



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**McMinnville Affordable Housing Task Force**  
**231 NE 5<sup>th</sup> Street, Large Conference Room**  
**Wednesday, May 24, 2017**  
**10:00 AM**

Task Force Members	Time	Agenda Items
Remy Drabkin, Chair	10:00 AM	1. Call to Order/Introductions
	10:05 AM	2. Citizen Comments
Elise Hui	10:10 AM	3. Discussion Items:
Jon Johnson		<ul style="list-style-type: none"><li>• Homelessness Subcommittee Report (<i>Exhibit 1</i>)</li><li>• Annual Review of Action Plan (<i>Exhibit 2</i>)</li><li>• Code Revisions Direction (<i>Exhibit 3</i>)</li></ul>
Chris McLaran	10:20 AM	4. Task Force Member Comments
Kellie Menke	10:50 AM	5. Staff Comments
Darrick Price	11:00 AM	6. Adjournment
Alan Ruden		
Jeff Sargent		

\*Please note that these documents are also available on the City's website [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov); click on Government, click on Boards and Commissions, click on McMinnville Affordable Housing Task Force. You may also request a copy from the Planning Department at the Community Development Center, 231 NE 5<sup>th</sup> Street, 503-434-7311.

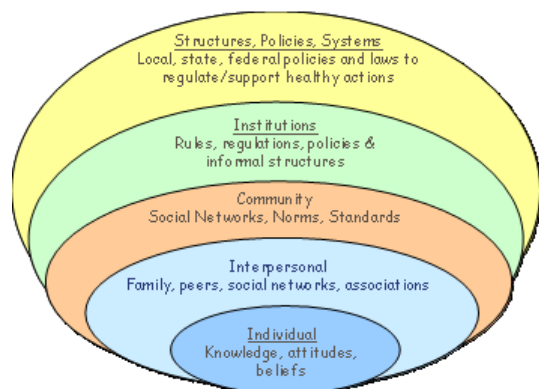
# EXHIBIT 1

## HOMELESSNESS SUBCOMMITTEE MEETING NOTES, MARCH 13, 2017

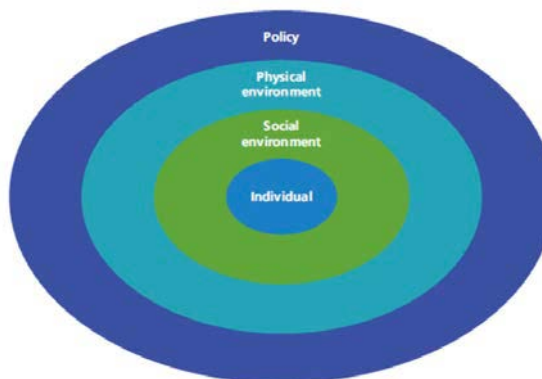
### REVIEW OF COMPOSITION OF THE COMMITTEE

REPRESENTATIVE OF:	INDIVIDUAL
McMinnville City Council	Remy Drabkin
Yamhill County Commission	Mary Starrett
McMinnville Planning Department	Heather Richards
Yamhill County HHS	Lindsey Manfrin
McMinnville AHTF	Jeff Sargent
Service Provider	Elise Hui
Faith-Based Community	Mark Carlson
Gospel Rescue Mission / Legal	Dave Haugeberg
Community At-Large	Laura Pedroni
School District	Marci Ingram
Business Representative	Emily Howard
Police Department	Matt Scales
Mayor – McMinnville	Scott Hill
Linfield College	TBD
Youth	TBD
Someone Experiencing Homelessness	TBD
Latino	Sally Godard/Alina Mendez

### REVIEW OF SOCIAL ECOLOGICAL MODEL



Levels of Influence in the Social Ecological Model



### HOMELESSNESS – DEMOGRAPHIC PROFILE DISCUSSIONS

1) Identify subset population groups to initially focus on and their respective committees.

Population Subsets and Committees assigned –

- **Children / Youth** (40% of Homeless Count, including LGBTQ and Youth as Parents): Jeff Sargent, Mary Starrett, Laura Pedroni, Lindsey Manfrin, Jeff Peterson, High School Youth Representative
- **Vehicular Homeless** (Single Males/Females/Pets): Matt Scales, Remy Drabkin, Laura Pedroni
- **Senior Women:** Alina Mendez, Mark Carlson, Emily Howard, Heather Richards
- **Veterans** (35 self-describing veterans in homeless count): Elise Hui, Jeff Sargent, Dave Haugeberg

We also identified the following population subsets but elected to focus on the above subsets since many of the subsets below overlap with the above subsets.

