

NEWBERG AFFORDABLE HOUSING COMMISSION AGENDA
Tuesday, April 28, 2026, 4:00 PM
Teleconference meeting

<https://us06web.zoom.us/j/89536547180>

Or One tap mobile :

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Webinar ID: 895 3654 7180

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
[January 27, 2026](#)
- V. REVIEW AND CONSIDERATION OF AHTF [NOTICE OF FUNDING AVAILABILITY MEMORANDUM](#)**
- VI. STAFF UPDATES**
 - A. HOUSING PLANNING ASSISTANCE GRANT
- VII. ITEMS FROM COMMISSIONERS**
- VIII. NEXT MEETING – JULY 23, 2026**
- 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

via zoom

Meeting minutes 1/27/26

Call Meeting to Order

Chair Casey Banks called the meeting to order at 4:00 PM.

Roll Call

Fe Bates conducted the roll call:

- Casey Banks (Chair): Present
- Megan Markle (Vice Chair): Present
- Randy Rickert: Present
- Judy Brown: Present
- Samantha Cooley: Absent
- Student Commissioner: VACANT
- City Council Representative-Jeri Turgesen: Absent

Staff Present: Leanne Wagener (Associate Planner, Community Development), Fe Bates (Administrative Assistant, Community Development)

ELECT CHAIR AND VICE CHAIR FOR 2026

The Commission elected officers for the coming year. Chair Banks was nominated and unanimously re-elected as Chair. Commissioner Markel was nominated and unanimously re-elected as Vice Chair.

PUBLIC COMMENTS

There were no public comments.

No correspondence from City Council members was reported in response to a prior letter from the Commission.

APPROVAL OF MINUTES

July 22, 2025: Commissioner Markel requested a correction to the spelling of her last name in the roll call. The minutes were approved as amended.

Work Session Meeting, August 11, 2025: Chair Banks noted a pronoun error on the second page. The minutes were approved as amended.

Affordable Housing Commission

via zoom

The Commission also noted for the record that no meeting was held in October 2025 due to lack of quorum.

REVIEW OF SPARK NEWBERG ARTICLES OF INCORPORATION & IRS LETTER OF DETERMINATION

Associate Planner Leanne Wagener summarized the outstanding items that City Council had required SPARK to address prior to execution of a grant agreement: (1) a succession/dissolution plan, (2) legal clarification on the use of grant funds for design and construction costs, (3) verification of nonprofit status, and (4) verification of how SPARK plans to satisfy rent and income limits. The Articles of Incorporation and IRS Letter of Determination provided in the packet addressed the dissolution plan and nonprofit status questions. The City's legal team is continuing to draft a grant agreement incorporating all of Council's requirements, with a timeline for Council presentation expected to be confirmed within the coming weeks. No funds have been disbursed to SPARK to date.

The Commission discussed the lack of a standardized reporting requirement for grant recipients. Commissioners expressed consensus that recipients should provide progress updates on a roughly semi-annual basis until funds are fully expended, and that this expectation should be reflected in future grant agreements. Commissioner Rickert emphasized that even a "no progress" update would be valuable for community trust. Associate Planner Wagener agreed to relay this feedback and noted that monitoring provisions are already present in the grant document language consistent with City code.

STAFF UPDATES

A. Housing Planning Assistance Grant

Associate Planner Wagener reported that the City was awarded up to \$100,000 from the State to conduct a Housing Capacity Analysis, in partnership with consultant group Cascadia Partners. The scope of work has been agreed upon and submitted to DLCD for review, with a contract for signatures anticipated within four to six weeks. The project's required advisory committee will be fulfilled by the Planning Commission, with interested members of the Affordable Housing Commission invited to participate. Commissioners Banks and Markel expressed interest in participating. Commissioner Brown requested additional information about the role's expectations before committing. Associate Planner Wagener agreed to provide further detail once the contract is finalized.

B. City Council Rules Update

Administrative Assistant Fe Bates summarized the provisions of the updated City Council Rules most relevant to the Commission, including: quorum rules (Sections A–D), presiding officer guidance for standing committees, agenda procedures and the process for adding items, attendance requirements (75% threshold, with excused absences requiring prior notification), and public comment procedures. Key clarifications included that public comments before the

Affordable Housing Commission

via zoom

Commission must pertain specifically to affordable housing matters, and that a public comment registration form (submittable online up to noon on the day of the meeting) is now required for all commissions and committees.

