



AFFORDABLE HOUSING MEETING

AFFORDABLE HOUSING COMMISSION MINUTES

October 22, 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
Larry Hampton
Randy Rickert

Commissioners Absent: Student (Vacant)

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

III. PUBLIC COMMENTS

No public comments received.

IV. APPROVAL OF MINUTES – July 23, 2024

MOTION: Commissioner Hampton motioned to approve minutes from July 23, 2024, as written.

Commissioner Markel seconded.

Motion carried: 5 Yes No Absent Abstain

VI. STATUS OF FY 2023-2024 CONSTRUCTION EXCISE TAX FUND AWARD ALLOCATION

On August 19th, 2024, Leanne Wagener, Assistant Planner, presented the Affordable Housing Commission's recommendation for the first round CET allocations of recommended award allocation of \$262,500 to the Yamhill County Housing Corporation, and the remaining CET fund monies available from the first disbursement round to Catholic Charities of Oregon, Edlen & Company and Community Wellness Collective in partnership with Providence, in the amount of \$48,238.35. Council decided that



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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. YCHC agreed to accept the total award of \$310,738.35. Contract documents relating to this award were drafted by Miller Nash and are in review by the Planning Division.

Commissioner Hampton inquired why the Council chose to award all the funds to YCHC and none to the other organization. Assistant Planner Wagener and commissioners discussed the Council meeting and decision.

Commissioner Brown asked what the timeline was for the project. Assistant Planner Wagener shared the project timeline.

Chair Banks asked for clarification of the attached documentation, Assistant Planner Wagener acknowledged some errors in the documents that would be corrected along with the edits Commissioners made.

VII. CET SECOND ROUND NOFA FOR FY 2024-2025

The second round CET Notice of Funding Availability (NOFA) should go out in November of this year. Staff stated that they were seeking the Affordable Housing Commission's recommendation for any further revisions to the NOFA for the second disbursement in FY 2024-2025.

Chair Banks said she was fine with the proposed timeline but shared some edits and corrections on the document. Proposed edits and changes were discussed between staff and Commissioners. Assistant Planner Wagener was asked to research some of the requested edits and make the agreed to changes.

MOTION: Commissioner Hampton motioned to approve sending out the Notice of Funding Availability request with discussed edits on November 4th, Commissioner Brown seconded.

Motion carried: 5 Yes No Absent Abstain

V. STAFF UPDATES

Assistant Planner Wagener informed the Commission of the State required Community Workshop for rent-burdened households on November 13th at the Newberg Public Library. She encouraged Commissioners to be involved and share the workshop with others they know. Commissioner Hampton asked for clarification of how the workshop will be conducted. Assistant Planner Wagener informed the Commissioners that the workshop configuration is still in the works and asked Commissioners for suggestions.

Different ideas about the workshop and the notification were discussed between staff and Commissioners. Staff took note of the suggestions.

Planning Manager Downing informed Commission of the upcoming outreach events coming up for the City's short-term rental regulations update project.

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



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VII. ADJOURNMENT – 5:15pm

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

Affordable Housing Commission Chair

Fé Bates, Recording Secretary