

**NEWBERG AFFORDABLE HOUSING  
ACTION COMMITTEE  
Wednesday, July 14, 2010  
7 p.m. to 9 p.m.  
Newberg City Hall  
Permit Center Conference Room  
414 E. First Street, Newberg, OR**

**I. OPEN MEETING**

**II. ROLL CALL**

**III. CONSENT CALENDAR: APPROVAL OF THE FOLOWING FULL COMMITTEE MEETING MINUTES AND SUBCOMMITTEE MEETING SUMMARIES:**

- A. Affordable Housing Action Committee – April 28, 2010
- B. Legislative Subcommittee meeting summary – May 12, 2010
- C. City Housing Program Subcommittee meeting summary – none
- D. Education/Outreach Subcommittee meeting summary – May 26 and June 23, 2010
- E. Fees/Finance Subcommittee meeting summary – June 23, 2010

**IV. LEGISLATION SUBCOMMITTEE REPORT**

- **Proposed Street and Access Standards**
- **Proposed Development Code and Comprehensive Plan Policy Changes**

**V. CITY HOUSING PROGRAM SUBCOMMITTEE REPORT**

**VI. EDUCATION/OUTREACH SUBCOMMITTEE REPORT**

**VII. FEES/FINANCE SUBCOMMITTEE REPORT**

- **Proposed Fee Changes**
- **Proposed Property Tax Abatements**

**VIII. TOWN HALL MEETING REVIEW**

**IX. JOINT MEETING BETWEEN THE FEES/FINANCE SUBCOMMITTEE AND THE CITY HOUSING PROGRAM SUBCOMMITTEE REGARDING PROPOSED HOUSING TRUST FUND**

**X. OTHER BUSINESS**

**XI. NEXT FULL COMMITTEE MEETING – WEDNESDAY, SEPTEMBER 22, 2010  
7 PM, CITY HALL, PERMIT  
CENTER CONFERENCE ROOM**

**NEXT SUBCOMMITTEE MEETINGS**

- A. **Legislation Subcommittee – July 28, 2010 4:00 p.m.**
- B. **City Housing Program Subcommittee – TBA.**

- C. **Education/Outreach Subcommittee** – August 11, 2010, 4:00 p.m.
- D. **Fees/Finance Subcommittee** – TBA

**XII. ADJOURN**

ATTACHMENTS: Affordable Housing Action Committee – April 28, 2010  
Legislative Subcommittee meeting summary – May 12, 2010  
Education/Outreach Subcommittee meeting summary – May 26 and June 23, 2010  
Fees/Finance Subcommittee meeting summary – June 23, 2010  
Proposed street and access standards amendment  
Proposed Fee Reductions, with:

- Proposed small unit fee policy;
- Proposed fee deferral policy;
- Proposed repeat plan policy; and
- Proposed School District letter.

Town Hall Meeting (June 9, 2010) - public comment summary

**NEWBERG AFFORDABLE HOUSING  
ACTION COMMITTEE  
Wednesday, April 28, 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  
Dennis Russell (late)      Ken Austin, Jr.      Mike Gougler

**Absent:** Doug Bartlett (excused)      Charles Harris (excused)  
Mike Willcuts (unexcused)      Stuart Brown (unexcused)

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

**Others Present:** Jonia A. Pierce, Director of Housing Programs – Housing  
Authority of Yamhill County

Elise Hui, Executive Director – Housing Authority of Yamhill  
County

Housing Authority of Yamhill County Board Members –  
H. Fred Mickelson, Phil Griffin, and Dave Newville

**III. CONSENT CALENDAR: APPROVAL OF THE FOLLOWING FULL COMMITTEE MEETING MINUTES AND SUBCOMMITTEE MEETING SUMMARIES:**

**MOTION #1: Gougler/Bacon** to approve the minutes from the Newberg Affordable Housing Action Committee Meeting of February 10, 2010; Legislative Subcommittee Meeting of March 24, 2010; City Housing Program Subcommittee Meeting of March 24, 2010; Education/Outreach Subcommittee Meeting of April 14, 2010; and the Fees/Finance Subcommittee Meeting of April 15, 2010 (5 Yes/ 0 No/ 5 Absent [Bartlett, Harris, Willcuts, Brown, Russell]) Motion carried.

#### **IV. PRESENTATION BY THE HOUSING AUTHORITY OF YAMHILL COUNTY:**

Elise Hui, Housing Authority Executive Director began the presentation by stating the Housing Authority was established January 10, 1951 by resolution of the Yamhill County Board of Commissioners. They operate as an independent local public agency under federal and state law and are governed by a five-member Board, which is appointed by the Yamhill County Commissioners. Their vision is for everyone to have the opportunity to live in a home that is safe and affordable; people are treated with respect regardless of their income level or background; and a person's income level cannot be identified by the neighborhood in which they live. The Housing Authority wishes to be a recognized leader in leveraging resources to create affordable housing programs and opportunities that contribute positively to the community. Ms. Hui explained their mission is to provide the opportunity for decent, safe, sanitary and affordable housing to lower-income families residing in our community, including opportunities to become self-sufficient.

The Housing Authority has four different types of properties to which they own or manage; Special Needs Housing, Workforce Housing, Farmworker Housing, and Elderly Housing. They have five Special Needs Housing projects located in McMinnville and are currently looking for properties in Newberg. The five projects are Bridges, Homeport, Sunnyside Apartments, Hendricks Place, and New Reflections. There are currently 243 total units of Workforce Housing, 121 of those in McMinnville and 122 in Newberg. Farm worker Housing includes Abbey Heights and Fresa Park. There are 190 total units of Senior Housing and 43 of those are located in Newberg.

Jonia A. Pierce, Director of Housing Programs, reviewed the Housing Authority Programs that are offered in Yamhill County. Section 8 Voucher Program is a rental assistance funded by Housing and Urban Development (HUD). The tenant pays 30% of adjusted income for rent. The Housing Authority pays the landlord the balance of the fair market rent. Currently, the Housing Authority has 1,343 vouchers in Yamhill County; 269 vouchers in Newberg. Last year, over \$7 million was paid to landlords; \$1.9 of this to landlords in Newberg. Family Self Sufficiency (FSS) is a voluntary program for Section 8 Rental Assistance Program participants. It provides the opportunity for clients to improve their financial situation. As earned income increases, clients can put cash into an escrow account for the family. The Family Self Sufficiency Coordinator will assist the client and work toward short-term and long-term goals to become self-sufficient. The program can empower families to take control of their own lives. There are currently 24 clients in Newberg, 16 have escrow accounts amounting to over \$46,000.

Resource Center Programs are part of the Housing Authority, as well. The programs include Homeownership, Rehabilitation, Financial Literacy Classes, ABC's of Homebuying Classes, and Loss Mitigation. In 2009 and 2010, 61 clients were counseled with 16% being from Newberg. In 2010, 15 clients have been counseled thus far with 20% being from Newberg.