Precariously Homeless  
Employed  
LGBTQ  
Substance Abuse  
Domestic Violence  
Criminal

- 2) Meet before the next Homelessness Subcommittee meeting on April 10, 2017, and discuss opportunities for an action plan of short-term, mid-term and long-term actions for each population group identified.

**MAHTF – HOMELESSNESS SUBCOMMITTEE  
VETERANS HOMELESSNESS ACTION PLAN**

Short Term Actions (Due date: June 1, 2018)

<b>Item #</b>	<b>Action Item</b>	<b>Lead Agency</b>	<b>Notes: Additional Resources/Partners Needed</b>	<b>Due Date</b>	<b>Date Completed</b>
<b>1</b>	Utilizing data from PIT counts and encounters with homeless Veterans, create and maintain a “Master List” which lists all know homeless Veterans by name and tracks their housing status.	YCAP			
<b>2</b>	Create a system of community collaboration with agencies working with Veterans who can work together on updating and maintaining this list. Community partners will meet regularly to resolve barriers and monitor progress. Monthly data will be provided to collaborative partners to show how many Veterans were housed the prior month and how many Veterans are still remaining on the Master List.	YCAP			
<b>3</b>	Create master brochure for Yamhill County Veteran’s rental assistance programs. Whenever feasible refer Veterans to SSVP, VASH, Veterans Fast Track vouchers as applicable. <ul style="list-style-type: none"> <li>• SSVF – Supportive Services for Veteran Families Program, provides supportive services to very low-income Veteran families in or transitioning to permanent housing.</li> <li>• VASH – The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by</li> </ul>	HAYC		05/30/17	

	<p>the Department of Veterans Affairs (VA). for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA).</p> <ul style="list-style-type: none"> <li>• Veterans Fast Track Vouchers – Working with Yamhill County Veterans Services, HAYC provides a preference for up to 20 Veterans vouchers referred over from Yamhill County Veterans Services.</li> </ul>				
<b>4</b>	<p>Encourage homeless Veteran's preference throughout the various levels of affordable housing: local emergency shelters such as the Yamhill County Gospel Rescue Mission, temporary shelter providers, rental property landlords, manufactured park providers, and affordable housing developers and property management firms. Support expansion of these resources throughout the county.</p>	YCAP			
<b>5</b>	<p>Apply for targeted funding from Oregon Housing and Community Services to assist Veterans repair existing homes in need of life, health, safety repairs.</p>	HAYC			

Mid Term Actions (Due date: June 1, 2019)

Item #	Action Item	Lead Agency	Additional Resources Needed	Due Date	Date Completed
1	As funding opportunities arise, secure additional funding for Veteran-specific rental assistance.	HAYC/YCAP			
2	Continue system of community collaboration with agencies working with Veterans that was created under Short Term Actions #2. Continue to brainstorm additional ideas for housing homeless Veterans.	YCAP			
3	Working with cities, establish tiny house zoning overlays and work with churches and other interested partners in utilizing tiny houses to house homeless veterans.				

Long Term Actions (Due date: June 1, 2020)

Item #	Action Item	Lead Agency	Additional Resources Needed	Due Date	Date Completed
1	Achieve and sustain “functional zero” – At any point the number of veterans experiencing sheltered and unsheltered homelessness in our community will be no greater than the average monthly housing placement rate for veterans experiencing homelessness in our community.	YCAP			



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## **EXHIBIT 2 - STAFF REPORT**

**DATE:** May 24, 2017  
**TO:** Affordable Housing Task Force Members  
**FROM:** Heather Richards, Planning Director  
Ron Pomeroy, Principal Planner  
Chuck Darnell, Associate Planner  
**SUBJECT:** Action Plan Annual Evaluation

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### **Report in Brief:**

This is a review of accomplishments and what still needs to be done relative to the adopted annual action plan of the Affordable Housing Task Force.

### **Background:**

On April 26, 2017, the McMinnville City Council approved Resolution 2016-20 establishing the McMinnville Affordable Housing Task Force and establishing a three-year action plan. (Please see attached Resolution No. 2016-20.

### **Discussion:**

Per the resolution the Affordable Housing Task Force needs to give an annual report to the McMinnville City Council and at that time recommend any amendments to the Action Plan if necessary. This is meant to happen in the month of May but due to staffing constraints, it is scheduled for June 13, 2017.

At their meeting on May 24, 2017, the task force should discuss the accomplishments in the past year and whether or not they would recommend any amendments to the action plan.

