

AD HOC MIDDLE HOUSING CITIZENS ADVISORY COMMITTEE

Meeting Minutes

October 14, 2020 6:00 PM

NEWBERG CITY HALL

Meeting held electronically due to COVID-19 pandemic

(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history)

CDD Doug Rux called meeting to order at 6:00pm

ROLL CALL

Members Present: Melisa Dailey, Chair
Robert Bonner, Vice Chair
Gabriel Skulec
Dominic Seymour
Leslie Murray
Irma Vera

Members Absent: Shy Montoya, excused
Robert Moxley, excused

Staff Present: Doug Rux, Community Development Director
Patrick Davenport, Planning Manager

INTRODUCTIONS:

CDD Rux introduced himself and is managing this project.

Patrick Davenport, Planning Manager introduced himself.

Members Melissa Dailey, Planner for Housing Authority of Washington County, Robert Bonner, retired Professor from George Fox University, Gabriel Skulec, Newberg resident, Dominic Seymour, remodeling contractor, Leslie Murray, Lead Pastor North Valley Friends Church, and Irma Vera, Lead Pastor Foursquare church all gave a brief introduction.

PUBLIC COMMENTS:

None

ORIENTATION SESSION:

A. Purpose of Middle Housing Project (duplexes and Other Middle Housing)

CDD Rux walked through the agenda and the purpose of the middle housing project. He noted in the 2019 legislative session they passed House Bill 2001 by Speaker Kotek. This bill has basically two components one of which is duplex housing. We will show the graphic when we have our first official meeting with the consultant. We are talking about housing that includes duplexes, triplexes, quads, cottage cluster housing and townhomes. He noted the Department of Land conservation and Development has been working to adopt new administrative rules, which he included in the packet, Chapter 660 Division 46. The first one approved is called Infrastructure Based Time Extension Request, which is a program that communities can look at areas within their community that may have infrastructure deficiencies and if you add the additional middle housing it would be encumbered by water systems, storm drainage systems, wastewater systems, sanitary sewer and transportation systems. He noted we applied for grants and received a \$25,000 Grant from the Department of Land Conservation and Development. Two areas in town were identified that may have infrastructure concerns, the area north of downtown up to the railroad tracks, and the area south of downtown to the Bypass from Chehalem Creek on the west side to Hess Creek on the east side.

CDD Rux noted they have hired four different consulting firms to do the analysis for us. We shared the preliminary results with the Planning Commission and we'll be taking a final document to them in November. He noted what was found in the analysis is that there are some deficiencies in the water system to accommodate middle housing in those areas. The water lines that are 3/4 inch to 5 inch are supposed to be standard 8 inch water lines so we can meet fire flow. After the November Planning Commission meeting it will go to City Council in December. Reports will be submitted to the State by the end of December 2020. They will evaluate and let us know if they agree with our analysis and if they do it could be that we get a time extension to figure out the infrastructure for those areas for the water system that would then preclude the ability to start with duplexes.

CDD Rux noted the second piece of this is duplex development. Noting that where you allow single-family zoning and single family homes is that you now have to allow duplexes in that same area. We applied for a grant to the DLCDC and received this grant and have to comply with the provisions by June 30, 2021.

CDD Rux noted Newberg is a community that falls in the range of between 10,000 and 25,000 in population. This means we have to comply with the duplex provisions by June 30, 2021, if we don't adopt regulations we have to follow the model code that LCDC has put together. The other part is triplexes, quads, cottage cluster housing, townhouses and those provisions apply to communities that are above 25,000 in population and in Newberg the population is 24,045. Staff had a conversation with the City Council and they said go ahead with all of the middle housing grants because we are so close to the 25,000 population and as soon as we get there we have to go through and address triplexes, quads, cottage cluster housing, townhouses. A part of our grant approval, includes those other missing housing components. He noted as we move forward we will start with duplexes and then move into the other middle housing component.

CDD Rux noted the committee will have a series of meetings and be working with consultants. The role of the Committee is advisory to our consultants and city staff as we move through these processes and the Committee will end up with a recommendation. The first recommendation will be addressing the duplex regulations that we will be developing. The Committee recommendation will go onto the Planning Commission and then be presented to the City Council.

CDD Rux shared that he was on a virtual conference which was a lot about housing, diversity, equity and inclusion in housing and other land use programs involved in statewide, locally and in the Newberg community. He noted State Law says wherever we zone for single-family we now have to allow duplex development. There are provisions in the OAR that you don't require parking for duplexes, but the administrative rule says you can require up to two parking spaces for that duplex. One parking space per unit puts pressure on the street parking and Planning Commission has dealt with street parking issues and has heard concerns from residents about the congestion on the street with no place to park.

CDD Rux noted we will have discussions about the design standards of duplexes, the lot size to accommodate a duplex, the structure height, setbacks and the provisions in the administrative rule addressing these standards. Right now the requirements for a single-family home is we look at lot size, building coverage, driveway coverage, setbacks and structure heights. To be able to release a building permit Patrick checks off in the permit system all of these requirements.

B. Role of the Committee

CDD Rux noted that for the Committee Chair and Vice Chair their responsibilities will be to call the meeting order, take roll call and call for an approval of meeting minutes. With no other comments the meeting will be turned over to the consultants who will walk you through the information. The consultants are currently in the process of doing a code audit and looking at our current regulations in the development code regarding duplexes and the model code in the administrative rule to determine where we need to make changes in order to comply with the new State Law and the administrative rules that apply.

C. Consultant

CDD Rux noted our consultant is a company called 3J Consulting. They are doing a variety of these types of projects right now around the State. We are working with their Planning Group, they are a multi-disciplinary firm and do engineering and planning. The project manager is Steve Faust 3J Consulting has worked for a number of years on different projects and the sub-consultant is Elizabeth Decker and she owns a private consulting firm called Jet Planning. Heather Austin of 3J Consulting is also participating with this project.

D. Public Meetings

CDD Rux said thank you for volunteering and that there are many different Ad Hoc Committees and standing committees and commissions within the city and we cannot get our work done without all of the members volunteering to help us get the work done. He noted "You are considered a public body". He noted this means that all of our meetings are public and because of the pandemic we are doing all our meetings over Zoom. These meetings are recorded and the audio gets posted up on the city website. Meeting minutes will be taken and posted on the city website. Meeting agenda/packet will be emailed one week in advance. He also noted the public can log into Zoom and when we get to the public comment portion they can be promoted up so they can speak to the Committee and share their views and opinions.

CDD Rux noted because you are a public body you also have to follow State ethics rules. What to remember is the public is out there and able to listen to all discussions. They can read the information from your discussions and they can participate in the meetings. Treat them respectfully. We also ask that our citizens treat our Committee members respectfully. He noted if things get heated, he will step in on behalf of the Chair and Vice Chair to get back on track so everything is appropriate.

E. Email Accounts

CDD Rux noted that city email accounts have been set up for the Committee. Sue has sent out instructions how to log in and set your password. He also informed the members to use only your city email account and all information including meeting packets will be sent to your email account. This is why we have a public record of all communications.

CDD Rux noted the city email account passwords expire after three months and that this project is going to last more than three months so passwords may have to be reset a couple times. If any of the members have issues getting access into your city email account contact Sue Ryan, City Recorder for assistance.

F. Virtual Meetings

CDD Rux noted all our meetings are going to be conducted using Zoom as you will see on the agendas which have a Zoom link and a phone number if you want to dial in and don't have video capability. He noted you will receive agenda/material email from staff and Sue Ryan will send out to you a panelist invite to Zoom.

NEXT STEPS:

CDD Rux noted the next meeting will be Wednesday, November 4th at 6:00 pm, followed by a meeting on Wednesday November 18th at 6:00 pm. We will do some form of a public open house virtually on Tuesday, December 15th. The following citizens committee meeting will be occurring on Wednesday January 20th, then a meeting on Wednesday February 3rd and then Wednesday March 10th. There will be another public community virtual open house sometime in February as well but the date has not been established yet.

CDD Rux noted that we anticipate the meetings will take approximately 2 hours, but he will try to have them done shorter but to schedule for 2 hours.

Chair Dailey asked if there might be resources to send to the members on either articles on middle housing or videos that you think would be helpful. CDD Rux said there are a few out there and he would get them out.

Member Seymour asked if there were any issues with reaching out to members of the community via social media.

CDD Rux noted we have a public involvement plan the consultants put together for this project. We will have a project website that we can direct people to. We will be using social media to get the word out through Facebook and Instagram. Our city has an in-house Community Engagement Specialist we will be using. We may be connecting with the platform called Next Door which is another way to get information out to the community members. When we get to our virtual open houses, we will have opportunities for people to look at the information and provide us written comments. We will be creating an email list so when we receive comments we have their email to send future agendas and community open houses and also direct them to the project website and social media platforms for information.

Patrick Davenport, Planning Manager asked the members if they thought it would be useful to provide a few examples of these housing types around the city so as a Committee members are driving around and can see what they look like in person. Member Dailey responded yes that would be useful. Member Seymour asked when you talk about duplexes with these different types of housing are you going to use examples, for example Habitat for Humanity has some duplexes as well as other duplexes within the city. Patrick responded that he could put together a report of the examples with a few statistics and if the members drive around to get addresses to send to him.