Homeownership is a one-stop center for all housing needs. It includes first time homebuyer programs, individual development accounts, and referral to appropriate agencies. There are 26 active accounts, 7% from Newberg. Forty-five people are on the waiting list, 11% from Newberg. The Rehabilitation Program includes a home repair program for low-income homeowners with a loan max of \$25,000 at 0% to 2% deferred payments or installment

payments, depending on the applicant's adjusted gross income. The homeowner chooses a licensed and bonded contractor to do the work. In Newberg, there are currently 63 applicants on the waiting list, one loan is currently under construction and over \$635,000 has been made in loans. Types of repairs needed by those on the waitlist include new heat source, insulation, electrical, windows, siding, plumbing, handicap access, gutters, foundation repairs, roof, sewer, paint, drainage, dry rot, mold remediation, and floor repair. Financial Literacy Classes are multi-part workshops with topics covering building assets, setting reasonable goals, overcoming financial obstacles, how to find the money to save, creating a spending plan, how to communicate about money, and learning about credit reports. Since January 2008, 81 people have completed the series with 15% being from Newberg. ABC's of Homebuying Classes are first-time homebuyer classes, which teach homebuyers how to prepare for successful homeownership. Experienced volunteers from real estate and the banking industry teach the classes. Completion of the course satisfies homeownership education requirements for down payment, closing cost, grant, and loan programs. Since January 2008, 124 people have attended the ABC's, 11% are from Newberg.

Elise Hui reviewed future development short-term goals as such: assist the Special Needs Task Force of the Ending Homelessness Governing Council with housing development expertise as requested; purchase land with low rent public housing proceeds; start development processes for one new project in line with Action Step 5 of the Ten Year Ending Homelessness Plan (Permanent Supportive Housing, Affordable Workforce Housing, and Affordable Senior Housing); review existing affordable housing stock in Yamhill County and be prepared to analyze possible purchases when these properties become available for sale in order to preserve as affordable housing; and to work with the City of Newberg to assist in meeting the identified need for affordable housing.

Some benefits to becoming community partners is to help move people off welfare and toward self-sufficiency, create a more stable community, foster responsible renters and better educated homebuyers; \$8 million dollars more into the local economy, lend a hand to people who need basic necessities, and to give children an opportunity to succeed in school and life.

Ms. Hui and Ms. Pierce finished their presentation by showing a short video to the committee.

Barton Brierley asked how the City of Newberg could work more closely with the Housing Authority and what are the best things Newberg can do to be supportive. Elise Hui replied making people aware of their programs, support affordable housing, and make it easier to rezone or develop within the City of Newberg.

Chair Stuhr asked if the Financial Literacy and ABC's classes are held in Newberg. Jonia Pierce replied not yet but if a meeting location were supplied, they would be happy to.

Elise Hui announced the Yamhill County Housing Authority has a new website and news page – [www.Hayc.org](http://www.Hayc.org).

TIME 7:57 PM

**V. LEGISLATION SUBCOMMITTEE REPORT:**

Barton Brierley stated the subcommittee has focussed on street access and width issues. At their first meeting they invited the Public Works Director, the Fire Chief, and Newberg Garbage and at their second meeting took a tour of streets in the community which helped identify real issues and challenges and what will and will not work. The subcommittee toured the Fire Station where the Fire Marshal demonstrated how the fire truck would fit on various street widths as well as learning the truck needs a clear width of 26 feet at a fire hydrant. The subcommittee also learned about garbage trucks and how they are affected by street widths, as well. Overall, there was positive feedback to the recommendations in the Oregon Street Guide – 28-foot street widths. The subcommittee will also be looking at multiple houses on one driveway as well as curb side sidewalks and set backs which have both pros and cons. The subcommittee hopes to draft a recommendation for the next meeting.

**VI. CITY HOUSING PROGRAM SUBCOMMITTEE REPORT:**

David Beam stated at the last meeting Ms. O’Grady, Energy Educator of Yamhill County Action Partnership (YCAP) attended and spoke about weatherization and energy assistance programs. The cost of the average home upgrade is about \$6,000. All work is through grants, not loans. Energy assistance has limited annual funding. Applicants need to re-apply every year. The basic task of the subcommittee is the Housing Trust Fund. They reviewed the Ashland ordinance and resolution language for the Fund and discussed what changes would need to be made to make the model language work for a Newberg program. Trust funds are always started and overseen by governments, but can administratively be taken over by a non-profit. Further discussion regarding the trust fund will continue at the next subcommittee meeting.

**VII. EDUCATION/OUTREACH SUBCOMMITTEE REPORT:**

David Beam stated that Chair Stuhr had requested written comments on Wichita Homeowner’s Maintenance Handbook but has not received any to date, so we are not sure how well it has been utilized. The subcommittee decided that creating a similar manual for Newberg might be a good idea, but should be a future task. Perhaps some other entity could produce and distribute it. Councilor Denise Bacon researched the idea of a Tool Loan Library for tools such as basic sanders, lawn mowers, and drills to name a few. Ms. Bacon will be contacting others who are involved in such a program to find out how successful they have been. David Beam stated it might be helpful for those borrowing the tools to be taught how to carry out the proposed project better or use the tool more efficiently. David Beam stated that Mr. Bartlett felt that the Housing Authority of Yamhill County could bring their home ownership education class to Newberg if there were enough participants and an available space. Mr. Beam said it would be helpful to have renter classes, as well. Denise Bacon stated the application fee is often very expensive for those wanting to rent, and they may or may not be approved. Mr. Beam stated having a Housing Resource Website to help aid the public is one idea, but is unsure whether it could be on the City website or be a link. Mr. Beam stated the City is currently a non-entitled community for the Community Development Block Grants (CDBGs) and suggested it may be a good idea at some

point to do an analysis to see if the City would be better off by requesting to become an entitled community.

#### **VIII. FEES/FINANCE SUBCOMMITTEE REPORT:**

Barton Brierley stated the subcommittee worked on a Fee Deferral Policy, which is one way to help reduce the impact of system development fees on a project without sacrificing what the fees go for; deferring some of the fees until occupancy. It does have some benefits, especially in financing for smaller builders who will not have to take out a loan until the time of occupancy. Value ratios are benefited due to not borrowing much money up front. Mr. Brierley will put the subcommittee recommendation policy in the July 14, 2010 packet for the committee to view. The subcommittee is still working on reductions for multiple units where the units are all the same or similar such as permit fee reductions. There was some discussion on reduced system development fees or a break for small remodeled units to encourage small unit additions. The subcommittee reviewed the draft letter to the School District in participating in waiving some of their fees but decided to wait on sending the letter until the City has acted on fee reductions. The subcommittee would like a joint meeting with the Housing Trust Fund subcommittee to discuss how to raise money for the fund.

