



**City of McMinnville**  
**Planning Department**  
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# MINUTES

**February 24, 2021**  
**McMinnville Affordable Housing Task Force**  
**Regular Meeting**

**10:00 am**  
**ZOOM Online Meeting**  
**McMinnville, Oregon**

**Members Present:** Chairs Remy Drabkin and Kellie Menke, Lori Bergen, Mark Davis, Alexandra Hendgen, and Yuya Matsuda

**Members Absent:** Lindsey Manfrin, Mary Stern, and Marcus Straw

**Staff Present:** Heather Richards – Planning Director and Tom Schauer – Senior Planner

**Others Present** Scott Hill – Mayor, Howie Harkema, Liz Jones, Susan Dirks, Carrie Martin, Dora Totoian, and Vickie Ybarguen

## 1. Call to Order

Chair Drabkin called the meeting to order at 10:00 a.m.

## 2. Minutes

None

## 3. Agency Reports

### a. YCAP

Alexandra Hendgen gave an update on the motel program and rental relief program.

### b. HAYC

Vickie Ybarguen gave an update on the Stratus Village project and landlord compensation fund.

### c. Champion Team

Howie Harkema said Champion Team was solvent through the end of this month. With the 501(c)3 determination letter to encompass Yamhill Valley, there was momentum to do things through that non-profit. It might change the complexion of Champion Team altogether.

Carrie Martin said it was their initial objective to get through the cold season and then reevaluate the long-term feasibility of Champion Team as an organization.

#### 4. Action / Discussion Items:

##### a. Selection of Chair/Vice-Chair

Task Force Member Menke nominated Remy Drabkin for Chair. The motion was seconded by Task Force Member Davis and passed unanimously.

Task Force Member Davis nominated Kellie Menke for Vice Chair. The motion was seconded by Chair Drabkin and passed unanimously.

##### b. SRO Zoning Ordinance Amendment

Senior Planner Schaeur said this item was on the Year 1 actions on the Task Force's updated 3-year action plan. It would amend the zoning ordinance to allow group living/SROs. The Task Force assigned a work group to assist with this item, and the full Task Force discussed this work at the October and December 2020 meetings. Planning staff also reviewed and discussed the preliminary conceptual framework discussed by the work group and Task Force and developed a draft document. This work was being undertaken as part of a larger residential code amendment package which would establish design and development standards for residential development, and this would be incorporated into that broader work. The proposed amendment referenced the applicable residential exterior design and development standards with the intent that the design would be similar, and not necessarily require an entirely separate set of standards for SRO development, if the applicable residential architectural standards could be applied to SRO development. The other proposed standards for SROs reflected the previous work group and Task Force discussions. The model addressed the development rather than the occupants. The standards were written using a flexible model focusing primarily on the shared facilities aspect of the development as a whole and providing flexibility regarding the individual living units. This model focused on the overall development without mandating that individual units must have a private bathroom, private kitchen, minimum or maximum square footage, or maximum number of rooms. An SRO unit might have a private kitchen/food preparation area or a private bathroom, or neither, but not both. Common shared facilities must be provided at a specific ratio when any units lack one or both of those facilities. There would be additional fine-tuning to ensure clarity and consistency in the relationship between the zoning ordinance, building code, ADA provisions, etc. Staff recommended the Task Force recommend approval of the major concept, structure, and elements of the proposed draft presented to be reviewed by the Planning Commission, with refinement to occur in conjunction with the broader residential zoning ordinance package and for coordination of any key building code issues which might be related. This would be taken forward together as part of the larger residential code amendment package. He then reviewed the proposed standards for small and large SRO developments.

There was discussion regarding items the Planning Commission should review, number of occupants allowed per SRO unit, threshold for small and large SROs, and deleting the on-site management section and adding it into the required Management Plan.

There was consensus to move this forward to the Planning Commission with the recommendation to establish an occupancy cap.

##### c. Legislation: HB 2006 & HB 2004-3

Senior Planner Schauer said there was a hearing with the house committee yesterday and Councilor Menke and Mayor Hill testified in support. HB 2004-3 had language for funding for McMinnville and both bills were being supported by Representative Noble for McMinnville.

Mayor Hill said the Senate Chair was behind both bills and there was good support moving forward. The funding earmarked in HB 2004-3 for McMinnville was \$1.5 million. The two bills would give them the structure and financing to move forward. They brought it down to the local level and were not a broad brush like other bills had been.

Task Force Member Menke said HB 2006 provided the City with the ability to get something done as far as where affordable housing could be sited. There was also a car camping program, similar to what was already being done in McMinnville.

## **5. Citizens Comments**

None

## **6. Task Force Member Comments/Updates**

Task Force Member Menke thanked Planning Director Richards for helping them with speaking points.

## **7. Staff Comments/Updates**

### **a. Affordable Housing Task Force Composition**

Senior Planner Schauer noted there were vacancies on the Task Force. The Council had approved the changes to the Task Force composition and representative positions were not tied to individual slots.

Task Force Member Davis suggested getting developers on the Task Force.

Chair Drabkin reported on the Fair Housing Council presentation at a recent Council meeting.

### **b. Action Plan**

Senior Planner Schauer said they were in Year 2 of the Action Plan. He discussed the on-going, immediate/short-term, mid term actions, and long term actions as well as next steps.

## **8. Adjournment**

Chair Drabkin adjourned the meeting at 11:20 a.m.