

# AFFORDABLE HOUSING COMMISSION MINUTES

July 27, 1:30pm

414 E First St.

City Hall Permit Center

Newberg Teleconference Meeting

*(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history)*

## CALL MEETING TO ORDER

Chair EC Bell called the meeting to order at 1:37 p.m.

## II. ROLL CALL

Members Present: EC Bell, Chair  
Larry Hampton  
Carol Sherwood  
Melisa Dailey  
Shannon Eoff (arrived late)

Staff Present: Doug Rux, Community Development Director

## III. APPROVAL OF MINUTES – April 27, 2021

**MOTION:** Member Sherwood and Member Dailey moved to approve the April 27, 2021 Newberg Affordable Housing Commission Meeting Minutes, Motion carried 4/0

## IV. PUBLIC COMMENTS: None

## V. TIME SENSITIVE GRANT REQUEST – NEWBERG AREA HABITAT FOR HUMANITY

Chair Hampton noted he may have a potential conflict of interest with this topic.

CDD Rux noted because they're not making a decision by their declaration given they are only making a recommendation, but with Chair Hampton's affiliation with Habitat it will be on the record.

CDD Rux noted he did the NOFA and received one application for the Time Sensitive Grant, which was from Newberg Area Habitat for Humanity. Their request is for a grant of \$5,000 for their "A Brush with Kindness" to assist low income households to do improvements to particular residences with weatherization and heating. He noted staff went through and did the evaluation and concluded that it met the minimum requirements in the proposal. It will be up to the Commission members to score.

CDD Rux noted \$5,000 Grant would be matched with in-kind contributions with a total project amount of \$12,500. In the report there are different organizations listed in their application that assist them in these types of endeavors. They anticipate they will do approximately seven projects over the course of a year starting from the time the City Council makes the award if it is recommended. He noted they have a Grant Contract that they would have to go through as well and did a list in the report of some potential items to be considered. One is that there would have to be a Grant Contract entered into between the City of Newberg and Newberg Area Habitat that if they do not spend all the money within one year period, any remaining funds would have to come back into the fund. They would have to provide quarterly reports and a close out report, also showing the homeowner and renters that are being assisted so the Commission can see the progress work is being done, which will be shared with the City Council. He noted in the packet is the scoring matrix for the Commission to score.

Chair Hampton noted the minimum threshold criteria has been met, so the scoring will start with number 10.

10. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing within the City.

Member Dailey scored 7 and noted there's no ability to retain the housing affordability beyond the people who are living there but is staying affordable by keeping people in their homes in an affordable way.

Chair Hampton scored 5 and noted because it is not new housing but it is retaining and rehabilitating existing housing so people can stay in their homes.

Member Sherwood asked if they are enabling people to stay in their home or making their home more comfortable. Chair Hampton responded sometimes both, for example they have built ramps to allow people to stay in their home so it is accessible as they age.

Member Bell noted they have had this working relationship with Newberg Area Habitat in the past. He asked if anyone on the Commission thinks it should score lower than a 5 or 6 and if no one does, maybe they can tag it as a 7 and move onto the next criteria. The Commission agreed to score this at 6 to 7.

11. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable the higher ranking the project shall be given.

Chair Hampton noted it depends on the project, if it is weatherization it does keep it affordable for people to live in it longer, but they don't know what these projects will be exactly.

Member Bell scored 10-11 and noted could Habitat interact with the current renters or owners to give reasonable intention to stay in the house and not help the flipping market.

Chair Hampton agreed and shared one situation several years ago where the family stepped in and sold it which was frustrating to Habitat in this situation because it was not affordable anymore.

CDD Rux noted on conversations with Habitat about making sure that they have the correct documents in place when doing these programs so that flipping does not occur and if it does the owner has to pay the money back to Habitat and it would come back to the City of Newberg.

Member Dailey scored 10, Member Sherwood scored 10 and Member Eoff also scored a 10.

12. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.

Member Dailey scored 4 based on the program not being all about energy conservation because of the wheelchair ramps, but also it doesn't seem that it addresses all energy efficiency measures, for example a full house makeover for energy efficiency. She noted it would be interesting to see before and after the project is done their energy bills for comparison.

