



## COMMUNITY DEVELOPMENT COMMISSION

### MINUTES

November 18, 2024

12:00 p.m.

Hybrid – Santiam Room

Approved: December 16, 2024

#### Call to Order

Chair Courtney Stubbs called the meeting to order at 12:00 p.m.

#### Roll Call

Members present: Jim Cole, Larry Timm, Bessie Johnson (left at 12:44 pm), Ron Green, Courtney Stubbs, Robyn Davis, Emma Deane, John Robledo

Members absent: Alex Johnson II, Skylar Bailey

#### Approval of Minutes

**12:01 p.m.**

**Motion:** Commissioner Johnson moved to approve the October 21, 2024; minutes as presented. Commissioner Timm noted an error with who had made a comment in the minutes. Staff corrected that it was Commissioner Green who made the comment, not commissioner Timm. The motion was changed to 'as amended'. Commissioner Cole seconded the motion, which passed 8-0.

#### Scheduled Business:

**12:02 p.m.**

- Housing Implementation Plan Policy Proposals Review

Beth Frelander provided an update on the Housing Implementation Plan policies. She reported that they took the public input they received on the current plan to the council. Staff then took back the council's input and direction to make changes in the proposed municipal code amendments. She wanted to ensure that the Commission was kept aware of the policy proposals and was able to offer their endorsement to the council. She went on to describe the proposals: a Construction Excise Tax (CET); adoption of a Low-Income Rental Housing Tax Abatement; and a policy to screen City-owned surplus land for affordable housing suitability.

Commissioner Johnson asked what determines whether housing is 'affordable'. Frelander explained that the statute defines affordability to be determined by median income levels for a given area 80 percent or below median income and household size. Catlin explained that rental housing has a similar definition being 30 percent of income. But Fair Market Rent may not necessarily be affordable.

She added there would be a lot of flexibility on the use of the funds. For example, transitional housing projects, or upgrading current structures to improve accessibility for disabled. Catlin shared that she foresees this commission eventually providing guidance to the city council on all housing related programs.

Frelander continued with the proposal for a Low-Income Rental Housing Tax Abatement proposal for developments meeting the affordability requirements. The state stipulates a 20-year exemption period with annual reporting requirements demonstrating compliance with affordability requirements.

The last proposal was to enact a screening program for city-owned surplus land to evaluate suitability for housing projects prior to any sale, lease or reuse. If suitable, the city could request proposals for housing projects and work with developers to submit projects for affordable housing making use of those lands. Commissioners asked for a map of available city properties that could be considered.

Frelander asked how the Commissioners wanted to weigh in on these proposals as they will go before the council in December.

Chair Stubbs expressed her view that the additional cost to developers of the proposed Construction Excise Tax will most likely be passed on to renters/homeowners. But the positive impact of those potential funds on the creation of affordable housing overshadowed the downside of an increased permit cost to developers. Catlin noted that this is one fundraising tool in the housing implementation plan with the potential to do a lot of good and other options to raise money were just not seen as palatable. These proposals will go before the Council on December 11, 2024. The commissioners agreed with the draft proposals.

Business from the Public

None

Business from the Commission

**12:55 p.m.**

- Letter from Commissioner Davis

Commissioner Davis provided a draft letter to the city council on creating a homeless task force as motioned at the last meeting. Commissioners reviewed the draft and that led to a discussion on other local efforts. The proposal calls for the establishment of a task force to be composed of people from the city council (or appropriate city commissions), service providers, non-profit leaders, business representatives and representation by those who have experienced homelessness. The group would construct a needs analysis, strategic plan, identify funding, advocate for policy change and facilitate collaboration to address homelessness in the community.

Commissioner Deane shared another effort underway. A weekly meeting in Albany with service providers and emergency responders to review specific elevated risk individuals or families that have been referred to the group for emergency assistance. The group then determines the necessary support, who the service providers would be and then implements an action plan. Commissioner Davis recognized that a more tactical rather than systematic response like the task force work would focus on was appropriate. Commissioner Green emphasized the importance of having good representation from the homeless on the taskforce.

Commissioner Davis will finalize the letter and bring it back for review prior to making the proposal to the City Council.

Upcoming Meeting Dates:

**1:07 p.m.**

- o December 16, 2024, at 12:00 p.m. in the Santiam Room.
- o January 27, 2025
- o February 10, 2025, and February 24, 2025

Adjournment

Chair Stubbs adjourned the meeting at 1:09 p.m.

Respectfully submitted,

Reviewed by,

*Signature on file*

*Signature on file*

Susan Muniz  
Recorder

Beth Frelander  
Planner II

\*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](mailto:cdaa@albanyoregon.gov).