

**NEWBERG AFFORDABLE HOUSING  
ACTION COMMITTEE  
Wednesday, October 27, 2010  
7 p.m. to 9 p.m.  
Newberg City Hall  
Permit Center Conference Room  
414 E. First Street, Newberg, OR**

**I. OPEN MEETING:** Chair Stuhr opened the meeting at 7:00 p.m.

**II. ROLL CALL:**

|                 |                    |                                  |
|-----------------|--------------------|----------------------------------|
| <b>Present:</b> | Cathy Stuhr, Chair | Councilor Denise Bacon           |
|                 | Rick Rogers        | Mike Gougler (arrived 7:04 p.m.) |
|                 | Doug Bartlett      | Charles Harris                   |
|                 | Stuart Brown       |                                  |

|                |                           |                          |
|----------------|---------------------------|--------------------------|
| <b>Absent:</b> | Ken Austin, Jr. (excused) | Dennis Russell (excused) |
|----------------|---------------------------|--------------------------|

|                       |                                               |
|-----------------------|-----------------------------------------------|
| <b>Staff Present:</b> | Barton Brierley, Building & Planning Director |
|                       | David Beam, Economic Development Planner      |
|                       | Dawn Karen Bevill, Recording Secretary        |

|                        |            |           |
|------------------------|------------|-----------|
| <b>Others Present:</b> | Pat Haight | Hank Grum |
|------------------------|------------|-----------|

**III. CONSENT CALENDAR: APPROVAL OF THE FOLLOWING FULL COMMITTEE MEETING MINUTES AND SUBCOMMITTEE MEETING SUMMARIES:**

**MOTION #1: Rogers/Bartlett** to approve the minutes from the Newberg Affordable Housing Action Committee Meeting of July 14, 2010; Legislative Subcommittee Meeting of August 25, 2010; City Housing Program Subcommittee Meeting - none; Education/Outreach Subcommittee Meeting of August 11 and September 8, 2010; and the Fees/Finance Subcommittee Meeting – none. (6 Yes/ 0 No/ 3 Absent [Russell, Gougler, Austin]) Motion carried.

**IV. CITY COUNCIL ACTIONS:**

**Review of City Council action on Development Code Amendments at Sept. 7 and Oct. 18, 2010 City Council meetings:**

Barton Brierley stated the City Council heard the package of development code amendments that were recommended for approval by the previous affordable housing ad-hoc committee and refined by this committee. The City Council voted to approve most of the amendments, except for the single-family residential design standards. It included a design element to help ensure livability and quality of the developments and those standards were a way to accomplish that goal. The City Council believed that ultimately there was not enough support for adoption.

#### **November 1, 2010 – Report to City Council:**

Barton Brierley referred to the status report on page 24 of the meeting packet and explained the update has been placed on the City Council work session for next Monday night. He would like someone to give a report on the status of this committee. Barton asked for feedback on the status report from the committee and any suggestions on how to make that presentation. Stuart Brown and Rick Rogers will attend the City Council work session.

Charles Harris referred to Action 6.2 on page 26 of the meeting packet and stated that 2 to 3 property tax abatement options had been looked at and were decided against but there are others that could be looked at in the future.

Councilor Bacon stated a correction is needed on Action 6.3 under the status portion. It should state that the annual housing fair is traditionally done in McMinnville, not in Newberg.

Rick Rogers referred to Action 3.1 on page 25 and asked if the potential properties for upzoning have been identified yet. Barton Brierley replied a list of 10 to 12 areas have been identified. Staff could go out to these property owners and talk with them and then report to the Planning Commission on whether re-zoning of those properties should be pursued further. Rick Rogers referred to Action 4.2 and asked if Newberg were to have a new manufactured home park, would that be considered as part of the affordable housing project and as an expedited annexation in an R-4 zone. Mr. Brierley replied, yes. Mr. Rogers referred to Action 6.8 and asked why a status or action is not listed. David Beam replied staff talked to Love Inc., YCAP, Chehalem Youth and Family Services who were very grateful to hear that the City wants to help them in their efforts in any way possible. Councilor Bacon added that the legislative body for homelessness found the City also has many of the key points they are finding as well to support group housing, property owners, and new rentals and want to connect and work on the same project as a group.

