

# NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES

Tuesday, October 28, 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 1:35 PM.

## ROLL CALL

Members Present: Stuart Brown, Chair Terry Emery

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

Also Present: John Safstrom, Business Loan Manager for Mid Willamette Valley Council of Governments (via phone)  
Steve Comfort

## APPROVAL OF MINUTES

Approval of August 26, 2014, Newberg Affordable Housing Commission Meeting Minutes.

**MOTION:** Brown/Emery approved the Affordable Housing Commission minutes for August 26, 2014.  
Motion carried (2 Yes/0 No).

## RENTAL REHABILITATION PROGRAM – APPLICATION AND IMPLEMENTATION

Associate Planner David Beam talked about research he had done to find out about rental rehabilitation programs. He said some of the programs he found have a number of requirements related to federal funding. He recommended creating simple processes that accomplish what is needed.

John Safstrom, Business Loan Program Manager for MWVCOG, said they were interested more in direction from the Commission before looking at what they could do. He said COG had rehabilitation programs but not tied to rentals. He said many of the steps in the other programs were good to follow for documentation of the way to minimize problems when loaning money. He said what kind of standard or how would they assess the applications and also how much they would lend against the property. He said it was to make sure they are paid back including if there is a sale or foreclosure of the property.

There was discussion on how to proceed with COG's assistance. Commissioner Emery said she needed more details on what would constitute the program before developing forms. Chairman Brown said there is qualifying criteria, a compliant application process and the delivery process as three primary components. There was discussion on how in the commercial world there are fees to cover the program costs but is it possible to do some of the work in-house to not require fees to cover the costs. There was discussion on how to maximize the money available for loans and not program costs. AP Beam asked for a month to work on the applications with COG and ways to come up with the money to do the work.

There was discussion on the loan size amounts and what work could be accomplished. There was discussion on the different forms in the packet from Yamhill County and Woodburn's programs.

**NEXT MEETING – January 27, 2015**

**OTHER BUSINESS** – AP Beam said they were working on developing an RFP to hire someone to seek grants to augment the current fund. There was discussion on the definition of entitled communities and how it could curb competition for different types of funding.

**ADJOURNMENT** – The meeting adjourned at 2:20 p.m.

**Approved by the Newberg Affordable Housing Commission on January 27, 2015.**



---

*Recording Secretary*



---

*Affordable Housing Commission Chair*