

ORDINANCE NO. 5100

AN ORDINANCE AMENDING THE MCMINNVILLE CITY CODE TO ADD CHAPTER 2.31, ESTABLISHING THE MCMINNVILLE AFFORDABLE HOUSING COMMITTEE AS A PERMANENT STANDING COMMITTEE AND SPECIFYING ITS OPERATING PROVISIONS

RECITALS:

After extensive research, the City Council determined in September 2015, the best way to assist Citizens who are experiencing homelessness or who are on the verge of losing their current home was to increase housing availability for low and no-income families. To support this policy, the Council directed the formation of an Affordable Housing Task Force with the task of developing an action plan to meet this focus.

The Task Force completed an initial action plan and proposed formal adoption of the Affordable Housing Task Force charter language and the action plan itself.

On April 26, 2016, the City Council created the Affordable Housing Task Force and approved its Action Plan by Resolution 2016-20.

Since that time, the Affordable Housing Task Force has voted to recommend changes to broaden its composition, broaden its scope to also address workforce housing, and to update the action plan.

The City Council has since adopted resolutions making changes consistent with the recommendations.

On January 27, 2021, the Affordable Housing Task Force recommended changes to the provisions regarding the composition and representation structure of the Task Force, and to add provisions regarding attendance and quorum.

Historically the enabling language for the Affordable Housing Task Force has resided in resolutions.

Many other volunteer, City Council appointed committees' enabling language resides in Chapter 2 of the McMinnville City Code, such as the Airport Commission, the City Planning Commission, the Landscape Review Committee.

In order to standardize and simplify the McMinnville City Code, all the enabling language for the city commissions and committees should reside in the same general location of the McMinnville City Code.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. That Chapter 2.31 (McMinnville Affordable Housing Committee) is added to the McMinnville City Code as provided in Exhibit A to this Ordinance.

2. This Ordinance supersedes previous resolutions with provisions governing the composition and operation of the Affordable Housing Committee.

3. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 23rd day of February 2021, by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Chenoweth

Nays: _____

Scott A. Hunt

MAYOR

Attest:

Claudia Cuervos

CITY RECORDER

Approved as to form:

[Signature]

CITY ATTORNEY

**EXHIBIT A
TO ORDINANCE 5100**

PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

Chapter 2.31 is added to the McMinnville Municipal Code as follows:

Chapter 2.31

MCMINNVILLE AFFORDABLE HOUSING COMMITTEE

Sections:

2.31.000	Establishment
2.31.010	Purpose.
2.31.020	Responsibilities and Power.
2.31.030	Membership.
2.31.040	Officers.
2.31.050	Meeting/Quorum
2.31.060	Expenses / Reimbursements
2.31.070	Special Provisions
2.31.080	Staff Support

2.32.000. Establishment. The McMinnville Affordable Housing Committee was originally established by the McMinnville City Council by Resolution 2016-20, and subsequently amended. The Affordable Housing Committee is hereby established as a permanent standing committee of the City of McMinnville.

2.32.010. Purpose. The purpose of the McMinnville Affordable Housing Committee is to review and recommend to the Council, policies and or amendments to current zoning ordinances, Building Division review processes, System Development Charge fees, street standards and other governmental policies that encourage increased access to and construction of housing for citizens earning 120% or less of McMinnville's median income as defined by the U.S. Department of Housing and Urban Development.

2.32.020. Responsibilities and Power.

- A. The Affordable Housing Committee shall advise and make recommendations to the City Council consistent with its purpose.
- B. In coordination with the City Council, the Affordable Housing Committee shall review its action plan annually and amend as warranted.
- C. The Affordable Housing Committee shall coordinate its activities with other jurisdictions and organizations as appropriate.
- D. The Affordable Housing Committee shall perform such other tasks as may be requested by the City Council.

2.32.030. Membership.

- A. Number of Members. The Affordable Housing Committee shall be comprised of eleven voting members, plus five ex-officio non-voting members.
- B. Residency/Representation. Members shall reside within the McMinnville Urban Growth Boundary, shall attend school in McMinnville, or shall be employees or officers of organizations that provide housing-related services in McMinnville. A majority of members shall reside within the city limits. The City Council can appoint a member to the committee who does not meet these requirements if it is determined that the member brings significant value to the purpose of the committee. Individual seats are not geographically designated by ward.
- C. Qualifications. The McMinnville Affordable Housing Committee shall be comprised of the following members:
 - 1. City Council Representatives. Two representatives of the City Council, as voting members
 - 2. Direct Appointments. In addition to the two City Council members, the City Council shall directly appoint nine additional voting members, which may include any combination of knowledge and experience beneficial to the work of the Committee. The combined composition of the Committee should, at any given time, include representation providing diversity of perspectives and diversity of vocational, cultural, and life experiences.

Members need not be engaged in a vocation related to housing, but have a passion to work to address affordable housing and homelessness. It is preferred that there is not an undue concentration of members representing the same specific vocation.

It is desirable that the composition include some individuals directly engaged in a vocation related to the development and provision of housing and related services across the full spectrum of housing needs affordable to the community, including owner- and renter-occupied housing, market rate housing, subsidized housing, transitional housing, and shelter.

Examples of different housing-related vocational perspectives may include: private sector housing development and/or management addressing market-rate solutions to affordable housing (ownership and rental); nonprofit provision of subsidized housing and services; business representation with perspective of workforce housing needs; advocate for overcoming homelessness and engaged in solutions for temporary and transitional housing and services for people experiencing homelessness; banking and finance representation, with knowledge and experience in conventional and creative financing of affordable housing, transitional housing, and shelter; youth representation with a perspective of the housing needs of youth in the community, including youth who may be entering the workforce who wish to remain in the community or relocate to the community.

3. Ex-Officio Members. In addition to the voting members, the Committee shall include permanent standing non-voting ex-officio membership positions for representatives of organizations or departments involved in affordable housing and related issues, such as Housing Authority of Yamhill County (HAYC), Yamhill Community Action Partnership (YCAP), Habitat for Humanity, and Yamhill County Health and Human Services. The Director may also specify an alternate to attend on behalf of the Director or Director's designee in the event of absence of the Director or Director's Designee.
- D. Appointments. The City Council will appoint the commission members.
- E. Terms. All terms are for three years commencing with January of each year. Any vacancy which may occur shall be filled by the City Council for the unexpired portion of the term.
- F. Removal. A commission member may be removed by the City Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The Affordable Housing Committee may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.

2.32.040. Officers

- A. Chairperson / Vice-Chairperson. At its first meeting of each year, the Planning Commission shall elect from its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the commission. A majority of the commission may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
- B. Secretary. The City shall provide a secretary who shall keep an accurate record of all Commission proceedings.
- C. Annual Report to City Council. The Chairperson of the commission shall make an annual report to the City Council by December 31 of each year. The annual report shall include a survey and report of the Commission's activities during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the Commission.

2.32.050. Meeting/Quorum

- A. Meeting Schedule. The Commission shall meet as required to accomplish their responsibilities.
- B. Meeting Conduct. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.
- C. Open to the Public. All meetings shall be open to the public.

- D. Quorum. A majority of the members of the commission shall constitute a quorum. Quorum will be based on the number of people officially appointed to the commission at the time and should not include vacancies.
- E. The City Council shall provide to the Affordable Housing Committee a location in City Hall or other municipal facilities in which to hold its meetings, transact its business, and keep its records.

2.32.060. Expenses / Reimbursements. Commission members shall receive no compensation. Any expense incurred by a commission member that will need to be reimbursed by the City of McMinnville must be pre-authorized by the City Manager or designee.

2.32.070. Special Provisions.

- A. The Affordable Housing Committee shall operate within the laws and regulations of the federal government, the state government, Yamhill County and the City of McMinnville.
- B. The Affordable Housing Committee may establish sub-committees to address certain goals, maximizing the expertise of the greater McMinnville community.

2.32.080. Staff Support. Staffing shall be determined by the City Manager or City Manager designee.