



# AFFORDABLE HOUSING MEETING

## AFFORDABLE HOUSING COMMISSION MINUTES

January 30, 2024 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

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

### II. ROLL CALL

Commissioners Present: Casey Banks (Chair)  
Judy Brown (Vice Chair)  
Megan Markel  
Randy Rickert  
Larry Hampton

Commissioners Absent: STUDENT: VACANT

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

### III. APPROVAL OF MINUTES – October 24, 2023

**MOTION:** Commissioner Banks Motioned to approve the minutes for October 24, 2023, as written / Commissioner Rickert seconded to approve the meeting minutes for the meeting of October 24, 2023.

**Motion carried:** 3 Yes    No    Absent    Abstain (due to not being Commissioners at the time of the meeting)

### IV. ELECTION OF CHAIR AND VICE CHAIR FOR 2024

Commissioner Brown volunteered to be chair; Chair Hampton suggested that a commission member that has been on the committee for at least a year would be a better fit. Commissioner Banks volunteered to be chair, with the statement that they would most likely not be able to attend the April meeting.

**MOTION:** Commissioner Brown Motioned to nominate Casey Banks for 2024 Committee Chair; Commissioner Markel Seconded.

**Motion carried:** 5 Yes    No    Absent    Abstain

**MOTION:** Commissioner Hampton Motioned to nominate Judy Brown for 2024 Committee Vice Chair; Commissioner Rickert Seconded.

**Motion carried:** 5 Yes    No    Absent    Abstain

**V. PUBLIC COMMENTS:** None

Planning Manager (PM) Downing informed Commissioners of the new Community Development Director that is starting at the beginning of February. He introduced Assistant Planner Leanne Wagener, as the lead staff member for the Affordable Housing Funding

**VI. UPDATE FOR THE FY2023-24 NOTICE OF FUNDING AVAILABILITY FOR THE CONSTRUCTION EXCISE TAX FUND**

Planning Manager Downing updated the Commissioners that On January 2, 2024, the Newberg City Council authorized staff to proceed with the NOFA for the CET Fund. Up to \$397,050 will be available from the City's CET Fund which will award funding to projects that provide developer incentives or affordable housing programs. For CET Fund applications, applications will be due to the city by April 4, 2024, and only one funding window will be offered at this time. The remainder of CET Fund monies will be awarded later that is yet to be determined by the Newberg City Council. Notice of applications for available funds was published in the Graphic on January 18, 2024 and on our website.

Chair Banks asked PM Downing If staff will be reviewing the applications that come in to make sure they meet the minimum criteria before they come to the Committee for review? PM Downing replied that staff will not exclude any of the applications from the Commissions review, but would have the applications reviewed by staff and designated as meeting the criteria or not.

Commissioner Hampton asked for confirmation on if the Commission will be reviewing the applications at the next meeting. PM Downing confirmed that was the plan. Commissioner Rickert asked if the expectation is for the commissioners to have the scoring done before the meeting or if there would be discussion and group scoring in the meeting. PM Downing suggested that for transparency it may be best to have commission members review the information and have an idea but to be ready to discuss the scoring as a group at the next meeting. Chair Banks informed the group that in the past the Commissioners would receive the applications to review and score individually then at the meeting they would discuss each application one at a time and as a group come up with the final score.

Commissioner Markel asked for clarification on if this is for grants, loans, or both. PM Downing explained that this is fund can be disbursed as a form as a loan or grant, the guidelines are not specific. Assistant Planner Wagener contributed that her understanding is that it is geared more for lump sum distributions but could be both. Commissioner Hampton added that in the past years they rarely received applications for loans, it was mainly for lump sum funds.

**VII. UPDATE FOR THE FY2023-24 NOTICE OF FUNDING AVAILABILITY FOR THE NEWBERG AFFORDABLE HOUSING TRUST FUND**

PM Downing updated the Commission that On December 16, 2023, the Newberg City Council authorized staff to proceed with the NOFA for the NAHTF. Up to \$64,057 in loans and grants will be available from the NAHTF which is intended to assist with the creation and/or acquisition of new affordable housing or the maintenance of the existing affordable housing inventory. For NAHTF applications, the first round of applications will be due on March 13, 2024, for the portion of funding that is time sensitive. However, other portions of the Newberg Affordable Housing Trust Fund monies will remain available for consideration while funds remain. Notice of applications for available funds was published in the Oregonian January 18, 2024 and on our website.

