



## COMMUNITY DEVELOPMENT COMMISSION

### MINUTES

January 26, 2026

12:00 p.m.

Hybrid – Council Chambers

Approved: February 9, 2026

#### Call to Order

Chair Bessie Johnson called the meeting to order at 12:01 p.m.

#### Roll Call

Members present: Jim Cole, Larry Timm, Bessie Johnson, Ron Green, Alex Johnson II, Robyn Davis (online), Tracy Liles (online), John Robledo (arrived online at 12:10 p.m.)

Members absent: Courtney Stubbs

#### Election of Chair and Vice Chair

**12:02 p.m.**

Chair Johnson asked for nominations for the position of Chair for 2026. Commissioner Timm nominated Commissioner Johnson to continue as Chair. Commissioner Johnson accepted the nomination. Vote was held in favor of nomination 6-1. Commissioner Davis opposed.

Chair Johnson asked for nominations for Vice Chair. Commissioner Cole nominated Commissioner Davis for Vice Chair. Commissioner Davis accepted the nomination. The nomination passed 7-0.

#### Approval of Minutes for November 3, 2025

**12:03 p.m.**

**Motion:** Commissioner Johnson II motioned to approve the minutes as presented. Commissioner Cole seconded the motion, which passed 7-0.

#### Public Comment

None.

#### Scheduled Business

**12:02 p.m.**

- PY 2026 Applicant Presentations

Comprehensive Planning Manager, Anne Catlin noted agencies were asked to provide highlights of their applications and introduced the agency presenters.

#### Albany Partnership for Housing and Community Development (APHCD)

**12:05 p.m.**

Sharon Konopa, Board President, Sarah Drayton, Administrative Compliance Property Manager and Tanya Thompson, Board Member (Retired, Linn County, Mental Health) were present to answer questions on their application. Konopa noted that with a continual increase in homelessness there are still very few resources for those in need. APHCD works with Linn County Mental Health Services to provide housing and consistent mental health services for residents. But maintaining the low rents requires having dwellings free of debt.

At a minimum, purchasing a house would serve three tenants at a time referred by Linn County Mental Health. Once a tenant is stable then their support services help them move to independent housing. The length of stay varies depending on the level of services needed.

CDBG allows APHCD to maintain very low rents for those needing behavioral health services and life skills housing. Average rents are kept at \$375 to \$500 per month. Linn County Mental Health Services strongly supports adding an additional home.

Regarding whether the activity is scalable, Konopa responded that if the funding request is reduced it would be difficult to proceed and would have to be reviewed by the Albany Partnership Board of Directors as they would have to take out a loan to fill the gap which would mean increasing the rent to cover the loan.

Konopa emphasized that they have the capacity to successfully complete the project within one year assuring the commission that there shouldn't be any problem fulfilling the grant requirements. The only unknowns would come from the housing market (availability/cost). These funds are for a long-term capital investment in the purchase of a home. No funds will be applied to operations or staffing.

Commissioner Timm asked for more information on the matching funds. Konopa detailed the breakdown from Linn County Mental Health grant that they are modifying.

Commissioner Green asked about the target area for acquiring these homes. Konopa said they try and keep the properties close together as it makes maintenance and management easier.

Commissioner Davis asked how problematic it will be to only receive partial CBDG funding. Konopa shared that each property has a separate budget and they try to keep cash flow from each property with the property for repairs. Budgets are tight and they must remain sensitive to the tenants needs to maintain housing and services. Davis agreed that transitional housing is very important.

- Albany Habitat for Humanity

**12:18 p.m.**

Executive Director, Gamal Nassar, of Albany Area Habitat for Humanity presented their application. He pointed out the growing needs of low-income homeowners, seniors and the disabled who risk displacement or homelessness due to lack of maintenance on homes living in unsafe conditions they lack the financial capacity to make repairs. Their funding request directly addresses these needs through a program of critical home repairs and accessibility improvements. This project directly benefits low to moderate income households prioritizing the elderly, disabled and underserved populations. They usually do about 30 assessments and after approval complete about 10 household repairs to remediate worsening conditions.