#### **IX. TOWN HALL MEETING, CHANGES, OTHER ITEMS:**

Barton Brierley stated the Planning Commission passed the proposed development code amendments, recommending they be adopted by the City Council. Mayor Andrews is interested in having a Town Hall Meeting before these proposed changes come to the Council to inform the public and receive feedback regarding street standards, fee programs, housing program ideas, outreach, etc. Mr. Brierley will send out an email to help in choosing a date for the Town Hall Meeting.

#### **PROPOSED JOINT MEETING BETWEEN THE FEES/FINANCE SUBCOMMITTEE AND THE CITY HOUSING PROGRAM SUBCOMMITTEE:**

The committee agreed to wait until the May 12, 2010 City Housing Subcommittee Meeting to decide when the two committees can meet.

#### **X. OTHER BUSINESS:**

Barton Brierley stated the City Council went through the utility rates discussion and adopted the Citizen Rate Review Committee's recommendation on raising the rates. They did ask staff to come back with a program to help low-income individuals on the rates; staff will come back to the City Council with a proposed program. There is much interest in plumbing help, which relates to sewer and water rates and could lower those costs.

The City of Newberg won the Betty Niven Award from the Oregon Chapter of the American Planning Association for distinguished leadership in Affordable Housing Advocacy.

**XI. NEXT FULL COMMITTEE MEETING : WEDNESDAY, JULY 14, 2010  
7 PM, CITY HALL, PERMIT CENTER  
CONFERENCE ROOM**

**NEXT SUBCOMMITTEE MEETINGS:**

The next Legislative Subcommittee Meeting is on May 12, 2010 at 4:00 p.m.  
The next City Housing Program Subcommittee is on May 12, 2010 at 7:00 p.m.  
The next Education/Outreach Subcommittee is on May 26, 2010 at 4:00 p.m.  
The next Fees/Finance Subcommittee Meeting is on May 26, 2010 at 7:00 p.m.

The meeting adjourned at 8:52 p.m.

**Approved by the Affordable Housing Action Committee on this 14<sup>th</sup> day July, 2010.**

**AYES:**

**NO:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Affordable Housing Recording Secretary

\_\_\_\_\_  
Affordable Housing Committee Chair

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

**Wednesday, May 12, 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,

**Absent:** Mike Willcuts, Mike Gougler

**Staff Present:** Barton Brierley, Planning and Building Director

**Others Present:** Becca Roberts

**III. Street Standards Draft:**

Barton discussed the street standards draft. The draft would allow a 28' wide street in limited circumstances.

Doug Bartlett indicated their street tour showed a number of planter strips that weren't kept up. Planter strips should be allowed in some communities, but it might be nice in affordable housing neighborhoods.

The location of the mail box is an issue. If there isn't a planter strip, then there isn't a good location for the box. They would need access on both sides. There should be an opportunity to cluster the utilities with a wider sidewalk there. Perhaps that could be at the end of the block.

The group generally agreed with the block length standards.

Becca noted that the walkways between blocks were useful.

The group discussed rolled curb designs. This might be a possibility to allow some flexibility. Doug like the flexibility in Aldersgate. He thought that would work.

Denise felt it was a good plan. It was a long time coming.

Doug commented that the alley may need to wider if there are more homes on it.

The subcommittee was accepting of the standards.

**IV. Open House preparation**

The subcommittee discussed information to present at the open house, including street standard information.

Doug said he would not be able to make the town hall.

**IV. Other business:** Doug asked about using tax credits to encourage affordable housing.

Tax abatement might be based on keeping the place maintained. If the place is not maintained, then the abatement would go away.

Denise asked how to make absentee landlords responsible for maintenance.

Doug asked if the existing manufactured home parks were under danger or being removed. Barton said he didn't think so at the moment, but it is always a possibility.

**V. Adjourn:** The meeting adjourned at 6:05 p.m.

**Approved by the Affordable Housing Action Committee – Legislative Subcommittee this 14<sup>th</sup> day of July, 2010.**

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Legislative Subcommittee Secretary

**NEWBERG AFFORDABLE HOUSING  
ACTION COMMITTEE –EDUCATION/OUTREACH SUBCOMMITTEE  
Wednesday, May 26, 2010  
4 p.m. to 6 p.m.  
Newberg City Hall  
Permit Center Conference Room  
414 E. First Street, Newberg, OR**

**I. Open meeting.** Mr. Beam opened the meeting.

**II. Roll Call.** Subcommittee Attendees: Denise Bacon  
Stuart Brown  
Doug Bartlett

Absent members: Cathy Stuhr (excused)

Guests: Polly Siler, Love Inc.  
Lee Means, YCAP  
Deborah Cathers-Seymour

City Staff: David Beam, Economic Development Planner

**III. Approval of March 10, 2010 meeting summary:** Unanimously approved.

**Program Development:**

The entire meeting was devoted to the discussions with representatives of local group/transitional housing organizations. Four organizations completed and returned survey questionnaires (attached.) Three of the organizations were represented at the meeting. Due to a scheduling conflict, the Thugz Off Drugz representative was unable to attend.

The following is a summary of the guests comments:

**Polly Siler of Love Inc,**

225 volunteers, 3 paid staff  
Women/Children shelter  
Most clients live in area; ½ have jobs; most on Section 8  
Great need in area for mens' shelter (closest in McMinnville)  
Medical/dental clinic coming soon  
Average # of persons served per night: 8  
Exit interviews done and future plans prepared when clients leave  
City can help by continuing supporting the program. Always looking for more partners.  
Dream: to have old apartment complex or hotel for clients. Have an on-site case manager and mentors. Deliver "wrap around services".

## Lee Means of YCAP

27 family waiting list; average family size: 2.3 persons. Allows men with families.  
Youth stays up to 3 weeks

Try to re-unite with family. If not, then put with foster parents.

Newberg facility is Harvest House: has 4 families and shelter manager.

Need to build/secure more shelters

All residents tested for drug/alcohol abuse.

Program also provides \$15-20K/month in rental assistance.

No jobs available to transition to, leading to system clogging up (slower turnover)

Funding for case management is a struggle.

CDBG funds may be able to help with YCAP needs.

Highest need is for chronic, homeless drug/alcohol users

If we treat folks, then less need for other services like police, emergency room treatment, etc.

80% of homeless become self-sufficient; 20% are drug users or have mental health issues.

Another need: emergency shelters for people with animals.

## Deborah Cather-Seymour of CYFS

Wishes City could provide subsidy funding.

In the past, provided about \$15K/year. Funds cut around mid-1990s.

Providing these types of services is messy and difficult.

May be worthwhile to have a work session with City Council with all these providers.