The Commission agreed to retain its existing agenda order, to continue approving meeting minutes, and to continue using roll call votes for substantive matters, with verbal/aye votes reserved for routine items such as minutes approval. Administrative Assistant Bates offered to draft a simplified voting script tailored to the Commission's procedures, and the Commission expressed support for this.

ITEMS FROM COMMISSIONERS

No items were raised by Commissioners.

NEXT MEETING – April 28, 2026

The next meeting was confirmed for April 28, 2026, at 4:00 PM via Zoom

ADJOURNMENT

Chair Casey Banks adjourned the meeting at 4:46 PM.

Approved by the Newberg Affordable Housing Commission this 28 day of April 2026

Affordable Housing Commission Chair

Fé Bates, Commission Secretary

MEMORANDUM

TO: Newberg Affordable Housing Commission

FROM: Leanne Wagener, Associate Planner

SUBJECT: Consideration of publishing a Notice of Funding Availability for the Newberg Affordable Housing Trust Fund

DATE: April 28, 2026

STATUS OF NEWBERG AFFORDABLE HOUSING TRUST FUND MONIES

Staff has confirmed that the Newberg Affordable Housing Trust Fund has a current balance of \$72,177 that can be awarded to qualifying affordable housing projects for the 2026-2027 fiscal year.

The Affordable Housing Commission may make a recommendation to the Newberg City Council to publish a Notice of Funding Availability (NOFA) for the 26-27 FY to award a portion or all of the available monies to qualifying recipients.

Background:

The Newberg Affordable Housing Trust Fund (NAHTF) is a financial resource intended to support the development, preservation, and rehabilitation of housing that is affordable to the citizens of Newberg. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at a cost that will enable very low, low-and-moderate income families to afford quality housing while paying no more than thirty percent of gross household income on housing. To promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing, the NAHTF will award funds to community development partners that are furthering the NAHTF mission. It is expected that the local contributions made through Newberg's Affordable Housing Trust Fund will maximize the leveraging of state and federal funds, as well as encourage private sector investment in affordable housing.

The City of Newberg defines affordable housing as residential housing primarily for households or persons earning less than 80% of the Median Family Income (MFI) and where housing and/or

rental costs do not constitute more than 30% of a household's income. For 2025, the Median Family Income (for a family of 4) in the City of Newberg was \$124,100.

Available 26-27 Funding (subject to review and adjustment):

- **Competitive Loan Program:** At least \$14,190 is available for this program. This program provides loans for projects that create, acquire, or retain affordable housing in the city.
- **Rehabilitation Loan Program:** Up to \$14,190 is available for this program. This program provides loans to landlords so they can rehabilitate dwellings and make them safe and decent for rental to low or very low-income families. Loans are available in amounts ranging between \$2,000 and \$15,000 and may be increased up to \$25,000 if recommended by the Newberg Affordable Housing Commission (NAHC) and approved by the City Council. The standard loan term is five years. The standard interest rate is 2% below the prime rate. Applicants seeking funding assistance must be willing to enter into a contractual agreement with the city to ensure the future affordability of the project units for a specific period of time. Applications will be accepted at any time during the fiscal year.
- **Time Sensitive Loan Program:** Up to \$14,190 is available for this program. This program offers loans for projects that create, acquire, or retain affordable housing in the community that have particular needs that are opportunity driven and time sensitive. The standard loan term is two years. The standard interest rate is 2% below the prime rate. Security shall be demonstrated based upon 80% loan-to-value ratio based on the most current County Assessor records. These funds are available on a first come/first served basis, subject to approval.
- **The Time Sensitive Grant Program:** Up to \$28,580 is available for this program. This program offers grants for projects that create, acquire, or retain affordable housing in the community that have particular needs that are opportunity driven and time sensitive. These funds are available on a first come/first served basis, subject to approval.
- **Manufactured Home Rehabilitation and Repair Program:** Up to \$14,190 is available for this program. This program is intended to grant NAHTF monies to local non-profit organizations so they can rehabilitate and repair dwellings and make them safe and decent for rental or ownership by low or very low-income families. Applications for this program may be submitted at any time and need not be considered under the competitive

awards program. Applicants seeking funding assistance must be willing to enter into a grant agreement with the city.

