



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
WEDNESDAY, APRIL 8, 2020
VIA ZOOM**

Call to Order:

Chairman Palmer called the meeting to order at 6:00 p.m. and welcomed attendees.

Attendance:

Present: Chairman Palmer, Vice-Chair Maier, Commissioners Mealer, Smith, Townsend, Boring, and Eadie. Planning Manager Stevens, Councilman Alvarez and Administrative Assistant II Follett were also present.

Approval of Agenda:

Chair Palmer presented the meeting agenda for approval and asked for a motion to approve. He also noted Commissioner Maier needed to be listed as Vice-Chair instead of Commissioner Boring.

COMMISSIONER MAIER MOVED TO APPROVE THE APRIL 8, 2020 MEETING AGENDA. COMMISSIONER EADIE SECONDED. THE MOTION CARRIED 7-0.

New Business:

Reallocation of Community Development Block Grant Funds Related to COVID-19 Response:

Chairman Palmer introduced the item and asked staff to make the presentation. CDBG/HOME Administrator Burden provided an overview of the amount of funds currently available in the CDBG fund. She further explained the reason for the request to reallocate funds and confirmed the request falls within the acceptable uses for the funds. Ms. Burden also noted this action is required since it is an update the Annual Action Plan.

Commissioners asked questions and clarified that this reallocation would take underutilized funds and use them for Coronavirus response, specifically business stabilization. She also provided clarification on specific HUD requirements to support Low- and Moderate-income workers or businesses and stressed the program is based on need.

COMMISSIONER BORING MOTIONED AND COMMISSIONER MAIER SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE REALLOCATION OF NINETY THOUSAND (\$90,000) FROM THE PRIOR YEAR REVOLVING LOAN FUND TO THE 2020 LOCAL SMALL BUSINESS STABILIZATION FUND. MOTION PASSED 7-0.

During discussion on the motion, Chairman Palmer, Vice-Chair Maier and Commissioner Boring each disclosed that their own small businesses. None of the members felt they had a conflict of interested based on discussion.

Communications:

Chairman Palmer noted the next meeting date and expressed his happiness to see everyone.

CDBG/HOME Administrator Burden thanked the Commission for their support.

Adjournment:

Chairman Palmer adjourned the meeting at 6:24 p.m.

PREPARED BY: Lynne Follett, Administrative Assistant II

REVIEWED BY: Mike Stevens, Planning Manager