

AFFORDABLE HOUSING COMMISSION MINUTES

April 23, 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

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- *Left early due to conflict*
Larry Hampton

Commissioners Absent: STUDENT: VACANT

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

Planning Manager (PM) Downing informed Commissioners that Assistant Planner Leanne Wagener, will be leading the meetings going forward, but will be he will be available to help address any questions.

III. PUBLIC COMMENTS: None

IV. 2023-2024 NOTICE OF FUNDING AVAILABILITY SUBMITTED APPLICATION STATUS - CONSTRUCTION EXCISE TAX FUND

(6) applications for CET funds. After working with applicants with their submittals, five (5) applications were deemed complete, and the remaining incomplete application was duplicated by another party. Assistant Planner Wagener explained that the two Avamere of the applications did not meet the selection criteria per the CET Competitive selection criteria form and explained why.

After discussion the Commissioners recognized the there is a need for the services that the Avamere CET applications are proposing in Newberg but that they do not meet the CET requirements.

MOTION: Commissioner Hampton motioned to not consider the applications from Avamere for awarding of funds due to not meeting the CET Competitive Selection Criteria. Commissioner Brown seconded.

Motion carried: 5 Yes No Absent Abstain

Assistant Planner Wagener presented the other two applications to the Commissioners for consideration of funds.

- 1. Housing Authority of Yamhill County** submitted a complete application requesting \$262,500 of the CET funds with the present disbursal. Their request falls under the category of an *Affordable Housing Program*, and their application describes a robust program aimed at facilitating home repairs for low, very low, and extremely low-income homeowners (approximately eighteen households) within Newberg.
- 2. Catholic Charities of Oregon, Edlen & Company and Community Wellness Collective in partnership with Providence** submitted a complete joint application requesting the full disbursal amount with consideration for the Legacy disbursal to be made available at a later date. Their request falls under the *Developer Incentives* category, and their application describes a comprehensive housing project intended to alleviate housing insecurity for at-risk, very low to extremely low income residents of Newberg. The project proposes a variety of housing types including recuperative, permanent supportive, and workforce housing.

The Commissioners had a discussion of the two applications. Chair Banks proposed that the Housing Authority of Yamhill receive the full amount asked and the remaining amount to go to Catholic charities. Commissioner Rickert agreed with Chair Banks.

Commissioner Markel felt that the funds should be split equally between the two applicants.

Commissioner Brown felt that it would be more beneficial to award the full amount to Housing Authority so people in need can get assistance now, then have the remaining amount be awarded to Catholic Charities. Commissioner Hampton voiced his support for Commissioner Browns suggestion and then left the meeting early.

MOTION: Commissioner Brown motioned to award Yamhill County Housing Authority the full amount and Catholic Charities the remaining amount. Commissioner Banks seconded.

Motion carried: 3 Yes 1 No ___ Absent ___ Abstain

V. FY 2023-2024 NOFA FOR THE NEWBERG AFFORDABLE HOUSING TRUST FUND (NAHTF)

Staff received a total of one (1) application for the NAHTF funds. Assistant Planner Wagener reviewed the applications with the commissioners.

- 1. Newberg Area Habitat for Humanity** has submitted a complete application requesting \$28,580 for a Time-sensitive Grant. The money requested will be put towards building three new single-family homes to be sold at affordable prices to first-time homebuyers who earn between 25 and 60% average median income.



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MOTION: Commissioner Markel motioned to award all requested funding to Habitat for Humanity. Commissioner Brown Seconded.

Motion carried: 4 Yes ___ No ___ Absent ___ Abstain

VI. MISCELLANEOUS ITEMS: FUTURE ELIGIBILITY CRITERIA AND STAFF RESEARCH

During the January 30, 2024, meeting of the AHC, the committee reiterated a request for further discussion about the eligibility of 501c3, private (for-profit) landlord, quasi-governmental entities. Based on this request, staff researched the existing regulations and internal references to the individuals and/or organizations eligible for funding. Planning Manager Downing presented the information gathered from the research to the commissioner and asked them if the provided information cleared up the commission's questions.

Chair Banks shared that she would be interest in modifying the (1) allowable participants and/or (2) adjust scoring criteria based on if a clear and easy way to track the applicants claims could be found.

Commissioner Markle noted that typically most agencies give to nonprofits because of the certainty they present that the funds will be used as intended. The program is unique, and she is interested in finding a verification process that would assure private entities would use the funds as they are intended to be used so they are more comfortable to award funds to them in the future.

Commissioner Brown pointed out that not all nonprofits give back to the people and noted that private entities should not be the only ones to be concerned about.

Staff agreed to send information from NMC 15.242 to AHC. Commissioner Rickert will assist staff in initial research related to monitoring mechanisms.

VII. NEXT MEETING – JULY 23, 2024

VIII. ADJOURNMENT – 5:08

Approved by the Newberg Affordable Housing Commission this 23rd day of July 2024.

Affordable Housing Commission Chair

Fé Bates, Recording Secretary