

NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES

Friday May 23, 2017, 1:30 PM

Newberg City Hall Permit Center Conference Room

414 E. First Street

CALL MEETING TO ORDER

Chairman Stuart Brown opened the meeting at 1:34 PM.

ROLL CALL

Members Present: Stuart Brown, Chair Steve Comfort Terry Emery E.C. Bell

Members Absent: Mike Gougler

Staff Present: Doug Rux, Community Development Director

APPROVAL OF MINUTES

Approval of the January 24 and March 3, 2017 Newberg Affordable Housing Commission Meeting Minutes.

MOTION: Bell/Comfort to approve the Affordable Housing Commission minutes for January 24 and March 3, 2017.

Motion carried (4 Yes/0 No).

PUBLIC COMMENTS

None.

MANUFACTURED HOME REHABILITATION AND REPAIR GRANT PROGRAM APPLICATION – NEWBERG AREA HABITAT FOR HUMANITY

CDD Rux reviewed the memorandum in the packet summarizing the proposal submitted by Newberg Area Habitat for Humanity. He additionally reviewed possible condition the Affordable Housing Commission might want to consider in a recommendation to the City Council. Review of the Scoring Matrix occurred with CDD Rux noting he had evaluated the Application Eligibility and Minimum Threshold Criteria sections and the application met the applicable requirements. What was remaining to be evaluated by the Affordable Housing Commission is the Scored Application Criteria section.

Commissioner Bell indicated a letter of intent from the homeowner to meet income requirements would be helpful.

The Affordable Housing Commission proceeded to score the application based on criteria #14 - #21 as follows:

Criteria	Potential Points	Brown	Bell	Emery	Comfort	Total
#14	10	10	10	7	10	37
#15	15	15	13	15	15	58
#16	1	1	1	1	1	4
#17	1	1	1	1	1	4

Criteria	Potential Points	Brown	Bell	Emery	Comfort	Total
#18	1	1	1	1	1	4
#19	1	1	1	1	1	4
#20	1	1	1	1	1	4
#21	1	1	1	1	1	4
Total	31	31	29	28	31	119

MOTION: Brown/Bell to recommend approval of the Habitat grant request with the six conditions in the staff memorandum and with the addition of a letter of intent provided from the homeowner drafted by Habitat for Conditions #2 and #4 of the recommended conditions for meeting occupancy and income requirements. Motion carried (4 Yes/0 No).

UPDATE COMMUNITY DEVELOPMENT BLOCK GRANT

CDD Rux indicated the contract with Business Oregon has been signed. Staff is working on the Subgrant Agreement with the Yamhill County Affordable Housing Corporation. Darcy Reynolds is working on exhibits and attachments for that document. Once the Agreement is finished it will be signed and submitted to Business Oregon. Then the Yamhill County Affordable Housing Corporation will finalize a professional services agreement with the Housing Authority of Yamhill County which gets submitted to Business Oregon. The environmental process can then get started which will take about three months. The date to have the work completed and paperwork submitted on the grant is April 3, 2019.

Chair Stuart indicated he would coordinate with Darcy Reynolds about outreach efforts and coordination between the State grant and local efforts the Habitat grant award. He also inquired about the timing of the expenditure of funds.

CDD Rux indicated that we had estimated spending \$10,000 of the grant funds by June 30, but that likely is not going to happen. In the FY 2017-18 budget we have included \$390,000 for expenses. We will true up the expenditures with the FY 2018-19 budget. It was also noted that there is a second public hearing requirement with the grant that will be coordinated with the Yamhill County Affordable Housing Corporation. Finally there is a training to be scheduled which will likely occur in October 2017 and the Commission members will be invited.

NEWBERG HOUSING TASK FORCE UPDATE

CDD Rux noted that a final policy paper is being prepared by the Housing Newberg group for City Council consideration. He briefly went through the list of annexations and R-3 zoning, auxiliary dwelling units, construction excise tax, artist work and living spaces, education/community awareness, and missing middle housing.

ACCESSORY DWELLING UNITS

CDD Rux reviewed the Newberg 2030 UGB project. Community outreach and comprehensive plan evaluation was done and submitted in December 2016. Task 2-3 BLI and Study Area was submitted in March. Task 3 is Action Plan was submitted in mid May 2017. Chapter 660 Division 38, Table 5 matrix on efficiency. There are thirty-one efficiency measures identified. He noted the ADU provisions in the table on in any single family with no SDC and no off street parking. There is another provision where you partially meeting the requirements but not all of the attributes. The reason this is being brought up is the Commission has identified ADUs as a task for

the next fiscal year work program. He noted our Public Works Design and Construction Standards require a separate sewer line for ADUs. The Planning Commission is working on parking standards for residential and ADUs. R-1 is not an issue. In R-2 there is an issue on parking and single car garages. Parking in cul-de-sacs is also an issue in R-2. Her reviewed Oregon Administrative Rule, Chapter 660, Division 38, Table 5 which has efficiency measures which includes accessory dwellings units.

OTHER BUSINESS

None.

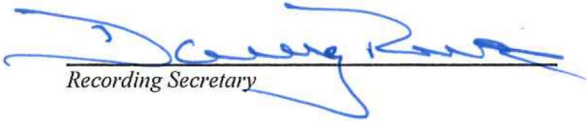
NEXT MEETING – July 25, 2017

ADJOURNMENT

MOTION: Comfort/Bell motion to adjourn. Motion carried (4 Yes/0 No).
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The meeting adjourned at 2:33 p.m.

Approved by the Newberg Affordable Housing Commission on July 25, 2017.


Recording Secretary


Affordable Housing Commission Chair