RESOLUTION NO. 2016 - 20

A Resolution creating an Affordable Housing Task Force and approving an Action Plan to serve the housing needs of low and no-income families.

RECITALS:

After extensive research, the City Council determined in September 2016, the best way to assist Citizens who are experiencing homelessness or who are on the verge of losing their current home was to increase housing availability for low and no-income families. To support this policy, the Council directed the formation of an Affordable Housing Task Force with the task of developing an action plan to meet this focus.

Since that time, the Task Force has completed an initial action plan and proposes formal adoption of the Affordable Housing Task Force charter language and the action plan itself.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. The McMinnville Affordable Housing Task Force shall review and recommend to the Council, policies and or amendments to current zoning ordinances, Building Division review processes, System Development Charge fees, street standards and other governmental policies that encourage increased access to and construction of housing for citizens earning 80% or less of McMinnville's median income as defined by the U.S. Department of Housing and Urban Development. In coordination with the City Council, the Affordable Housing Task Force shall review its action plan annually and amend as warranted.
2. The McMinnville Affordable Housing Task Force shall consist of nine members including two Council members, one member of the planning department (non-voting), two representatives from the building community, one representative from the bank or finance community, one representative from the business community, and two representatives from the nonprofit or housing sector. Initially members will be appointed by the Council in the following manner:
  - a. Of the initial members of the Task Force who are not Councilors or City Staff, approximately one third will serve three year terms (a full term), one third will serve two year terms and one third will serve one year terms. These initial members will be appointed by majority vote of the Council in the month following adoption of the Establishing Resolution.
  - b. Subsequent members who are not Councilors or City Staff will be appointed by the Council with advice from the Task Force to serve three year terms.
  - c. City Councilor positions will be filled by appointment by the Mayor upon approval of a majority of the City Council. The planning department member will be assigned by the City Manager.



- d. Initial members will be credited a full year of participation during the year of establishment. Subsequent years of service will be from Jan 1 through December 31.
3. The McMinnville Affordable Housing Task Force may establish sub-committees to address certain goals, maximizing the expertise of the greater McMinnville community.
4. The McMinnville Affordable Housing Task Force will present an action plan progress report to the Council for their approval by no later than May of each year starting in 2017. Based upon this report, amendments to the adopted action plan (see Exhibit A) may be considered by the City Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 26th day of April 2016 by the following votes:

Ayes: Drabkin, Hill, Jeffries, Ruden, Yoder

Nays: \_\_\_\_\_

Approved this 26th day of April 2016.

  
MAYOR

Approved as to form:

  
CITY ATTORNEY

Exhibit A

**McMinnville Affordable Housing Task Force Action Plan**

Immediate / Short Term Actions (Due date: May 1, 2017)

1. Memorialize System Development Charge discounts for affordable housing projects.
2. Review recently adopted inclusionary zoning law and, if warranted, draft an inclusionary zoning ordinance and present to the Council for consideration.
3. Offer an expedited permit process to builders including affordable housing.
4. Research "Cottage Codes" from other jurisdictions and, if warranted, prepare ordinance language for adoption by the Council and for inclusion in McMinnville's zoning ordinance.

Mid-Term (Due date: May 1, 2018)

1. Evaluate the impact of a density bonus for developers including affordable housing units.
2. Survey the city for vacant city-owned lots. Review an affordable housing exchange to local builders for use of said land.
3. Review emergency shelter zoning ordinance provisions and revise as necessary to provide allowance for tiny homes or temporary shelter to residents suffering from homelessness.

Long Term (Due date: May 1, 2019)

1. Review the City's inventory of surplus lands to assess for possible rezoning to multi-family housing.
2. Reach out to local service groups to involve them in neighborhood stabilization programs.
3. Conduct or partner with an outside organization to complete a needs assessment in regards to housing for the city of McMinnville.
4. Evaluate the possibility and sources for a local match fund for nonprofit builders.



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## **EXHIBIT 3 - STAFF REPORT**

**DATE:** May 24, 2017  
**TO:** Affordable Housing Task Force Members  
**FROM:** Heather Richards, Planning Director  
Ron Pomeroy, Principal Planner  
Chuck Darnell, Associate Planner  
**SUBJECT:** Code Revisions, Direction

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### **Report in Brief:**

This is a discussion regarding the direction that the McMinnville Affordable Housing Task Force would like to take with potential recommendations for development code revisions to remove barriers for affordable housing development..

### **Background:**

At their meeting on January 25, 2017, the Affordable Housing Task Force asked staff to put together an analysis of development code efficiency measures as they pertain to affordable housing barriers and incentives. (See Attachment, "Measures to Encourage Affordable and Needed Housing").