Commissioner Markel asked staff if they anticipated receiving a lot of applications. PM Downing replied that he anticipated at least two because he had spoken to two different groups about applying, but thinks there could easily be more due to the different types of funding available.

Commissioner Rickert asked about revisiting an item that was discussed in the October 24, 2024, meeting in regards to the eligibility of private entities. PM Downing informed the Commission that staff did not have the bandwidth to delve into that from the last meeting due to the retirement of the Community Development Director, newer staff and with preparing the NOFA. Staff is prepared to look further into this for the next meeting. Chair Banks added that the question came up as to how do they insure that a private for profit landlord tenants is meeting the 80% income requirement without asking for private information as proof.

PM Downing asked if there were any other entities that they would like to have added to the discussion next meeting. Chair Banks commented that the way the form set up it feels that it is geared for a non-profit application. Commissioner Hampton commented that another item that came up was that after a way to insure the requirements were being met it would put a lot of burden on City Staff to manage if the private entities were still in compliance years down the road. PM Downing suggested that staff could look at best practices for monitoring private entities.

Chair Banks suggested that maybe they have private entities eligible for a limited term loan instead of a grant, something where there is only a few years to track.

Commissioner Hampton pointed out that the CET tax funds are aimed towards for-profit entities as an incentive to build affordable housing to help them make the housing affordable.

Commissioner Brown asked what the intention was for the funds. Commissioner Hampton replied that the purpose of the funds is to incentivize the building of affordable housing. PM Downing pointed out that the staff and Commission are getting the definition from Title 3 of the City's Municipal Code, in which the language is ambiguous as to the details. Suggested staff to come back to the commission with better definitions, and practices that have been used by others.

PM Downing asked commissioners to make sure to take notes on the applications so a concise and clear conversation can take place when voting on the applications.

Commissioner Markel asked if the existing commissioners have run into a situation where fund money has been left due to private entities not getting awarded funds. Commissioner Hampton replied that there have been incidents where loan money was unclaimed, mainly because there have not been a lot of applications for loans. Regarding the CET, in the past there were not a lot of funds available for a large project to truly the funds utilize, hopefully that will be different this year. Chair Banks also commented that last year they had two applications but did not have funds to cover the full amount of what was being asked for both applications. It was verified that the funds are rolled over if not used.

## VIII. MISCELANEOUS ITEMS

PM Downing brought up an item that came up during the Affordable Housing Commission's October 2023 meeting, where public comment and discussion happened relating to the use of funds towards manufactured homes. After that meeting staff researched the issue further. Assistant Planner Wagener shared with the Commission the information from the Oregon Housing and Community Services (OHCS) Manufactured Housing Replacement Program.

PM Downing pointed out that the approved minutes from the joint session was attached for their review.

PM Downing reminded that the Planning Department is open to the public to come in with questions at the Wastewater Treatment Plant.

PM Downing informed the commission that a proposed Planning Division 2024 Work Plan was presented to the City Council and that there were some projects may be of interest to the Commission with a link provided for the commission to review.

PM Downing explained the purpose of the CET Fund calculation memorandum that was attached to the packet. Chair Banks asked for clarification of when the refund period was over. PM Downing answered that the refund eligibility is for CET fees that had been assessed and paid between April 1<sup>st</sup>, 2023 & July 1<sup>st</sup>, 2023, but an applicant has a year from the payment date of the CET fees within the three-month timeline. Chair Banks asked if the refunds could affect the amount of money available for refund. PM Downing confirmed that it could affect it and suggested that the Commission refrain from finalizing the awards until after July.

Chair Banks informed the Commission that she will try to be at the next meeting if there is wifi where she is at.

## IX. NEXT MEETING – APRIL 23, 2024

## X. ADJOURNMENT - 5:06pm

Approved by the Newberg Affordable Housing Commission this 23<sup>th</sup> day of April 2024.

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Affordable Housing Commission Chair

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Fé Bates, Recording Secretary