

NEWBERG AFFORDABLE HOUSING COMMISSION AGENDA

Tuesday, July 22, 2025, 4:00 PM

Teleconference meeting

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Webinar ID: 895 3654 7180

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

[April 22, 2025](#)

V. STATUS OF FY 2024-2025 CONSTRUCTION EXCISE TAX FUND AWARD ALLOCATION

VI. STAFF UPDATES

A. DLCD Housing Planning Assistance Grant for Newberg Housing Capacity Analysis

VII. ITEMS FROM COMMISSIONERS

VIII. NEXT MEETING – OCTOBER 28, 2025

IX. ADJOURNMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the Community Development Department Office Assistant II of any special physical or language accommodations you may need as far in advance of the meeting as possible as and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant II at (503) 537-1240. For TTY services please dial 711.

Affordable Housing Commission

Meeting minutes

4/22/25

Call Meeting to Order

Chair Casey Banks called the meeting to order at 4:02 PM.

Roll Call

Fe Bates conducted the roll call:

- Casey Banks (Chair): Present
- Megan Markle (Vice Chair): Present
- Samantha Cooley: Present
- Randy Rickert: Present (joined later)
- Brady Fale-Debusk: Present
- Judy Brown: Present (joined later)

Public Comments

There were no public comments.

Approval Of Minutes

Commissioner Markle identified several corrections needed in the minutes, mostly date corrections.

Chair Banks asked for a motion to approve the minutes as corrected.

Commissioner Cooley moved to approve the minutes with corrections. Commissioner Markle seconded the motion.

The commission conducted a verbal vote, with all members voting in favor. The meeting minutes were approved as corrected.

2024-2025 Construction Excise Tax Fund (CET) Notice of Funding Availability - Submitted Application Status

Leanne Wagener provided an update on the CET notices and applications:

1. Catholic Charities/Edlin and Company application:
 - This was a carryover from the last cycle.
 - Wagener had been unable to reach any of the applicants despite multiple attempts via email and phone.

- The main point person, Kate Stokes from the Community Wellness Collective, had not been in contact since the last deliberation when they weren't awarded funds.
- Emails to representatives from Catholic Charities of Oregon were returned, indicating they were no longer with the organization.
- No response had been received from Jill Sherman of Ed Lending Company.
- A Providence representative indicated uncertainty about the project moving forward due to upheaval associated with Providence and ongoing strikes.

2. Spark Newberg application:

- Submitted a complete application requesting consideration for the full \$1M disbursement.
- Request falls under the Developer Incentives category mostly aimed at providing down-payment assistance on a future market rate home.
- The project includes creating up to twenty (20) new dwelling units, to be rented at market rates for those making 80% AMI or less and other qualifying criteria with participants required to be part of a curriculum of financial education and accountability.

3. Newberg Area Habitat for Humanity application:

- They applied for a portion of the \$1,000,000 dispersal in the consideration of \$380,615.
- Their request falls under the Developer Incentives category to create two new single-family dwellings at 1201 East Fifth.
- These dwellings are to be sold at affordable prices to first-time home buyers, these home buyers will likely earn less than 50% AMI and participate in the NAHFH curriculum prior to home ownership.

Wagener explained that staff had done a preliminary review and provided feedback on all applications. She emphasized that the Affordable Housing Commission and city council would be the deciding voters on the applications.

Review And Scoring of CET Applications

The commission discussed and scored each application:

1. Catholic Charities/Edlin and Company:

- The commission agreed with the staff's scoring of 70 out of 70 points.
- Concerns were raised about the lack of communication from the applicants.

2. Spark Newberg:

- The commission noted that several criteria were marked as "does not meet" by staff.
- Commissioners expressed concerns about the lack of specific information, including the organization's nonprofit status, financials, and mission/values.
- The commission agreed that the application did not currently meet the minimum threshold criteria.

3. Newberg Area Habitat for Humanity:

- The commission largely agreed with the staff's scoring of 68 out of 70 points.
- Some commissioners suggested slightly lower scores (67 out of 70) due to concerns about serving extremely low-income households (30% AMI or below).

The commission discussed the challenges of comparing these different types of projects using the same scoring criteria.

Receive Affordable Housing Commission CET Award Recommendations

After thorough discussion, the commission made the following recommendations:

1. Catholic Charities/Edlin and Company:

Commissioner Brown moved that the Commission recommend to the City Council that the Catholic Charities application not be awarded funding at this time. Megan Markle seconded the motion.

The motion passed unanimously in a roll call vote.

2. Newberg Area Habitat for Humanity:

Commissioner Cooley moved that the Commission recommend to the City Council to fully fund the Habitat for Humanity request of \$380,615 with a financial cap to not exceed the requested amount, allowing for the possibility of reopening NOFA for legacy projects and consideration of other potential applications. Commissioner Brown seconded the motion.

The motion passed unanimously in a roll call vote.

3. Spark Newberg:

Commissioner Cooley moved that the Commission recommend to the City Council to not fund the SPARK project based on it not meeting the minimum requirement criteria at this time. Commissioner Rickert seconded the motion.

The motion passed unanimously in a roll call vote.

4. Additional NOFA Round:

Commissioner Cooley moved to recommend to the City Council another round of NOFA be conducted for the remaining funds at the next available date. Student Commissioner Fale seconded the motion.

The motion passed unanimously in a roll call vote.

The commission emphasized the importance of conducting another NOFA round as soon as possible, potentially using the existing criteria to expedite the process.

Items From Commissioners

No items were brought forward by commissioners.

Next Meeting – July 22, 2025

The next meeting was confirmed for July 22, 2025, at 4:00 PM via Zoom.

Some commissioners noted potential conflicts:

- Chair Banks mentioned a conflict for the October meeting.
- Commissioner Cooley and Student Commissioner Fale will likely not be at the July meeting.

Adjournment

Chair Casey Banks adjourned the meeting at 5:35 PM.

Approved by the Newberg Affordable Housing Commission this 22 day of July 2025.

Affordable Housing Commission Chair

Fé Bates, Recording Secretary