**IV. Other business:** None

**VI. Next Meetings: Affordable Housing Open House: Wednesday, June 9, 2010, at 7:00 pm  
in City Hall. (Permit Center Conference Room)**

**Subcommittee: Wednesday, June 23, 2010 at 4:00 pm in City Hall  
(Permit Center Conference Room)**

**VII. Adjourn:** 6:15 pm

**Approved by the Affordable Housing Action Committee – Education/Outreach  
Subcommittee this 14th day of July, 2010.**

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Education/Outreach Subcommittee Secretary

**NEWBERG AFFORDABLE HOUSING  
ACTION COMMITTEE –EDUCATION/OUTREACH SUBCOMMITTEE  
Wednesday, June 23, 2010  
4 p.m. to 6 p.m.  
Newberg City Hall  
Permit Center Conference Room  
414 E. First Street, Newberg, OR**

**I. Open meeting.** Mr. Beam opened the meeting.

**II. Roll Call.** Subcommittee Attendees: Denise Bacon  
Cathy Stuhr

Absent members: Stuart Brown (unexcused)  
Doug Bartlett (unexcused)

Guests: Rick Rogers, Executive Director of  
Newberg Habitat for Humanity

City Staff: David Beam, Economic Development Planner

**III. Approval of March 10, 2010 meeting summary:** No action taken due to lack of quorum.

**IV. Discussion with Rick Rogers, Habitat for Humanity regarding “Brush with Kindness” Program.** The program is for low-income owner-occupied homes. Steps are to have a targeted home assessed inside and out. With work identified, homeowner pays for material (or gets donations) and then Habitat volunteers do the labor (which is usually about 50% of a project cost). Potential clients ID’d through Habitat network, then screened through Love, Inc. or HAYC.

Program just starting (looking at one in St. Paul). Randy Reddell is heading up the program, which is separate but recognized by Habitat International. Would like to do a couple of projects a year. Since people still live in their homes, need to plan the project carefully to avoid inconveniences. If a Round 2 of the Federal Stabilization Fund occurs, then maybe this program could access those funds. Also, HAYC and YCAP should be contacted to see if their weatherization funds could be used through this program; would make funds stretch much further.

Things the City might do to help program: provide funding; expedite permitting; fee waivers; publicize program; and, city employees volunteer to help with work.

**V. Program Development:**

**Support/expand transitional and group housing:** The group debriefed from last meeting’s discussions with Love, Inc., YCAP, CYFS, and Thugs Off Drugs. Having this discussion as a good effort that may open doors. Demonstrated to them that the City is

interested in finding ways to help them accomplish their missions. Maybe they will be more likely to ask for help from the City if they feel its an issue we could deal with.  
Take aways:

- Keep looking for opportunities to help them;
- Help promote these organizations; and,
- Work with them to ID and secure funding (e.g. CDBG?)

**Housing maintenance education:** Denise needs to do more research about tool loan libraries as well as the existence of a County list of housing services. Due to the absence of Stuart Brown, he could not report about the proposed home improvement workshops. A couple of ideas were presented. First, maybe the workshops should be held at a store that deals with the subject at hand, e.g. a paint store would hold a workshop about painting. Discounts could be given to participants to purchase items at that store after the workshop. Should the discounts be only for low-income folks?

**Home ownership/rental counseling:** Denise is still trying to contact Linfield to get copy of their low-income survey. As for the proposed renter certificate program, the group thinks that Doug Bartlett said that there is a program like this in Salem. If the program “certifies” a renter after taking the classes (especially for financial certification), that certification should be for a limited time to limit liability to the issuer.

**Housing resources website:** The group decided that such a site should probably be a part of the City’s website. They didn’t see any compelling reason to have it on a separate website.

VI. **Other business:** Elise Hui of HAYC should be invited to the next meeting to discuss bringing their housing fair to Newberg as well as helping establish a physical housing resource center in Newberg.

VII. **Next Meetings:**

**Full Committee: Wednesday, July 14, 2010, at 7:00 pm in City Hall.  
(Permit Center Conference Room)**

**Subcommittee: Wednesday, August 11, 2010 at 4:00 pm in City Hall  
(Permit Center Conference Room)**

VIII. **Adjourn: 5:20 pm**

**Approved by the Affordable Housing Action Committee – Education/Outreach Subcommittee this 14th day of July, 2010.**

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Education/Outreach Subcommittee Secretary

**NEWBERG AFFORDABLE HOUSING  
ACTION COMMITTEE – FEES/FINANCE SUBCOMMITTEE  
Wednesday, June 23, 2010  
7 p.m. to 9 p.m.  
Newberg City Hall  
Permit Center Conference Room  
414 E. First Street, Newberg, OR**

**I. OPEN MEETING:** The meeting began at 7:05.

**II. ROLL CALL:**

**Present:** Ken Austin, Mike Gougler, David Maben, Charlie Harris, Dennis Russell

**Absent:** Beth Keyser

**Staff Present:** David Beam, Economic Development Planner

**III. PROPERTY TAX ABATEMENT DISCUSSION :**

Mr. Beam referred to the memo in the meeting packet prepared by Barton Brierley regarding two potential property tax abatement provisions by state statute for low-income housing. The first provision is regarding the rehabilitation of residential facilities in a distressed area of the city. Two questions arose: (1) what is the definition of a “distressed” area; and, (2) does the “distressed” area have to consist of contiguous properties? After a short discussion, the subcommittee voted unanimously recommended that this option not be pursued (Russell/Gougler). They felt that benefits of such a program would not be worth the needed investment of administrative time and political capital.

The second provision is regarding the construction of new single-family dwellings in a distressed area of the city. As with the first provision, the subcommittee voted unanimously recommended that this option not be pursued (Ragsdale/Gougler) and felt that benefits of such a program would not be worth the needed investment of administrative time and political capital.

**IV. OTHER BUSINESS:**

Mr. Austin suggested pursuing a gas tax to help fund affordable housing. Mr. Gougler stated he wasn’t interested in pursuing that mechanism. Increasing the transient tax was also mentioned. While this may be an option, the amount of money that would be raised for affordable housing would likely not be very much in the initial years of its implementation.

At their next meeting, the subcommittee would like to have a joint meeting with the City Housing Subcommittee to discuss the proposed housing trust fund.

V. **ADJOURN:** The meeting adjourned at 7:45 p.m.

**Approved by the Affordable Housing Action Committee – Fees/Finance Subcommittee this 14<sup>th</sup> day of July, 2010.**

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Fees/Finance Subcommittee Secretary

# Street and Access Development Standards Amendment Legislation Subcommittee Recommended Draft May 12, 2010

Note: New text is shown in double underline  
Deleted text is shown in ~~strikeout~~

**SECTION 1: Newberg Development Code Section 151.685 shall be amended as follows:**

**151.685 STREET WIDTH AND DESIGN STANDARDS.**

A) Design standards. All streets shall conform with the standards contained in Table 151.685.C. Where a range of values is listed, the Director shall determine the width based on a consideration of the total street section width needed, existing street widths, and existing development patterns. Preference shall be given to the higher value. Where values may be modified by the Director, the overall width shall be determined using the standards under divisions (B) through ~~(E)~~(I).