ATTACHMENT 1
Example Affordable Housing Trust Fund Application



Newberg Affordable Housing Trust Fund Funding Request Application

FY 2023-24 Competitive Awards Loan Program

NOTE: The first round of applications are due **March 13, 2024 at 4:30 p.m.**

Applications are to be submitted to Leanne Wagener by email at leanne.wagener@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E First Street.

CONTACT INFORMATION:

Project Name:	
Organization Name:	<input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit
Contact Name/Title:	
Mailing Address:	State/Zip:
Phone:	Email:

PROJECT INFORMATION:

Total project cost: _____
Requested amount of funding: _____ <i>Please specify the amount of loans or grants being requested</i>
Amount and description of matching funds being contributed to the project:

Project Partners and their Contributions to the Project:

Estimated project beginning date:	Completion date:
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COMMUNITY DEVELOPMENT
PLANNING DIVISION
(503) 537-1240
planning@newbergoregon.gov

Please see next page

Please briefly describe the affordable housing problem this project is trying to solve and how it helps in solving that challenge:

Please attach additional information that describes how this project will address the Competitive Awards Selection Criteria described in “Attachment A” of this form, including additional documentation/evidence as needed.

Information that addresses Competitive Selection Criteria, attached (please select)

Briefly describe what is attached:

ATTACHMENT A

Newberg Affordable Housing Trust Fund

FY 2023-24 Competitive Awards Program Selection Criteria

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the median family income (threshold verification)*.	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project is ready for implementation.	NA
4. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
5. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
6. The proposal demonstrates that the Newberg Affordable Housing Trust Funds are the most appropriate funding source for the project.	NA
Scored Application Criteria	
7. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points
8. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points
9. The project provides deeply affordable housing for households earning less than 30% of the median family income.	Up to 5 points
10. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points
11. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.) and demonstrates alliance building that directly benefits community members in need, such as helping build household wealth.	Up to 5 points
12. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points
13. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. Higher points to projects that demonstrate engagement and contracting with D/M/W/ESB/SDVBE businesses in the last 10+ years.	Up to 10 points
14. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 10 points
Total Potential Points	70

***FOR 2023, the Median Family Income for the City of Newberg was \$114,400.**

DEFINITIONS:

“**D/M/W/ESB/SDVBE**” means a business that is Disadvantaged, Minority-Owned, Women-Owned, Emerging Small Businesses, and/or Service Disabled Veterans Business Enterprises.

“**Gross Income**” (**GI**) is income before taxes for all members of one family in the previous twelve months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker's compensation and severance pay; and welfare assistance payments.

“**Family**” means all persons living in the same household who are related by birth, marriage or adoption.

“**Median Family Income**” (**MFI**) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.

ATTACHMENT 2
Ordinance 2012-2749



ORDINANCE No. 2012-2749

AN ORDINANCE AMENDING THE MUNICIPAL CODE, ADDING A NEW SECTION ESTABLISHING A NEWBERG AFFORDABLE HOUSING TRUST FUND

RECITALS:

1. Chapter II. Section 5 of the Newberg City Charter provides:

Powers. The city has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

2. The above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v International Association of Firefighters, Local 1660, Beaverton Shop 20 OR. App. 293,531 P2d 730, 734 (1975).
3. The city council of the city of Newberg has determined that in order to protect the health, safety and welfare of existing and future residents of Newberg who are adversely impacted by the lack of housing available to all income types, specifically very low, low, and moderate income households, it is necessary to establish a fund to support the development, preservation, and rehabilitation, of needed housing types within the City.
4. The Newberg city council recognizes that for a healthy community the provision of a range of affordable housing opportunities and funding mechanisms for affordable development is a priority for the city of Newberg.
5. The Newberg city council is concerned that neither the private market, nor the public sector has yet provided the levels of housing affordability necessary to maintain a balanced community, local government must take an active lead to ensure an adequate supply of housing for residents and working people of all income levels.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

