

1. **CALL TO ORDER:**

Chair Beck called the meeting to order at 7:01 p.m. Roll Call:

Planning Commission Present: Tom Beck, Lisa Nakajima, Dale Smith, Phil Ruder, Hugo Rojas, Carolyn Hymes, and Sebastian Lawler

Planning Commission Excused: None.

Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; Dan Riordan, Long Range Planner; Cassi Bergstrom, Planning Commission Coordinator

2. **PUBLIC MEETING:**

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

2.2 **PUBLIC HEARING:**

A. File No. 311-17-000028-PLNG – Legislative amendments to the Forest Grove Comprehensive Plan Map and Zoning Map to re-designate two parcels (1N331CA08600 & 1N331CA08700) from General Industrial to High Density Residential/Residential Multifamily High. (Location: 2323 and 2335 Cedar Street)

Chair Beck opened the public hearing at 7:04 p.m., read the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none.

Planner Dan Riordan presented a staff report of the history and PowerPoint presentation showing the site and how it relates to the zoning around the property, stating that the property is “spot zoned”. Staff proposed legislative amendments to the Comprehensive Plan Map and Zoning map to address the spot zoned situation on the 2300 block of Cedar Street.

Commissioner Lawler inquired about the parking considerations in that area for the church, and the effect of possible crowding.

Mr. Riordan stated in short that no, it has not been considered since the use of the church in that zone is permitted and compatible. If the vacant flag lot is developed in the future, then potential buffering for parking could be considered to reduce the impacts.

Mr. Riordan continued with his slideshow, referencing the Comprehensive Plan Map and Zoning Map in relation to the property and the decision considerations. Criteria pertaining to statewide and Metro policies are met. Staff recommends approval of changing the zoning from General Industrial to High Density Residential/Residential Multifamily High.

Commissioner Nakajima asked if Pacific University had any input on this proposal.

Mr. Riordan stated they were notified but had no comment. Community Development Director Jon Holan stated that the proposed change is presented as a result of Planning Commission direction earlier in the year.

PROPONENTS:

Jerry Brown:

Mr. Brown did not formally come to the stand, but stated he was “all for it”.

OPPONENTS:

None.

OTHER:

None.

Chair Beck closed the public hearing at 7:13 p.m.

COMMISSION DISCUSSION:

Chair Beck opened up the Commissioner discussion.

Commissioner Lawler stated that this plan makes sense, and coincides with the long term plan of this area. Commissioner Hymes agrees.

Chair Beck requested a motion.

Commissioner Ruder moved a motion that the Planning Commission approves File Number 311-17-000028-PLNG, Legislative amendments to the Forest Grove Comprehensive Plan Map and Zoning Map. Commissioner Lawler seconded.

Roll Call Vote: AYES: Chair Beck, Commissioners Ruder, Smith, Rojas, Nakajima, Hymes, and Lawler. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

2.3 ACTION ITEMS:

None.

2.4 WORK SESSION ITEMS:

A. Development Code Text Amendment request

Mr. Holan asked if the two work session items could be swapped, and the Commission agreed.

Senior Planner James Reitz came to the stand to present a history of the property in question and how it relates to the request being made to Development Code. A duplex burned at 19th and C Street, and the site is located in a General Industrial zone. The owner is contemplating demolishing the burned two-family structure and replacing with a new two-family structure.

Mr. Reitz went on to say that the current Development Code does not define duplexes, but does define single family and multifamily when rebuilding in a non-conforming zone.

The Commission discussed the zoning within that area and how this is a unique circumstance. Mr. Reitz stated a later date this issue will be pursued, just making the Commission aware.

B. Affordable Housing needs assessment and policy recommendations

Mr. Holan gave the background on the Affordable Housing project, stating that a similar presentation was made to City Council and an Ad Hoc Committee was created for recommendations. A total of 21 recommendations were made, and the top 10 were prioritized. The Development Code will require revisions to accommodate, and this will be going to Council next Monday (August 14th) for acceptance to proceed with the affordable housing effort.

