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**City Council Work Session Minutes
Housing Needs Analysis Update**

**Monday, June 10, 2019
5:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented June 24, 2019.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:32 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: HOUSING NEEDS ANALYSIS UPDATE

Pohl and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to brief Council on the 2009 Housing Needs Analysis (HNA) Update. Pohl presented a PowerPoint presentation overview on the culmination of the technical analysis performed by FSC Group, consultant, noting significant findings include the current housing inventory (8,440); housing forecast for the next 20 years (Forest Grove’s population is expected to increase by about 9,600 persons over the next 20 years and 3,400 housing units will be needed for expected population growth); reconciliation of housing supply and demand; and assessment of land needs for housing for the next 20 years. In general, the HNA includes an inventory of existing housing stock by type and price range; housing demand projections by type and price range for the next 20 years; and an assessment of housing land needs based on how land is currently zoned and the housing projections. In conclusion of the above-noted staff report, Pohl advised the Oregon Department of Land Conservation and Development selected the City as a recipient of a grant to update the HNA to reflect housing trends since 2009 and to identify housing needs for the next 20 years, noting the City’s final HNA must be completed by the consultant by June 30th.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Pohl and VanderZanden responded to various Council inquiries and scenarios pertaining to the projected housing forecast, housing types, and infrastructure funding, noting the Project Advisory Committee met three times to assist the consultant and review the work products. The Committee discussed several housing policies for consideration to promote needed housing, such as:

- Adopt cottage/cluster housing development standards.
- Compact development providing more affordable housing options.
 - Reduce required parking for certain housing types, such as regulated affordable housing.
 - Reduce cost of development and encourage efficient use of land.
- Review MINIMUM residential densities. The minimum is currently set at 80% of zone target density.
- Reduce System Development Charge (SDC) Methodology. Tier SDC amount to unit size (sliding scale).
- Revisit establishing a Construction Excise Tax. State law requires that a percentage of collected tax go to: The developer incentives for affordable housing; home ownership programs run by the State; and City initiatives related to housing

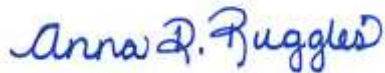
In conclusion of the above-noted Council discussion, VanderZanden and Pohl advised the next steps are completed the HNA draft and housing policy recommendations for formal consideration at a later date.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:16 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder



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**City Council Work Session Minutes
Town Center Parking Study**

**Monday, June 10, 2019
6:15 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented August 12, 2019.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:18 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: TOWN CENTER PARKING STUDY

Pohl and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address Council's Objective 1.4 (1), Complete Town Center Parking Study, identified in FY2019-20. Pohl introduced Brian Davis, project consultant, Lancaster Engineering, who was present in the audience, noting the consultant was asked to conduct a parking inventory of on-street parking supply and city-owned public off-street parking lots in the Town Center area, generally bounded by 23rd Avenue on the north, Cedar Street on the east, 18th Avenue on the south, and B Street on the west, and provide strategies and recommendations. Pohl reported a Project Advisory Committee convened to assist the consultant and review work products and held its first meeting on May 28th with three meetings anticipated. In addition, Pohl presented a PowerPoint presentation overview on the culmination of the analysis performed by the consultant, which including the inventory of existing on-street parking supply (468 stalls total); existing off-street parking supply (170 stalls total); data collection peak demand period; and type of parking violations within the past 12 months (by month and location).

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Pohl, consultant and VanderZanden responded to various Council inquiries and scenarios pertaining to the Town Center Parking Study, including the inventory of existing on-street and off-street public parking spaces; time of day parking was most problematic; need for a full-time parking enforcement officer; conflicts between residential, business and/or retail parkers; improving wayfinding and ensuring compliance of ADA parking requirements and managing city-owned parking lots, including city employee parking lot, to promote efficient use of these resources. In conclusion of the above-noted Council discussion,

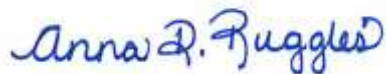
VanderZanden and Pohl advised the next steps are to consider formally adopting the Town Center Parking Study Findings and Recommendations, which requires Planning Commission's acceptance and forwarding a formal recommendation to Council at a later date.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:49 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder



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**City Council Work Session Minutes
Federal Grant Feasibility Analysis**

**Monday, June 10, 2019
6:40 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented August 12, 2019.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:49 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: FEDERAL GRANT FEASIBILITY STUDY

VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address Council’s Objective 3.19, Investigate Federal Grant Opportunities, identified in FY2019-20. VanderZanden reported the Budget Committee instructed staff to conduct research, noting staff met with two consultants (CFM Strategic Communications and Summit Strategies), both who are Oregon-based and well known experts in their field, and who have staff in Washington, D. C., and work closely with the Oregon Delegation and their staff. VanderZanden advised the cost to hire a consultant is \$60,000/year, noting staff is recommending a three-year contract as it often takes that long to recognize, apply and secure a federal grant. VanderZanden noted the scope of work includes identifying 6-8 projects and then applying for grants, noting these grants are updated each year to keep the list current. VanderZanden presented a PowerPoint presentation overview, noting staff created a list of potential federal grant qualifying projects, i.e., Police Station Seismic (up to \$1 million); Police Location Remediation (up to \$.5 million if it qualifies for Brownfield funding); Farmers Market (marketing and development); Historic Renovation; National Endowment for Humanities (Tigard arts trail); and Rail conversion. In addition, VanderZanden advised staff is recommending the following options for Council consideration:

- Option 1: Take no action
- Option 2: Authorize staff to issue a Request for Proposal and execute a three-year contract. *This would require a budget amendment.*
- Option 3: Authorize staff to issue a Request for Interest and have a future work session to determine whether to issue a Request for Proposal. *This would not require a budget amendment at this time.*

Council Discussion:

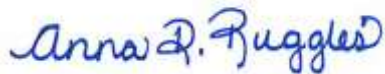
Mayor Truax opened the floor and roundtable discussion ensued pertaining to whether it was good timing to approve a budget amendment to execute the contract, recognizing a proposed levy for a new police station is currently underway. In response to various Council inquiries and scenarios pertaining to the above options, VanderZanden advised the monies would come from the General Fund and these funds would not be reimbursed by a grant, to which Council collectively concurred to proceed with Option 3, which does not require a budget amendment, with the exception of Mayor Truax, who preferred proceeding with Option 2, because in the meantime, other municipalities in Washington County are successfully securing federal grants. In conclusion of the above-noted Council discussion, VanderZanden advised staff would hold a follow-up work session to determine next steps, to which Council collectively concurred.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder