



January 30, 2019

Oregon Housing and Community Services Department (OHCS)
725 Summer Street NE, Suite B
Salem, OR 97301-1266

RE: Reporting of Rent Burden Public Meeting Per OAR 813-112-0030 by City of Woodburn

Dear Representative:

Pursuant to passed Oregon House Bill 4006 (2018) about "rent burden" and more directly Oregon Administrative Rules (OAR) [813-112-0030](#)(2)(c), the City submits to OHCS "the public meeting agenda together with a list of attendees, their affiliation and geographic location within the city, to the Housing and Community Services Department by February 1."

Enclosed regarding the December 13, 2018 Planning Commission meeting are the agenda (Attachment 1), sign-in sheets (2), and draft minutes as a courtesy supplement (3).

You may contact me at 503-980-2485 or <colin.cortes@ci.woodburn.or.us> with questions.

Sincerely,

A handwritten signature in blue ink that reads "Colin Cortes". The signature is written in a cursive style.

Colin Cortes, AICP, CNU-A
Senior Planner

cc: Chris Kerr, Community Development Director
Gustavo Gutierrez-Gomez, Community Relations Manager
Vicki Spitznogle, Administrative Assistant

Enclosures (3): 1. Agenda (4 pages)
2. Sign-in sheets (2 pp.)
3. Draft minutes (5 pp.)

file: Housing Needs Analysis (HNA)



INVITATION TO MEETING ABOUT NEEDED HOUSING INVITACIÓN A LA REUNIÓN ACERCA DE NECESIDAD DE VIVIENDA

Para recibir información en español, póngase en contacto con la División de Planificación al 503-982-5246.



What: You are invited to participate in a meeting with the City of Woodburn Planning Commission about how to best provide housing needed in Woodburn. Feel free to spread word and encourage additional persons to participate.

Que: *Usted está invitado a participar en una reunión con la Comisión de Planeación de la Ciudad de Woodburn acerca de como proveer mejor a la necesidad de vivienda en Woodburn. Siéntase libre de pasar la voz y motivar a personas adicionales a participar.*

Where & When: Planning Commission, Thursday, December 13, 2018 at 7:00 p.m. in the Council Chambers at City Hall, 270 Montgomery Street.

Dónde y Cuándo: *Comisión de Planeación, jueves 13 de diciembre, 2018 a las 19:00 en la Sala del Consejo en el Palacio Municipal, 270 Calle Montgomery.*

Why: The meeting is to discuss two main topics related to needed housing:

1. The burden of rents:
 - (a) The causes and consequences of severe rent burdens within the city;
 - (b) The barriers to reducing rent burdens; and
 - (c) Possible solutions to reduce the rent burdened households within the city; and
2. Housing Needs Analysis (HNA) project Task 2 “Housing Needs Projection”.

Regarding the HNA, the Oregon Department of Land Conservation and Development (DLCD) earlier in 2018 awarded and funds a consultant to the City to complete a housing needs analysis so that Woodburn can better provide needed housing.

The HNA objectives are to:

- Guide decisions to ensure future growth is orderly, and efficient
- Ensure adequate land is inside of the Woodburn Urban Growth Boundary (UGB) to accommodate projected housing growth
- Consider housing policies the city could consider to improve housing availability and affordability, and
- Update and develop long-range planning policies in a manner that preserves the character of the city and helps achieve a high quality of life.

The consultant prepared a draft housing needs projection, that is, a prediction about how much and what kind of housing Woodburn will likely need in the long-term.

The draft projection helps determine how much land is needed for housing development and redevelopment over a 20-year timeframe in accordance with Statewide Planning Goals 10 & 14, Oregon Administrative Rule (OAR) Chapter 660 Division 8, and provisions within Oregon Revised Statutes (ORS) 197.295-314 and 197.475-490.

In plain language, the Commission will review and advise about whether the draft housing needs projection is what it needs to be – legally and practically.

The Commission will meet additional times as the HNA project proceeds to completion in June 2019.

Por qué: *La reunión tratara de dos temas principales relacionados a la necesidad de vivienda:*

1. *La carga de las rentas:*
 - (a) *Las causas y consecuencias de las cargas severas de renta dentro de la ciudad;*
 - (b) *Las barreras de reducir la carga de renta; y*
 - (c) *Posibles soluciones para reducir la carga de renta en hogares dentro de la ciudad; y*
2. *Análisis de Necesidades de Vivienda (HNA) proyecto Tarea 2 “Proyección de Necesidad de Vivienda”.*

Con respecto al HNA, El Departamento de Conservación y desarrollo de Terrenos de Oregón (DLCD) a inicios del 2018 asigno fondos a un asesor para la Ciudad para completar el análisis de necesidades de vivienda de manera que Woodburn pueda proveer de mejor manera a la necesidad de vivienda.