Mr. Riordan gave a PowerPoint presentation on Affordable Housing and the purpose of this work session. An Ad Hoc Committee was created with 25 engaged participants, and they met 5 times. Meeting focused on a variety of topics focusing on data needs, conditions, recommendations, policies, and programs. The Committee recognized that homelessness and affordable housing are two different topics and need to remain separated in discussions, and another Ad Hoc committee be created to address homelessness specifically.

Mr. Riordan spoke about the definition of Affordable Housing that the Ad Hoc Committee focuses on, as well as the median income levels in Forest Grove and how they compare to the market rate monthly price on rental homes where subsidizing is not available. Mr. Holan stated that there is a house bill allowing for a CET tax to be applied to building permits in order to pool money for affordable housing programs. The Commission discussed how the City of Forest Grove's median income rate compared with Washington County, as it only came in at 80% of their median income.

Mr. Riordan went on to discuss the non-scientific community housing questionnaire that was sent out in utility bills and available at the library. There were over 800 responses, and the data was compiled into a chart and presented to the Commission with the statistics. An informal apartment vacancy assessment was also done, and found that there is a 1% vacancy rate at that time. There are new apartment units being built currently, but all at market rate. The rental rates of apartment, duplex, condominium and single family unit was presented on a slide.

Mr. Riordan presented the action strategy that the Ad Hoc Committee. There are currently 652 subsidized units in Forest Grove, making a conservative need of 1,400 more affordable units needed.

Commissioner Hymes inquired about the Section 8 housing and if that commitment can change. Mr. Riordan stated it depends on how it is required contractually with the agency building and managing the homes.

Mr. Riordan stated the action recommendations of the Affordable Housing Committee: Regulatory measures, funding initiatives, and partnership opportunities. There are hard costs that are difficult to reduce, but the soft costs can be addressed through

government assistance. There are the top ten, high priority recommendations that will be presented to the City Council to address the Affordable Housing needs:

1. Promote accessory dwelling units by providing incentives through reduced costs and fees;
2. Adopt an affordable housing tax exemption program;
3. Establish a security deposit/rent assistance program;
4. Adopt an inclusionary housing ordinance;
5. Adopt an ordinance establishing a construction excise tax for affordable housing;
6. Identify/set-aside land for a manufactured home village;
7. Expand City partnerships with affordable housing providers;
8. Adopt a system development charge waiver/offset for affordable housing;
9. Adopt micro-housing village regulations; and
10. Implement a streamlined development approval process/identify an affordable housing point person to shepherd projects.

City Council will consider a resolution accepting the Affordable Housing Needs Assessment and Recommendations on August 14th.

Staff and Commission discussed the issue with tiny homes and how they do not meet current building code standards. The state is working on strategies to change building code to accommodate tiny homes. Mr. Holan stated Washington County is in discussions to have a county-wide CET tax and possibly other efforts.

Commissioner Nakajima stated that many of these strategies Forest Grove currently pursues and noted the community has bonuses for density. Mr. Holan stated it is limited to the town center area. Mr. Riordan stated that ADU's are allowed in the residential area, but they have high SDC fees and taxes. A more streamlined approval for affordable housing approval is recommended by Metro.

Commissioner Hymes asked if any other cities have made a substantial difference in the affordable housing crisis. Mr. Riordan answered that Bend has made a large impact, but also gets federal resources to assist in the effort.

The Commissioners and staff discussed briefly what the root cause of the problem may be, and was glad the ad hoc committee made the distinction between homelessness and affordable housing.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

Commissioner Lawler noticed an error in the minutes. With revision to that error, Commissioner Lawler moved a motion to approve the minutes of the July 17, 2017 meeting. Commissioner Smith seconded. Motion passed 7-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

August 7, 2017–7:00 P.M.

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3.3 DIRECTOR'S REPORT:

Mr. Holan stated the next meeting will focus on the Pacific University Master Plan in September.

3.4 ANNOUNCEMENT OF NEXT MEETING:

Next meeting was not announced.

3.5 ADJOURNMENT:

The meeting was adjourned at 8:15 p.m.

Respectfully submitted by:
Cassi Bergstrom
Planning Commission Coordinator