

NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES

Tuesday, August 26, 2014, 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 1:30 PM.

ROLL CALL

Members Present: Stuart Brown, Chair Steve Comfort Terry Emery

Staff Present: David Beam, Associate Planner
Steve Olson, Interim Building and Planning Director
Sue Ryan, Interim City Recorder
Jacque Betz, City Manager

APPROVAL OF MINUTES

Approval of April 22, 2014, Newberg Affordable Housing Commission Meeting Minutes.

MOTION: Emery/Comfort approved the affordable housing commission minutes for April 22, 2014.
Motion carried (3 Yes/0 No).

TRUST FUND ACTIVITY

Rental housing loan program – presentation materials – Associate Planner David Beam gave an update on the rental housing loan program referring to a handouts from the packet (Exhibit A and B). He said the materials were to talk about how the trust fund was established and how the loan program operates.

There was discussion on testing procedures for determining applicant and property owner eligibility, the affordable housing requirements, demonstrating sufficient equity and guidelines for determining it, background on the housing fund and its current balance and the purpose of the commission.

Chairman Brown suggested having a more detailed standard on eligibility in the document (Exhibit A). There was a discussion on how that could impact rental units versus individually owned properties. Chairman Brown expressed a concern about how to reach individuals about the program and not just agencies. There was discussion on how the housing agencies could reach the targeted audience. There was discussion on how the City could promote the program.

AP Beam said the program does have limited funds. There was discussion on how to proceed with allocation, the rate at which to loan out the money, how to prioritize use and whether they should give it out as loans or grants.

City Manager Betz asked who the loan officer was. AP Beam said one had not been established yet for the trust fund. He said the department does use Mid-Willamette Valley COG for another program for small businesses and there had been some discussion about using that agency as the loan officer.

There was a discussion on definitions for the different programs and the materials purpose being to explain the trust fund. Commissioner Emery asked about the timeframe for beginning the program. AP Beam said he thought they could start in late October. Chairman Brown suggested the Commission set a limit of how much

they would loan out the first year such as one-third of the trust fund amount. There was a discussion on loan terms and amounts. The commission decided to bring up the topic again at their next meeting to have more time to review the material. Chairman Brown asked if they could also discuss at the next meeting eligibility and qualifying and establishing the measures and standards for these two items.

Next Notice of Funding Availability/Review of Application and review process: This item was discussed under the rental housing loan program topic.

Growing the trust fund – next actions: AP Beam said the Commission needed to consider if grants continue to be part of the program that it could over time deplete the fund, which has a finite amount. He suggested prioritizing the fund to use it for loans first that will pay back into the fund and it can grow over time. There was discussion on how grants are allowed but not required under the program and to delay awarding grants until a plan for replenishing the fund has been developed.

AP Beam handed out a list of potential avenues to grow the housing trust fund. These ideas included property transaction fees through title companies, donations by real estate agents per transaction, unclaimed properties, code enforcement fines, rental housing violation fines, County lottery funds for economic development, grants and charitable gifts. Chairman Brown said he thought the topic should be the subject for an entire meeting.

MOTION: Chairman Brown moved, seconded by Commissioner that they delay awarding grants until such time as a strategy is developed for replenishing the fund. There was discussion on the motion. AP Beam clarified some points. Motion carried 3-0.

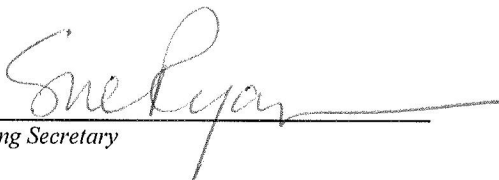
Future Commission work – Chairman Brown said the next meeting they will focus on the presentation materials. He said the commission needs to understand the materials before they approach the community and begin the program.

There was discussion on items for 2015. Chairman Brown said he would like the Commission to consider the issue of Accessory Dwelling Units. AP Beam passed out a handout (Exhibit C) showing a Zoning Use table where Accessory Dwelling Units are allowed. Chairman Brown said he was in favor of this because it added housing units and increased density but is generally affordable housing. He said one population that needs more housing is students.

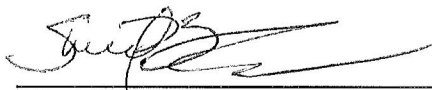
NEXT MEETING – OCTOBER 28, 2014

ADJOURNMENT – The meeting adjourned at 2:30 p.m.

Approved by the Newberg Affordable Housing Commission on October 28, 2014.



Recording Secretary



Affordable Housing Commission Chair