Chair Hampton scored 3 and asked if the commission was ok with scoring this a 3.

Member Bell scored 3 or 4 and Member Dailey noted she is good with that score also.

13. The project maximizes partnerships in the Community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.).

Member Sherwood scored 5 and Member Dailey agreed and scored 5 which was the consensus of the Commission.

14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.

Member Dailey scored 10

Chair Hampton noted existing resources would be the labor part. Habitat has a labor force that builds and they would be using that in innovative ways. He noted Habitat is doing these things because no one else is so it definitely doesn't duplicate services that are being provided. When there's a chance to work with another organization, then Habitat tends to aim people towards that as well. He would give a score of 8 to 10 and noted the consensus of the Commission agreed.

15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.

The Commission consensus was a score of 10.

16. The budget and timeline are thorough and realistic (evidence of construction and or service costs required with application).

Chair Hampton score 8 and noted for the kind of projects they're talking about it is hard to be specific about either timeline or budget.

Member Dailey score 8 – 10 and Member Bell agreed and scored 10. Consensus of the Commission was a 10 score.

**MOTION:** Member Bell and Member Dailey motioned to recommend to the City Council to fund the Time Sensitive Grant for Newberg Habitat for Humanity in the amount of \$5,000, Motion carried 5/0

Member Sherwood asked if the time frame for applying for funds is open. CDD Rux responded it ended on May 31, 2021. Member Sherwood asked what happens to the money not used and how much is in the fund. CDD Rux responded that the unused money gets rolled over into the following year and that he would have to look back on what the specific amount that is available. He noted it is not lost and that it goes into a trust fund and is re-budgeted the following year. Another NOFA would go out and the deadline would be around May 31<sup>st</sup> 2022 for applications.

## **VI. AFFORDABLE HOUSING COMMISSION RESPONSIBILITIES AND MEETING SCHEDULE**

CDD Rux noted there is a series of activities for the Commission coming up. They have applied for a Housing Production Strategy Grant of \$75,000 to the Department of Land Conservation and Development. They will hear if it was approved in the early part of September 2021. In that proposal they had to have a Citizens Committee and the City Manager asked about utilizing the Affordable Housing Commission as the Committee because the City has the 5-year Work Program on housing so it structured the application. There will be six meetings over the course of about a year and a half for this particular Grant.

CDD Rux noted that they have the 5-year Work Program identified for this coming fiscal year (FY 21/22). They are looking to put together new regulations for small and tiny homes, and for standards for recreational vehicles, because they are constantly getting asked if RV's can be lived in. Car camping has come up before. It was on the list to put together sharing of utility lines, water and sewer lines for some cost efficiency. Then revising the regulations related to second kitchens in homes, to allow in house ADUs. He noted the 5-year Work Program was basically supposed to start July 1<sup>st</sup> and he is in the process of trying to hire a Housing Planner to work on this Work Program. He noted there will be a whole body of information that will continually come in front of this Commission for feedback. There will also be the Planning Commission involvement because there are some Development Code changes and modifications that need to be done, similar to what has been done in the past. There is the Construction Excise Tax that has been collected between January 1<sup>st</sup> and June 30<sup>th</sup> which is approximately \$240,000. He noted he is hiring a Housing Planner and coming up with a whole program where documents are going to have to be prepared, handouts to be done and all this will need to be reviewed by the Commission. He noted eventually they will be partnering with a developer to build some affordable units and it will require the Commission to review and recommend to the City Council on awarding any funding, it could be investing in a project or it could be assisting by writing down SDC charges. The Legal department will have to prepare all the necessary documents but the Commission will want to make sure that they review.

CDD Rux asked the Commission if they would be willing to meet more frequently than on a quarterly basis, possibly monthly.

Member Eoff noted she is fine with meeting more frequently.

Chair Hampton agreed meeting more frequently is fine with him.

Member Dailey noted she may have a problem meeting during the work day and also suggested shorter meetings. CDD Rux asked if it would be easier to have these meeting in the evenings rather than in the middle of the day. He also noted he has to rewrite the guidelines to add in the Construction Excise Tax, and instead of this Commission being

established by a resolution he would change the Code and set up a more formal structure with guidelines for operating procedures, which could include the meeting times.

