



Affordable Housing Commission

via zoom

Meeting minutes

4/28/26

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 Markel (Vice Chair): Present
- Randy Rickert: Absent
- Judy Brown: Present (arrived later in the meeting)
- Samantha Cooley: Present Absent
- Student Commissioner: VACANT
- City Council Representative-Jeri Torgesen: Present (arrived later in the meeting)

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

PUBLIC COMMENTS

No public comments were received, either in person or via Zoom.

APPROVAL OF MINUTES

January 27, 2026: A correction was noted: a commissioner's last name was misspelled in the roll call section of the January 27, 2026 minutes. Staff acknowledged the error and confirmed it would be corrected.

Motion to approve the minutes of January 27, 2026, as amended, was made by Commissioner Markel and seconded by Commissioner Banks. The motion carried 3-0.

REVIEW AND CONSIDERATION OF AHTF NOTICE OF FUNDING AVAILABILITY MEMORANDUM

Staff presented a memorandum and accompanying PowerPoint reviewing the current status of the Affordable Housing Trust Fund (AHTF) and the Notice of Funding Availability (NOFA) process. Staff noted that the fund currently holds just over \$72,000, and that both staff and the Commission were pleasantly surprised by that

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balance. The presentation outlined the typical NOFA process, the existing scoring rubric, the five established funding pathways, and current housing cost data for Newberg.

Trust Fund Balance and Funding Sources

Discussion centered on whether the AHTF is actively being replenished or whether the current balance represents the remainder of historical, one-time contributions. Commissioners recalled that the fund may have been seeded from various one-time sources and that it is interest-bearing, with the intent of awarding only a portion annually. Staff confirmed that the sources of ongoing revenue—if any—are not yet fully documented and that research into this question is underway. The Commission agreed this information is critical before proceeding, as awarding the full balance without a replenishment source could effectively end the fund's utility.

Funding Pathways

Staff described the five established funding pathways: the Competitive Loan Program, the Rehabilitation Loan Program, the Time-Sensitive Loan Program, the Time-Sensitive Grant Program, and the Manufactured Home Rehabilitation and Repair Program. In practice, the Time-Sensitive Grant Program has been the most sought-after pathway, with the highest available award amount (last posted at \$28,580). No documented evidence was found of any loan pathway having been utilized in prior NOFA rounds. Commissioners noted that the loan options are administratively more complex and may require consolidation or simplification. The Chair expressed interest in consolidating the loan options into a single, flexible loan program. Staff also noted that prior funding amounts were structured as percentages of the total fund balance per pathway, and that any changes to pathway structure or amounts would require a new City Council resolution.

Scoring Rubric and Eligibility

Commissioners discussed the importance of clarifying that the scoring rubric minimum threshold criteria are binding for eligibility, as the lack of that clarity created difficulty in the most recent CET funding round. The Chair suggested that a new City Council resolution explicitly state that meeting the minimum threshold criteria is a binding eligibility requirement for applicants.

The Commission also discussed potential modifications to the scoring rubric, including:

- Adding bonus points (proposed at approximately 2–5 points) to incentivize applicants who present to the Commission via Zoom during the review period, without making such a presentation mandatory, so as not to penalize individuals who cannot attend during business hours.
- Adding scoring consideration for applicants who have not previously received city funding, to encourage new organizations to apply while not excluding organizations with a strong track record.
- Noting that Criterion 13 of the existing rubric—which awards points for demonstrated success completing projects of similar scope—already provides a mechanism for rewarding organizations with a history of accountability, and that applicants should be encouraged to support their submissions with reference letters or documentation from prior funders.

Commissioners expressed that the scoring rubric should also contain clearer language indicating that scores will substantially influence funding recommendations, so that a high-scoring applicant is not disadvantaged relative to a lower-scoring one without justification.

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Council Liaison Input

Council Liaison Jeri Turgesen joined the meeting partway through. She affirmed that presenting a well-reasoned and clearly documented rubric to Council, along with a rationale for the proposed changes, is the most effective approach. She noted that in her experience, rubrics are not typically revised mid-process, and that she strongly supports having a clear, upfront standard. She offered to review draft materials in advance of any Council presentation and to gauge Council's receptiveness. Commissioners agreed to schedule Council-related discussion items toward the end of the next meeting agenda to better accommodate her schedule.

Staff Action Items for Next Meeting

Staff will prepare the following for the next meeting packet:

- Research and document the current revenue sources, if any, for the AHTF and the rate at which the fund is or has been replenished.
- Compile and present the history of City Council resolutions governing the AHTF funding pathways, from 2015 to present, including any repealed or amended resolutions.
- Prepare a redlined draft of the scoring rubric reflecting the Commission's proposed modifications.
- Draft language for a new City Council resolution that clarifies binding eligibility requirements and the weight of scoring in funding recommendations.
- Research what "need not be considered under the competitive awards program" means in the context of the Manufactured Home Rehabilitation and Repair Program

STAFF UPDATES

A. Housing Planning Assistance Grant

Staff reported that the City was awarded state grant funds to conduct a Housing Capacity Analysis. The City has been assigned Cascadia Partners as its private consulting partner for this work. Staff is currently awaiting a draft Intergovernmental Agreement (IGA) to review and present to City Council before the project can formally commence. Commissioners will be notified of upcoming Planning Commission meetings relevant to this work as they are scheduled.

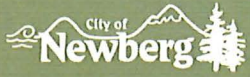
ITEMS FROM COMMISSIONERS

No items were raised by Commissioners.

NEXT MEETING – July 28, 2026

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

ADJOURNMENT



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Chair Casey Banks adjourned the meeting at 5:25 PM.

Approved by the Newberg Affordable Housing Commission this 4th day of August 2026

A blue ink signature of Casey Banks, written in a cursive style.

Affordable Housing Commission Chair

A black ink signature of Fé Bates, written in a cursive style.

Fé Bates, Commission Secretary