**Table 151.685.C STREET DESIGN STANDARDS**

Type of Street	Right of Way Width	Curb to Curb Pavement Width	Motor Vehicle Travel Lanes	Center Turn Lane	Striped Bike Lane (both sides)	On-Street Parking
Arterial Streets						
Expressway	**	**	**	**	**	**
Major Arterial	85-100 feet	74 feet	4 lanes	Yes	Yes	No*
Minor Arterial	60-80 feet	46 feet	2 lanes	Yes*	Yes	No*
Collectors						
Major	60-80 feet	34 feet	2 lanes	No*	Yes	No*
Minor	56-65 feet	34 feet	2 lanes	No*	No*	Yes*
Local Streets						
Local Residential	54-60 feet	32 feet	2 lanes	No	No*	Yes
<u>Limited Residential Parking both sides</u>	<u>44 - 50 feet</u>	<u>28 feet</u>	<u>2 lanes</u>	<u>No</u>	<u>No</u>	<u>Yes</u>
<u>Limited Residential, Parking one side</u>	<u>40-46 feet</u>	<u>24 feet</u>	<u>2 lanes</u>	<u>No</u>	<u>No</u>	<u>One side</u>

Limited Residential, No Parking	36 – 42 feet	20 feet	2 lanes	No	No	No
Local Commercial/Industrial	56-65 feet	34 feet	2 lanes	No*	No*	No*
* May be modified with approval of the Director. Modification will change overall curb-to-curb and ROW width.						
** All standards shall be per ODOT Expressway standards.						

(B) Motor vehicle travel lanes. Collector and arterial streets shall have a minimum width of 12 feet. Where circumstances warrant, the Director may allow a reduction of this width to 11 feet.

(C) Bike lanes. Striped bike lanes shall be a minimum of five feet wide. Where circumstances warrant, the Director may allow a reduction of this width to four feet. Bike lanes shall be provided where shown in the Newberg Transportation System Plan.

(D) Parking lanes. Where on-street parking is allowed on collector and arterial streets, the parking lane shall be a minimum of eight feet wide. Where circumstances warrant, the Director may allow a reduction of this width to seven feet.

(E) Center turn lanes. Where a center turn lane is provided, it shall be a minimum of 12 feet wide.

(F) Limited Residential Streets. Limited residential streets shall be allowed only at the discretion of the review body, and only in consideration of the following factors:

- (1) The requirements of the fire marshal shall be followed.
- (2) The estimated traffic volume on the street is low, and in no case more than 600 average daily trips.
- (3) Use for through streets or looped streets is preferred over cul-de-sac streets.
- (4) Use for short blocks (under 400 feet) is preferred over longer blocks.
- (5) The total number of residences or other uses accessing the street in that block is small, and in no case more than 30 residences.
- (6) On-street parking usage is limited, such as by providing ample off-street parking, or by staggering driveways so there are few areas where parking is allowable on both sides.
- (7) Streets with no on-street parking or parking on one side will be allowed only where there is a strong likelihood the no parking area will be self-enforcing, such as where the street abuts the back sides of houses that access a different street. For parking one-side streets, the plans shall designate which side of the street is designated no-parking.

(GF) Sidewalks. Sidewalks shall be provided on both sides of all public streets. Minimum width is five feet.

(HG) Planter strip. Except where infeasible, a A planter strip shall be provided between the sidewalk and the curb line. This strip shall be landscaped in accordance with the standards in § 151.581. Curb-side sidewalks may be allowed on limited residential streets. Where curb-side sidewalks are allowed, the following shall be provided where possible:

- (1) Additional reinforcement is done to the sidewalk section at corners.

(2) Sidewalk width is six feet.

(H) Slope easements. Slope easement shall be provided adjacent to the street where required to maintain the stability of the street.

(Ord. 96-2451, passed 12-2-96; Am. Ord. 98-2494, passed 4-6-98; Am. Ord. 99-2507, passed 3-1-99; Am. Ord. 2005-2619, passed 5-16-05) Penalty, see § 151.999

**SECTION 2: The definitions in Newberg Development Code Section 151.003 shall be amended as follows:**

ALLEY. A public way not over 30 feet wide providing a secondary means of access for vehicular or service access to properties otherwise abutting on a street, except as otherwise allowed.

PRIVATE DRIVE. A private way which affords principal means of access to two-three or fewer lots (see also service drive).

PRIVATE STREET. A private way which affords principal means of access to three-four or more lots (see also service drive).

**SECTION 3: Newberg Development Code Section 151. 151.703 (F) Vehicular Access Standards, shall be amended as follows:**

(D) *Alley access.* Where a property has frontage on an alley and the only other frontages are on collector or arterial streets, access shall be taken from the alley only. The review body may allow creation of an alley for access to lots that do not otherwise have frontage on a public street provided all of the following are met:

- (1) The review body finds that creating a public street frontage is not feasible.
- (2) The alley access is for no more than six dwellings and no more than six lots
- (3) The alley has through access to streets on both ends.
- (4) One additional parking space over those otherwise required is provided for each dwelling. Where feasible, this shall be provided as a public use parking space adjacent to the alley.

(F) *Shared driveways.*

(1) The number of driveways onto arterial streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The city shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:

(1) Where there is an abutting developable property, a shared driveway shall be provided. When shared driveways are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway temporarily ends at the property line, but may be accessed or extended in the future as

the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

(2) Access easements (i.e., for the benefit of affected properties) and maintenance agreements shall be recorded for all shared driveways, including pathways, at the time of final plat approval or as a condition of site development approval.

(3) No more than two-three lots may access one shared driveway.

(4) Shared driveways shall be posted as no-parking fire lanes where required by the fire marshal.

(4) Where three lots or three dwellings share one driveway, one additional parking space over those otherwise required shall be provided for each dwelling. Where feasible, this shall be provided as a common use parking space adjacent to the driveway.

**SECTION 4: Newberg Development Code Section 151.695, Platting standards for Blocks, shall be amended as follows:**

~~Block length and perimeter. Block length shall not exceed 500 feet. The average perimeter of blocks formed by streets shall not exceed 1,500 feet. Exceptions to the block length and perimeter standards shall only be granted where street location and design are restricted by controlled access streets, railroads, steep slopes, wetlands, water bodies, or similar circumstances.~~

(A) Purpose. Streets and walkways can provide convenient travel within a neighborhood and can serve to connect people and land uses. Large, uninterrupted blocks can serve as a barrier to travel, especially walking and biking. Large blocks also can divide rather than unite neighborhoods. To promote connected neighborhoods and to shorten travel distances, these following minimum standards for block lengths are established.

(B) Maximum Block Length and Perimeter. The maximum length and perimeters of blocks in the zones listed below shall be according to the following table. The review body for a subdivision, partition, conditional use permit, or a Type II design review may require installation of streets or walkways as necessary to meet the standards below.

<u>Zone (s)</u>	<u>Maximum Block Length</u>	<u>Maximum Block Perimeter</u>
R-1	<u>800 feet</u>	<u>2000 feet</u>
R-2, R-3, RP, I,	<u>1200 feet</u>	<u>3000 feet</u>

(C) Exceptions.