Member Eoff noted she is in favor of meeting later in the afternoon or in the evening.

Member Dailey noted a 4:00pm meeting would work better, Member Eoff agreed.

Member Sherwood said she would vote for evening.

Chair Hampton noted he has some evening meetings scheduled so it would depend on when and prefers late afternoon.

CDD Rux noted he is hearing that the general consensus is ok for more frequent meetings and changing the time to late afternoons. He asked if the Commission has a problem taking on this additional responsibility when they get approved for the grant for the Housing Production Strategy. He noted they will have a couple open houses in the evenings that the Commission Members would be invited to participate in and hear what the Community may have to say. Noting the general consensus is okay.

## **VII. COMMUNITY DEVELOPMENT BLOCK GRANT**

CDD Rux noted the Community Development Block Grant application for \$500,000 was received a conditional award. He will be continuing on with Business Oregon and will get the necessary paperwork and contracts in place.

CDD Rux noted they are looking forward to the second round of making improvements to manufactured homes and manufactured home parks. There are some very happy residents from the last time they did this program.

## **VIII. VERTICAL HOUSING DEVELOPMENT ZONE**

The Vertical Housing Development Zone was passed by City Council and went into effect on June 16, 2021. There was one inquiry about a potential project in the Downtown Area but he doesn't feel that it is going to move forward.

## **IX. MIDDLE HOUSING – DUPLEXES**

CDD Rux noted City Council approved the ordinance for Middle Housing for duplexes with 52 to 53 different sections of the Development Code changed. They updated the Springbrook Master Plan, the Northwest Pacific Plan, and the Springbrook Oaks Master Plan to allow for all the duplexes. Our vendor who manages our website for our Code has notified him that they have finished and it has gone live. He noted they are in the process of getting the contract signed with 3J Consulting to do Phase II of the Middle Housing project, which is triplexes, quads, cottage clusters and townhomes. He noted more clarity is coming out of DLCD on how to implement. The plan is to hold a public hearing in November with the Planning Commission and in December with the City Council.

## **X. HOUSING NEEDS ANALYSIS**

CDD Rux noted the Commission had seen the HNA document on several occasions and it has been accepted by the City Council. There were some questions raised about the Middle Housing 3% provision. It wasn't done in the March version of the HNA, but was followed up with some conversations with the DLCD staff who indicated that to comply with the 3% provision would be in the next iteration of the HNA, which would be roughly eight years from now. He noted they had some Community comments that should be considered because it affects the housing capacity in the land supply. He directed the Consultant to go back and make modifications to the HNA and Chapter 6 to incorporate the 3%. He noted the memo he put together in the March version, that they have a surplus of 31 acres of low density, a deficit of 37 acres in medium density and a deficit of 44 acres of high density. By incorporating in the 3% which equated to about 57 units, the surplus in low density at 35 acres, in medium density we are in deficit of 34 acres and the high density stayed the same at 44 acres. This went to City Council and they accepted the Report and the Housing Strategy.

CDD Rux shared they have been having conversations on the Urban Growth Boundary expansion in two Planning Commission meetings and three City Council meetings. He noted at the last City Council meeting they passed a motion to direct staff to initiate an Urban Growth Boundary expansion process and to move forward with incorporating the relevant

elements out of the HNA, the EOA and the Semi-Public Land Analysis into the Comprehensive Plan, which will be worked on in the fall 2021. The plan is to get back to the Planning Commission in December and to City Council in January.

Chair Hampton noted he was involved a few years ago with the new UGB process for the State in gathering information and the old process. He asked if we are under the new UGB process now.

CDD Rux replied no, the last time the Community attempted to do a UGB expansion it was doing a multiplicity of things at the same time such as Urban Reserves, UGB and EOA. All of those aspects were not successful. Then they attempted the new simplified UGB expansion method and received some Grant money from the State and found that it was not workable for Newberg and withdrew with the City Council direction. He noted they provided presentations to DLCD staff about where they're needed to be fixes. They did a few of the fixes but there are more that need to be done. To do this one he noted they're going back to Division 24 which is the traditional method of doing UGB expansion. This time they're looking at all of it, residential and all the employment. The last time they were looking at just the industrial side of employment.

