

**NEWBERG AFFORDABLE HOUSING ACTION COMMITTEE
LEGISLATION SUBCOMMITTEE MINUTES**

Wednesday, August 25, 2010

4 p.m. to 6 p.m.

Newberg City Hall

Permit Center Conference Room

414 E. First Street, Newberg, OR

I. Open meeting: The meeting opened at 4:05 p.m.

II. Roll call:

Present: Denise Bacon, Doug Bartlett, Mike Gougler (arrived 4:30)

Staff Present: Barton Brierley, Maya Benham (minute-taker) & Dawn Wilson (minute-taker)

Others Present: Roger Wilshire

III. Minutes. The committee approved the July 28, 2010 minutes with a correction to page 1, item III, paragraph 3, changing “One project he **plans** to do” to “one project he **would like** to do”

IV. Manufactured Homes:

The committee discussed whether the minimum park size should be lowered from 5 acres to 1 acre. Barton explained that state law prohibits **adopting** a minimum more than one acre, but he felt the City could keep the existing minimum size in place. Barton passed out a list of the existing parks and their sizes. The committee discussed the importance of having a good on-site manager to care for the park and tend to ongoing maintenance, and that a larger park facilitates this. Denise was comfortable with keeping the existing minimum in place, recognizing there is a variance process in place to handle specific situations. Doug was interested in encouraging parks. They are an endangered species and could become a trap for people if not done and managed well, or if they are converted out from under them. The committee consensus was to leave the existing minimum for now.

V. Discussion of Lodging Houses:

Barton presented information about lodging houses. He said current rules restrict occupancy of a house to five unrelated persons. Lodging houses, allowing up to 16 tenants in five guest rooms, are allowed in any house according to building code, but not the Development Code.

Mike Gougler brought up Homeowners Associations rules that might have more strict rules.

Barton said that if the committee wanted to address this, they could do any of the following options:

- Allow a maximum of five tenants **plus** the family.

- Allow a maximum occupancy of 16 per the lodging house rules.
- Allow a max occupancy based on size or # of rooms, regardless of relationships.

Mike suggested flexibility would be good. The issue would be parking. He suggested that additional conditions would have to be met, such as stating that cars have to be in front of the building.

Doug like the idea of allowing room renting through some sort of conditional permit. He liked the flexibility.

Barton said he would return with a proposal for the next meeting.

5:00 p.m. - Annexation:

Barton said that the objective is to reduce time and expense of annexation process. Barton provided written suggestions. Barton outlined process verbally. Timing takes about eight months but could take up to two years. Costs could be from a few thousand dollars to \$15,000. Most apply for May and November elections to avoid election costs. Size of annexation doesn't make any difference; the process is the same. There's also an uncertainty involved due to the approval process.

Question: When property is brought in for annexation, is it zoned when it is brought in? Barton said yes.

Barton – A sticky issue is that a concept development plan must be submitted, and it is not binding.

Doug – There must be a concept plan for any expeditable affordable housing.

Barton – Conducted research (see handout) on what kind of annexation the City has had since 1997, whether or not they were approved, and the size. Two were denied by the City Council, so they never went to the electorate. Two received negative votes but were later submitted and approved. All others were approved. To save time and costs, upon proposing to annex property as certain density is to not have that step go to the Planning Commission. The committee could only propose this for small or certain types of annexations. The Planning Commission tightens up and reduces issues. Another possibility would be to remove the concept development plan requirement because it's confusing to most people. Thirty percent of the time, they get changed. They are also expensive. In commercial uses, the concept development plan is very challenging. A third idea on the vote, any change to that would have to be a public vote to determine whether or not the electorate wanted any changes to that because it's in the Charter. They could state that if under a certain number of votes, certain annexations, perhaps based on size, would not have to go to the electorate.

Mike - Fewer steps would be nice but our objective is to advance affordable housing. He is interested in expediting annexation if it's to advance affordable housing. Barton – customers come to the City asking for annexation but City could initiate based upon need and feedback.

Barton - Four options summarized:

1. Not have PC review annexations that don't involve zone change;
2. Remove requirement for concept development plan;
3. Propose to the voters some exemption from voting on small annexations, such as annexations under two acres;
4. City to take a more active role on initiating annexations; and
5. Entire annexation plan could be voted upon as a whole rather than each individual property being voted on.

Mike – The City having authority to expedite the affordable housing process is desired. This would allow the City to have more control over the final products than if an individual would use an existing process to annex. Most affordable housing put up in a hurry is manufactured housing. If the City determined that a specific area was appropriate for that type of development and worked in cooperation with the developer, the City could approve per new zone. This will add more certainly, speed up the process and be less costly. For efficiency purposes, having an annexation plan to bring in new properties is good. The extra layer to get into the URA is horribly expensive. This affects developers and the City with its urban dwellers. City has authority to annex but not without a public vote. The expense of land use processes is horribly a waste of money. Areas outside the city are not prime candidates for affordable housing because of transportation and other issues. If we had an annexation plan and we went with a percentage, they could require a certain amount of infrastructure to go along with the development.

Doug - With affordable housing and the long-term public transportation services, he understands that they are primary with Yamhill County. He thinks that both need to be talked about. Doug said that the bus is for everyone.

Denise - The City needs to be at the table.

Barton – Having all convenient stops near a bus stop is feasible. Denise said that McMinnville was trying to get away from the spoke level in their planning discussion.

Barton – What he hears from the committee is that there is a role from the City to not have a reactive-only mode but to have more involvement in the annexations.

Mike – As Barton stated, they would like to modify the annexation process, and he believes the City would be well-served to allow minor annexations to occur without a public vote. In hardship cases, could allow those without a vote. The advantage of certain properties being in the City is significant for health and safety. The City having more control over the type of nature of development makes a lot of sense. With the City having a more expeditious way to handling small annexations and more control over the plans makes a lot of sense.

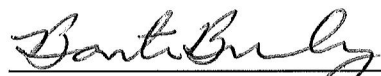
Denise – Are there any unique conditions in which an agreement or development plan would be required. Maybe it only should be reviewed to answer the question of “Is it for affordable housing?” She would like to do something specifically for affordable housing.

Barton – Yes, there is a development process that could spell out exactly what the developer and the City must do, and this could be the annexation process. Denise and Doug suggested presenting this to the public by costing it out so that small annexations won't have to go to the electorate because of the expense and staff time involved. Barton – Could combine several small annexations and ask for one vote as to how to handle these.

VI. Other business: Mr. Wilshire said that he thought it was a public meeting and that there would be public comments. He will hold his comments. No other business.

VII. Adjourn: The meeting adjourned at 5:42 p.m. Next Meeting will be September 22nd at 7:00 p.m. September 7th is the City Council meeting and all members are encouraged to attend.

Approved by the Affordable Housing Action Committee – Legislative Subcommittee this 27th day of October, 2010.



Legislative Subcommittee Secretary