

MINUTES

January 22, 2025
McMinnville Affordable Housing Committee
Regular Meeting

10:00 am
Hybrid Meeting
McMinnville, Oregon

Members Present: Scott Cunningham, Vickie Ybarguen, Rachel Flores, Phillip Higgins, Mande Tatum, Tracy Haas, and Katie Curry

Members Absent: Amber Hansen-Moore, Lindsey Manfrin, Brian Everest, and Kenneth Cash Yount

Staff Present: Evan Hietpas – Associate Housing Planner and Heather Richards – Community Development Director

Others Present

1. Call to Order

Associate Housing Planner Hietpas noted the Committee had no Chair and called the meeting to order at 10:01 am.

2. Minutes

None

3. Citizens Comments

None

4. Action Items

A. Swearing in of New Committee Members

Associate Housing Planner Hietpas read the Oath of Service statement for each new Committee member.

Katie Curry, Phillip Higgins, and Mande Tatum affirmed the statement. Members attending virtually would be provided the statement to sign and submit.

B. Election of Chair and Vice-Chair

Associate Housing Planner Hietpas reviewed the procedure for the annual election of officers, as well as the roles of Chair and Vice-Chair.

Committee Member Cunningham nominated Rachel Flores for Chair. Committee Member Flores accepted the nomination.

Rachel Flores was elected 2025 Affordable Housing Committee Chair by a 7 to 0 vote. (Ayes: Curry, Flores, Haas, Higgins, Tatum, Ybarguen, Cunningham. Nays: None.)

Committee Member Tatum nominated Scott Cunningham for Vice-Chair. Committee Member Cunningham accepted the nomination.

Scott Cunningham was elected 2025 Affordable Housing Committee Vice-Chair by a 7 to 0 vote. (Ayes: Curry, Flores, Haas, Higgins, Tatum, Ybarguen, Cunningham. Nays: None.)

5. Discussion:

A. Discussion on Regular Meeting Schedule

Following discussion with Staff, Committee members confirmed maintaining the regular meeting schedule of the fourth Wednesday of each month from 10:00 am to 11:30 am. Staff noted that with a new Mayor and Council members, the Committee may revisit the schedule in the future.

B. Construction Excise Tax Program

Associate Housing Planner Hietpas presented the Staff report via PowerPoint on the Construction Excise Tax (CET) Program and highlighted allowed use of CET funds, the deed restriction requirement, budget overview and considerations, use of CET funds, the proposed process for awarding funds, and broader considerations for program implementation.

Questions from the Committee were addressed with input from Community Development Director Richards.

The Committee discussed with Staff developing scoring criteria and the application process for CET funds. Key points addressed deed restriction terms, supporting smaller projects, and leveraging matching funds. Members emphasized balancing funding between large and small projects and avoiding duplication of funding sources. Bonus points for projects demonstrating significant leverage were proposed.

Committee members suggested assistance from people with experience drafting similar applications, how CET funds could independently support preservation, clarifying a project could still apply even if receiving federal funds, asking on the application whether a project could be completed without the full funding request, and a periodic review of the criteria. Staff will refine the criteria with select members and return with recommendations at the February meeting.

C. Inclusionary Zoning

Community Development Director Richards provided an overview of proposed State legislation to amend the Inclusionary Zoning Law to redefine affordable housing to 80 percent or less of area median income (AMI) and to update the definition of a qualifying project from 20 units to 10 units in a structure, which would allow communities like McMinnville to participate in the program. The City had been invited to testify at the State hearing in support of the bill. The bill would also explore programs to ensure the developer is made whole for the affordable housing impact to the pro forma.

Committee members briefly discussed whether to support the City's participation in the State dialogue, noting concerns that inclusionary zoning has in some cases resulted in higher housing costs and fewer units produced. Staff referenced findings from Portland's recent program review, which was driving the amendment. Committee Member Higgins shared alternative approaches to addressing housing affordability in the remote conference chat. Staff would provide members with the Portland study and information on the bill once it is drafted.

Questions and comments from the Committee were addressed.

D. 2025 Action Plan

Associate Housing Planner Hietpas noted for the 2025 Action Plan, he had compiled items from the 2020-2022 Action Plan, which had also guided the Committee's work in 2024, along with short-term Housing Production Strategy actions. He identified Items 4 and 5 as newer efforts he would prioritize this year: the Multiple-Unit Property Tax Exemption Program (MUPTE) and the demolition fee for existing affordable housing.

Following a brief discussion, Staff confirmed that the Committee could revisit the 2025 Action Plan at the February meeting, unless there was a need to present it to City Council sooner.

6. Agency Reports

- A. YCAP
- B. HAYC
- C. Habitat
- D. Encompass Yamhill County
- E. Henderson House
- F. Unidos
- G. Yamhill County HHS

Chair Flores confirmed there were no urgent agency reports.

7. Committee Member Comments/Updates

None

8. Staff Comments/Updates

None

9. Adjournment

The meeting adjourned at 11:30 am.