## **XI. RIVERFRONT MASTER PLAN IMPLEMENTATION**

CDD Rux shared the ongoing activities in the Riverfront Area. Applications were received from ODOT to annex the Bypass and areas not annexed yet between Chehalem Creek and Wilsonville Rd, and Commercial Development Company for the Mill Site and their holdings. Also 5 other properties, two of them owned by the City, Baker Rock, Stonebrink family and the Goodell family down off Fourteenth Street and Waterfront Street. The first five annexations are scheduled to go to the Planning Commission in September and City Council in October. The second batch which will be ODOT and CDC will be October for Planning Commission and in November with City Council. He noted the goal is to have a lot of the Riverfront Area that was not annexed done by the end of the calendar year 2021.

Chair Hampton asked if those would have to go to a vote of the people. CDD Rux responded since they were property owner initiated a vote is not required. When the City did the Riverfront Plan they notified property owners if they are willing to file the application and supporting documentation affidavits the City would prepare the annexation application on their behalf. That has taken care of all the legal descriptions and writing all the narratives. They have the first narrative done for the first batch of five with all the legal descriptions done. Legal descriptions are being worked on for CDC and ODOT and they're working on crafting that application as well. When done it would be annexing within the proposed Urban Renewal Area 190 acres that were outside of the City limits but within the UGB with 54 acres left to annex which is the Old Landfill, Rogers Landing and a little bit of property the City is buying from WestRock to expand our Water Treatment Plant and several other parcels. It would be one of the largest annexations Newberg has seen since Springbrook Properties.

CDD Rux noted they have also made a change in the Development Code for the Mixed Employment part of the Riverfront Area, which City Council approved the ordinance and it went into effect on July 21<sup>st</sup>. He noted then there is the Infrastructure Plans, water, wastewater, stormwater and transportation that all have been through their public hearings and ordinances have been adopted by City Council and are in effect now. He noted that all the implementation for the Riverfront Area is done except for these last bit of annexations.

## **XII. URBAN RENEWAL PLAN & REPORT**

CDD Rux noted the Urban Renewal Ad Hoc Committee had their last meeting on May 24<sup>th</sup> and recommended that the City Council refer the Plan to the Taxing Districts, which was done on June 7<sup>th</sup> and notices were done on June 9<sup>th</sup>. The consult confer process ended at midnight on July 26<sup>th</sup>. There were no written comments received from any of the Taxing Districts on the Plan or Report. There were a series of presentations with the Taxing Districts with Portland Community College and the Willamette Education Service District declining. Typically the Education Service District follows the School District so a presentation to the school board was done as well. Next in the process is going to the County Commissioners for another session on July 29<sup>th</sup> on the Urban Renewal Plan seeking a resolution to approve the Plan in conformance with their Comprehensive Plan. Newberg Planning Commission held a hearing on July 22<sup>nd</sup> and adopted a resolution indicating that the Urban Renewal Plan was in conformance with the Newberg Comprehensive Plan and Yamhill County Comprehensive Plan.

**XIII. NEXT MEETING – OCTOBER 26, 2021**

CDD Rux noted the next meeting will be as scheduled in October and then moving closer towards the end of the year the schedule will change.

Member Sherwood ask about the Affordable Housing Commission having three non-voting members and if that was still in effect.

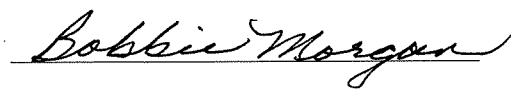
CDD Rux noted there are five voting members, one student as non-voting member and three ex-officio non-voting members. He noted they changed the guidelines because there was an interest by some people in participating with the Commission but not having the obligation to have to review everything and vote, but found they did not have the time. We have not officially gone out to fill those three ex-officio seats they are still open. He noted if someone has or knows of someone that has an interest he will work them through the process to get appointed as an ex-officio member.

Member Eoff noted the role as an ex-officio would be just to listen, give feedback and not vote.

