

**NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES**  
**Tuesday, October 22, 2013, 1:30 PM**  
**Newberg City Hall Permit Center Conference Room**  
**414 E. First Street**

**I. OPEN MEETING**

David Beam, economic development coordinator/planner, opened the meeting to at 1:34 PM.

**II. ROLL CALL**

Members Present: Steve Comfort Terry Emery

Members Absent: Stuart Brown (excused) Mayor Bob Andrews, Ex-officio

Staff Present: Barton Brierley, Planning & Building Director  
David Beam, Economic Development Coordinator/Planner  
DawnKaren Bevill, Minutes Recorder

**III. APPROVAL OF MINUTES**

Approval of September 24, 2013, Newberg Affordable Housing Commission Meeting Minutes.

<p><b>MOTION:</b> Emery/Comfort approved the affordable housing commission minutes for September 24, 2013. Motion passed (2 Yes/0 No/1 Absent [Brown]).</p>
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**IV. REVIEW OF NOTICE OF FUNDING AVAILABILITY**

A. Discussion selection process

David Beam referred to the meeting packet and noted a few corrections. The competitive loan program is at least \$26,250.00, instead of \$24,500.00 and the rental rehabilitation loan program is up to \$29,750.00 instead of \$28,000.00. Mr. Beam explained there are 16 points laid out in the bylaws for the competitive grant or loan award selection criteria. Additional selection criteria may be developed and included in the request for proposals (RFP) to best direct the trust funds toward an identified priority need. Applications are due by the end of December, 2013, and the selection process will end in January, 2014. The notice of funding availability (NOFA) will be advertised in the Newberg Graphic and directed to organizations and individuals that provide affordable housing and/or related services within the City of Newberg. The goal of the NOFA is to inform the intended audience of the availability of funds to assist with activities that will assist with the creation/acquisition of new affordable housing or the maintenance of existing affordable housing inventory within the community. The application form will be on the city's website or available at City Hall.

Commissioner Terry Emery asked what is the interest rate on a competitive loan. Mr. Barton Brierley, planning & building director, replied it is not listed in the bylaws and can be set at 2% below prime. Commissioner Emery asked does the loan stay fixed at or adjust every year. Mr. Beam answered he assumes it is fixed. Commissioner Emery asked how long a competitive loan is. Mr. Brierley replied the bylaws do not specify the length of time. Commissioner Emery believes that is an important piece and suggested exploring the purpose of why these three types of loans were set up in the bylaws as well as consulting with Chair Stuart Brown regarding term length. Mr. Beam will contact Chair Brown regarding the term length and forward information to the committee via email.

Mr. Beam reviewed the Newberg affordable housing trust fund (NAHTF) competitive awards and grant scoring information that will be attached to the funding request application. Mr. Beam welcomed further suggestions and hopes to finish up the forms soon.

**V. NEXT MEETING – NOVEMBER 26, 2013**

The committee will discuss how to increase the trust fund at their next scheduled meeting on Tuesday, November 26, 2013.

**VI. OTHER BUSINESS**

No other business was brought forward.

**VII. ADJOURN**

The meeting adjourned at 2:10 PM.

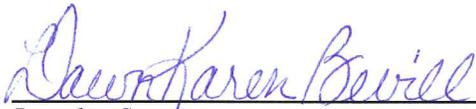
**Approved by the Newberg Affordable Housing Commission this 22<sup>nd</sup> day of October, 2013.**

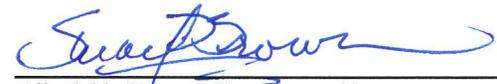
**AYES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

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

  
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Affordable Housing Commission Chair