

**McMinnville Affordable Housing Task Force**  
10:00 a.m. - May 11<sup>th</sup>, 2016  
Community Development Center  
231 NE Fifth Street

Agenda

1. Review and Discussion of the Establishing Resolution
2. Membership Discussion
  - a. Members
  - b. Terms
3. A look at “Neighborhood Stabilization”

Attachments:

1. Minutes from April 1<sup>st</sup> Meeting
2. Adopted Establishing Resolution

## McMinnville Affordable Housing Task Force

Minutes from the April 1<sup>st</sup> Meeting, McMinnville Civic Hall

### Attendees:

Scott Chambers (President Headwater Investments)

Sheryl Hill (Citizen at Large)

Elise Hui (Executive Director, Housing Authority of Yamhill County)

Martha Meeker (City Manager)

Kellie Menke (City Councilor)

Doug Montgomery (City Planning Director)

Alan Ruden (Councilor)

Jeff Sargent (Executive Director Yamhill County Action Partnership – YCAP)

Absent due to scheduling conflicts: Remy Drabkin (Councilor), Howie Harkema (Former Director of the St Barnabas Soup kitchen / President, COMPASS Center) and Darrick Price (Executive Director, Community Home Builders)

Guests: John Lautenbach, Board Member for the Yamhill County Gospel Rescue Mission

John Lautenbach updated the Task Force on the expansion of the Rescue Mission facilities and added the Mission is reviewing ways to also help those who will not give up drugs. Currently, the first part of the expansion, which will be an emergency shelter, is awaiting the completion of the environmental assessment. In the meantime, community support for the initiative continues to grow with many companies cutting prices for materials or donating their time towards construction.

The Task Force then addressed proposed Charter language drawn up by the subgroup formed at the last meeting. After discussion, it was decided to delineate what short, mid and long term meant with short term equating to within the year, mid-term equating to 1 to 2 years and long term equating to 3 years or longer. Also, “Affordable Housing” was set at 80% or below of median income and the group decided any discussion of a construction excise tax should be held off until a full needs assessment could be completed. For the short term, inclusionary zoning was added to the list of actions to be pursued by the year’s end. Membership was set at two Councilors, two builders, two members from the non-profit or housing sector, one member of the City’s Planning Department, one member of the business community and one member from the banking or finance community with an emphasis on banking. Terms should be three years and initial terms would be staggered. Members would be appointed by the Council with advice from the Task Force. Finally, the group desired a better understanding of what “Neighborhood Stabilization” entailed.

The Task Force next discussed the need to find land as a priority and the need to gain a better understanding of the effects from recent legislation changes affecting affordable housing.

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.

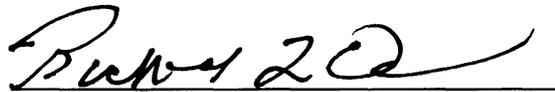
- d. Initial members will be credited a full year of participation during the year of establishment. Subsequent years of service will be from Jan 1 through December 31.
- 3. The McMinnville Affordable Housing Task Force may establish sub-committees to address certain goals, maximizing the expertise of 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:

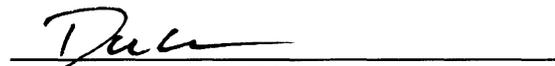
  
CITY ATTORNEY

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.