



City of McMinnville
 Community Development
 231 NE Fifth Street
 McMinnville, OR 97128
 (503) 434-7311
www.mcminnvilleoregon.gov

AGENDA

**McMinnville Affordable Housing Committee
 Hybrid Meeting: In-Person and ZOOM Online Meeting
 Regular Meeting: Wednesday, April 24, 2024, 10:00 AM-11:30 AM**

*Please note that this meeting will be conducted as a hybrid meeting.
 You may attend in-person or via ZOOM meeting software.*

In-Person: McMinnville Community Development Center, 231 NE Fifth Street

ZOOM Meeting: You may join online via the following link:
<https://mcminnvilleoregon.zoom.us/j/98107138613?pwd=QUZvbW5ZWEPWVVB5MVRVckdKeEFIZz09>

Zoom ID: 981 0713 8613

Zoom Password: 611654

Or you can call in and listen via zoom: 1-253-215-8782

ID: 981 0713 8613

Committee Members	Time	Agenda Items
Kellie Menke <i>Chair</i>	10:00 AM	<ul style="list-style-type: none"> Call to Order / Roll Call
Zack Geary <i>Vice-Chair</i>	10:03 AM	<ul style="list-style-type: none"> Minutes: <ul style="list-style-type: none"> November 2020 -Exhibit 1 December 2020 -Exhibit 2 June 2021 -Exhibit 3 July 28, 2021 -Exhibit 4 October 27, 2021 -Exhibit 5 January 26, 2022 -Exhibit 6 February 23, 2022 -Exhibit 7 April 27, 2022 -Exhibit 8
Vickie Ybarguen		
Katie Curry		
Frank Foti		
Rachel Flores		
Tracy Haas	10:05 AM	<ul style="list-style-type: none"> Citizen Comments
Philip Higgins		
Steve Iversen	10:10 AM	<ul style="list-style-type: none"> Discussion Items <ul style="list-style-type: none"> Transitional Housing - Exhibit 9
Carrie Martin		
Kenneth Cash Yount	11:10 AM	<ul style="list-style-type: none"> Agency Reports: <i>If you are requesting specific support or action from the Committee, please indicate those items and actions.</i> <ul style="list-style-type: none"> YCAP HAYC Yamhill County HH Habitat for Humanity Henderson House Unidos Encompass Yamhill Valley
Ex-Officio: Howie Harkema, Encompass Yamhill Valley		
Alexandra Ball, YCAP	11:15 AM	<ul style="list-style-type: none"> Committee Member Comments/Updates
Lindsey Manfrin, Yamhill County	11:20 AM	<ul style="list-style-type: none"> Staff Comments/Updates
Miriam Vargas Corona, Unidos	11:30 AM	<ul style="list-style-type: none"> Adjournment

Please note that these documents are also available on the City's website www.mcminnvilleoregon.gov; click on Government, click on Boards and Commissions, click on McMinnville Affordable Housing Committee. You may also request a copy from the Planning Division at the Community Development Center, 231 NE 5th Street, 503-434-7311.



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MINUTES

November 25, 2020
McMinnville Affordable Housing Task Force
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

Members Present: Chairs Remy Drabkin and Kellie Menke and Jon Johnson
Members Absent: Mark Davis, Alexandra Hendgen, Lindsey Manfrin, Alan Ruden, Mary Stern, and Marcus Straw
Staff Present: Tom Schauer – Senior Planner
Others Present Scott Hill – Mayor, Lori Bergen, Howie Harkema, Carrie Martin, and Vicki Ybarguen,

1. Call to Order

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

2. Minutes

- February 26, 2020
- May 27, 2020

There was no quorum to approve the minutes.

3. Action / Discussion Items:

- Action Plan Work: SRO's

Senior Planner Schauer gave a background on SRO's and possible regulations, including what the City of Bend had done. He suggested defining SRO's as a separate use which would allow for a separate set of design standards that would be regulated differently from other residential uses. He suggested adding definitions for small group living and large group living. Small group living could be allowed in the same zones as single family dwellings, R-1 to R-3, and large group living could be permitted in multi-family residential zones. Regulations for each of these could be adopted while still being flexible to meet the needs and not create barriers. He then discussed the proposed definitions and the sizes for each type of facility.

Howie Harkema asked if in the Bend model there were restrictions on the square footage per person. Senior Planner Schauer said they did not regulate it per person. What they had was for each living unit there was a minimum and maximum number of square feet. The practical minimum they could get under the building code was about 125-150 square feet.

Mr. Harkema asked if the bathrooms had to be ADA compliant. Senior Planner Schauer would have to look into it for a group living situation. Accessible units could have a larger minimum square footage.

Committee Member Menke thought there should be at least one accessible unit in a grouping.

Senior Planner Schauer said for the large group living he tried to provide flexibility so the units could be detached or attached. If it was all in the same building, there was no requirement for private restrooms for each unit, but if they were detached each unit would need to have access to either a private or shared restroom interior without having to go outside.

Committee Member Johnson thought the detached units should have a minimal kitchen facility so people did not have to go outside, especially if they had medical issues where medicine needed to be refrigerated.

Committee Member Menke thought having one kitchen would be less expensive.

Mayor Hill suggested if there was one kitchen unit, each resident should have their own refrigerator.

Senior Planner Schauer said they did not specify private refrigerators for dorms. There would be some control over that from the institution and what they wanted to see. Bend required a communal kitchen and individual units could not have private kitchens. They had requirements for what would be included in the kitchen, similar to what was in a kitchenette in a hotel room.

Chair Drabkin thought they needed to keep in mind that the more nuanced the regulations were, the less likely a developer was going to be interested in developing this type of facility.

There was discussion regarding what should be private and what should be general common area and limited common area and how much should be regulated and how much should be left up to the developer.

Vicki Ybarguen agreed if the guidelines were too strict they would limit people wanting to do this type of development. Developers would see what the need was. Having flexibility and creativity would be helpful.

Senior Planner Schauer said there was a difference between small and large group living regarding what was private or shared.

Chair Drabkin thought they should pull specific language out of what was required in each independent space. She thought the private/shared bathroom should be left up to the developer.

Carrie Martin asked if there were other models that addressed the needs of post-incarcerated individuals, particularly sex offenders. Mr. Harkema thought they should talk to the organizations working on this initiative.

Mr. Harkema asked about ADA compliance for these facilities. Senior Planner Schauer would check with the Building Official to discuss how it would be addressed. There were standards in the building code for noise reduction between sleeping units.

Committee Member Menke thought they should keep the regulations as open as they could and the market would determine what went into them.

Senior Planner Schauer said there should be some differentiation between the small and large group categories and making sure it worked whether it was detached or attached.

There was consensus to move forward with the way staff had divided the two permitted uses. There should be more flexibility on the small group living to allow each room to have its own private facility or a shared one per a certain number of rooms or one building.

Senior Planner Schauer would bring this back with the refinements discussed.

4. Citizens Comments

None

5. Task Force Member Comments/Updates

- Update: Homelessness

Ms. Martin said Champion Team had gone through some significant organizational challenges and the board had been reconstituted. She became interim Board President and Mr. Harkema became the interim Executive Director in August. They had been having tremendous success with working with the staff and creating a different set of rules, policies, procedures, and goals. Last week Health and Human Services needed to terminate the contract with Champion, which was their single source of revenue and covered operations. That was going to force them to close. The Board would be starting a fundraising campaign to keep the drop in center open through the winter months.

Mr. Harkema said they had done their best to save Champion Team, which was in a horrible condition. Files had not been put together for about three years and last year's taxes had not been paid. The center saw 50-60 people per day minimum and he did not know where these people would go if Champion Team wasn't there. It was a big ask, but the community needed to help get them through the winter.

Ms. Martin clarified they had not lost their lease, but long term the plan was to go somewhere else. It was a challenging location. They needed \$10,700 per month to stay open. She had put together a transitional plan and budget and \$65,000 would get them through the end of April. They had received donations and had applied for Covid relief funds. They also planned to begin a fundraising campaign.

Mr. Harkema explained the populations they were serving and how it was not just a drop in center for mental health support.

Ms. Ybarguen said the Housing Authority's project was still in the design phase and getting partnerships.

Mr. Harkema emphasized how much people needed the drop in center and he asked that the Task Force take that message to the community.

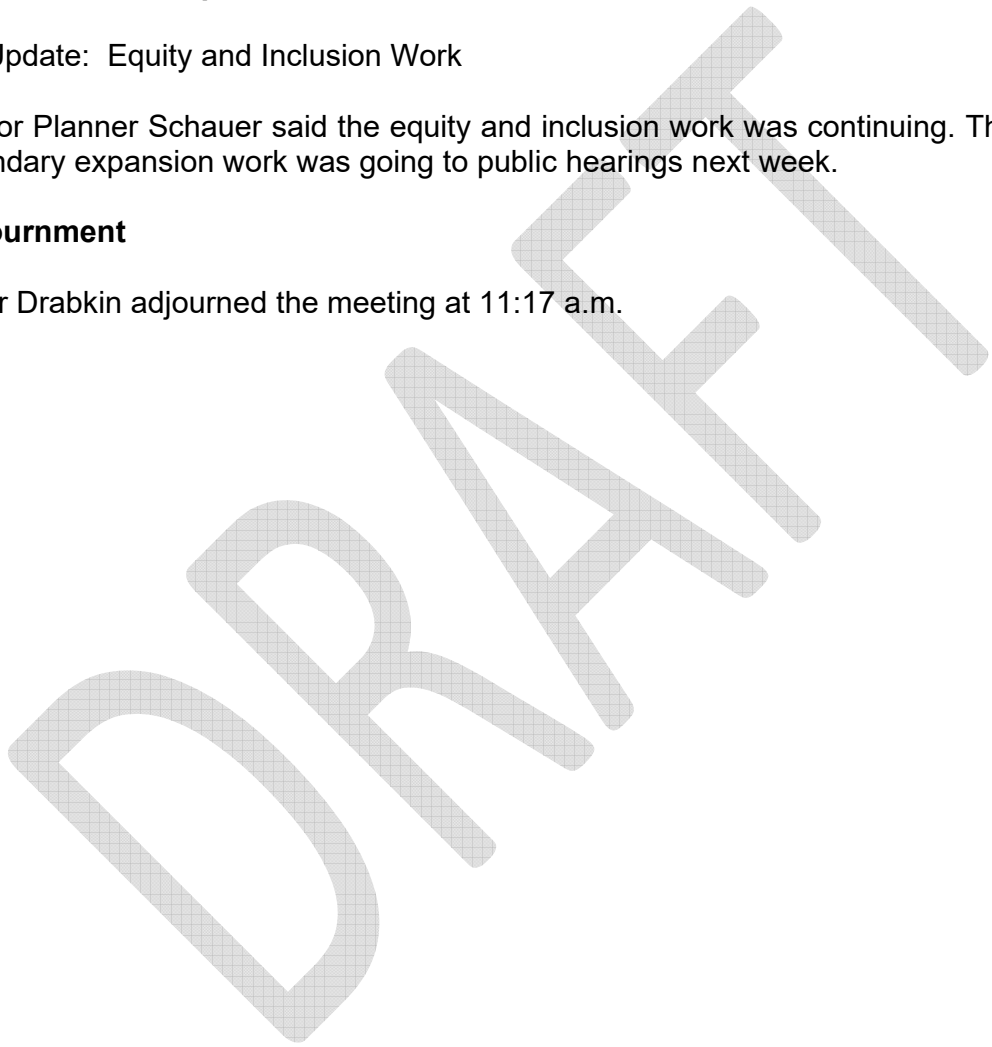
6. Staff Comments/Updates

- Update: Equity and Inclusion Work

Senior Planner Schauer said the equity and inclusion work was continuing. The Urban Growth Boundary expansion work was going to public hearings next week.

7. Adjournment

Chair Drabkin adjourned the meeting at 11:17 a.m.





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MINUTES

December 23, 2020
McMinnville Affordable Housing Task Force
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

Members Present: Chairs Remy Drabkin and Kellie Menke, Mark Davis, Jon Johnson, Lindsey Manfrin, and Mary Stern

Members Absent: Alexandra Hendgen and Marcus Straw

Staff Present: Tom Schauer – Senior Planner

Others Present Lori Bergen, Howie Harkema, Carrie Martin, and Vicki Ybarguen,

1. Call to Order

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

2. Minutes

- February 26, 2020
- May 27, 2020

Task Force Member Menke moved to approve the February 26 and May 27, 2020 minutes. The motion was seconded by Task Force Member Stern and passed unanimously.

3. Agency Reports

- YCAP

The Task Force listened to a recording from Alexandra Hendgen. She discussed work with the Shelter Collaborative, increasing inclement weather beds in shelters, continuing the motel project, resuming street outreach, strategies for the upcoming Point-in-Time Count, update on the Rent Relief Program, creating a list of households that had not been served and looking for other funding for them, need for an additional rent relief package, increase in coordinated entry calls, continuing to run normal housing stabilization programs, and challenges to service delivery and access to funds.

Chair Drabkin said there was another release of funding and some of that would go to YCAP for the Rent Relief Program.

- HAYC

Vicki Ybarguen discussed landlord relief funding and the Housing Authority project. She discussed challenges to funding the project because McMinnville was considered an urban population instead of rural.

- Champion Team

Carrie Martin said they were at 63% of their fundraising goal which meant that they could stay open through February. Additional funding opportunities had opened for which they would be eligible.

Howie Harkema said they would like to get enough funding to be open through April, which would take \$20,000 more. They were hopeful that the funding would come through.

Task Force Member Manfrin said Health and Human Services was continuing to work with organizations on projects. They had multiple housing projects in McMinnville and those programs had successful outcomes, both from a cost savings perspective and overall health and well-being standpoint. They were about to break ground on a project in Sheridan that would provide 60 units. They hoped to start putting people in those units in May 2021. They were also working on preparations when vaccines were available for the homeless population.

4. Action / Discussion Items:

- Update of Affordable Housing Task Force composition, and provisions re: attendance, and quorum

Chair Drabkin said they were working on changing the composition of the Task Force which would have to be approved by both the Task Force and Council. They had been having a hard time keeping a few positions filled while having other representatives attend who were not members based on the guidelines that were set up when the Task Force was established. They wanted to have good representation from a variety of community stakeholders. They also wanted to include guidelines regarding attendance.

Senior Planner Schauer noted that it was Task Force Member Johnson's last meeting.

Task Force Member Stern had been in contact with Harold Washington to be a member representing developers. She could also look into possible youth member candidates.

Task Force Member Davis was concerned that all the non-profit members were moving to a non-voting status. He thought at least one should be a voting member. Chair Drabkin said that was a good point and this item would be brought back to the next meeting after some discussion about the suggestion.

Task Force Member Davis asked who they should contact if they knew they would not be able to attend a meeting. Chair Drabkin thought it would be Senior Planner Schauer, Vice Chair Menke, or her that could be contacted and they would share the information with the rest of the group.

- Support for continuation of hotel/motel program

Chair Drabkin said Ms. Hendgen spoke about the success of this program in her presentation. The City had contributed \$50,000 and the idea was raised that the City continue to support the program. There was Council support for that concept and they directed staff to identify where the funding would come from in the budget. She asked for a letter of recommendation from the Task Force to the City Council in

support of the idea. This program was acting as a navigation center. It had been so successful that as long as there were funding mechanisms available, YCAP was interested in continuing the program.

Task Force Member Manfrin said the program had started as a response to Covid to move people out of congregate shelter settings to housing. As they moved through the Covid event, the shift of the overall purpose would shift and in doing so there would need to be changes in the eligibility criteria. Those were conversations that would need to occur if it were to shift from a Covid response to a housing effort. She agreed there was value in having this program continue in the community.

Task Force Member Johnson thought the program benefitted both the homeless as well as the motels that were struggling with occupancy. He was in support of writing a letter of recommendation.

Chair Drabkin would bring back a draft letter to the next meeting.

- Legislative Concept LC 1684

Senior Planner Schauer said this concept was intended for the 2021 legislative session. It would bring back the provisions from HB 4001, which included some funding and siting regulations for emergency shelters. This might be help with the navigation center concept they were trying to build.

Task Force Member Menke questioned what could be done with the low amount of funding.

Task Force Member Davis thought it was still worth pursuing, especially to help with the navigation center. He was willing to keep track of this concept for the Task Force.

5. Citizen Comments

None

6. Task Force Member Comments/Updates

Mr. Harkema said Champion Team was sponsoring flu shots next Tuesday.

Chair Drabkin said the City of Newberg donated 7 homes to Sedcor to be given to families affected by the wildfires.

7. Staff Comments/Updates

Senior Planner Schauer said LCDC adopted the final administrative rules for middle housing. The Planning Department was working on code amendments to reflect these new standards. He said a member of OHCS might be able to attend Task Force meetings and assist with some of the issues.

8. Adjournment

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



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MINUTES

June 23, 2021
McMinnville Affordable Housing Committee
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

Members Present: Chairs Remy Drabkin, and Kellie Menke, Katie Curry, Mark Davis, Alexandra Hendgen, Steven Iversen, Yuya Matsuda, Marcus Straw, and Vickie Ybarguen

Members Absent: Lori Bergen, Howie Harkema, and Lindsey Manfrin

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

Others Present Scott Hill - Mayor

1. Call to Order

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

2. Minutes

None

3. Agency Reports

A. YCAP

Committee Member Menke gave a YCAP report including Covid protocols, funding and donations, housing stabilization, food bank, and youth services.

Committee Member Hendgen gave an update on Project Turnkey and the rental assistance program.

There was discussion regarding the funding and timing of Project Turnkey.

B. HAYC

Committee Member Ybarguen reported on funding for Stratus Village, rental assistance for landlords, and emergency housing vouchers.

C. Encompass Yamhill County

None

4. Action / Discussion Items:

A. Breakout work sessions – Planning Director Richards said there was a Work Session scheduled with the City Council in September to discuss these items.

a. Community Land Trust, Land Banking

A group of Committee members worked on the Community Land Trust idea.

b. Construction Excise Tax

A group of Committee members worked on the Construction Excise Tax idea.

B. Briefing to full committee

Committee Member Menke said the Construction Excise Tax group had talked through the process and what the City of Newberg had done. There was concern about opposition and they suggested holding two or three meetings to provide information and get feedback.

Planning Director Richards said the Land Trust group talked about the Work Session scheduled with the Council in July to talk about annexation agreements. The Land Trust could be presented as a tool for affordable housing in annexation agreements. If the Council liked the idea, the Committee would continue to work on the logistics. They also discussed putting together a panel discussion of other cities that had done a Land Trust at the next Committee meeting as well as legacy donations for Land Trusts and making the Housing Authority the non-profit that held the land so the program could be County-wide.

C. Discussion of Homework

There was discussion regarding the webinar on House Bills related to affordable housing.

D. Mobile Home Discussion

Senior Planner Schauer discussed where mobile homes were allowed in the City. The standards required the homes to be pit set, but there were a number of parks that predated the standards that did not have the pit set installations. The problem was if one of these homes was replaced, the Code required the new home to be pit set which was a cost issue. He asked if the Committee wanted staff to work with the Planning Commission and look at it through the lens of affordability and long term value.

There was consensus for staff to move forward as proposed.

Chair Drabkin left the meeting.

5. Citizen Comments

None

6. Task Force Member Comments/Updates

Committee Member Matsuda discussed a pilot project that Zillow was proposing to match landlords with low income tenants.

Committee Member Curry said they were currently accepting homeowner applications until July 13.

7. Staff Comments/Updates

Planning Director Richards discussed an upcoming meeting in September with Fair Housing representatives regarding protected classes and programs other cities were doing that were affecting outcomes.

8. Adjournment

Chair Menke adjourned the meeting at 11:24 a.m.



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MINUTES

July 28, 2021
McMinnville Affordable Housing Committee
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

Members Present: Chairs Remy Drabkin and Kellie Menke, Lori Bergen, Katie Curry, Mark Davis, Howie Harkema, Steven Iversen, Lindsey Manfrin, Marcus Straw and Vickie Ybarguen

Members Absent: Alexandra Hendgen and Yuya Matsuda

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

Others Present Scott Hill – Mayor, Jacob Miller, Valerie Miller, Aileen O., and Kirby Neumann

1. Call to Order

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

2. Minutes

A. September 23, 2020

Committee Member Menke moved to approve the September 23, 2020 minutes. The motion was seconded by Committee Member Davis and passed unanimously.

