



NEWBERG AFFORDABLE HOUSING COMMISSION

Meeting Minutes

Tuesday, April 22, 2014 1:30 PM,

Permit Center Conference Room, 414 E. First Street, Newberg OR

- I. CALL MEETING TO ORDER** – Chairman Brown called the meeting to order at 1:33 p.m.
- II. ROLL CALL** Present: Stuart Brown, Terry Emory, Steve Comfort
Staff: David Beam, Economic Development Planner and meeting recorder
- III. APPROVAL OF MINUTES** – The commissions approved the January 28, 2014 meeting minutes unanimously.
- IV. PUBLIC COMMENTS** - None
- V. GRANT PROJECT UPDATE** – Mr. Beam reported that the grant project was completed. Love, Inc. had replaced the water and air heating system at their shelter. Mr. Beam also handed out pictures of the improvements at the project site.
- VI. TRUST FUND PROGRAM DEVELOPMENT**

A. Review grant program process – Overall, the commissioner felt we had a good initial process. It was suggested that the application evaluation form be examined further to help the commission ensure that the best project is selected, given the most important goals of the NAHTF. Specifically, the weighting of the application review criteria may need to be changed for this to be accomplished. Mr. Beam will send out the current evaluation form prior to the next meeting so that the commissioners can determine what sort of suggested changes they would recommend. This issue will be discussed further at the next meeting.

Also, the commissioners suggested that we strongly encourage applicants to keep their focus their project presentations on how their project fits well the NAHTF's program criteria instead of describing their respective organization.

Finally, the commission thought it may be good to go through a strategic objectives and planning process regarding the NAHTF program. Such a process may reveal other areas that the commission may want work on to further the goals of the NAHTF. Some of the suggested changes may require proposing some changes to the ordinance/resolution that established the NAHTF for consideration by the city council.

B. Rental housing loan program – The commission ranked actions they may like to take to promote this program. The following is ranking of the actions:

1. Develop a fact sheet about the program.
2. Contact private owners of rentals by mail (estimated at 2,000).
3. Develop a list of property managers that may be able to utilize the program. Mike Corey may be able to help with such a list. Also, develop a list of potential users outside of property

managers. Finally, develop a workshop to promote program. First American Title may be able to help sponsor the workshop. Get workshop certified for CE credits for realtors
NOTE: Develop a program hotline of for the program. This action was unranked.

C. Growing the trust fund - The commission ranked actions they may like to take to increase the assets of the fund. The following is ranking of the actions:

1. Requests lottery funds that Yamhill County receives annually.
2. Direct code enforcement fines to the fund.
3. Pursue various grants and charitable donations. Partner with George Fox University. Attach small fee for every accessory dwelling unit constructed.
4. Request that real estate agents, companies and/or title companies donate a small portion of their commission/fees (\$5 to \$10?) to the fund.
5. Use proceeds from "unclaimed properties" (need to define)

VII. MEETING SCHEDULE – The commission decided to meeting regularly on a quarterly basis (every three months). The next scheduled meeting would be on July 22nd.

VIII. OTHER BUSINESS – Chair Brown suggested that he would try to schedule the first of two planned meetings with local realtors and property managers about the programs of the NAHTF, especially the rental rehabilitation loan program. He will work with Jan Winder of First American Title to schedule these meetings. Mr. Beam will work with Chair Stuart to prepare the materials for the presentations. Members of the commission will be invited to attend these meetings.

Also, Mr. Brown will arrange a meeting with the Mayor and representatives of George Fox University discuss potential partnerships that would assist with the housing needs of university students, such as the encouragement of accessory dwelling units.

IX. ADJOURNMENT – The meeting was adjourned at 3 p.m.

Approved by the Newberg Affordable Housing Commission this 27th day of January, 2015.

AYES:

NO:

ABSENT:

ABSTAIN:



Minutes Recorder
Sue Ryan



Affordable Housing Commission Chair
Stuart Brown

for
Nicole Tanner