

NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES

Tuesday, July 26, 2016, 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 1:45 PM.

ROLL CALL

Members Present: Stuart Brown, Chair Steve Comfort Mike Gougler

Members Absent: Terry Emery E.C. Bell

Staff Present: Doug Rux, Community Development Director

APPROVAL OF MINUTES

Approval of the April 26, 2016 Newberg Affordable Housing Commission Meeting Minutes.

<p>MOTION: Gougler/Comfort approve the Affordable Housing Commission minutes for April 26, 2016. Motion carried (3 Yes/0 No).</p>
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PUBLIC COMMENTS – None.

COMMUNITY DEVELOPMENT BLOCK GRANT UPDATE

CDD Doug Rux provided an update that the pre-application paperwork had been submitted. A full application packet had been provided to the City and we are working with the Housing Authority of Yamhill County (HAYC) on compiling formal application. Darcy Reynolds will be completing the application and City staff will be reviewing and providing requested information. Chair Stuart asked about the process. CDD Rux provided the background history over the past six months and noted that we placed in the FY 2016-2017 budget revenue of \$400,000 and expenditure of \$400,000. It was also noted that HAYC had prepared a similar application for the City of McMinnville in the past and has experience if compiling the application material. Chair Stuart asked if the Commission could assist with any inventory work. CDD Rux indicated our GIS is compiling data on the location of manufactured home parks and the number of units.

AMENDING POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE AFFORDABLE HOUSING TRUST FUND - MICRO LOAN/GRANT PROGRAM MANUFACTURED HOME MAINTENANCE AND REPAIR

CDD Rux provided an overview of the proposed modification to the policies and procedures based on feedback for the Commission at their April 26, 2016 meeting. This included modifications to Sections 3.5.g., 3.5.1, 7, 7.2, 7.3, 7.3.a., 7.3.b.(2) and new Section 7.4.

Commissioner Comfort inquired if Section 7.4.a. should have the word “to” removed and add the words “individual or” before the words local non-profit.

Chair Brown inquired if in Section 7.4.b.(5) if a non-profit could provide an affidavit to meet the demonstration requirement that a repair could not be accomplished using conventional loans programs. CDD Rux indicated that could be part of the Guidelines to be developed.

CDD Rux distributed and discussed the Trust Fund's finances and what is actually available in the fund based on research going back to FY 2012-2013. He also noted that to fund the grant program a supplemental budget would be required to move dollars out of contingency and to reduce that amount that is currently budgeted for loans. It was also stated that a contract with the Council of Governments for program assistance is being prepared to go before the City Council.

Chair Brown inquired about the funding distribution that is contained in Section 5.5 and if that would need to be changed in order to establish the grant program. Commission members discussed a possible split between loans, grants and contingency and agreed on a 60% loans, 25% grants and 15% contingency as the distribution split.

CDD Rux referred to Section 7.4.d.(3) on how many years of occupancy is required for families meeting income guidelines. Commission members discussed and agreed on five years.

CDD Rux recapped the proposed modifications by the Commission which included Section 5.5 to a 60% loans, 25% grants, 15% contingency; Section 7.4.a to add the words "individuals or" before local non-profits; drop the word "to" in 7.4.a; Section 7.4.d.(2) change the word "Gran" to "Grants"; and 7.4.d.(3) to insert the word "five" for the years a manufactured home has to be occupied by families or individuals meeting the income guidelines.

Chair Stuart inquired about the Notice of Funding Availability (NOFA) and the timeline to get that approved with the changes to the Policies and Procedures. CDD Rux indicated a special meeting on August 23 of the Commission. The City Council would be reviewing the Policies and Procedures changes on August 15 and the NOFA on September 19.

<p>MOTION: Gougler/Comfort to accept the proposed changes with the modifications noted by the Commission in CDD Rux's notes. Motion carried (3 Yes/0 No).</p>
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NOTICE OF FUNDING AVAILABILTY

Chair Brown opened the discussion on the NOFA. CDD recapped the proposed document, indicated the template is the same as last year and that the Median Household income number went down from last year. Commissioners discussed the possible reasons for the income reduction. Further NOFA discussions were tabled to the August 23 meeting.

OTHER BUSINESS

Chair Stuart brought up some additional items on resurrecting the Affordable Housing Action Committee based on conversations with E.C. Bell and Rick Rogers. The Commission had a general discussion on what the role was of the Affordable Housing Action Committee. Could the role of the Commission be expanded? CDD Rux was requested to do some research.

Commissioner Gougler highlighted the issues with adding elements to houses, gingerbread, that increases the price, activities that developed the Flexible Development Track that have not worked, costs of SDC in Newberg verses other communities such as Dayton with Newberg's being higher, stormwater requirements have added cost. He suggested not doing the Action Committee and there is a need to fix existing rental units to make the existing inventory more livable and sustainable. The Commission discussed what the merits would be of an Ad

Hoc group or expanding the roles and responsibilities of the Commission. The cost of Radon testing was raised and has increased the cost of building homes. The topic of HAYC's Deskin's Commons project was discussed and issues in development of that project. The question was raised if Newberg could do a debrief with developers on projects to better understand the difficulties in constructing homes.

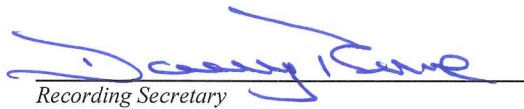
NEXT MEETING – August 23, 2016

ADJOURNMENT

MOTION: Gougler/Comfort motion to adjourn.
Motion carried (3 Yes/0 No).

The meeting adjourned at 3:15 p.m.

Approved by the Newberg Affordable Housing Commission on November 1, 2016.


Recording Secretary


Affordable Housing Commission Chair