**XIV. ADJOURNMENT:** Chair Larry Hampton adjourned meeting at 2:25pm

**Approved by the Newberg Affordable Housing Commission this October 26, 2021.**

  
\_\_\_\_\_  
Larry Hampton, AFH Commission Chair

  
\_\_\_\_\_  
Recording Secretary

# AFFORDABLE HOUSING COMMISSION MINUTES

January 26 1:30pm

414 E First St,

City Hall Permit Center

Newberg Teleconference Meeting

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## CALL MEETING TO ORDER

Chair E.C. Bell called the meeting to order at 2:17 p.m.

## II. ROLL CALL

Members Present: E.C. Bell, Chair  
Larry Hampton  
Carol Sherwood  
Melisa Dailey

Members Absent: Shannon Eoff

Staff Present: Doug Rux, Community Development Director

### Introductions:

CDD Rux introduced Melisa Dailey the newest Commissioner appointed by Council.

Member Dailey introduced herself to the Committee. She has lived in Newberg since 2012 and has professionally worked in Affordable Housing since 2006 in different capacities. Currently working for the Housing Services Department and Housing Authority of Washington County. She recently was on the Citizens Advisory Committee for Middle Housing. She also is on the School Board Budget Committee for the part of town she lives in. She has a 13 year old daughter and her husband used to be the Director of the Cultural Center and works for a camp with kids who have Type 1 Diabetes.

Chair E.C. Bell shared, he is the Pastor of Chahelam Valley Presbyterian church, has worked with Habitat for Humanity and with Newberg FISH over the years. He is very encouraged to see how the progress is being made in creating space in Newberg through this Committee. He noted other work Member Dailey has been doing as well to create space for a housing diversity in our Community, welcomed and thanked her for leaning in, in this area.

Member Sherwood noted she is a retired nursing professor from George Fox. She has been living in Newberg now for 15 years. She has a son who has been involved in Affordable Housing for about 35 years and has learned vicariously through him. She noted she cares a lot about people who need Affordable Housing which is her main interest for being on this Committee.

Member Hampton shared he works for the School District in operations and facilities. He has been on this Committee a few years and on several other City Committees. He also works with Newberg Habitat for Humanity and has been president of the board. He noted his involvement with North Valley Friends, which their doing some tiny homes and is coordinating with the City to push the limits on what can be done to serve people in the community.

## III. ELECTION OF CHAIR & VICE CHAIR

Chair Bell noted he is retiring as Pastor in May, 2021 and is willing to serve as Chair until he retires.

**MOTION: Chair Bell / Member Dailey** nominated Member Sherwood as the Affordable Housing Commission Vice Chair, Motion carried (3 Yes/0 No / 1-Member Sherwood).

**MOTION: Member Sherwood / Chair Bell** nominated Member Hampton as the Affordable Housing Commission Chair, Motion carried (3 Yes/0 No / 1-Member Hampton).

#### IV. PUBLIC COMMENTS

None

#### V. NOTICE OF FUNDING AVAILABILITY

CDD Rux noted the Commission selected to not go out for a NOFA the summer of 2020 as they were working on the Construction Excise Tax and Housing Work Program. This year \$45,864 in funding is available, \$22,932 for the Competitive Loan Program and \$22,932 for either the Time Sensitive Loan Program or the Rehabilitation Loan Program combined. The Time Sensitive Grant Program has \$19,110 and is available at any time. He asked the question do you want to do the Time Sensitive Grant Program this time. He noted in the past the Commission noted if we don't use the grant money and it goes away and we lose it. There is more money than a year ago because of interest earnings and we haven't spent any of the funds. Last spring they did a NOFA for the Time Sensitive Grant that they related to the Veterans of Foreign War who had approached the Commission about funds to match their fundraising to do ADA ramps for manufactured homes and other homes. This might be one reason to do the Time Sensitive Grant. He noted all the criteria for the Competitive Loan Program, which is in your packets, hasn't changed for this calendar year, just the financial numbers have been updated.

CDD Rux noted staff recommends the Affordable Housing Commission recommend the City Council accept the NOFA documents and authorize the solicitations.

Member Bell noted to clarify, keeping the Time Sensitive Grant gives us the opportunity to respond to requests like the veterans, that's the upside of keeping the Time Sensitive Grant in the NOFA, correct.

CDD Rux responded that is correct.

Member Dailey asked in approving this, all of those will go forward in the NOFA?