3. Agency Reports

A. YCAP

Committee Member Menke reported on funding, housing stabilization, food bank, and grants.

B. HAYC

Committee Member Ybarguen reported on emergency housing vouchers and lack of funding for Stratus Village.

C. Encompass Yamhill County

Committee Member Harkema reported on the overnight safe car camping program, court advocacy, cooling shelters, and funding.

4. Action / Discussion Items:

A. Community Land Trust, Land Banking

Planning Director Richards said they were putting together the panel of land trust experts to come to the August meeting. They had discussed with the Council the proposal to include land trusts and inclusionary zoning in annexation agreements. The Council was in favor of the idea.

Committee Member Ybarguen said the Housing Authority was very supportive of the idea as well and would have more conversations about being the non-profit agency for the land trust.

B. Review of SDC Exemptions for Affordable Housing

Planning Director Richards gave a presentation on affordable housing SDC exemptions. The current code allowed qualifying housing projects to receive an exemption from Transportation and Wastewater SDCs and 50% permit fee reductions. The house needed to be retained for affordable housing for ten years. A Certificate of Exemption was recorded on the property with the value of the exemption and the timeframe. Since the program was adopted, there had been 40 projects equating to \$229,266.50 grants to affordable housing projects in the form of SDC exemptions. Two additional projects were on the horizon. The code required Council evaluation of the program in 2021 to decide whether to continue the program, analyze revenue shortfalls in public facility updates that were currently underway, put a cap on the program, put another evaluation year on the program, or discontinue the program. She asked for a recommendation from the Committee that would be forwarded to the Council.

There was discussion regarding total SDC revenue collected per year, continuing the program as is, setting a review process in the future, and successes of the program.

Committee Member Davis moved to recommend to the Council to extend the program for another five years under the current conditions. The motion was seconded by Committee Member Menke and passed unanimously with Committee Members Ybarguen and Curry abstaining.

C. City Center Housing Strategy – density, parking number and location

Planning Director Richards gave an overview of the City Center Housing Strategy. The purpose of the project was to develop a strategy for increasing and incentivizing housing in the city center area. She explained the project area, barriers identified, residential pro forma, pilot project analysis, takeaways, action plan, and removing regulatory barriers.

There was discussion regarding making sure the housing remained housing and did not become lodging, steps for moving forward, and staff capacity.

Committee Member Menke moved to forward staff's recommendations to the Planning Commission for further consideration and action. The motion was seconded by Committee Member Davis and passed unanimously.

5. Citizen Comments

Jacob Miller suggested instead of enforcement, there could be a group of first responders to help connect the homeless with services that were available.

Valerie Miller talked about the issue of services penalizing people who needed medication.

6. Task Force Member Comments/Updates

- ARPA Funds – Committee Member Davis said the City was going to get around \$7 million in ARPA funds. He thought this was an opportunity for some investments in affordable housing projects.

There was consensus to discuss this at the next Committee meeting.

- Turtledove Shelters – Committee Member Davis said these were mobile shelters for the homeless. One of their requests was to have places to park these mobile shelters. He thought they should invite the group to a meeting to explain what they were doing and how the Committee could help.

7. Staff Comments/Updates

Planning Director Richards suggested a discussion at the next meeting on outreach to address the issue Mr. Miller raised.

8. Adjournment

Chair Drabkin adjourned the meeting at 11:17 a.m.



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MINUTES

October 27, 2021
McMinnville Affordable Housing Committee
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

Members Present: Chairs Remy Drabkin and Kellie Menke, Vickie Ybarguen, Mark Davis, Howie Harkema, Alexandra Hendgen, Steven Iversen, Lori Bergen, and Yuya Matsuda

Members Absent: Lindsey Manfrin, Marcus Straw, and Katie Curry

Staff Present: Heather Richards – Planning Director, Tom Schauer – Senior Planner, and Adam Tate – Associate Planner

1. Call to Order

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

Planning Director Heather Richards introduced new Associate Planner Adam Tate who shared some of his background with the Committee.

Chair Drabkin noted a quorum was now established.

2. Minutes

None

3. Agency Reports

A. Yamhill Community Action Partnership (YCAP)

Committee Member Hendgen provided updates on winter shelter planning, delivering rental assistance with \$2.8 million left for households in Yamhill County, the second round of rental assistance of about \$156 million, that the state is considering a third-party administrator based out of Seattle to deliver those dollars, working with the City in talking about a navigation center, and YCAP's Project Turnkey is working in partnership with Providence to transition from Covid-safe sheltering into a stable resource for the next three years.

Committee Member Ybarguen added Project Turnkey is a good extension from the hotel program and spoke of working on the details of how to transition from a hotel to a shelter, noting the program changes involved. Remodeling of the property with needed improvements and added safety features just started which she described and the majority of which should be complete by the end of the year.

They have also been working with their architects on Stratus Village to do some redesign to try to decrease costs and to try to create a neighborhood, not a complex, noting the unit mix will be changed from studios to one to three bedrooms.

People receiving vouchers are still having problems finding housing to rent which increases the intake staff's workload. They get admin fees from HUD based on how many vouchers are leased. All vouchers have been extended to the end of the year.

The Community Development Block Grant (CDBG) grant for mobile home health and safety repairs is closing out for McMinnville and starting in Newberg.

Questions and feedback were addressed from the Committee as follows:

- First Baptist Church is the McMinnville-specific agency partner in contract with YCAP to deliver nightly winter shelter.
- Oregon Housing and Community Services, a frequent partner of YCAP, is making the decision of the third party to distribute rental assistance funds. They are considering PVL and have already been utilizing them to backfill the large number of applications that rolled into the metro areas.
- The approximate percentage of vouchers unable to be used in the community, whether McMinnville or the County, is around 53 percent right now. Typically, about 78 percent lease-up rate.
- YCAP is also supporting the Housing Authority in their work for the emergency housing vouchers which presents the same challenge.
- With the emergency vouchers YCAP also has funding for a landlord liaison which YCAP will be doing the work on.
- A landlord cannot discriminate based on income which means they cannot discriminate if somebody has a voucher. The difficulty is that there are so few available units for anyone to rent; there are waitlists everywhere.
- They have recently adjusted their payment standards regarding finding a place that would meet a prospective tenant's income requirements where they would not be cost-burdened. If someone finds a unit above the payment standard, they could ask for reasonable accommodation.
- The rehab program still has the revolving loan fund, and people in McMinnville who have older homes that need repairs can apply for a loan through the Housing Authority. The program costs way less than building a new unit, and everyone should promote the program. The wait list on that is not very long, and they prioritize by severity.

B. HAYC

Item was not discussed.

C. Encompass Yamhill County

Committee Harkema reported that Encompass is still working on Sunday Sandwiches at the library from 1:00 p.m. to 3:00 p.m. every Sunday. Beginning next week, they will serve hot meals as well as sandwiches and fruit and vegetables due to a grant from National Alliance on Mental Illness (NAMI). The safe overnight car camping program is still working well. Encompass has given out gas vouchers quite often at Sunday Sandwiches and has been bringing mail for the people who were receiving it at Champion Team for them to pick up on a weekly basis. They are working on

coordinating the daytime-only warming centers throughout Yamhill County, working with Brian Young from Emergency Management.

D. Habitat for Humanity

Committee Member Curry was not present to give an update, but Chair Drabkin said Habitat's 26th annual fundraiser with Nick's Italian Cafe is coming up in early November which alone has raised enough funds to build a couple of Habitat houses.

4. Action / Discussion Items:

- A. Letter of Support for OHCS creation of a "Mid Urban" or "Big Rural" designation for Local Innovation and Fast Track Rental (LIFT) funds, and to include funding for the new category, with per-unit funding amounts to be based on the current Rural, not Urban amounts.

Chair Drabkin stated original Agenda Item C would be moved to the A position.

Committee Member Ybarguen explained that in the last funding cycle, they did not receive the requested Low Income Housing Tax Credits (LIHTC) funding for Stratus. The state is putting more funding into LIFT which is a better opportunity for them, designated into Urban and Rural categories. McMinnville qualifies in the Urban category due to population size, but that category is more designed for cities that get other subsidies from the city. They have made some headway in their advocacy for consideration under a new category. The state has talked about possibly Mid-Urban where McMinnville would compete more with cities of similar size. They also advocate the state use the funding levels for the Rural category because the Rural category has more funding than the Urban category. She discussed an example of how the scoring for the funding is done and how asking for more of the subsidy results in fewer points which makes it harder to get the funding.

She did not have the information at this time on how relative to the unit cost that LIFT will fund up to how it compares to the unit cost of Stratus thus far, but it was before the cost of building materials went up, noting LIFT funds are not designed to cover 100 percent of the cost. They still will be getting a loan on the property in addition to looking for other funding sources. Doing it this way, they are able to do it as one project instead of two, to build it out all at once which is less expensive overall.

She reported they met with Representative Noble, but he was unable to attend the meeting with the mayor and city manager, Tom Schauer, herself, and Chair Menke. Representative Nobel is very supportive of leveraging his role to advocate for McMinnville for this Big Rural classification and will submit letters and make phone calls.

It was suggested the Committee submit a letter to Margaret Salazar and whoever else they have identified at OHCS, to show significant local support in addition to Representative Noble's efforts. The state is very much considering making changes, which is progress from the past.

Committee Member moved that the Committee ask Committee Member Ybarguen to draft a letter to be signed by Chairs Drabkin and Menke to advocate for what the Committee has just discussed here. The motion was seconded by Committee Member and passed unanimously.

- B. City Council Work Session re: CET

Senior Planner Schauer reviewed the Committee's recommendations for the proposed Construction Excise Tax (CET) from their workgroups at the May and June meetings in preparation for the presentation for the November 17th City Council meeting in addition to some history and outreach Staff had done on the subject and updated information on what costs and revenues would be associated with a CET.

