

**NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES**  
**Tuesday, November 26, 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 at 1:32 PM.

**II. ROLL CALL**

Members Present:     Stuart Brown, Chair                     Steve Comfort

Members Absent:     Terry Emery (excused)             Mayor Bob Andrews (Ex-officio)

Staff Present:       David Beam, Economic Development Coordinator/Planner  
                          DawnKaren Bevill, Minutes Recorder

**III. APPROVAL OF MINUTES**

Approval of October 22, 2013, Newberg Affordable Housing Commission Meeting Minutes.

<p><b>MOTION:</b>     <b>Comfort/Brown</b> approved the affordable housing commission minutes for October 22, 2013. Motion carried (2 Yes/0 No/1 Absent [Emery]).</p>
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**IV. STATUS OF NOTICE OF FUNDING AVAILABILITY (NOFA) PROCESS**

Mr. David Beam sent out the notice of funding availability to targeted non-profit organizations, made it available on the city website under the planning/affordable housing section, and it was noticed in The Newberg Graphic. Mr. Beam will send the information to Community And Shelter Assistance (CASA) of Oregon as well and encouraged commission members to reach out to any community contacts they have that can benefit from the trust fund. He will also email the list of non-profits he contacted to the commission members. Chair Stuart Brown stated the rental rehab program will pull people in from the community, agencies, and the banking business to help citizens who need housing repairs.

**V. PROMOTION OF RENTAL REHABILITATION LOAN PROGRAM**

The commission discussed ways to promote the program. Councilor Mike Corey, who is in property management, may be able to help with a developing a list of those in need for this kind of financial assistance. Chair Brown could provide a list of other property managers in the area, as well as realtors, and suggested sending out an informative flyer or offer a community workshop. First American Title in Newberg may be able to sponsor a workshop for real estate brokers that can count as credit hours towards their license renewal. They also may be able to run a report for general mailing to any property where the owner is not the occupant, and can print the mailing labels. Yamhill County tax assessor records may have this kind of information and the state landlord association may be of help as well. Chair Brown suggested a dedicated phone line for inquiries into this program once it is promoted; he suspects it will get lots of calls. Mr. Beam will look into setting up a separate phone line or email address for inquiries. Drafting a frequently asked questions sheet about the program to hand out may also be useful.

## VI. GROWING THE TRUST FUND

Mr. Beam reviewed the information about guideline in developing and growing an affordable housing trust fund that was included in the meeting packet. One important point in the information is when brainstorming sources to increase the trust fund, ideas should be eliminated only if the potential source is: legally impossible; so politically explosive that no campaign could secure it; or, it is so regressive that its overall impact would be counterproductive to the goals of the trust fund. Using that guideline, Mr. Beam, opened the discussion by the option of funding from property transactions. Chair Brown stated title companies have to ensure property transactions are legal and suggested inviting someone to discuss local endorsements and transaction fees. He also felt that the focus of the trust fund should be on efforts toward renters rather than home ownership. He also suggested for every closed real estate transaction, we could develop a partnership with the title companies, wherein they would ask real estate agents to donate something like \$5.00 or \$10.00 per commission as a way of giving back to the community. A letter could be sent out to the buyer/seller thanking them for the donation and send out an information sheet describing what the affordable housing fund does for the community. The commission consensus was to eliminate anything with the word "tax" as it developed a list of potential revenue sources. Other items of discussion included unclaimed properties, promoting code enforcement awareness, fees/fines on rental housing violations, pursuing county funds from the lottery toward economic development, and focusing on grants and charitable gifts rather than fees and taxes.

## VII. NEXT MEETING – January 28, 2014

The next affordable housing commission meeting is scheduled for Tuesday, January 28, 2014, to review applications requesting funding from Affordable Housing Trust Fund.

## VIII. OTHER BUSINESS

No other business was brought forward.

## IX. ADJOURN

The meeting adjourned at 2:45 PM.

Approved by the Newberg Affordable Housing Commission this 28<sup>th</sup> day of January, 2014.

AYES: 3

NO: 0

ABSENT: 0

ABSTAIN: 0



Recording Secretary



Affordable Housing Commission Chair