CDD Rux responded yes, all would go forward in the NOFA. The Committee's recommendation whatever it would be today, he will take forward to the City Council on February 16<sup>th</sup>. He noted City Council will review it and if they agree they will authorize to have him do the solicitation which would start around the first of March and run through May 31, 2021.

CDD Rux noted on the budget side we won't expend the money in this fiscal year. If we receive applications we will review them in your July timeframe. We then take the money we haven't use and re-budget for 2021-2022.

Member Dailey asked if there has been potential applicants showing interest in these funds?

CDD Rux responded for the Competitive Loan not being enough there to deal with bridge financing. We deal with some pre-architectural engineering components. He has had about four or five different multi-family developers approach him in the last month looking for opportunities within Newberg and have asked what kind of programs are available. He has



told them what is available through this program, with not a lot of funds available, but we have to go through this process first to get authorization to do the solicitation.

**MOTION: Member Bell / Member Dailey** Moved to recommend the City Council accept the NOFA documents as submitted, Motion carried (4 Yes/0 No)

## VI. HOUSING NEEDS ANALYSIS/HOUSING STRATEGY/PUBLIC – SEMI PUBLIC LAND ANALYSIS

CDD Rux continued with the Housing Needs Analysis/Housing Strategy/Public and Semi-Public Land Analysis. He has shared with this Committee and in other meetings that we have been working on this project and it is now coming to culmination. We had an Ad Hoc Committee that was advising the consultants and staff. The Housing Needs Analysis is very similar to the one we did in 2019 and what was updated was the buildable lands inventory and the population forecast numbers. The population forecast was a little over 2,800 people less than it was in the 2019 document, which drove down our need for additional land. He noted in the large document, which is covering a lot of background information shows the analysis indicated the City has a surplus of 31 acres of Low Density Residential (LDR), deficits of 37 acres for Medium Density (MDR), and 44 acres for High Density (HDR). These surpluses and deficits include the land need for 28.5 acres for Municipal Services (City/County/State/Schools), 60 acres of Parkland, and 32 acres for Semi Public Uses (Non-Profit /Faith-based organizations). In the 2019 document we were showing about a total of 107 acres of deficiency, not including the Public/Semi-Public land. These numbers are driven by the population forecast. We are projected to grow slower over the next 20 years, then the numbers showed back in the 2019 document. He would encourage the Committee to read through the document, along with the companion piece, the Housing Strategy. We have updated tables/charts and have taken to the City Council on November 2<sup>nd</sup> and now it's a work program which has been woven into the Housing Strategy document as well.

CDD Rux noted staff is recommending that the Affordable Housing Commission recommend City Council accept the 2021 Housing Needs Analysis, which includes the Public/Semi-Public Land Analysis and the Housing Strategy.

**MOTION: Member Sherwood / Member bell** Moved to recommend the City Council accept the 2021 Housing Needs Analysis, which includes the Public/Semi-Public Land Need Analysis and Housing Strategy, Motion carried (4 Yes/0 No)

## VII. CONSTRUCTION EXCISE TAX

CDD Rux noted the City Council approved the CET on November 16, 2020. The ordinance went into effect on December 16, 2020 and staff began implementation on January 2, 2021. We got all of our permit software reconfigured to accommodate the new revenue stream and have started collecting funds as of January 2, 2021. We are predicting we will generate approximately \$150,000 in 6 months. The City Council made one change to the CET proposal related to making CET installment payments. Based on an opinion from legal counsel, the CET could not be made in installments per ORS and must be paid at the time of issuance of a building permit. This change was made to the final adopting ordinance. This Commission will have the responsibility to review and make recommendations to the City Council on how we partner in use those funds. This Commission was established by resolution and he will be talking with legal counsel about incorporating this Commission into the municipal code with Planning Commission and Traffic Safety Commission. He will be expanding the rules and responsibilities, so this Committee has their administrative rules and policies for the trust fund and will create the documentation for the Construction Excise tax portion as well.

Member Sherwood asked what percent is the CET.

CDD Rux responded 1% on all new residential, commercial and industrial. If you have an expansion of a residential home with less than \$100,000 you do not have to pay the CET. If you are producing workforce housing and you agree to the deed restriction you only have to pay 50% of the required CET. If you are building Affordable Housing that is 80% or less and you agreed to the deed restrictions, you pay no CET. Schools are exempt for CET by statute.