The Committee discussed what to include in their presentation to Council and especially what the call to action should be:

- State law says 50 percent of non-residential CET funds need to go to "fund programs related to housing," and the other 50 percent is not prescribed by the statute. Chair Menke confirmed she suggests 100 percent of the non-residential CET go to fund affordable housing.
- Should AHC have a proposed plan for years one through five of how they would request the funds be utilized? Other communities do not pigeon-hole the funds in advance of understanding what the need is year after year. Projects apply for the funds. AHC could state the type of projects they would like to see funded and add they would like flexibility in terms of how the funding is used year over year.
- The information from other communities should include what they are doing, what worked, and what did not. Their presentations should inform on how much money they received, what they spent it on, and what seemed to be effective uses of the money.
- Because the timeframe is so tight, AHC should introduce the program and the reason the three communities were invited. Each community will have 10 minutes to speak. Then there will be a discussion about what the Committee has been discussing as an overall program. Council would discuss and provide feedback. Based on the feedback/direction, AHC would come back with a program for adoption.
- Provide some detail to head off questions. There is some wiggle room as to the percentage of the tax on residential and non-residential building permits.
- Some affordable housing projects are exempt from the CET under state law. Some communities have adopted thresholds that exempt small improvements to homes.
- The goal is for Council to say they would like to put a consideration of an ordinance adopting a CET on the future agenda and here are the general parameters of what the ordinance should look like. They can review what the Committee recommended and possibly say it is the right rate to put out in a draft ordinance. Then the ordinance is drafted for their consideration.
- McMinnville could approach as a sliding scale the CET tax up to the maximum allowed down to zero based on the value of the home that it is being applied to.
- Staff confirmed they have reached out to the communities. Based on today's conversation, AHC should give them some directed questions.
- Staff did not know how long the timeline would be after the work session for Council to vote on the item. They could potentially place the consideration of the CET on the agenda at any time available.
- Committee Member Davis thought the systems development charge (SDC) is likely to be increased also, which will get a lot of pushback from developers who often show up at Council which has had an impact in the past. It was noted changing SDC methodology is a big task and would not likely happen for two or three years.
- AHC needs to show CET is not an attack on the local builders but will spur some development and could help the local builders and to stress that since McMinnville will be requiring affordable housing for annexations, these CET funds will help those developers build the affordable housing. It is important to illustrate how the CET collection can help builders.

- The written Staff report that will go to Council in advance will look at the three cities invited and then others and provide examples of how other cities are using the funds and the type of projects they are building. It will highlight examples/opportunities.
- It was suggested when Staff writes its report to send it around to the Committee members for feedback.
- Planning Director Richards should do the presentation and acknowledge members of AHC that are on the Zoom call. She will give introductory comments, introduce the cities, summarize the Staff report, and open the discussion. She thought the Staff report should use less bureaucratic type of language and more illustrative language.

Committee Member moved that the Committee support a construction excise tax for the City of McMinnville and urge the City Council to adopt it. The motion was seconded by Committee Member Bergen.

Staff confirmed Council would not be asked to adopt anything at the work session. They are going to ask Council for direction, how to move forward with the proposal, if at all. Based on their direction, Staff will put together a more detailed package which will go through the Affordable Housing Committee (AHC) and then to Council. If the motion passes, at the work session Staff will say this is a recommendation of the AHC.

The motion passed unanimously. It was noted there was a quorum.

C. Work Update

Senior Planner Schauer provided an update on three items on the Council agenda last night: two ordinances and a resolution on the American Rescue Plan Act (ARPA) funds. They continued the decision on ARPA funds and did not discuss any specific provisions.

The two items recommended by AHC, Stratus Village and the navigation center, both continue to be identified as high priority with a range of funding that is consistent with what the Committee recommended.

In July Staff came to AHC with a proposal for a bundle of amendments to the provisions regarding housing in the zoning ordinance which would expand where housing can be built and support temporary RV use during construction. The bundle went to Planning Commission for a work session and their recommendation to Council, and Council adopted it. They will go into effect in 30 days.

Council also adopted the annexation provisions Staff took them through. As properties inside the Urban Growth Boundary annex into the city, they need to go through a planning process and show how they will meet the needs and area plans for the area including how they will address housing needs.

5. Citizens Comments

None

6. Task Force Member Comments/Updates

None

7. Staff Comments/Updates

A. Upcoming tem expirations/re-application

Staff reminded the Committee that a few members' terms end December 31st. He emailed those members information about reapplying.

8. Adjournment

Senior Planner Schauer adjourned the meeting at 11:16 a.m.

DRAFT



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231 NE Fifth Street
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MINUTES

January 26, 2022
McMinnville Affordable Housing Committee
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

Members Present: Chair Remy Drabkin, Kellie Menke, Lori Bergen, Howie Harkema, Steven Iversen, Vickie Ybarguen, Philip Higgins, Katie Curry and Yuya Matsuda

Members Absent: Beth Caster, Alexandra Hendgen, and Lindsey Manfrin

Staff Present: Tom Schauer – Senior Planner

Others Present Mayor Hill and Nate Ball

1. Call to Order

Chair Remy Drabkin called the meeting to order at 10:00 am.

2. Election of Chair and Vice-Chair

Chair Drabkin read the election procedure and called for nominations for the position of Chair.

Committee Member nominated Remy Drabkin for Chair. Committee Member nominated Kellie Menke. Committee Member Menke declined. Hearing no further nominations, Chair Drabkin closed the nominations and called for the vote.

Remy Drabkin was unanimously elected Chair with Committee Member Bergen abstaining from the vote.

Chair Drabkin called for nominations for the position of Vice-Chair. She nominated Kellie Menke. Committee Member nominated Yuya Matsuda. Hearing no further nominations, Chair Drabkin called for the vote.

Kellie Menke was elected Vice-Chair by majority vote.

3. Minutes

A. January 27, 2021

B. February 24, 2021

C. March 31, 2021

Committee Member moved to approve the January 27, 2021; the February 24, 2021; and the March 31, 2021, minutes as presented, seconded by Committee Member Bergen. The motion passed unanimously.

4. Agency Reports

D. YCAP

Committee Member Menke reported that Beth Wytoski resigned as president; the new president is Carrie Zimbruch. They are voting on the strategic plan and are in the middle of their first audit with a new auditor which is going well. They are making progress on adding a couple of rooms at the turnkey operation and have adopted a bilingual pay policy. YCAP is proceeding with the City on the navigation center. She described their continuing efforts, walk-throughs of the sites, and plans for the spaces and construction.

Chair Drabkin noted on January 19th, Alexandra and Amber Hansen-Moore, who do youth services, presented updates on the navigation center to City Council, which is available via recording.

E. HAYC

Committee Member Ybarguen reported the letter sent to Oregon Housing and Community Services (OHCS) requesting changes to the LIFT program was successful. Instead of just urban and rural, they now have a mid-size urban category which is what they will apply under with the whole project as one. The NOFA should be released at any time. They have seen the draft but not a final version. Anticipating the NOFA will be due back early spring, they will hear back on the funding in July. KC Cool has been organizing an affordable housing and shelters tour every Friday of this month. Last month the legislation delegation and KC Cool came to the office to talk about housing issues and the Stratus Village project. Margaret Salazar, OHCS director, came down as well. She was promoted to HUD regional director for the area, giving the opportunity to discuss both OHCS and HUD matters. This Friday they will tour Deskins Commons. Their offices are still open to the public despite the Covid surge. They have been working on an online portal. They no longer will have a paper application but will have cards in the office with QR codes. All processes will be through the portal. They do have a resource center if someone needs assistance or a computer. They are still struggling on leasing up with the vouchers. It is tough to find a unit. She clarified she has not yet met the new OHCS director.

F. Habitat

Committee Member Curry reported Habitat is still building in the Aspire neighborhood, the 34-lot development, and are almost halfway through, with 15 units finished. The Women Build house was just finished through funding and building with the Women Build program. The family of seven will move in probably next month. Next door is the next home for an already selected family of five. They will start opening applications for their next build which probably will not start until the summer. They are looking for two families. In August or September they will start a townhome in Aspire. They will be getting information out in the next few weeks if anyone wants to help. In-person informational meetings will likely be done with pre-recorded videos and Zoom Q&A's. The application timeframe is usually open for about a month. They likely will accept applications mid-February through mid-March. Construction crews are also busy with the park in the Aspire development, a pavilion, and a shelter for the park area. They

are working on board development, needing more members. If anyone has ideas, let Habitat know.

G. Encompass Yamhill County

Committee Member Harkema reported for the safe overnight car park program, Encompass Yamhill County is signing a memorandum of understanding with McMinnville Covenant Church on W 2nd Street, the first church that will provide up to three spots in the back of their parking lot. Hopefully they will inspire other churches to join in. Sunday Sandwiches is held at the library every Sunday from 1:00 to 3:00. They have been doing it for nine months and will continue to do it in the spring and into summer, hoping to make it permanent and seeking funding to do so. It costs roughly \$560 for every two months. Encompass Yamhill County has paid for a number of Sundays. NAMI (National Alliance on Mental Illness) has donated as well. Encompass Yamhill County has implemented a gas voucher system for the YCCO, and their board member takes care of getting the vouchers to those who need them. They are coordinating the warming shelters for the winter and the overnight stays. December 24th through January 2nd, they were able to shelter 522 people. The shelters are open again beginning tonight through Friday. Encompass Yamhill County has gotten a couple of good grants and have applied for a large grant as well.

5. Action / Discussion Items:

A. Follow-Up: City Council Work Session re: CET

Mr. Schauer spoke about McMinnville's exploring a construction excise tax (CET) for the last number of years. Last fall the Committee made a recommendation to City Council for an affordable housing CET. The City Council work session on November 17th included representatives of other cities with the same program, who shared some of the issues they went through in the development and adoption of CET. He sought the Committee's feedback on two items before doing community outreach. The idea would be for Staff to come back to the Committee at the February meeting to share any of the feedback received from the outreach and essentially get a recommendation on a final proposal for what would go to Council for a public hearing in March. Staff would like guidance on the concerns of the Homebuilders Association in other cities with CETs who are asking the cities to delay when system development charge (SDC) payments are due, until later in the process. He shared the feedback from the communities of Bend and Newberg.

The Committee discussed whether they would want to entertain the timing of SDC payments as part of their recommendations as McMinnville reaches out to the development community, noting concerns about the increased administration needed to do so and possible negative downstream effects to the end user.