(1) If a public walkway is installed mid-block, the maximum block length and perimeter may be increased by 25 percent.

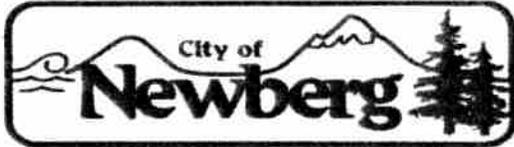
(2) Where a proposed street divides a block, one of the resulting blocks may exceed the maximum block length and perimeter standards provided the average block length and perimeter of the two resulting blocks does not exceed these standards.

(3) Blocks in excess of the above standards are allowed where access controlled streets, street access spacing standards, railroads, steep slopes, wetlands, water bodies, pre-existing development, ownership patterns or similar circumstances restrict street and walkway location and design. In these cases, block length and perimeter shall be as small as practical. Where a street cannot be provided because of these circumstances but a public walkway is still feasible, a public walkway shall be provided.

(4) Institutional campuses located in an R-1 zone may apply the standards for the Institutional zone.

(5) Where a block is in more than one zone, the standards of the majority of land in the proposed block shall apply.

(6) Where a local street plan, concept master site development plan, or specific plan has been approved for an area, the block standards shall follow those approved in the plan. In approving such a plan, the review body shall follow the block standards listed above to the extent appropriate for the plan area.



# MEMORANDUM

**Date:** July 7, 2010

**To:** **Affordable Housing Action Committee**

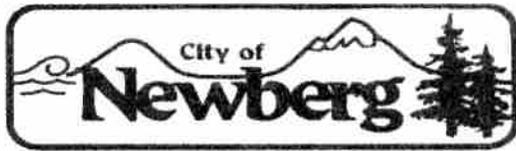
**From:** Barton Brierley, AICP  
Planning and Building Director

**RE:** Proposed Fee Reductions

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The Fees/Finance Subcommittee was assigned to consider Strategy #5: Amend the Development Fee Schedule. The subcommittee recommends the following strategies:

1. Establish reduced fees for small efficiency dwelling units. The proposal would charge wastewater SDCs, water SDCs, transportation SDCs and Parks SDCs based on the actual impacts these units would have, which are typically less than a standard dwelling or apartment. See the attached recommended policy.
2. Allow deferral of fees occupancy for low and very low income dwellings. See the attached recommended policy.
3. Expand the "repeat plan" or "master plan" review policy to include multi-family units. See the attached current policy.
4. Request that the School District waive the construction excise tax for affordable housing projects. See the attached letter.



# MEMORANDUM

**Date:** May 26, 2010

**To:** Affordable Housing Action Committee

**From:** Barton Brierley, AICP  
Planning and Building Director

**RE:** Proposed policy on fees for small dwelling units

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The Fees/Finance Subcommittee has recommended the following policy on fees for small dwellings.

The concept is that some fees are based on a per-dwelling unit basis. This could mean that an accessory apartment above a garage can get charged the same price as a \$500,000 house. This not only can be a financial deterrent to creating affordable dwellings, it also could be incentive to “bootleg” in units without permits. This results in hazards to the residents, and to a loss of all impact fee revenue. Below is the subcommittee’s recommended policy.

## Definition

First we need a definition of what would qualify as a “small dwelling unit.” A 3-bedroom/2-bath duplex with 2-car garage really will have just about the same impacts to the water, sewer, and transportation systems as a single family home, so it is appropriate that they be charged the same. However, a studio apartment over a garage will have fewer impacts. Most impacts are really based on the number of people living in the dwelling unit. According to the U.S. Census Bureau’s 2007 American Housing Survey, the average number of people living in studio and one-bedroom units is 1.42, whereas the average household size is 2.7. Therefore, on average these units have significantly fewer people and thus fewer impacts.

The subcommittee recommends the following definition:

*Efficiency dwelling unit: A studio or one bedroom dwelling unit with less than 600 square feet floor area and one bathroom. The unit is located on a lot with other dwelling units or primary uses.*

This would include a dwelling above a garage, an apartment above a store front, or an apartment building with small units.

## Analysis of Current Fees

Some fees, such as building permit fees, are charged based on the valuation or square footage of construction. Therefore, these fees are naturally smaller for small units. Four main fees that are not proportional for smaller units are wastewater SDCs, water SDCs, transportation SDCs, and parks SDCs. Each of these is discussed below.

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## Wastewater SDCs

Wastewater SDCs are charged with a base fee of \$5,236 for the first 18 fixture units, plus an additional fee of \$291 for each unit beyond 18. A typical 2 bath home has about 18 fixture units. The base fee is appropriate because a 3-bedroom/1-bath house probably has about the same wastewater impact as a 3-bedroom/2-bath house. You probably have the same number of individuals in the house; they just share one bathroom instead of two. However, small one-bedroom units on average do have fewer occupants, so it could be appropriate to charge less.

The committee recommends charging on a per fixture count without the minimum 18-fixture fee. The current rate is \$291 per fixture unit. A typical one-bath unit could have about 14.5 fixture units. A minimal unit without a dishwasher and only a shower could have as few as 11 fixtures units. A very minimalist unit, without a clothes washer, could have as few as 7. The total charge for a typical unit with 14.5 fixtures could be \$4,219.50 instead of \$5,236, for a savings of \$1,016.50.

## Water SDCs

Water SDCs are charged based on the meter size. Since most dwelling units have a ¾-inch meter, and this is the smallest meter sized allowed, almost all dwelling units pay the same water SDC of \$5,394.

Some efficiency units can share a meter with other units on the site, thus not have to pay any additional SDCs. However, sometimes the property owner desires the efficiency unit to have its own meter so it can be billed separately. In these cases, the efficiency unit would have to pay the full SDC for a ¾-inch meter.

The subcommittee recommends we charge water SDCs for efficiency units on a per fixture unit basis. This could use the same fixture count as used to calculate wastewater SDCs.

Item	Amount
Standard 3/4 SDC	\$5,394.00
Standard #Fixture Units for a SFR	18
Per Fixture cost	\$299.67
Average number of Fixture units for efficiency unit	14.5
SDC for efficiency unit	\$4,345.17

This could result in a savings of \$1,048.83 per unit.

## Transportation SDCs

Transportation SDCs are charged on a per trip basis. The current rate is \$281 per trip. Trip rates are based on the Institute of Traffic Engineers (ITE) Trip Generation Manual. The trip rate for a single family home is 9.57 trips per dwelling, which results in a fee of \$2,689.17. The ITE manual does have rates for mid-rise apartments (8.00 trips/dwelling) and high-rise apartments (6.72 trips/dwelling), so we can charge apartments based on these rates. However, these rates do not distinguish between size of apartment unit: a "high-rise apartment" could be 4-bedroom unit or a studio apartment.