Member Bell noted before this Commission could begin to spend revenue that comes in, there will need to be legal changes to our structure and our mandate. Are we the place for that development to happen?

CDD Rux responded that is correct.

### **VIII. DLCD GRANT MIDDLE HOUSING CODE ASSISTANCE**

CDD Rux noted there has been three committee meetings on Middle Housing. They have the draft proposed code revisions and have seen material related to some design guidelines that are allowed for quadplexes, cottage clusters and townhomes. The biggest issue that came up is about parking, which we hear every meeting, and so parking is an issue with these middle housing types. A Community virtual open house was held on December 15, 2020, where we only had 5 people attend. A Community Survey commenced on December 15, 2020 and ran through January 11, 2021. Over 190 people participated in the survey. All the information is available on the Middle Housing website. The Committee reviewed the draft code language for duplexes on January 20, 2021, providing feedback to the consultant team. They will be meeting again on February 17, 2021 and will be looking at the final language for duplexes, which we have to do first and have adopted by June 30<sup>th</sup>, 2021. We will be back in the fall of 2021 to finish with triplexes, quadplexes, cottage clusters and townhomes.

### **IX. INFRASTRUCTURE BASED TIME EXTENSION – MIDDLE HOUSING**

CDD Rux shared the City Council accepted the IBTER memorandums on December 7, 2020. Staff submitted the application to the Department of Land Conservation and Development (DLCD) on December 31, 2020, meeting the application deadline. DLCD is now reviewing the application for completeness. The IBTER request is for two areas. The first is the area immediately north of downtown up to the railroad tracks. The second area is south of downtown to the Bypass between Chehalem Creek and Hess Creek. The analysis concluded we have one infrastructure deficiency in the south area related to water and fire flow. The north area has one water infrastructure deficiency. The water issue is tied to fire flow requirements. All other infrastructure aspects are acceptable and can accommodate Middle Housing. He noted the DLCD notified us the application was determined complete. It will now go up onto their website for a 21 day comment period. DLCD indicated they will give us a final determination by April 25<sup>th</sup>, 2021. We have identified there's about \$6.5 million dollars of water infrastructure to accommodate Middle Housing. The north area has one small water issue and the other eight are all in the south area south of downtown. Engineering has worked up a timeline and estimate to do those improvements, which would take us out to fiscal year 2028/2029. DLCD generally is one-year extension, so we'll have to wait to see what kind of feedback we get now our application has been determined complete.

### **X. WORK PROGRAM 2020 – 2025**

The City Council reviewed and accepted the proposed Work Program on November 2, 2020. The Council modified the timing to address allowing small/tiny homes, recreational vehicles, and car camping to Fiscal Year 21/22. A copy of the Work Program including updates since November based on the current status of project underway is included as Attachment 5. The City will be initiating the process to recruit for a housing planner to work on the work program in February 2021. Funds have been budgeted for the position. With this work program there was a lot of back and forth between Planning Commission and City Council on the number of iterations to come up with. The work program will change annually, because things will come out of the legislature with new mandates, timelines to meet, and the Community ideas.

### **XI. VERTICAL HOUSING DEVELOPMENT ZONE**

CDD Rux noted activities continue in preparing the VHDZ. Staff has been conducting presentations before taxing districts on this program for a partial tax abatement in the downtown area to encourage housing. The final taxing district briefing occurred the week of January 11<sup>th</sup>. The next step is to officially notify the taxing districts which will have 60 days to provide a resolution to opt in or opt out of the program. This is a partial tax abatement for vertical mixed use housing. For ground floor commercial with housing above and there is a 20% reduction in property taxes for the first four floors of

residential. There is additional tax abatement if you do affordable housing at 80% or less. Public hearings are tentatively scheduled for the spring of 2021 before the Planning Commission and City Council.