Chair Drabkin understood the consensus was to ask the Homebuilders Association to give their top three things the City should be considering, doing more direct outreach to local builders, and getting a real idea of Staff capacity.

Committee Member Matsuda excused himself from the meeting.

Chair Drabkin suggested putting together a small workgroup to meet once and help formulate the list of questions, draft an email to go to Homebuilders Association, and brainstorm ideas

for how to do local engagement. The Committee would flesh out talking points for the letter to the Homebuilders Association and decide how to progress with local outreach.

Mr. Schauer requested feedback on the second item regarding permit tax being based on permit valuation and how some cities have exempted work below a certain valuation from the CET. After discussing whether they want to look at exempting a certain value of work, the majority of the Committee agreed to leave the practice as is.

6. Citizens Comments

Nate Ball thanked the Committee for their work. He and his wife co-own a building on Baker Street, the multi-family complex that burned a year ago. They are making some concrete progress towards a rebuild and looking at making a significant portion of the units affordable. He has been reading the Committee's minutes for quite a while and is interested in continuing affordable housing efforts. He will stay in touch and keep them posted.

7. Task Force Member Comments/Updates

Vice-Chair Menke understood there would again be no Point in Time count from YCAP, but the homeless population would come to a certain location for giveaways and a little evaluation, acknowledging it is not good that it would be the second year in a row with no Point in Time count. She would try to find out if all the CAP agencies are suspending their Point in Time counts as well and update at the next meeting.

Committee Member spoke about a conversation that started last night in Council about separating out ordinances regarding abandoned vehicles from the ordinance that concerns those who are living in their vehicles on the street. Part of that conversation included how to address Turtle Dove shelter pods, which are not RVs. The idea was brought up that the City could identify one or two parking spots/portions of lands not adjacent to parks that could be designated as a safe overnight spot for a Turtle Dove specifically.

Mayor Hill said the meeting was recorded for anyone who would like to participate in the discussion, adding the Committee would benefit from listening to the dialogue that happened last night. Chair Drabkin would like all members to listen to it before the Committee's next meeting so that they can discuss it as a group.

Committee Members shared ideas and discussed the pros and cons of designating overnight parking spaces for Turtle Dove pods.

Mayor Hill thanked the Committee for having him.

Committee Member thanked Vice-Chair Menke and Chair Drabkin for taking on the Officer positions.

8. Staff Comments/Updates

A. Inclusionary Zoning (LC 184)

Mr. Schauer gave a brief update on the work plan item regarding the legislative concept of inclusionary zoning. Currently, state law only authorizes inclusionary zoning for multi-family structures with more than 20 units. The law does not include things like smaller multi-family

complexes. This concept is essentially a pilot project. The parameters would be defined to mostly allow McMinnville to have decision-making on a more inclusive definition of inclusionary zoning that could apply to other types of housing that are more of what would be seen in McMinnville than in some larger cities.

Mayor Hill updated that McMinnville now has a House Bill assigned to them. The City met with the House Subcommittee on Affordable Housing. He was discouraged by two members of the committee being critical about the length of time it has taken the City to get the Urban Growth Boundary (UGB), as though the City is the cause of the housing shortage in McMinnville, clueless to the opposition and the money, time, and effort. The City did not address the criticism due to limited time allowed to speak, but they hope it can be addressed.

Mr. Schauer stated the Council adopted the updated provisions for the annexation process. The inclusionary zoning option would provide a tool for the Council to consider that is not currently available. With a CET, the funds could be used to help establish affordable housing as areas come into the UGB. He added he had been working on a meeting overview memorandum. A lot of items pending at the prior meeting were adopted by the Council. He thanked everyone for their work.

9. Adjournment

Chair Remy Drabkin adjourned the meeting at 11:29 am.



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MINUTES

February 23, 2022
McMinnville Affordable Housing Committee
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

Members Present: Chairs Remy Drabkin and Kellie Menke, Lori Bergen, Howie Harkema, Steven Iversen, Vickie Ybarguen, Beth Caster, and Katie Curry

Members Absent: Philip Higgins, Yuya Matsuda, Alexandra Hendgen, and Lindsey Manfrin

Staff Present: Tom Schauer – Senior Planner

Others Present Jenny Berg, Library Director; Pat Evans, Turtle Dove Shelters

1. Call to Order

Chair Drabkin called the February 23, 2022 meeting of the McMinnville Affordable Housing to order at 10:00 a.m.

2. Agency Reports

A. YCAP

Kellie Menke provided an update on vacant YCAP Board positions.

B. HAYC

Vickie Ybarguen noted the LIFT Notice for Funding Availability had been released and HAYC was actively working on its application for the Stratus Village Project. HAYC may need a letter of support from the MAHC within the next month as part of the application.

C. Habitat

This item was heard immediately following Item 2.D

Katie Curry stated Habitat's application for homeownership would remain open through March 18th. The organization's website had further details and applicants were encouraged to watch the videos provided on the website as well as attend Zoom Q&A sessions.

D. Encompass Yamhill County

This item was heard immediately following Item 2.B

Howie Harkema provided a summary of recent Safe Overnight Car Park Program efforts, the Gas Voucher Program, and the coordination of warming shelters. Encompass was working on multiple grant opportunities.

3. Action / Discussion Items:

A. Affordable Housing CET Update

Tom Schauer, Senior Planner, announced that the timeline for considering the Construction Excise Tax (CET) had been adjusted. The issue would now be presented at the Council's first meeting in April. Although Staff worked on gathering outreach materials as requested during the Council's work session but not all feedback had been received yet. Committee members discussed the importance of reviewing the feedback materials before the City Council meeting to incorporate them into MAHC's recommendation and avoid multiple updates. Staff anticipated receiving the feedback before the CET information packet's release, allowing for review and discussion during the next meeting.

The Committee explored the possibility of recycling or repurposing excess building materials at new construction sites, with members suggesting the City consider offering incentives to developers for utilizing the materials. Committee members and Staff noted local builders had previously donated excess materials to Habitat for Humanity's ReStore and a program in Eugene offered builders credits for material donations, benefiting both the environment and the community.

B. Turtle dove Shelters Background

This item was heard immediately following item 6.A.

Chair Drabkin provided context for the current City Code surrounding Turtle dove Shelters, the library's involvement in the project, steps the City had taken to source City-owned properties for overnighting, and challenges to overnighting plans, as well as Council direction on site selection.

Pat Evans from Turtle dove Shelters provided a history of the shelters as well as information regarding the project's goals, criteria for ownership, costs, funding, and an overview of similar projects in other municipalities. The shelters were not intended to be permanent housing, but rather part of a continuum of housing and a first step towards more permanent housing arrangements.

In response to questions, Mr. Evans detailed the reflective tape installed on the shelters currently and noted there were plans to add additional reflective tape and warning signs. Two Turtle dove Shelters had been struck by cars, though those accidents were likely due to the owners parking the shelters perpendicular to the curb, rather than parallel as recommended. Owners were provided with a manual, information about local service providers, and stickers installed on the interior of the shelters provided information about weight limits and maintenance reminders. Owners were also told to assume drivers could not see them.

Out of the 47 completed Turtle dove Shelters, 40 had been placed in McMinnville, but about 25 percent of those had been lost to damage or attrition. Currently, there were 25 to 30 Turtle dove shelters in various locations around McMinnville.

The program hoped to use Encompass as a clearing house to provide a more stable client population and would partner with any group that shared Turtle dove's vision and mission. People

in the community had donated blankets and other items and Encompass donated sleeping bags as well as \$2500.

Chair Drabkin reviewed the steps of a proposed Turtledove Safe Overnight Parking Program action plan and noted it was important to approach the City Council with a concept that was digestible and acceptable to both housing advocates and those who did not advocate for housing.

Mr. Harkema reported McMinnville Covenant Church had recently joined the Safe Overnight Car Park Program and would host one Turtledove Shelter for a month-long evaluation with the goal of accommodating up to three units. Several individuals had graduated from the library parking lot program, freeing up space for the Safe Overnight Car Parking Program. There was a discussion about the possibility of placing Turtledove Shelters in the library parking lot instead of vehicles, with Encompass managing the shelters and providing sanitation. Ms. Berg said she would need to consult with the Executive Team and the City Manager regarding Turtledove Shelters. While the car camping program had been successful, she was unsure if Turtledove Shelters could manage the requirements to move out of the parking lot daily. Mr. Harkema noted McMinnville Covenant Church had agreed owners could leave their Turtledoves in the parking lot during the day.

Chair Drabkin explained that the site criteria and approval process would address specific questions regarding the movement of shelters and would address the use of private properties, whether residential or business. Staff explained that there were no permitting or registration requirements, except for vacant commercial or industrial sites. The maximum limits for commercial and industrial sites were three vehicles, while residential sites allowed one vehicle or one camp facility. Encompass registered the information of Safe Overnight Car Camping Program users with the City.

Chair Drabkin and Staff would continue refining the action plan draft. Mr. Harkema suggested avoiding clustering more than three units at any one site due to potential conflicts among residents. The discussion also touched upon the possibility of using the Construction Excise Tax (CET) as a funding source for programs like the Safe Overnight Car Camping Program.

4. Citizens' Comments

Pat Evans emphasized the cost-effectiveness and low-budget nature of Turtledove Shelters as a solution for housing the homeless population. Constructing a Turtledove Shelter required 40 to 50 hours of volunteer labor in private homes. Turtledove Shelters could house an individual for \$500 per year, which was good value for the City. Committee members proposed reaching out to the Oregon Community Foundation and McMinnville Foundation to support Turtledove Shelters and raise awareness. Mr. Evans stated Turtledove Shelters was a 501(c)(3) organization.

5. Task Force Member Comments/Updates – None

6. Staff Comments/Updates

This item was heard immediately following Item 3.A

A. Inclusionary Zoning Bill Update

Tom Schauer, Senior Planner, provided background on HB 465, the Inclusionary Housing Bill before the legislature. The bill aimed to grant local authorities more control over inclusionary zoning

using a different definition than the one used statewide. The bill did not have a chief sponsor and was not scheduled for a hearing, making its passage unlikely. Chair Drabkin suggested sending a letter of support for the legislation from the organizations represented on MAHC to Representative Ron Noble, urging him to support the bill. Staff would provide Committee members with instructions on submitting testimony online.