Staff chose six other communities to use as comparables. These communities were chosen for either their proximity in size to McMinnville (such as Newberg, Ashland, Redmond, and Grants Pass) or their known affordable housing programs (such as Corvallis and Bend).

Staff then started to create tables comparing different elements of the codes on the following efficiency measures:

- Accessory Dwelling Units
- Multi-Family Off-Street Parking Requirements
- Under Four Units Off-Street Parking Requirements
- Residential Street Standards
- Minimum Density Standard
- Limitations on Low Density Housing Types
- Amount of High Density Zoning Districts
- Duplexes in Low Density Zone
- Attached Units Allowed in Low Density Zones

These comparisons were provided to the McMinnville Affordable Housing Task Force for evaluation at their meetings on February 22, 2017, and April 26, 2017.

**Discussion:**

Staff believes that there are opportunities to host a community dialogue about the following provisions of the development code:

- Language allowing a Cottage Cluster Development specifically.
- Discussion of whether or not to allow detached residences in the R4 zone.
- Discussion of whether or not the maximum lot size in the R3 zone should shift from  $\leq 6000$  square feet to  $\leq 5000$  square feet.
- Allowances of duplexes in low density zones(R1 and R2) other than just on the corner lots
- Improvements to the Accessory Dwelling Unit provisions in the code.

## Measures to Encourage Affordable and Needed Housing (within existing UGB) - HB 4079 Pilot Program

### Affordable Housing Measures (23 total points) OAR 660-039-0060(3)(a)

#### Density Bonus (max 3 points)

- 3 points – Density bonus of at least 20%, no additional design review
- 1 point – Density bonus with additional design review

#### Systems Development Charges (max 3 points)

- 3 points – At least 75% reduction on SDCs
- 1 point – Defer SDCs to date of occupancy

#### Property Tax Exemptions

- 3 points – Property tax exemption for low income housing
- 3 points – Property tax exemption for non-profit corp. low income housing
- 3 points – Property tax exemption for multi-unit housing

#### Other Property Tax Exemptions/Freeze

- 1 point – Property tax exemption for housing in distressed areas
- 1 point – Property tax freezes for rehabilitated housing

#### Inclusionary Zoning

- 3 points – Imposes inclusionary zoning

#### Construction Excise Tax

- 3 points – Adopted construction excise tax

Cities must have adopted measures totaling at least 3 points of affordable housing measures

- and -

at least 12 points overall

*cities may apply for up to 6 points of credit for alternative measures*

### Needed Housing Measures (30 total points) OAR 660-039-0060(3)(b)

#### Accessory Dwelling Units (max 3 points)

- 3 points – ADUs allowed in any zone without many constraints
- 1 point – ADUs with more constraints

#### Minimum Density Standard (max 3 points)

- 3 points – Minimum density standard at least 70% of maximum
- 1 point – Minimum density standard at least 50% of maximum

#### Limitations on Low Density Housing Types

- 3 points – No more than 25% of residences in medium density to be detached
- 1 point – No detached residences in high density zones
- 1 point – Maximum lots for detached homes medium/high zones  $\leq 5,000$  sq ft

#### Multifamily Off-street Parking Requirements (max 3 points)

- 3 points –  $\leq 1$  parking space/unit for multi-unit dwelling and  $\leq 0.75$  spaces/unit for units within one-quarter mile of high frequency transit
- 1 point –  $\leq 1$  parking space/unit in multi-unit dwellings

#### Under Four Unit Off-street Parking Requirements

- 1 point –  $\leq 1$  space/unit required for detached, attached, duplex, triplexes

#### Amount of High Density Zoning Districts (max 3 points)

- 3 points – At least 15% of all residential land is zoned for high density
- 1 point – At least 8% of all residential land is zoned for high density

#### Duplexes in Low Density Zones (max 3 points)

- 3 points – Duplexes are allowed in low density zones
- 1 point – Duplexes are allowed on corner lots in low density zones

#### Attached Units Allowed in Low Density Zones

- 1 point – Attached residential units allowed in low density zones

#### Residential Street Standards

- 3 points – Allowed minimum local residential street width 28 feet or less

#### Mixed-Use Housing

- 3 points – At least 50% of commercial zoned land allows residential

#### Low Density Residential Flexible Lot Sizes

- 1 point – Minimum lot size in low density zones is 25%+ less than the minimum lot size corresponding to maximum density

#### Cottage housing

- 1 point – Allows cottage housing

#### Vertical housing

- 1 point – Allows vertical housing