

NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES

Tuesday, April 26, 2016, 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 1:36 PM.

ROLL CALL

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

Members Absent: None

Staff Present: Doug Rux, Community Development Director

APPROVAL OF MINUTES

Approval of the January 26, 2016 Newberg Affordable Housing Commission Meeting Minutes.

MOTION: Gougler/Emery approve the Affordable Housing Commission minutes for January 26, 2016. Motion carried (5 Yes/0 No).
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PUBLIC COMMENTS – None.

YAMHILL COUNTY AFFORDABLE HOUSING COMMISSION GRANT OPPORTUNITY UPDATE

CDD Doug Rux provided an update that Business Oregon had not released the announcement for the Community Development Block Grant (CDBG) program solicitation. Once the announcement comes out staff will go to the City Council for a public hearing on a grant with a proposed resolution. The hearing is anticipated to occur on June 20, 2016.

MICRO-LOAN PROGRAM MANUFACTURED HOME MAINTENANCE AND REPAIR

CDD Rux has been talking with the Housing Authority of Yamhill County about the possibility of also providing services for the micro-loan program. He also talked with the Mid-Willamette Valley Council of Governments on providing assistance. Chair Brown and CDD Rux will be scheduling a meeting time with the Housing Authority to discuss the micro-loan program.

CDD Rux indicated that the subcommittee has not been convened on this topic and suggested that Commission members be identified to be on that subcommittee. A review the Policies and Procedures for Administration of the Newberg Affordable Housing Trust Fund had been done at the request of Chair Brown noting that Section 3 would need to be modified to implement a micro-loan/grant program. New language would have to be added to the Policies. Specifically, 3.5.g outlines Rehabilitation and Emergency Repairs and that loans to owners of owner occupied dwellings are not eligible. A new subsection would have to be added to Section 3. There needs to be a discussion about the grant or loan amount. CDD Rux noted that grants go out but no funds come back in to recapitalize the fund. Criteria would need to be established for a grant or loan program. The question was

raised what is the maximum amount of seed funds for a program? The question was raised is it for any manufactured home, manufactured home on a parcel or manufactured homes in parks or a combination? Council has to approve the program and expenditure of funds requires Council approval. It was discussed that establishing a process takes time.

Chair Brown indicated in his mind quick is 60 days. Grants would likely be under \$1,000. He also noted matching funds are available from Newberg Area Habitat for Humanity. In his mind the intent was for both owner occupied and rental housing.

CDD Rux noted the three funding programs of Competitive, Time Sensitive and Rental Rehabilitation. To establish a program the purpose, intent, policy modifications, etc. need to be developed by the subcommittee then back to the Commission for consideration and then to City Council.

MOTION: Emery/Comfort to remove 3.5.g the end wording "Rehabilitation loans to the owners of owner-occupied dwellings are not eligible uses of the NAHTF."
Motion carried (5 Yes/0 No).

Chair Brown noted that the proposal should be presented to the City Council promptly for consideration.

MOTION: Gougler/Brown to delete the word "rental" from section 7.3.
Motion carried (5 Yes/0 No).

CDD Rux was also directed to look at other fixes consistent with the intent of the two motions.

Chair Brown went back to the issue of Housing Authority of Yamhill County and indicated that there may be a problem in trying to streamline the process for manufactured housing and that structures pre-1978 may not be able to be funded due to HUD limitations. He noted HUD changed rules in 1976 that manufactured housing pre-1976 was not eligible housing.

Commissioner Emery inquired if we were considering the Housing Authority assisting on both grants and loans? Chair Brown stated that we are discussing that opportunity.

Chair Brown noted that Newberg Area Habitat for Humanity may be the organization that administers the micro-grant program. He noted that here is one situation where a family needs about \$750 to repair their manufactured home and Newberg Area Habitat for Humanity is willing to help with the funding. Maybe Newberg Area Habitat for Humanity could request an urgent grant request to the City for this family and administer the grant funds.

CDD Rux noted that if Newberg Area Habitat for Humanity came in for a Time Sensitive request to assist a homeowner, the Policies would still need to be modified.

Chair Brown raised the idea of doing things simultaneously to modify the Policies and have Newberg Area Habitat for Humanity prepare a Time Sensitive request. CDD Rux stated he preferred a sequencing approach to have the policies in place first. Chair Brown requested Policy modification on June 20 and Newberg Area Habitat for Humanity to do a Time Sensitive to go to the Council on July 5.

CDD Rux indicated a special meeting immediately after June 20 would be necessary.

Commissioner Bell indicated his church may be able to assist in this family's situation through the Brush with Kindness program.

Commissioner Gougler inquired if the funds would be in the form of a check from the City? CDD Rux indicated it would be a check for a grant to Newberg Area Habitat for Humanity under the concept. There would need to be conditions on any grant award for performance and if performance is not achieved the grant would need to be repaid.

Commissioner Gougler asked if it would be better to have an outside agency administer the grant/loan program with quarterly reports by the outside agency recipient back to the City? Reports could be submitted to the City for review for monitoring. Maybe \$10,000 be allocated to the grant program.

Chair Brown stated an outside agency with experience may be better as the City has staff limitations.

Commissioner Gougler noted that a micro-loan program was discussed four years ago for homeowners that was unsuccessful.

Commissioner Gougler inquired if the City had a building to store material from construction projects that could be used for construction of new affordable housing. CDD Rux would have to inquire but not likely as our buildings are being utilized.

FLEXIBLE DEVELOPMENT TRACK STANDARDS – NMC 15.242

CDD Rux shared the Flexible Development Track provisions in Chapter 15.242 as general information.

PROPOSED FY 2016-2017 BUDGET

CDD Rux provided an overview of the proposed budget. The CDBG grant is included as revenue as well as an expense as a pass through. Housing Authority Loans are budgeted at \$32,920 and grants of \$1,700 under Capital Outlay. Materials and Services are budgeted at \$360. If the \$25,000 projected to be spent in FY 2015-2016 is not expended there will be additional funds in contingency that would require a supplement budget process in order to expend it. Mr. Rux explained no action was necessary and the material is informational only.

TRUST FUND ACTIVITY

CDD Rux indicated that no new capitalization funds have been identified by the Mid-Willamette Valley Council of Governments (MWVCOG). If funding sources are identified the MWVCOG has offered to assist in completing applications at no charge.

CDD Rux raised the question about what the priorities and tasks are of the Commission over the next year or two. The Commission has talked about housing stock north and south of downtown, energy efficiency, investing in housing stock that is existing (windows, wiring, heating, plumbing), could Public Works staff assist in outreach on improvements, gentrification of areas north and south, housing issues with university students. Develop a list of the top five – ten issues to help the MWVCOG focus on where to seek funding. Chair Brown indicated the top priority for him is to focus on the micro-loans. Chair Brown asked the members to come up with their top five priorities and get them to him and CDD Rux.

NEXT MEETING – July 26, 2016

OTHER BUSINESS –

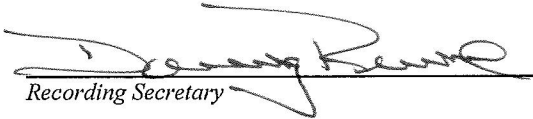
CDD Rux indicated that he will be preparing the Notice of Funding Availability for the July meeting. A housing affordability report from the Portland City Club was emailed to the Commissioners city email accounts.

ADJOURNMENT –

MOTION: Brown/Gougler motion to adjourn.
Motion carried (5 Yes/0 No).

The meeting adjourned at 2:43 p.m.

Approved by the Newberg Affordable Housing Commission on July 26, 2016.


Recording Secretary


Affordable Housing Commission Chair