Mr. Schauer provided an update on the City's Middle Housing provisions and the timeline for adoption. Information sessions offered by the City would include details on Middle Housing provisions, what was being proposed, and how residents could access the information and participate in the process. In response to questions, Mr. Schauer agreed there were Middle Housing provisions that specified the maximum parking a city could require for Middle Housing types. Though there may be some exceptions, cities could not mandate more than what was permitted by the statute in Administrative Rule.

7. Adjournment

There being no further business, the meeting was adjourned at 11:17 a.m.



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MINUTES

April 27, 2022
McMinnville Affordable Housing Committee
Regular Meeting

10:00 am
ZOOM Online Meeting
McMinnville, Oregon

- Members Present:** Chairs Remy Drabkin; Kellie Menke; Katie Curry; Philip Higgins; Steven Iversen; Vickie Ybarguen; Lori Bergen
- Members Absent:** Beth Caster; Yuya Matsuda, Lindsey Manfrin, and Alexandra Hendgen
- Staff Present:** Tom Schauer – Senior Planner; Heather Richards – Planning Director
- Others Present:** None

1. Call to Order

Chair Drabkin called the April 27, 2022 meeting of the McMinnville Affordable Housing Committee to order at 10:00 a.m.

2. Minutes

- A. April 28, 2021
- B. May 26, 2021

Council Member Mencke moved to approve the April 28, 2021 and May 26, 2021 minutes as presented, seconded by Committee Member Iverson. The motion was approved unanimously.

3. Agency Reports

A. YCAP

Kellie Menke provided an update on YCAP’s programs, highlighting changes made to the Turnkey Program as well as a summary of the youth outreach program, the planned Navigation Center, and housing stability, and confirmed grant monies had been secured to open a youth outreach drop-in center in McMinnville.

B. HAYC

Vickie Ybarguen presented information about HAYC’s Family Self-Sufficiency program, shared success stories, and summarized the CDBG Home Rehabilitation Grant Project. HAYC secured LIFT funding for the Stratus Project with the support of advocacy efforts adding a mid-urban category to LIFT, as well as a partnership with the Confederated Tribes of Grand Ronde, who would provide \$7 million in funds towards the project. Twenty Stratus units would be reserved for Grand Ronde members. Updates were provided regarding the design of the project, and it was noted that the Stratus units were intended for individuals within the 30 to 60 percent AMI income range.

C. Habitat

Katie Curry shared details about the ongoing construction of a single-family home for a family of five in the Aspire Development. The selection process for the next project, a shared-wall townhome, had been completed, with construction set to start in the fall. A fundraising event at Maysara Winery was scheduled for May 14th to raise funds for one of the units in the townhome.

D. Encompass Yamhill County

Howie Harkema reported Encompass signed an MOU with McMinnville Covenant Church for the Safe Overnight Car Park Program. Covenant would trial the program and then reach out to other area churches that may be willing to host the Safe Overnight Car Park Program. Updates were provided on the Sunday Suppers program, the sheltering program, and efforts to secure funding for air conditioners to place in community rooms, fire halls, and other locations throughout Yamhill County. Encompass planned to present to Newberg's City Council about their Safe Overnight Car Park Program. A sock drive was planned for May; details about drop-off locations were forthcoming. Information on donating to Encompass could be found on their website and social media platforms.

4. Action / Discussion Items:

A. Action Plan Update and Discussion

Chair Drabkin and the Committee thanked the City's Planning Department for their work on the Construction Excise Tax (CET). The CET was approved by the City Council and would provide income to support MAHC's efforts.

Tom Schauer reviewed the Committee's Action Plan document via a screen share, summarizing completed or near-completion items; state actions via legislation that could impact MAHC work; items outside of the Action Plan the Committee worked on; ongoing action items; immediate and short-term action items; density bonuses; items which needed additional from Committee members; changes to residential zoning districts the Committee needed to consider; community land trusts and land banking opportunities; work on the City's annexation procedures; impacts of the CET; the potential to explore programs established by statute for tax incentives for affordable housing; efforts to preserve affordable housing as land became scarce; the Navigation Center; Turtledove Shelters; and recommendations from MAHC for projects to be supported with ARPA funds.

In response to Committee Member questions, Staff clarified the City Council was seeking recommendations on the childcare provisions related to the CET, but additional work needed to be done before bringing the issue before the Committee.

Committee Members discussed the topic of disincentivizing tear-downs for rebuilds and the potential impact of property prices on what the City could experience in the future. Members noted developers often wished to tear down when it was possible to replace with higher-density or mixed residential and commercial use; such development could reduce the conversion of residential structures into short-term rentals since short-term rentals were often a symptom of low hotel availability.

Committee members discussed the intersection of affordable housing, parking, and mass transit. Heather Richards, Planning Director, noted McMinnville was the largest city serviced by Yamhill County Transit and mass transit's largest customer base was disabled or lower-income people without access to cars. It was possible McMinnville may be asked to increase financial participation in Yamhill County Transit. Chair Drabkin directed Staff to add mass transit considerations to the Committee's action plan when it was next brought before the Council for approval.

Committee Members discussed prioritization of immediate short-term actions and Staff suggested the topic of local sheltering and density bonuses for developers should be investigated more thoroughly in light of state legislation. Members agreed discussion of community land banking and land trusts was a priority. Lori Bergen would lead the MAHC workgroup forming recommendations for CET funds.

Within the next three weeks, voting members of the Committee would submit to Staff and Chair Drabkin a prioritization list based on open work still on the action plan. Staff was directed to gather information about childcare provisions included in the CET for presentation at the next MAHC meeting.

5. Citizens Comments –

Mark Davis stated it was positive MAHC would have monies from the CET to move its work forward.

6. Task Force Member Comments/Updates – None

7. Staff Comments/Updates

Mr. Schauer announced the Committee could transition back to in-person meetings in a hybrid format. Committee members agreed in-person meetings were more effective.

8. Adjournment

There being no further business, Chair Drabkin adjourned the meeting at 11:21 a.m.



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EXHIBIT 9 – STAFF REPORT

DATE: April 24, 2024
TO: Affordable Housing Committee Members
FROM: Evan Hietpas, Associate Housing Planner
SUBJECT: Transitional Housing

STRATEGIC PRIORITY & GOAL:



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)
Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE/S: Collaborate to improve the financial feasibility of diverse housing development opportunities

Report in Brief:

At their February 28, 2024 meeting, the Committee prioritized their remaining Action Plan items, and Transitional Housing was set as the top priority to focus on immediately. As a result, City staff has compiled examples of transitional housing programs from other communities as well as regulatory framework summaries and resources from other agencies and jurisdictions. The Committee will be reviewing and discussing this information to better understand how they would like to move forward with transitional housing within the context of ORS 197.746. The Committee began their discussion on this topic at the March 27, 2024 meeting.

Background

Oregon Revised Statutes (ORS) [197.746](#) – sets the parameters of which a local government may choose to regulate transitional housing accommodations. This statute is provided herein for reference:

“(1) **Inside an urban growth boundary, a local government may authorize the establishment of transitional housing accommodations used as individual living units by one or more individuals.** Use of transitional housing accommodations is limited to individuals who lack permanent or safe shelter and who cannot be placed in other low income housing. A local government **may** limit the maximum amount of time that an individual or a family may use the accommodations.

(2) Transitional housing accommodations are intended to be used by individuals or families on a limited basis for seasonal, emergency or transitional housing purposes and **may** include yurts, huts, cabins, fabric structures, tents and similar accommodations, as well as areas in parking lots or facilities for individuals or families to reside overnight in a motor vehicle, without

regard to whether the motor vehicle was designed for use as temporary living quarters. The transitional housing accommodations **may** provide parking facilities, walkways and access to water, toilet, shower, laundry, cooking, telephone or other services either through separate or shared facilities. The Oregon Health Authority may develop public health best practices for shared health and sanitation facilities for transitional housing accommodations.

(3) Transitional housing accommodations are not subject to ORS chapter 90.

(4) As used in this section, “yurt” means a round, domed tent of canvas or other weather resistant material, having a rigid framework, wooden floor, one or more windows or skylights and that may have plumbing, electrical service or heat.”

Discussion

Staff provided background information regarding transitional housing regulations from five jurisdictions (Bend, Redmond, Medford, Grants Pass, and Bellevue, Washington). The “Code Regulations Comparison Matrix” (Attachment 1) outlines different approaches to Transitional Housing regulations and displays them in a manner to show if they are less (light green) or more (dark green) restrictive than what is proposed by staff for the City of McMinnville.

Staff has also prepared a “Conceptual Draft” (Attachment 2) of Transitional Housing regulations for the City of McMinnville. The Committee may hold a discussion on what transitional housing regulations would be best suited for the greater McMinnville community.

- If the housing is allowed **outright**, the development would need site plan and building permit approvals, reviewed through an administrative process. For the housing to be allowed as an outright permitted use, clear and objective standards need to be established to mitigate negative impacts on neighboring properties and their tenants.
- If the housing is allowed as **conditional use**, that will be a decision of the Planning Commission after hosting a Public Hearing.

Please note that the definition of “transitional housing” is not as important as:

- the type of housing (permanent structural housing, tiny home village, tent camp, etc.);
- whether or not it would be allowed outright or as a conditional use;
- what type of design and development standards would be required to ensure neighborhood compatibility; and
- whether or not any operational standards need to be established to mitigate negative impacts on neighboring properties.

Keep in mind that “transitional housing” implies a longer stay than an emergency shelter.

Attachments:

1. Code Regulations Comparison Matrix
2. Conceptual Draft of Transitional Housing Regulations

Recommendation:

Provide staff further direction on how to move forward with the development of a first draft of code amendments for the May 29, 2024 meeting.