Based on some research and calculation, staff has determined that a reasonable trip generation rate for efficiency dwelling units would be 4.5 trips/dwelling. See Attachment A. Using this rate, the transportation SDC would be \$1,264.50 per unit, or a savings of about \$623 per unit over the high-rise apartment rate.

### **Parks SDCs**

Parks SDC are charged on a per unit basis. CPRD has two rates: a single family home rate of \$2,017 per unit, and an apartment rate of \$1,475 per unit. The subcommittee proposes that CPRD establish a special rate for efficiency units based on the average number of persons per dwelling. This could be calculated as follows:

<b>Item</b>	<b>Value</b>	<b>Units</b>
Average household size:	2.7	persons per dwelling
Efficiency dwelling unit average household size:	1.42	persons per dwelling
Average occupancy of Efficiency unit vs. average unit	53%	
Single Family SDC	\$2,017	
Proposed "Efficiency Unit" SDC	\$1,061	(53% of Single family rate)

This would result in a savings of approximately \$414 per dwelling unit over the apartment rate.

## Total Change

The following table shows the net effect of these policy changes. As can be seen, this would result in a total savings of over \$3,000 per efficiency unit. Also note that the biggest charge, the water SDC, can be significantly moderated by sharing a single meter.

Fee Category	Single Family Charge	Apartment unit charge	Possible Efficiency Dwelling Unit Charge	Savings	Notes
Water SDC	\$5,394.00	\$5,394.00	\$4,345.17	\$1,048.83	Charged if separate meter for apt. Based on \$299.67 per fixture unit and 11 fixture units
Wastewater SDC	\$6,982.00	\$5,236.00	\$4,219.50	\$1,016.50	Based \$291 per fixture unit and 14.5 fixture units
Transportation SDC	\$2,689.17	\$1,888.32	\$1,264.50	\$623.82	Based on 4.5 trips/dwelling
Parks SDC	\$2,017.00	\$1,475.00	\$1,061.00	\$414.00	Based on 53% of Single Family Charge
<b>Total</b>	<b>\$17,082.17</b>	<b>\$13,993.32</b>	<b>\$10,890.17</b>	<b>\$3,103.15</b>	

## Attachment A: Estimated Trip Generation Rate for Studio and One Bedroom Dwellings

Persons Per Unit (Studio & 1 bedroom)	% of total units <sup>1</sup>	Trip Generation Rate <sup>2</sup>	Total Trips
1	71%	3.2	2.3
2	21%	6.5	1.4
3	5%	9.4	0.5
4	2%	11.8	0.3
5 or more	1%	14.0	0.2
<b>Total</b>			<b>4.5</b>

1 Source: U.S. Census Bureau, 2007 American Housing Survey

2 Source: Transportation Research Board, NCHRP Report 365, "Travel Estimation Techniques for Urban Planning," Washington, D.C.: National Academy Press, 1998 (for urban areas with populations of 50,000 to 200,000).

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# City of Newberg

## Fee Deferral Policy for Affordable Housing Projects

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Draft April 7, 2010

### **Purpose**

In May, 2009, the City adopted an affordable housing plan. One strategy in the plan is to consider reducing fees for affordable housing projects.

Newberg currently assesses all system development charges at the time of building permit issuance. Deferring payment of these fees until time of occupancy can reduce the upfront costs needed to construct the project, and may help a project to secure financing. This can be done while still securing the same amount necessary for the public improvements funded with the SDCs.

Thus, the purpose of this policy is to encourage the development of housing for low and very low income households by deferring payment of certain fees until time of occupancy.

### **Fee Deferral Policy**

The Planning and Building Director is hereby authorized to defer payment of system development charges until occupancy in accordance with the following provisions.

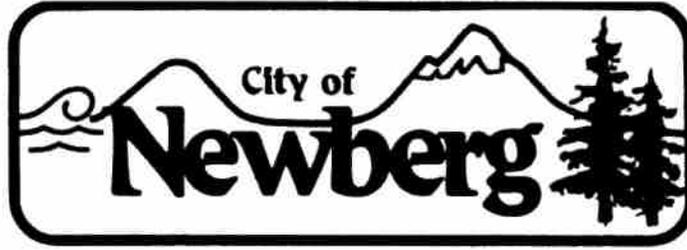
1. Payment of the following fees may be deferred:
  - a. Wastewater development charges
  - b. Water development charges
  - c. Storm drainage development charges
  - d. Transportation development charges
2. The project is construction of a new dwelling, including additions or remodels that create new dwelling units.
3. The applicant shall demonstrate that the dwelling will be for a low income or very low income household, as defined in the Newberg Affordable Housing Action Plan (which adopts HUD guidelines). The Planning and Building Director shall determine whether the project qualifies, and may establish conditions to insure compliance. The applicant may appeal the decision to the City Council.
4. The applicant shall enter into a development agreement with the City that guarantees payment of the deferred fees prior to occupancy. The agreement shall be approved by the City Attorney. The Planning and Building Director shall require a lien on the property to guarantee payment of the fees.
5. All fees deferred shall be paid prior to issuance of a certificate of occupancy for the dwelling. As an exception, the Planning and Building Director may allow payment upon closing of escrow for sale of a property if that is anticipated immediately after issuance of the certificate. In no case shall the fee be deferred more than six months after issuance of the occupancy certificate.

**Master Plan:** City of Newberg has in place a Master Plan program. The Policy & Procedures for Master Plans are:

1. Master plan original is an approved single family residential building plan intended to be used repeatedly without any changes. Single family residential buildings may be detached townhouses, condominiums or row houses.
2. Applicant is responsible for keeping the master plan. Master plan approval cannot be transferred to a different contractor/owner. Absolutely no changes may be made to plans submitted under the master plan concept (i.e., an added area, roof changes, room layout, changes from cut to truss roof, use of wood I systems in place of girder and joists, etc.)
3. Approval of the master plan shall be limited to the code cycle under which the original was reviewed. Each time a code change occurs master plans must be resubmitted for review and approval with full fees charged. Any plan not repeated in a 180 day period will also require review and approval with full fees charged.
4. The original master plans must contain the City of Newberg's stamps, the permit number and be signed and dated by the original plans examiner. Applicant must submit copies of the original approved master plan with each new application. The plans must contain all red line markings made on the original master plan. Applicant may submit plans which have been corrected to match the original master plan. If applicant cannot submit copies of the master plan original, a new plan review with full fees will be required.
5. All standard application materials for a single family home, i.e., plot plans, two sets of plans, etc., must be submitted. Submittals must also include engineer wet stamp and architects approval for reuse of plans.
6. Ground slope shall not exceed 1:10. Foundation/footing plans shall not allow for a slope on the bottom of the footing which exceeds 1:10 in any direction. Lots which exceed this ratio will require complete plan review.
7. The new plans will be compared to the previously approved master plan original. If differences between the master plan and the new plan are found, the applicant will be notified and the new plans will default to the standard plan review procedure.
8. The master plan applications will be taken out of order from the standard plan review procedure for quicker processing, however, all other departments MUST approve prior to permit issuance.
9. A plan check fee for each subsequent use of the master plan shall be 50% of the standard plan review fee.
10. The permit fee is based on current valuation tables.