## **XII. RIVERFRONT MASTER PLAN IMPLEMENTATION**

CDD Rux noted on November 16, 2020 City Council adopted all the land use regulations for the Comprehensive Plan, Comprehensive Map, Zoning and Development Code changes. The Ordinance went into effect on December 16, 2020. They will be initiating a change to our Development Code which is the annexation process because of the new Mixed Employment Zone. Staff is additionally working on updating the Transportation System Plan, Water Master Plan, Wastewater Master Plan, and Stormwater Master Plan to implement the Riverfront Master Plan. Transportation will be going to City Council on February 16<sup>th</sup> for a public hearing. The others will be in the spring timeframe and will go to City Council for review. On the transportation side, they added some new elements, the Esplanade River Street improvements, south of the Bypass is another component, and Wynooski Road going from the Bypass out to Highway 219. Those projects added about \$11 million dollars' worth of multi-modal transportation improvements. They are not proposing to adjust the System Development Charges with this proposal, they're doing the evaluation on Urban Renewal Program and waiting until later in 2021 to see if it is approved, then come back and look at the SDC component of the Transportation System Plan and hopefully Urban Renewal will be able to pick up a number of these projects.

Chair Hampton asked if the changes at Wynooski affects the realignment of the end of Wynooski Road so a light can be put in at Highway 219.

CDD Rux responded that is separate, it stops at S Sandoz Road. ODOT projects start at S Sandoz Road and realigns Wynooski Road down on Highway 219 across from Wilsonville Road, which is also in our Transportation System Plan.

Member Sherwood asked if this takes out any housing.

CDD Rux responded it did not. With the Riverfront Plan we added the capacity for 70 additional residential units which are mostly in high and medium density. Hopefully they'll get to a point for mixed commercial and vertical housing authorized in the Downtown Area. He noted he would like to do the same for mix commercial properties down in the Riverfront Area.

Member Sherwood asked about the Mill site.

CDD Rux noted if you drive down S River Street and go under the Bypass Bridge and look to your left you will see the wastepaper building is almost all torn down. The other building are in the process of being disassembled as well.

Member Bell asked if the environmental testing has been done and if it could slow down the project based on what's in the dirt.

CDD Rux noted in his conversations with the property owner there are not significant environmental hazard issues on the site.

## **XIII. URBAN RENEWAL PLAN & REPORT**

CDD Rux noted the Ad Hoc Urban Renewal Citizens Advisory Committee is meeting to review potential projects to be included in the Plan & Report. The Committee met twice in November. Their next meeting is January 25, 2021, to continue working through identifying and prioritize potential projects. They had a list that totaled about \$117 million dollars and they're working to get the list down to around \$53/\$55 million dollars. They did a significant cut last meeting and will be repackaging for the next meeting on February 22, 2021. Affordable Housing was brought up in the last meeting about having infrastructure in place to help support and encourage Affordable Housing in the Riverfront and Downtown Areas.

## **XIV. HB 4006 RENT BURDENED**

CDD Rux noted the required annual community meeting was held on December 16, 2020. He noted they had eleven attend the meeting sharing their feedback on rent burdened households in Newberg. With the feedback they cataloged all the information, put together our reports and production reports. Staff prepared the report and all the material was submitted to the DLCD and Oregon Housing Community Services with an acknowledgement that it is received before the February 1<sup>st</sup> deadline.

#### **XV. COMMUNITY DEVELOPMENT BLOCK GRANT**

CDD Rux noted the City Council, on December 21, 2020, adopted Resolution No. 2020-3711 supporting the submission of a 2021 Housing Rehabilitation Community Development Block Grant (CDBG) application to Business Oregon. This grant is similar to the grant submitted and awarded in 2016 for repair for manufactured homes in manufactured home parks. The grant request will be for \$500,000. He noted they are working with the Housing Authority on the project to put together an application packet. It opens up on February 1, 2021 and closes on April 30, 2021.

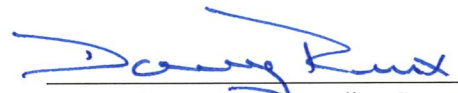
**XVI. NEXT MEETING** – April 27, 2021

#### **XVII. ADJOURNMENT**

Chair Hampton adjourned meeting at 3:00 pm

**Approved by the Newberg Affordable Housing Commission this April 27, 2021.**

  
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Larry Hampton AFH Commission Chair

  
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Doug Rux, Recording Secretary