



AFFORDABLE HOUSING MEETING

AFFORDABLE HOUSING COMMISSION MINUTES

January 28, 2025 4:00pm

Newberg Teleconference Meeting

(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history)

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Commissioners Present: Casey Banks (Chair)
Megan Markel(Vice Chair)
Larry Hampton
Randy Rickert
Brady Fale-Debusk(Student)

Commissioners Absent: Judy Brown

Staff Present: Clay Downing, Planning Manager
Leanne Wagener, Assistant Planner
Fé Bates, Administrative Assistant

III. INTRODUCTION OF NEW COMMISSION MEMBERS

IV. PUBLIC COMMENTS

No public comments received.

V. APPROVAL OF MINUTES – October 25, 2024

MOTION: Commissioner Rickert motioned to approve minutes from October 25, 2024, as written.
Commissioner Markel seconded.

Motion carried: 5 Yes No Absent Abstain



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VI. VOTE IN NEW CHAIR & VICE CHAIR

MOTION: Commissioner Markel motioned to nominate Casey Banks as the Chair. Commissioner Rickert seconded.

Motion carried: 5 Yes No Absent Abstain

MOTION: Chair Banks motioned to nominate Megan Markel as the Vice Chair. Commissioner Rickert seconded.

Motion carried: 5 Yes No Absent Abstain

VII. STATUS OF FY 2023-2024 CONSTRUCTION EXCISE TAX (CET)FUND AWARD

Assistant Planner Leanne Wagener informed the commission that During Council deliberations on August 19th, 2024, it was decided that the entirety of the first round disbursement monies would be awarded to the Yamhill County Housing Corporation (YCHC) in the amount of \$310,738.35, pending award acceptance. Subsequent to the August 19th meeting, YCHC agreed to accept the total award of \$310,738.35. Contract documents reflecting this award are being drafted by Miller Nash in conjunction with the City Manager.

She reviewed the upcoming fund application review process with the commissioners and asked for their feedback as to how they would like to proceed.

It was discussed that the process they did in 2024 worked for them and that they should do the same process this year.

VIII. STATUS UPDATE FOR NOTICE OF FUNDING AVAILABILITY FOR THE FY2024-25 CONSTRUCTION EXCISE TAX (CET)FUND, SECOND ROUND OF FUNDING

The second round Notice of Funding Availability (NOFA) for the Construction excise tax fund was released on November 14th, 2024. The NOFA and CET Application are attached for the Affordable Housing Commission's review and discussion.

VI. STAFF UPDATES

Assistant Planner Wagener shared the information that was gathered from the Rent burdened workshop in November.

VII. ITEMS FROM COMMISSIONERS

Chair Banks asked if they could have a meeting before the April meeting to review the applications together so they could see if they had questions or needed clarification on items so they wouldn't have to wait so long to receive it and make a recommendation.

Planning Manager Downing informed the commission that they can request a special meeting 2 weeks after the initial meeting.



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Commissioner Markel asked when staff anticipated the recommendation to go to Council. Staff informed them that it is hard to pinpoint due to the schedule of the Commission meetings, it could be May or June depending.

It was asked if the goal is to close out the CET funds with this round of awards. Staff confirmed that the goal is to disburse all the CET funds at this round of awards.

Commissioners and staff discussed thinking more of why the applicants were chosen to be awarded funds and to add that reasoning the recommendation.

Chair Banks asked if the commission will be looking at awarding the AFHTF grant funds. Assistant Planner informed the commissioners that they are anticipating awarding some AFHTF grant funds but it depends on the amount of funds. Staff have been in discussion about looking at additional ways to receive funds.

It was asked what the future of the commission is when all of the funds have been disbursed. Planning Manager Downing informed the commissioners that

VIII. NEXT MEETING – JANUARY 28, 2025 /4-6pm

IX. ADJOURNMENT – 5:14pm

Approved by the Newberg Affordable Housing Commission this 28rd day of January 2025.

Affordable Housing Commission Chair

Fé Bates, Recording Secretary