Planning and Building  
(503) 538-9421

City Attorney  
(503) 537-1206



414 East First St.  
PO Box 970  
Newberg, OR 97132

(date)

Dr. Paula Radich, Superintendent  
Newberg Public Schools  
714 E. Sixth Street  
Newberg, OR 97132

Dear Dr. Radich:

Subject: Affordable Housing and Reduction of School District Construction Excise Tax

As you know, the Newberg community is facing a number of challenges. One challenge is providing safe, decent, affordable housing for our residents. Housing costs have risen significantly in the last decade, which puts great stress on families. Recognizing this challenge, Newberg adopted the Affordable Housing Action Plan, which sets forth a comprehensive strategy for the community to provide housing for its residents. The plan sets forth a number of strategies to achieve these goals, and we are working diligently on a number of fronts to implement the recommended actions.

One of many actions in the plan is to consider reduction of development fees. It is very difficult to keep a new house or apartment affordable when initial fees cost tens of thousands of dollars. We have been appointed by the Newberg Mayor and City Council to consider different ways that we might reduce the burden the fees place on affordable housing projects.

We are looking at the gamut of fees, including those assessed by the City of Newberg, the state, CPRD, and the school district, and considering ways to reduce, defer, or set them aside. The school district construction excise tax can cost a prospective home owner or tenant \$1,000 to \$2000, so it is definitely one fee we need to examine.

We recognize the important role of this fee. Families need a place to live; they also need a place to learn. Therefore, we would like to request your help in finding innovative ways to reduce the burden of this fee on affordable housing projects, while still maintaining our school quality. A few suggestions we had include:

- Authorize a waiver for a set number of affordable housing projects each year.

● Planning and Building Dept. e-mail: [nplan@ci.newberg.or.us](mailto:nplan@ci.newberg.or.us) Fax: 503-537-1272 ●  
Admin: 537-1261 ● Building: 537-1240 ● Public Works: 537-1273 ● Finance: 538-9421 ● Fire: 537-1230  
Library: 538-7323 ● Municipal Court: 537-1203 ● Police: 538-8321 ● Maintenance: 537-1234 ● Utilities: 537-1205  
Municipal Court Fax: 538-5393 ● Public Works Fax: 537-1277 ● Library Fax: 538-9720

- The current guidelines exempt:

*Residential housing that is guaranteed to be affordable (under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction for residential house)*

While this seems generous, in fact few projects, including Habitat for Humanity projects, can guarantee a project to be affordable for 60 years. A suggestion would be to limit this guarantee for a shorter time frame, such as 10 years. This would allow more projects to qualify.

Would you please take a few moments to consider these or other ways we might be able to reduce this burden? We would invite you to attend a committee meeting to discuss this, or if this is not convenient for you, we would be happy to have representatives from our committee to meet with briefly with you. Our meeting times are --- at Newberg City Hall.

Please contact Barton Brierley at 503-537-1212, and let us know what would be convenient for you. Thank you for your consideration.

Sincerely,

Newberg Affordable Housing Action Committee

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**Affordable Housing Town Hall Meeting  
June 9, 2010  
Public Comments**

**Fees/Finance**

*Questions*

1. For affordable housing developments, should Newberg allow system development fees to be paid at the time of occupancy rather than the time of building permit?

Comment: Yes. Inspired idea

2. Should Newberg charge lower development fees for small efficiency apartments?

Comments: Yes (twice)

3. Do you have other ideas of how the cost of development fees could be reduced for affordable housing projects?

Comment: Must have/show a public benefit, e.g. sidewalk that meanders, benches, trees, green space. Could apply to any developer – “tradeoffs”

Other Comments: RE: repeat plans. Good idea, but condition it with a variety standard. No break if a development is just “abababab”. OK – “abdcadbeacd” etc. The point is to have variety.

## City Housing Program

### *Questions*

1. Should Newberg's housing rehabilitation assistance program be expanded to include rental properties, not just home owner properties?

Comments: ABSOLUTELY rental also – matching funds for work needed. Down payment has made it very hard for young people to buy homes.

2. If the City established a housing trust fund, what do you feel the best use of funds would be: Examples: utility bill reductions, home ownership down payment assistance, building permit fees reduction, transitional housing, housing rehabilitation etc.

Comments: Down payment assistance, permit fee reduction, housing rehab. Utility assistance already available from others.

3. What do you think would be a good source of funding for a City housing trust fund? Development fee surcharges? Business license fees? Utility bill surcharges? Hotel/Motel Taxes?

Comments: Hotel/Motel tax – those jobs are often part-time, minimum wage and employees don't make enough to cover housing. Again, look at coastal city experience. Development surcharge fees.

Examine Motel tax idea – Base the charges on percentage of rental fee above a minimum.

## **Legislation**

### ***Questions***

1. How could we make annexation of lands for affordable housing projects easier (i.e. less time, cost, paperwork, etc.)?

Comment: We could put a question to the voters: create an expedited annexation track for affordable housing that does not require public vote.

2. Building narrower streets than are currently being constructed could lower the cost of housing. If we lowered our current local street width from 32 feet to 28 feet and retained street parking on both sides of the street, do you think that would be a good change?

Comments: Yes – as long as trees are encouraged on the property. Makes it safer for kids – cars go slower on narrower streets.

3. Should Newberg allow curb side sidewalks on local residential streets as opposed to requiring a planter strip?

Comments: Yes – as long as trees are encouraged on the property. Makes it safer for kids – cars go slower on narrower streets. (NOTE: same comment as to Q2.)

5. Manufactured home parks are a source of affordable housing. How do you feel we could help preserve these parks and protect them from redevelopment of other uses?

Comment: Education on Homeowner Associations and home owners buying the park. CASA a good resource and has helped others.

## Education/Outreach

### *Questions*

1. Do you think educational programs that help people find or buy housing, be better tenants, learn about house maintenance, or learn how to access programs available to them would be beneficial? What areas do you think are most critical?

Comment: Yes – how to finance/complete family management.

2. In what ways do you think employers could provide housing assistance for their employees?

Comment: Housing allow(ance?) – sliding scale depending on salary. Pre-tax savings accounts like Health Savings Accounts, if allowable. Actually be a landlord (many coastal community businesses have to do that.)

Other comments:

- Many of these items are “ripe” for collaboration with existing groups.

## **Proposed Development Code Changes**

Proposed change: Allow reduction of parking requirements where an affordable housing development is near a transit stop or where the development provides its own transit.

Comment: Makes sense

Other Comments:

- Like the idea of Design “Review” Standards that give a framework (like yours), but not a must do!
- Mixed use essential for community health.