Discussion

Commissioner Cole asked about the Anticipated Program Income listed in the materials. Staff indicated that those funds aren't available for Public Service applications but explained that those funds are housing rehabilitation revolving loan fund repayments and need to continue to fund housing rehabilitation programs.

Martin noted the current allocation is \$257,132.00 for Non-Public Services activities. There is also a remaining balance with DevNW of \$14,000 that needs to go towards housing rehabilitation and there is currently around \$80,000 in program income from loan repayments to go towards housing rehabilitation programs. The only applicant providing that service is Habitat for Humanity.

Martin announced that Linn-Benton Community College (LBCC) is no longer supporting the Small Business Development Center (SBDC) which has been a valued resource for the community. The solution proposed so far is having a regional representative rather than an Albany office which will reduce services. Staff suggest awarding the remaining funding to the SBDC but to have a back-up plan in place to allocate funds if the college does break ties.

Staff then added that there is also \$15,000 in unspent money from Family Connections that could also go to SBDC. Catlin pointed out that supporting economic opportunities within the community is one of the goals of the Consolidated Plan so support business counseling is preferable.

Commissioner Timm then asked about DevNW and why they haven't been able to use the funds. Martin shared that DevNW has put a pause on their rehab program. The cost to manage the program has been a challenge.

Commissioner Green offered that small business development is different than rehab/construction or acquisition project and whether they should be considered in the same pot of money.

Catlin suggested that the \$15,000 unspent from Family Connections be allocated to go to economic opportunity so those funds need provide similar functions.

Commissioner Cole was concerned about the Partnership's ability to proceed with a reduced amount. Catlin shared there should be enough additional funds to fulfill their request. She suggested that the revolving loan program money from DevNW go to Habitat for Humanity because their work is essentially the same. She added that remaining funds could go to LBCC/SBDC to help that effort. Catlin reviewed the potential amounts of repaid funds and possible distribution.

Commissioners continued discussions on potential funding allocations.

Motion: Commissioner Cole moved to allocate all of the revolving loan program income to Habitat for Humanity and the allocation of CBDG funds of \$200,000 to fully fund Albany Partnership's request and the remainder \$57,132 go to the LBCC/SBDC request in addition to the unspent prior year Family Connection funds. Commissioner Stubbs seconded the motion which passed 7-0.

Motion: Commissioner Davis moved to include a contingency that if LBCC/SBDC is unable to accept this funding that the funds would be split evenly between Habitat for Humanity and Albany Partnership. Commissioner Green seconded the motion, which passed 7-0.

- Draft Annual Action Plan

Martin noted that the allocations in the draft Action Plan haven't been updated as they have been waiting for the official allocation; staff will send a final draft out for Commissioners to review. Martin shared that they will publish the final draft of the Action Plan in early May for 30 days out from the Council public hearing on June 10, 2026.

Business from Staff

Martin reported that Albany is partnering with the City of Corvallis for a housing training for property managers and housing providers online. The ZOOM training is scheduled for May 5, 2026, from 6:00 to 8:00 p.m. and is open to any interested parties. She will send out the information and meeting link.

Martin then gave a brief update from the monthly HEART meeting where different providers share information on community needs, concerns and ongoing efforts of local agencies.

Catlin announced that the Council now gets to select their individual appointment to serve on the Commission; Councilors may reach out to them individually. The City Manager's Office will randomly assign each commissioner to a councilor or the mayor so if interested in serving staff will let them know you want to be considered. There may be some changes to this group.

Commissioner Johnson noted that experience and knowledge are valuable to these processes.

Commissioner Stubbs shared that she is staying through this award process but has family priorities right now and will be stepping down.

Martin expressed appreciation for the Commission's flexibility in scheduling and their participation in this important process.

Business from the Commission

Nothing reported.

Next Meeting Date

To be determined.

Adjournment

Chair Johnson adjourned the meeting at 1:05 p.m.

Respectfully submitted,

Reviewed by,

Susan Muniz
Recorder

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.*