SECTION 1. A new section under Title 3 Administration is hereby added to the Newberg Municipal Code to read as follows:

Chapter 3.35.010 NEWBERG AFFORDABLE HOUSING TRUST FUND

3.35.020 PURPOSE

- A. The purpose of the Newberg Affordable Housing Trust Fund (NAHTF) is to support the development, preservation, and rehabilitation of housing that is affordable to the citizens of Newberg with incomes that do not exceed 100% of the area median income. The NAHTF will have a

dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of these Newberg residents. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at the cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than 30% of gross household income on housing.

- B. NAHTF funds will support activities that create, preserve or acquire affordable housing within the Newberg city limits. NAHTF funds also may be used for permanent or transitional housing for homeless families and individuals, and for the modernization, rehabilitation and repair of public housing.
- C. The NAHTF is not intended to be the sole source of funding for affordable housing, and any activity or project eligible for support from the NAHTF is expected to develop additional sources of funds.
- D. To achieve the purposes of the NAHTF, it is the goal of the city to operate a fund that is strong and effective.

3.35.030 DEFINITIONS

The following words and phrases whenever used in this chapter shall be construed as defined in this section unless from the context a different meaning is intended.

- A. “Newberg Affordable Housing Trust Fund” (NAHTF) means a separate account created by the city finance department established by this ordinance and used exclusively for NAHTF purposes as set forth in this ordinance and implementing resolutions of the Council.
- B. “Administrative procedures” mean the procedures for administration of the NAHTF established by Resolution of the city council, including but not limited to procedures which outline application, evaluation, and all other associated procedures for administration of the NAHTF.
- C. “Affordable housing” means residential housing primarily for households or persons earning less than 100% the area median income where housing costs or rent do not constitute more than 30% the household income, and as more fully defined per City resolution.
- D. “Eligible uses and activities” mean those uses for the NAHTF which are set forth in an implementing resolution of the city council, such uses including but not limited to uses and activities which facilitate the production and preservation of affordable housing within Newberg’s city limits.
- E. “Affordable housing priorities” mean priorities established from time to time by the city council by Motion, Order or Resolution, to guide the allocation of funds from the NAHTF.

3.35.040 ESTABLISHMENT OF NEWBERG AFFORDABLE HOUSING TRUST FUND/USE OF FUNDS

- A. There is hereby established and created a Newberg Affordable Housing Trust Fund (NAHTF). The Fund is a separate account established by the city of Newberg finance department for purposes consistent with this ordinance. The fund will provide a discrete account for earmarked affordable housing funds and dedicated affordable housing funds.

- B. The NAHTF allows for dedicated funds to be used in support of affordable housing priorities through receipt of donations and dedicated revenue streams, including but not limited to donations, grants, sale of surplus city property, or any other revenue sources approved by the Newberg city council.
- C. Distribution of funds shall be in accordance with the policies and procedures adopted by resolution of the Newberg city council

3.35.050 ESTABLISHMENT OF POLICIES AND PROCEDURES

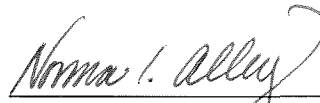
The administrative procedures associated with the NAHTF, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are established per city resolution and may be amended from time to time.

SECTION 2. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 3. Codification. Provisions of this ordinance shall be incorporated in the city code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this ordinance may be renumbered, or re-lettered, provided however that any clauses and boilerplate provisions (i.e. Chapters 2-3) need not be codified and the city recorder is authorized to correct any cross-references and any typographical errors.

➤ **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: April 4, 2012.

ADOPTED by the City Council of the city of Newberg, Oregon, this 5th day of March, 2012, by the following votes: **AYE: 6 NAY: 1 (MCKINNEY) ABSENT: 0 ABSTAIN: 0**



Norma I. Alley, City Recorder

ATTEST by the Mayor this 8th day of March, 2012.



Bob Andrews, Mayor

LEGISLATIVE HISTORY

By and through the Affordable Housing Action Committee at the 4/4/2011 meeting.