

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 Markel (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.

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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

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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

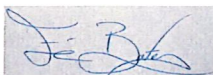
ADJOURNMENT

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

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

A handwritten signature in blue ink, appearing to read "Casey Banks".

Affordable Housing Commission Chair

A handwritten signature in blue ink, appearing to read "Fé Bates".

Fé Bates

Fé Bates, Commission Secretary