Doug Bartlett talked about the idea of a training program for people with damaged rental history and how that would support better long-term occupancy for both renters and landlords. He asked if that could be an action eligible with the Trust Fund. Barton Brierley replied a Renters Certificate Program is included in the packet on page 29. Doug asked if there is a connection between a tourism bed tax and affordable housing. David Beam replied that he felt there is a logical connection between the two.

Charles Harris suggested adding language to Action 3.2 to future actions required as follows: *"...and ensure the density targets are met."* Stuart Brown asked if there should be an enforcement clause; if it is zoned R-2, then it needs to develop like R-2. Doug Bartlett stated a

lot of the land that has been zoned R-2 and R-3 has been built as R-1. Councilor Bacon stated it is not good that we do not ask for more land when we are not meeting current land use goals.

## **V. HOUSING TRUST FUND:**

### **Funding Sources:**

Barton Brierley referred to the Memorandum in the meeting packet and explained the task to create a Housing Trust Fund. He reviewed which projects the Trust Fund could support. Because Newberg is a government agency, the City needs to be very conservative regarding investment. Some things that have been discussed already include a rental rehabilitation fund; the City already is already within a Homeowner Rehabilitation Fund through the Housing Authority, but renters do not qualify for that program. The Renters Certificate Program is a potential use; set up a class where it teaches how to be a good renter and at the end of the class participants receive a certificate, which can then be taken to a property owner. The certificate includes a guarantee to a landlord that there would be a reimbursement if damages to the property were done by a tenant with a certificate. Apparently, a similar Salem program has not had to make a payment to a landlord thus far.

### **Eligible Fund Projects:**

Barton Brierley explained staff suggests that grant funds should be focused on supporting existing housing programs rather than creating new programs. He reviewed the list of potential funding sources on page 18. David Beam stated there are public grants, but many of the grants have restrictions. Rick Rogers believes it is not a good idea to rely on recurring grants to support the Trust Fund, but instead have a consistent, dedicated funding stream.

Charles Harris asked for clarification regarding the hotel/motel tax. Barton Brierley explained the 6% hotel/.motel tax that raises approximately \$225,000 a year. Of that amount, the City has to spend \$40,000 on tourism and the rest can be spent out of the general fund. The tourism part is used to help fund the Visitor's Center work.

## **VI. LEGISLATION SUBCOMMITTEE REPORT:**

Barton Brierley stated the subcommittee met on August 25, 2010. The committee discussed reducing the minimum manufactured home park size from five acres to one acre, but the subcommittee consensus was to leave the existing minimum for now. The subcommittee found there was real value in having a large park size with a manager that can maintain the park and address issues. To support an on site manager, you need at least five-acre park. The subcommittee is still working on annexation standards and is looking at a batch annexation and how to process a City annexation. They are also looking into the owners and renters developing a fund that builds up and belongs to the tenants, which could be used to make park upgrades, etc. The park owners stated most of the tenants are just getting by and were not in favor of such an idea. The subcommittee needs to make a decision on that point.

## **VII. EDUCATION/OUTREACH SUBCOMMITTEE REPORT:**

Barton Brierley stated the subcommittee is working on the Housing Resource Center. The subcommittee wants one in Newberg and could start out as a kiosk with brochures and a phone

line but still need to figure out a location. They are also working on the ready-to-rent class and talked about having a housing fair with the hope of a good attendance.

David Beam gave an update of the September 8, 2010 meeting. Representatives from property management companies attended and discussed examining problems property managers have and explore solutions. Doug Bartlett gave a brief description of the Mid-Willamette Valley Community Action Program.

**VIII. NEXT FULL COMMITTEE MEETING:**  
WEDNESDAY FEBRUARY 23, 2011  
7 PM, CITY HALL,  
PERMIT CENTER CONFERENCE ROOM

**IX. ADJOURN:**

The meeting adjourned at 9:00 p.m.

Approved by the Affordable Housing Action Committee on this 23<sup>rd</sup> day February, 2011.

AYES: 8

NO: 0

ABSTAIN: 0

ABSENT: 1  
(Austin)

  
Affordable Housing Recording Secretary

  
Affordable Housing Committee Chair