

**NEWBERG AFFORDABLE HOUSING
ACTION COMMITTEE
Wednesday, February 10, 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 7:03 p.m.

II. ROLL CALL:

Present:	Cathy Stuhr, Chair	Councilor Denise Bacon
	Rick Rogers	Ken Austin, Jr. Dennis Russell
	Mike Gougler	Charles Harris Mike Willcuts
	Doug Bartlett	Stuart Brown (7:05)

Staff Present: Barton Brierley, Building & Planning Director
David Beam, Economic Development Planner
Dawn Karen Bevill, Recording Secretary

III. APPROVAL OF FULL COMMITTEE MEETING MINUTES:

MOTION#1: Harris/Russell to approve the minutes from the Newberg Affordable Housing Action Committee Meeting of December 9, 2009. (10 Yes/ 0 No/ 0 Absent) Motion carried.

IV. APPROVAL OF MEETING SUMMARIES BY SUBCOMMITTEE:

MOTION #2: Gougler/Bacon to approve the minutes from the Newberg Affordable Housing Action Committee – Legislation Subcommittee Meeting of January 13, 2010. (10 Yes/ 0 No/ 0 Absent) Motion carried.

MOTION #3: Rogers/Stuhr to approve the minutes from the Newberg Affordable Housing Action Committee – City Housing Program Subcommittee Meeting of January 13, 2010. (10 Yes/ 0 No/ 0 Absent) Motion carried.

MOTION #4: Bartlett/Bacon to approve the minutes from the Newberg Affordable Housing Action Committee – Education/Outreach Subcommittee Meeting of January 27, 2010. (10 Yes/ 0 No/ 0 Absent) Motion carried.

V. LEGISLATION SUBCOMMITTEE REPORT:

Barton Brierley stated the committee identified three target areas to work on: street and access standards, manufactured home park standards, and annexation standards. The street standards discussion included street widths, block lane standards, and multiple driveway standards. The committee invited the Fire Chief, Public Works Director, and Newberg Garbage to their next meeting to discuss the issue of street and access standards followed by a field trip to view streets of various widths and see how large apparatus such as fire trucks and garbage trucks function on them. There will be a point and time when a public meeting or open house will need to take place in order to receive comments and feedback on all three issues.

The second issue is the annexation standards. The committee plans to look at current annexation laws, processes, and possibilities to help in making a recommendation. They have discussed the possibilities of modifying the annexation process and which could or could not include changes to the Charter. The committee asked staff to come back with beginning concepts and proposals to review.

The third issue is manufactured home parks. The committee discussed how to encourage the survival of manufactured home parks and would rather see preservation of the existing parks than conversion to another use. They also talked about ways to encourage ongoing maintenance and funds available for park repairs. The committee will be inviting existing park owners and managers to share what challenges and issues they face and what they could use help with.

VI. CITY HOUSING PROGRAM SUBCOMMITTEE REPORT:

David Beam stated the committee has two issues to consider: ways to improve the City's housing rehabilitation funding through existing or potential funds and the creation of a housing trust fund. Last year the City received a \$100,000 grant from the State and the City gave out loans to local homeowners for home rehabilitation projects. Habitat for Humanity has a concept program called *Brush with Kindness* which the homeowner would supply the materials for a housing rehab project and the Habitat volunteers would do the labor. The committee discussed the new document recording fees, which were enacted by the State last year. They are anticipating raising fifteen million dollars through this new State funding mechanism the first year. Its focus is on building low-income housing. The Subcommittee would like to focus on helping the rehab of low-income rentals. The rules for the State program have already been written, but the money has not been distributed yet. The City has \$246,000 in housing rehabilitation funds, that originally came from a federal grant in the 1990s. Those funds have not been used as effectively as they could be, so the committee has discussed how to better advertise and use the money.

Mr. Beam found a step-by-step packet which shows how to create and develop a housing trust fund. The committee had many questions and discussed the tasks that would need to be accomplished to establish the fund, such as who would the fund serve? How Many? How much funding will be available? The subcommittee created a schedule of future meetings and the topics to be discussed at those meetings. Chair Stuhr stated the subcommittee was going to look

at Appendix B in the Action Plan more closely, regarding the assumed future housing development.

Charles Harris stated it would be helpful for the Committee to remain aware that there will be a lot of overlap of tasks between the subcommittees such as fees, units to build, and what the size of the housing trust fund should be. The Subcommittee felt the full committee should look at how much money gets into the trust fund and how it would be funded and used.