Transitional Housing						
Topic	McMinnville	Bend ¹	Redmond ²	Medford ³	Grants Pass ⁴	Bellevue, WA ⁵
Land Use Processing						
Type Allowed	- “Permanent Structures” (outright permitted use with clear and objective standards for design and development and operations, otherwise conditional) - Tent/Yurts (this should be discussed in detail)	-Group shelter, outdoor shelter, multi-room shelter. -Multiple types can be collocated. -Overnight camping allowed	- Shelter Unit (tents, RVs, prefab structures)	- Tents, yurts, and similar temporary structures are not allowed to be used.	-Stick-built or temporary structures, existing or new structures, tents, RVs, camp trailers, and purpose-built shelters such as “Pallet Shelters.”	- Tents, yurts, and similar temporary structures are not allowed to be used.
Zoning Districts Allowed	All Residential zones, C-2 and C-3 zones, and Office/Residential zone	Residential, Commercial, Mixed-Use and Public Facilities Zoning Districts and in the Light Industrial (IL) District	Allowed outright in all Residential zones, and in most of commercial and mixed-use zones.	Allowed through CUP in most zones	Mid-density residential zones and General Commercial zone.	Permitted use in all Residential zones and in most commercial/ business/ office zoning districts.
Review Process	Administrative Review (with clear and objective design and development standards and operational standards)	Administrative Review	Administrative Review	Conditional Use Permit, Planning Commission decision	Special Use Permit (SUP)- City Council decision. Valid for 4 years only	“Registration” Process, Administrative Review
Public Hearing	No Public Hearing	No Public Hearing	No Public Hearing (Planning Commission may request one)	Public Hearing	Public Hearing	No Public Hearing
Neighborhood Noticing	Notice not required	Notice not required	Notice Required, if Public Hearing Requested	Notice Required	Notice Required	Notice Required
Maximum Density/Size	TBD <u>Suggestion:</u> Limited by building size/ bulk standards in zones (Similar to how missing middle housing was implemented)	Outdoor - One unit per every 1,000 square feet of land Group - maximum number of shelter beds allowed will be determined by the building code standards for occupancy Multi-Room – 24 rooms to 258 rooms per acre, depending on zone	25 shelter units per net acre	Not set standards, because of discretion through CUP process.	Discretionary because of Special Use Permit process	Limited by building size/ bulk standards in zones

Topic	McMinnville	Bend	Redmond	Medford	Grants Pass	Bellevue, WA
Facilities						
Toilets/Handwashing Station	Required	Required (at least one)	Required (at least one)	Required	Required	Required
Showers/ Bathing Facilities	Required	Not Required	Not Required	Not Required	Not Required	Not Required
Trash Collection	Required	Required	Required	Required	Required	Required
Secure Storage	Required	Required	Required	Required	Not specified	Not specified
Kitchen/Food Preparation	Required	Not required	Not required	Not required	Not required	Required
Laundry	Not Required	Not Required	Not Required	Not Required	Not required	Not Required
Day care	Not Required	Not Required	Not Required	Not Required	Not required	Not Required
Kennel/ Pet Area	Not Required	Not Required	Not Required	Not Required	Not required	Not Required
Development Regulations/ Site Improvements						
Potable Water and Sewer Service	Required	Required	Required	Required	Required	Required
Building Height and Setbacks	Required	Required	Required	Required	Required	Required
Signage	Comply with Zone	Signage Required	Signage Required	Comply with Zone	Discretionary because of Special Use Permit process	Comply with Zone
Parking/ Vehicular Circulation	Required (reduced)	Exempt	Required	Required		Requires "Early Community Notification" to work through proposed development
Residential Design Standards	Exempt	Exempt	Exempt	Not specified		
Streetscapes/Frontage Improvements/ Sidewalks	Accessibility Improvements Required	Required	Not specified	Not specified		
Landscaping	Exempt, except for screening purposes	Exempt	Exempt	Not Required (could be conditioned with CUP)		
Perimeter Fencing/ Screening	Required	Required	Required	Required	Not Required	
Site Lighting	Required	Not Required	Not Required	Required	Required	Not Required
Stormwater Management Improvements	TBD	Not specified in Land Use Codes/ Regulations				
Traffic Review	TBD					
Management and Operations						
Supportive Services	Required	Not Required	Required	Not Required	Not Required	Required
Qualifying Operating Agency	Required	Management Required, but not specific qualifications	Required	Required	Required	Management Required, but not specific qualifications
Management Plan	Required	Not Required	Required	Required	Required	Required
Code of Conduct	Required	Good Neighbor Guidelines	Required	Required	Required	Required
Financial Security	TBD	Not required	Required	Not required	Not required	Not required
Time Limitation of Residents	No time limit enforced	No time limit enforced	No time limit enforced	24 months (2 years)	No time limit enforced	24 months (2 years), per WA State Law definition
Agency Reporting Requirement	Required	Not required	Not required	Required	Not required, but a bi-annual City review is required	Not required

	McMinnville	Bend	Redmond	Medford	Grants Pass	Bellevue, WA
Summary	<ul style="list-style-type: none"> -Various types allowed -Administrative decision -Objective/ Clear Approval Criteria -“Essential” Services and Facilities Required, others Recommended -Reduced Site Improvements Standards -Detailed Management and Operations Criteria 	<ul style="list-style-type: none"> -Various types allowed -Administrative decision -Objective/ Clear Approval Criteria -Reduced Site Improvements Standards -More flexible management and operations standards 	<ul style="list-style-type: none"> -Various types allowed -Administrative or Planning Commission decision -Objective/ Clear Approval Criteria -Reduced Site Improvements Standards -Detailed Management and Operations Criteria 	<ul style="list-style-type: none"> -Limited to more traditional building types -Planning Commission decision -Objective/ Clear Approval Criteria, with room for conditioning -Reduced Site Improvements Standards -Detailed Management and Operations Criteria 	<ul style="list-style-type: none"> -Various types allowed -City Council decision -Most discretion in approval criteria and required site improvements -More flexible management and operations standards 	<p><u>(Different State Regs.)</u></p> <ul style="list-style-type: none"> -Limited to more traditional building types -Administrative decision -Straight-forward process with minimal criteria -More flexible management and operations standards

1. City of Bend Development Code Chapter 3.6: Special Standards and Regulations for Certain Uses, <https://bend.municipal.codes/BDC/3.6>
2. City of Redmond Chapter 8: Development Regulations, https://library.municode.com/or/redmond/codes/code_of_ordinances?nodeId=CH8DERE
3. City of Medford Section 10.819A: Temporary and Non-Temporary Shelters, <https://medford.municipal.codes/Code/10.819A>
4. City of Grants Pass Article 12: Zoning Districts, <https://www.grantspassoregon.gov/DocumentCenter/View/1279/Article-12-Zoning-Districts-PDF?bidId=>
5. City of Bellevue Section 20.20.845: Supportive Housing. <https://bellevue.municipal.codes/LUC/20.20.840>

Permitted Use

R-1	R-2	R-3	R-4	R-5	O-R	C-1
Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Prohibited
C-2	C-3	M-L	M-1	M-2	A-H	F-P
Permitted	Permitted	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

17.XX.YYY. Transitional Housing

- A. Description. Housing for individuals and families experiencing homelessness, or at imminent risk of homelessness. Further defined in Oregon Revised Statutes (ORS) 197.746.
- B. Purpose. The City of McMinnville has established transitional housing standards in accordance with ORS 197.746, which sets the parameters of which a local government may choose to regulate transitional housing accommodations.
- C. Land Use Application Review and Decision Process.
1. Transitional Housing shall be processed under Applications and Permits - Director's Review Without Notification, per Section 17.72.090.
 - a. Transitional housing is a permitted use in all five (5) Residential zones, the O-R zone, and the C-2 and C-3 zones.
 2. A Pre-Development Meeting is required, prior to submitting an application.
 3. Although no Public Hearing is required, a Neighborhood Meeting is required prior to submitting an application, following the requirements in 17.72.095. The meeting shall be held by the Operational Agency that will manage and maintain the Transitional Housing.
 4. Any proposal for transitional housing which is identified as a qualifying emergency shelter under ORS 197.782 shall be reviewed for compliance with State law and approved accordingly.
- D. Application Materials.
1. Application Form.
 2. Project Narrative and Responses to Requirements.
 - a. Bathroom and Kitchen Facilities
 - b. Additional Facilities
 - c. Development Standards
 3. Site Plan. Proposed Transitional Housing development on a drawing that is to scale and includes the following information:
 - a. Existing and Proposed Buildings. (Dwelling units, shelter units, common buildings)

- b. Density Calculation.
- c. Parking areas.
- d. Garbage Disposal.
- e. Secure Storage.
- f. Site lighting.
- g. Fencing.
4. Lease or Legal Use Agreement.
5. Title Report prepared with 60 days of the application date.
6. Method and plans for domestic and other water supplies, sewage disposal, storm water disposal and other drainage facility plans, and all other utilities.
7. Managing Agency's Operational and Maintenance Plan.
8. Resident Code of Conduct.

E. Transitional Housing Types.

1. Dwelling Units.

- a. Must meet all applicable building code regulations, including bathrooms, sleeping quarters, and a kitchen/food preparation area.

2. Shelter Units.

- a. A shelter unit provides shelter from the elements. Shelter units are not dwelling units, and no structure that could meet building code regulations as a dwelling unit shall be used as a shelter unit. Shelter units may not contain natural gas appliances, propane heaters, or generators. Lofts are prohibited in Shelter Units for safety reasons. Shelter Unit Types include:
 - 1) Tents, yurts, and membrane or fabric structures, as per ORS 197.746.
 - 2) Site-built, modular, or prefabricated structures, or similarly built structures, which do not contain permanent provisions for cooking.

F. Shelter Unit Facilities.

1. Bathrooms and Bathing Facilities.

- a. Shelter units are not required to have a private bathroom facility or private kitchen/food preparation area. They may have one or the other but may not have both. Shelter units with both are regulated as a "dwelling unit."
- b. If the proposed shelter units do not have private bathrooms or only have a private half bathroom, then common/shared bathroom facilities shall also be provided as required.
 - 1) A full bathroom contains at least one sink, a toilet, and a bathing facility (shower, bathtub, or combination unit). A half bathroom contains one sink and a toilet, but no bathing facility.
- c. A minimum of one lavatory basin/handwashing station and one toilet shall be provided for each two shelter units that lack private bathrooms.
- d. Common bathrooms shall have bathing facilities (shower, bathtub, or combination unit) at a ratio of one for every six people, or fraction thereof, for units which lack full private bathrooms. Each shared/common shower or

bathtub facility shall be single-occupant and provided with an interior lockable door.