CBDG funding targets income qualified home repairs for health, safety and home stability. These funds are leveraged with energy efficiency and utility-based incentives, grants and donated skills and abilities, volunteer labor and other private non-profits to reduce home costs.

The activity is scalable upwards and downwards and would only affect the number of households they are able to serve.

Habitat for Humanity has a proven record of successfully managing federal programs and prior CBDG awards. All support systems are in place including reporting and compliance systems.

This project keeps Albany residents housed and strengthens neighborhoods.

Commissioner Timm asked if they maintain a list of homes that request help. Nassar said there is a list and they are working on marketing for the program.

Chair Johnson was impressed with the service they provide, especially ensuring low-income elderly can stay in their homes.

- Linn-Benton Community College Small Business Development Center (SBDC)

Britt Hoskins, Director of the SBDC at Linn-Benton Community College, noted their application is Catalyzing Economic Opportunity for LMI Spanish-Speaking Small Businesses in Albany. The project helps create economic opportunity for low to moderate income residents by providing no-cost advice to establish or maintain businesses by providing training and events to advance business skills for the Spanish-speaking community.

They are addressing a rapidly expanding Hispanic populations in Albany. Many experience poverty at a higher rate of 18.5 percent and lower median incomes. Hispanic populations face greater challenges navigating the business opportunities.

This project helps address this need providing Spanish-language assistance for small businesses through one-on-one counseling, workshops featuring local Spanish-speaking experts and a Spanish small business resource fair. It has been difficult to maintain continuity in this program without a Spanish-speaking advisor, and this ask is to maintain a full-time advisor to serve that community.

They expect to support 40 Spanish-speaking small businesses/jobs; 30% of which would be moderate income, 40 percent low income, and 5% extremely low-income non-native speakers. She then briefly summarized their funding ask and leveraged funding partners. Hoskins explained that most of the CBDG funds would go towards supporting salary and benefits although not all. Without the CBDG funds that small business advisor's role will be at risk. They would consider a reduced award, but it may reduce the full-time capacity.

Hoskins noted this project is a good fit for CBDG as their program spurs economic opportunity and creates jobs decreasing homeless risk. Albany has the highest population of under-served Spanish-speakers in the service area. Without the resources and technical assistance, they provide this population will be overlooked and these businesses create a long-term positive impact for Albany's workforce.

Commissioner Green asked to what extent this project is dependent upon this advisor's skill set. Could the program continue without her? Hoskins responded that they would re-hire, but the pool of candidates is small.

Commissioner Cole asked, as this is a year-long funding, what the vision is for the future and what type of businesses? Hoskins noted that they are searching for a long-term funding source, including looking at additional partnerships. Example Latine businesses are construction, childcare, restaurants, and landscaping.

#### Business from the Commission

Commissioner Timm asked staff about the CBDG amounts. Staff replied that they don't have any numbers yet, but they expect it will be a lower amount than last year. It is a formula grant. Those figures were late last year, she expects the same.

#### Business from the Staff

Catlin explained that staff are suggesting Albany Municipal Code changes governing the Community Development Commission and are taking proposed amendments to the city council work session January 26, 2026, for consideration.

Staff will be asking for updated Conflict of Interest forms before any applications are evaluated.

Development Programs Analyst, Kaitlin Martin mentioned that she and Anne attend the HEART meetings (Homeless Engagement and Resource Team) where agency providers update one another on vital current issues in the community. She shared a flyer about a community food pantry. She added they have scheduled the Citizen Advisory Group training on February 26, 2026.

Catlin wanted to answer a previous question from Commissioner Cole. She reported that HUD census data from 2018-2022 indicate 3,500 households were owner-occupied were at 80 percent or below the median income, and of those, 2,330 were severely housing-cost burdened.

Next Meeting Date

The next meeting is scheduled for February 9, 2026, for the next presentations and then February 23, 2026, to begin discussions on the applications.

Adjournment

Chair Johnson adjourned the meeting at 1:15 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](mailto:cdaa@albanyoregon.gov).*