Chair Stuhr stated concrete goals are needed. Rick Rogers stated the housing trust fund should come up with an estimate of money that is needed to cover the goal in the Action Plan. Mike Gougler stated an important question is what can be raised and how much of that burden can the developers afford to carry. The first goal is to establish a trust fund, even if it is just \$100. Once the fund has been established, then how it is to be administered, what are our income sources and what portion of needed funding can reasonably be expected to be paid by the sources can be decided. Rick Rogers stated a number is needed to present to the Finance Committee. Mr. Gougler stated a dedicated funding stream is needed. Going to the public and asking for a surcharge on the utility bills is difficult since scheduled rate increases are expected take place in the future. Ken Austin wants to be sure the funds are available first. Chair Stuhr stated there are other resources to draw on such as volunteering, but agreed a realistic approach needs to be taken.

VII. EDUCATION/OUTREACH SUBCOMMITTEE REPORT:

David Beam stated the Subcommittee discussed the assigned tasks that were taken directly from the Newberg Affordable Housing Action Plan. Action on one of those tasks had already taken place with the 2009 Housing Fair last spring. The Subcommittee had discussed whether or not to continue doing the fair, whether specific audiences should be targeted, holding the fair in a different venue, and how to define what a successful event is.

The Subcommittee has talked about housing maintenance and looked at a Homeowner's Maintenance Handbook by the City of Wichita Housing and Community Services Department. The City may be able to use this as a template. Another suggestion was to establish a community tool library to loan out maintenance tools out for free. It was also suggested to have Ace Hardware hold maintenance workshops like they do at Home Depot. A "Christmas in July" event could be held where volunteers could with low-income folks with their home maintenance needs.

Workforce skills development was discussed by the committee. Mr. Beam stated that he works with individual businesses in the community and tries to find resources to solve problems as needed, such as upgrading employee skills. Climax Potable Machine Tools has their own internship program with the high school and is trying to establish a local internship center that other local businesses could take advantage. Chemeketa Community College also offers a lot of skills training courses for local companies. The more skills, the better pay, the more housing can be afforded. Company incentives, like a walk, bike or carpool to work program, can lower transportation costs, leaving more funds to help with housing costs.

Most employer assistance programs have to do with transportation assistance. There are programs that create funds where there is an employee/employer match program. Those funds can be used for housing, education, etc.. The committee members felt programs that help with housing costs need to be better publicized.

The committee talked about transitional housing. Mr. Beam is only aware of two programs: Yamhill Community Action Partnership (YCAP) and Chehalem Youth and Family Services (CYFS).

Some other ideas discussed by the committee was to ask the Housing Authority of Yamhill County (HAYC) to hold an annual housing fair in Newberg; publicize www.211.org which identifies good housing resources, food, shelter, and emergency assistance in the area; establish a housing resource center in Newberg which could be open part time to offer information, and train volunteers. Stuart Brown said he was willing to come up with a mock website where all this housing information would be available to the public. Mike Gougler suggested a program to train the community in fixing their own plumbing and electrical. Mr. Gougler also suggested a community serve day could be done by Faith in Action and other organizations where volunteers could target different problem areas, such as plumbing. Chair Stuhr talked about hosting a renters' program on how to be a good renter. Doug Bartlett stated rental classes are especially helpful for those who have had a problem with credibility as a renter and want to turn the corner. The success rate of such programs is very good.

VIII. FEES/FINANCE SUBCOMMITTEE REPORT:

Barton Brierley stated the committee met with the Citizens Rate Review Committee (CRRC) at their December 11, 2009 meeting. It was apparent the utility fund is stressed at this point and will need an increase in the sewer/water bills to address the ongoing maintenance of the system. The level of rate increase needed will stretch the community in accepting it. The committee concluded to continue to work with the CRRC in the future and not during this rate cycle. They had a good discussion with the committee and understood the goals. Two Citizen Rate Review Committee members agreed to be on this committee and will meet after the rate process has concluded.

IX. OTHER BUSINESS:

Barton Brierley stated the Animal Shelter is moving and City Council has decided to put the old property out for a proposal for someone who may do an affordable housing project. Two proposals have been received and Council will be weighing those proposals. Mike Gougler stated another suggestion for that site is the Thrift Center, which is looking for a larger place and is extremely proficient in putting money back into the community.

Mr. Brierley passed out a packet on the Comprehensive Plan Housing Element that the Planning Commission will be considering at the Planning Commission hearing on Thursday, February 11, 2010.

X. The next Full Committee Meeting is scheduled on Wednesday, April 28, 2010, 7 PM, City Hall, Permit Center Conference Room.

XI. ADJOURN: The meeting adjourned at 8:46 PM.

Approved by the Affordable Housing Action Committee on this 28th day April, 2010.

AYES: 5

NO: 0

ABSTAIN: 0

ABSENT: 5
Russell, Harris,
Willcuts, Brown,
Bartlett


Affordable Housing Recording Secretary


Affordable Housing Committee Chair