CDD Rux noted we have not had a lot of duplex development for quite a while. We don't have regulations for cottage cluster housing at all. Some communities that have done it and they have been successful. We do have a small amount of the townhouse development, and we try to address this issue about affordable housing. Newberg is classified as a rent burden community which means we have 28% of our renter's pay 50% or more of their income towards their housing costs and this number has gone up. He noted when Newberg was designated as one of those communities, he has a separate process he goes through every year. House Bill 4006 requires community meetings occur and part of this is we haven't been building much in the way of apartments because we have a deficiency of land that allow apartments. We went through the recession and development by large stopped, we went from 300 housing units a year and that dropped to 30 units a year. We just changed regulations on accessory dwelling units which was another State Law that came down. He noted now we are addressing Middle Housing. We also did a Housing Needs Analysis, which is available on the city's website, City Council accepted that document in 2019. He noted the city is in the process of updating the Housing Needs Analysis and the project will be finished in February 2021.

CDD Rux noted if we don't make some policy changes then we will continue to replicate what's been happening since the 60's, which is a lot of detached single-family homes and not a lot of other housing types.

CDD Rux noted they are working on the Economic Development side to create family wage jobs. People who work restaurant, fast food, and manufacturing facilities etc., are challenged with finding housing. For someone who makes less than \$25,000 a year they can afford about \$625.00 a month rent. In Newberg a two bedroom apartment is around \$1,400.00 range a month and it is challenging for people to find affordable housing in this city.

CDD Rux noted that Middle Housing is a way to try to provide a different housing types than what has been done traditionally. He noted in our Housing Needs Analysis where historically about 72% of our housing stock was detached single-family, over the next 20 years that document is identifying that only 60% of our housing between 2021 and 2041 would be detached single-family. The policy approach is to increase attached type housing units and multi-family units because they are more affordable and more cost-effective for households. He noted we are trying to find the right balance for the community overall.

CDD Rux noted they did a Community Visioning Program that the Council adopted in August 2019, housing affordability was something that came up from the community that needs to be addressed. There was a comment about transitional housing which is another piece and we are having conversations with different organizations on how to provide that housing type. Also brought up was the issue of tiny homes. He noted he is going to City Council on November 2nd and has a list of 42 work items addressing housing in Newberg.

CDD Rux noted there is a Housing Newberg group Mayor Roger's and others helped on before he became Mayor which they came up with the original 9 proposals. Middle Housing is one of the 42 work items addressing housing, but they don't all happen real quickly as it takes time to put regulations together.

CDD Rux noted in this community we've been working on affordable housing issues for over a decade and have done a number of things, but there's much more to do in the future.

Member **xx** noted we are likely to have an end product that's much different than the State Model Code. He asked about the options for incentivizing building these types of homes, like tax breaks and regulations.

CDD Rux noted you will have an option, to follow the Model Code or there will be some flexibility and the consultants will talk through what flexibility we have. When we get to the other Middle Housing items there is a little more flexibility. He noted we have two tracks that lead to compliance. One is follow the State Model Code and the other is to give you some flexibility, but then it requires all this additional reporting and matrix that you have to meet. He noted Middle

Housing does not require that we allow all housing types where we allow single family, we are going to have to work on what areas in Newberg we would like Middle Housing.

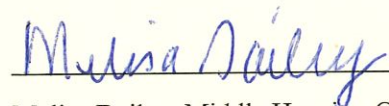
CDD Rux noted to do a duplex it requires a 10,000 square foot lot, so the developer says he has a piece of land of 10,000 square feet and wants to partition to create two lots and build two single family homes. He noted he shared with the consultant that if you have a 2,200 square foot detached single-family home its ok on a 5000 square foot lot. Then why can't you have a 2,200 square foot duplex divided into 1100 square feet on each side which would be the same scale as a single-family home and you're being more efficient with the land.

Member Bonner noted there could be some heated debates with residents if there are areas of town where multi family is allowed and others are not. CDD Rux responded we have had that. We took some low density residential and changed it to high density residential for an apartment project. There was a lot of community feedback, because it would change the character of their residential area, but multifamily is something needed in this community.

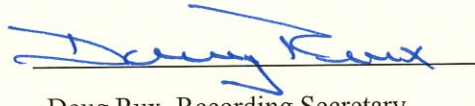
ADJOURNMENT:

Chair Dailey adjourned meeting at 6:44 pm

**APPROVED BY THE AD HOC MIDDLE HOUSING CITIZENS ADVISORY COMMITTEE this
November 4, 2020**



Melisa Dailey, Middle Housing Chair



Doug Rux, Recording Secretary