2. Kitchen/ Food Preparation Areas.

- a. Complete common kitchens/food preparation areas must be provided if any shelter unit within the project does not have a private kitchen/food preparation area. A complete common kitchen/food preparation area contains equipment and facilities for a refrigerator/freezer, food storage, cooking and heating food, washing and preparing food, and washing dishes.
- b. One complete common kitchen/food preparation area shall be provided within the project for every 10 units, or portion thereof, which lack a private kitchen/food preparation area.
 - 1) The Director may reduce the requirement provided the management plan provides for meals provided at one or more congregate dining areas.
 - 2) The Director may reduce the requirement for the number of separate common kitchen/food preparation areas provided the application demonstrates the common kitchen/food preparation areas contain multiple workstations and appliances comparably equivalent to separate common kitchen/food preparation areas.

G. Other Transitional Housing Facilities (Dwelling and Shelter Unit Types).

1. Garbage Disposal. Garbage disposal service must be included. Solid waste and recycling receptacles and enclosures shall be provided as required by Chapter 17.61 of the Zoning Ordinance. They must be located on property in a manner that does not hinder access to any required off-street parking or loading spaces and complies with the solid waste enclosure requirements unless individual wheeled receptacles are stored in a dedicated location inside a building.
2. Storage. All residents must have access to secure storage space. This may be provided with a closet in the unit or in dedicated storage space located in a shared building.
 - a. Each dedicated storage area must be at least thirty-six (36) cubic feet with an unobstructed height of at least four feet.
 - b. Storage areas not provided in a structure must not be located within setbacks.
 - c. No outdoor storage is permitted, excluding bicycles or similar mobility devices.
3. Laundry. On-site washers and dryers for residents are strongly recommended, but not required. When laundry facilities are proposed, they should be placed in a building that is accessible to all residents.
4. Domestic Animals. The managing agency may provide a kennel area or open space for domestic animals. A pet waste disposal station is required with these facilities.

- H. Development Standards. The following guiding principles apply to Transitional Housing.
- a. Height and Setbacks. Building height and setback standards of the underlying zone shall apply to all buildings and shelters.
 - 1) In zones where no front yard setback is required, dwelling and shelter units must maintain a fifteen-foot setback along the property's frontage. Common shared buildings with facilities or supportive services are only subject to the zoning district's regulations.
 - b. Density.
 - 1) Dwelling units. Subject to the maximum densities of the underlying zone. The maximum number of bedrooms allowed in each unit will be determined by building code standards for occupancy.
 - 2) Shelter units. The maximum number of units is one per each 1,000 square feet of gross acreage. A community building or other shared facility does not affect the maximum allowable units permitted on a site. For purposes of calculating the maximum number units, fractional units are rounded down to the next whole unit.
 - c. Spacing.
 - 1) Shelter units must be sited with adequate separation between units to provide for safety and privacy. Spacing requirements will vary depending on shelter type.
 - 2) The layout of the Transitional Housing site shall comply with any applicable Federal, State, and local requirements, including but not limited to Fire, Environmental Health, Building, and Engineering requirements, ADA compliance, emergency egress pathways, emergency access for first responders, and will not pose any unreasonable risk to public health or safety.
 - d. Utility Service. Shall comply with all water and sewer service standards.
 - e. Parking and Circulation.
 - 1) Parking Spaces.
 - a) Dwelling Units. Two spaces per dwelling with four or fewer bedrooms, and one additional space for every two additional bedrooms, consistent with the requirements for a Single detached dwelling unit in 17.60.060(A)(4).
 - b) Shelter Units. Parking shall be provided at the rate of one off-street parking space per three units plus one space per two employees on the largest shift, but not less than two spaces plus one space per vehicle used in the operation of the SRO.
 - 2) Off-street parking spaces and vehicle maneuvering areas shall not be located:

- a) Within of 20 feet from any street property line, except alley property lines;
 - b) Between a street property line and the front façade of living units located closest to the street property line. This standard does not apply to alleys.
 - c) Off-street parking spaces shall not be located within 10 feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.
- f. Site Lighting. The Transitional Housing development site shall install lighting around shared facilities, adjacent to public rights-of-way and in other areas where safety or security concerns exist. Lighting provided shall be so deflected as not to shine or create glare on any adjacent properties.
- g. Signs. Shall comply with all applicable sign regulations of the underlying zoning district.
- h. Residential Design Standards. Exempt from residential architectural and site design requirements in Chapter 17.11.
- i. Landscaping. Landscaping is not required, except in the case of perimeter landscaping used for screening purpose, outlined in more detail below under Privacy and Security.
2. Privacy and Security.
- a. Fencing.
 - 1) The Transitional Housing development site shall be fenced around the perimeter of the property, or the perimeter of the area in which the units are located.
 - 2) The fencing shall be built at the maximum height allowed in the zoning district and shall be maintained.
 - b. Screening.
 - 1) The perimeter fencing shall be constructed in a way that provides privacy to residents of the Transitional Housing. If the fencing type does not provide adequate screening and privacy, perimeter landscaping is required.
 - a) Climbing vines and screening shrubs or hedges are appropriate, and landscaping must be a minimum of three feet (3) in height at the time of planting.
 - c. Additional Security Measures. The managing agency may propose additional security measures that they deem necessary as a part of the Operational and Maintenance Plan to ensure that residents feel safe.
3. Site Improvements.
- a. Sidewalks and other improvements required to achieve compliance with the Federal Americans with Disabilities Act (ADA) must be constructed.

- b. The development must have frontage or approved access to a public or private street, but is exempt from transportation improvement standards that do not relate directly with accessibility requirements.
- 4. Temporary vehicle camping. Shall be permitted consistent with Section 8.36.020: Temporary camping program.

I. Supportive Services.

- 1. Definition. Supportive services are services provided to occupants of transitional housing for the purpose of facilitating their independence or ensuring long-term housing stability. Supportive services may include, but are not limited to, services such as case management, medical treatment, psychological counseling, childcare, transportation, and job training.
- 2. Requirement. Supportive services shall be provided to the residents of transitional housing. The services may be made available on-site or off-site.
 - a. Off-site. The Operational and Maintenance Plan should outline how residents will have access to off-site supportive services.
 - b. On-site. Supportive services administered on-site shall only be available to residents of the facility, unless otherwise permitted through a separate land use application.
- 3. Waiting and Intake Area. If waiting or first-come, first-served services are provided, any outdoor, on-site waiting and intake area must be sized to accommodate the expected number of people to be served. During times of lines or queues, people awaiting admittance shall not obstruct any public space or right of way.

J. Operations Management.

- 1. Qualified Organization or Agency. Transitional Housing developments shall be operated by:
 - a. A local government as defined in ORS 174.116 (“Local government” and “local service district” defined);
 - b. An organization with at least two years’ experience operating an emergency shelter using best practices that is:
 - 1) A local housing authority as defined in ORS 456.375 (Definitions for ORS 456.375 to 456.390);
 - 2) A religious corporation as defined in ORS 65.001 (Definitions); or
 - 3) A public benefit corporation, as defined in ORS 65.001 (Definitions), whose charitable purpose includes the support of homeless individuals, that has been recognized as exempt from income tax under section 501(a) of the Internal Revenue Code on or before January 1, 2018; or
 - c. A nonprofit corporation partnering with any other entity described in this subsection.

2. Operational and Maintenance Plan.
 - a. There must be a plan approved by the Community Development Director. The management plan shall contain:
 - 1) Agency management policies.
 - 2) Required facilities proposal (bathrooms, kitchens, storage, garbage collection)
 - 3) On-going site maintenance plan.
 - 4) Summary of supportive services provided.
 - 5) Rental procedures.
 - 6) Security and privacy procedures.

3. Resident Code of Conduct. The managing agency shall submit a Resident Code of Conduct, and shall not authorize a resident without providing them with a code of conduct form to review and sign. The code of conduct shall be written in a language understandable to the resident and shall contain policies and information that set out regulations regarding:
 - 1) How individuals will be selected for available residential units.
 - 2) How the managing agency will work with residents to ensure that progress is being made to find permanent housing.
 - 3) Identification of the supportive services or case management to be provided.
 - 4) Location and expected use of all common area facilities.
 - 5) What structures or other items may be placed or stored on the premises, and where they may be placed or stored.
 - 6) Rules regarding noise disturbance and pets. (Quiet hours, designated areas, pet waste disposal)
 - 7) Rules for guests and visitation.
 - 8) Rules for on-site parking.
 - 9) Prohibition of open flames on the premises, or within vehicles.
 - 10) Other information or policies the managing agency feels necessary to include.

Topics for Further Discussion

Financial Security. The managing agency at the time of application shall provide a financial security proposal to ensure the removal of the improvements should the shelter site approval expire or become void. This may be in the form of a bond, petition, cash, or other adequate method. The financial security itself shall be provided to the City and secured before the shelter site may begin operation, or else the operation of the supportive shelter will be considered to be in violation of this code.

Reporting.

- A. The operator shall submit an annual report to the Community Development Department for routing to the Affordable Housing Committee (AHC). At a minimum, the report shall include the following information regarding the applicable operational period:
 1. Number of clients served at the shelter
 2. Number of public service calls to the shelter and reason for each call
 3. Services provided to the clients of the shelter, (if applicable)
 4. Number of nights spent at full capacity (if applicable)
 5. Number of clients who were provided with more permanent or transitional housing and the timeframe to achieve permanent housing.

- B. Consider sharing performance metrics to ensure that the needs of all residents are served would ensure that the needs of all residents are served, strengthen public education and knowledge of the value and importance of supportive housing for our community. Some items to consider:
 1. Provide annual reports posted on the program website detailing how the program has served its residents and the broader community.
 2. Depending on services and programs provided, additional metrics may be developed relative to the goals of the services provided:
 - a. Number of residents housed
 - b. Number of residents connected to employment
 - c. Number of residents connected to medical care
 - d. Number of residents connected to dental care
 - e. Results of satisfaction and feedback surveys from residents
 3. Work accomplished collaboratively with surrounding businesses and neighbors to monitor and proactively respond to any public safety emerging concerns to ensure safety for all residents in the community.
 4. Include metrics demonstrating partnerships and engagement from the community (i.e. volunteer hours, community meetings, in-kind donation values, monetary donations.)