Los objetivos del HNA son:

- *Guiar decisiones para asegurarse que el crecimiento futuro es ordenado y eficiente*
- *Asegurarse que el terreno adecuado esta dentro de los Limites de Crecimiento Urbano de Woodburn (UGB) para acomodar el crecimiento de viviendas proyectado.*
- *Considerar políticas de vivienda que la ciudad pueda considerar para mejorar la disponibilidad y asequibilidad y*
- *Actualizar y desarrollar políticas de planeación de bajo rango a manera de preservar el carácter de la ciudad y ayudar a lograr un alto nivel de vida.*

El asesor preparó un borrador de la proyección de necesidad de viviendas, esto es una predicción acerca de cuánto y qué tipo de vivienda necesitaría Woodburn a largo plazo.

El borrador de proyección ayuda a determinar cuánto terreno se requiere para desarrollo de vivienda y reurbanización sobre un margen de tiempo de 20 años de acuerdo a las Metas de Planeación 10 y 14, Regla Administrativa de Oregón (OAR) Capitulo 660 División 8, y provisiones

dentro de los Estatutos Revisados de Oregón (ORS) 197.295-314 y 197.475-490.

En Lenguaje simple, La Comisión revisará y recomendara acerca de si el borrador de proyección de necesidad de vivienda es lo que se necesita que sea - legal y prácticamente.

La Comisión se reunirá en momentos adicionales como prosiga hacia la culminación del proyecto HNA en junio del 2019.

How to Comment:

Como comentar:

- A copy of the HNA staff report will be available for inspection at no cost at least 7 days prior to the meeting and will be provided at a reasonable cost upon request. The Commission webpage is <www.ci.woodburn.or.us/?q=planning_commission>.

Una copia del reporte de personal de HNA estará disponible para inspección sin costo al menos 7 días antes de la reunión y será proveído a un costo razonable si lo solicita. La pagina web de la Comisión es <www.ci.woodburn.or.us/?q=planning_commission>.

- Written comments about needed housing may be filed with the Senior Planner – contact information below – prior to the meeting or may be submitted or spoken at the meeting. If commenting prior to the meeting and in order for the staff report to reflect comments, submit an e-mail, mailed letter, or in-person letter no later than December 5, 2018 by 8:15 a.m.)

Comentarios escritos acerca de la necesidad de vivienda pueden ser presentados con el Planificador Superior – información de contacto abajo – antes de la reunión o debe ser remitido o hablado en la reunión. Si comenta antes de la reunión y para que el personal pueda reportar o reflejar sus comentarios, envíe un correo electrónico, carta por correo o carta en persona no mas tarde del 5 de diciembre, 2018 hasta las 8:15 de la mañana.

- Individuals needing special accommodations such as sign language, foreign language interpreters, or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request such an accommodation or interpretation, contact Vicki Spitznogle at 503-982-5246, or the Statewide Toll Free Relay at 1-800-735-1232.

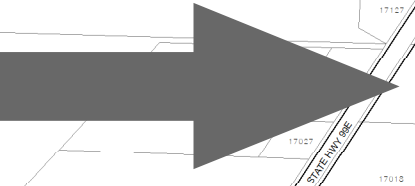
Las personas que necesiten asistencia tal como lenguaje de señas, intérprete de idioma extranjero, o equipos para personas con impedimentos auditivos; deberán solicitar dichos servicios con anticipación. Y se les pide entregar su solicitud con un mínimo de 48 horas, antes de la reunión. Para solicitar tal arreglo o interpretación, comuníquese con Vicki Spitznogle al 503-982-5246, o a la línea telefónica nacional sin costo, 1-800-735-1232.

Please contact the following representative for additional project information:

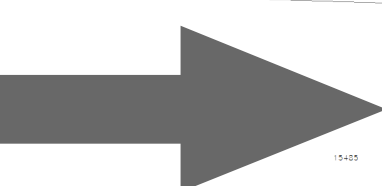
Colin Cortes, AICP, CNU-A, Senior Planner, Community Development Dept., 270 Montgomery Street, Woodburn, Oregon 97071, 503-980-2485 or colin.cortes@ci.woodburn.or.us.

- Projects:**
1. Oregon House Bill (HB) [4006](#) / Oregon Administrative Rule (OAR) [813-112-0030](#)
 2. Housing Needs Analysis (HNA) Project

20-Year UGB Expansion Limitation*

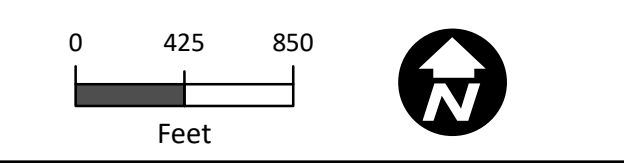


20-Year UGB Expansion Limitation*



PUBLIC WORKS DEPARTMENT
GIS/Engineering

LEGEND
City Limits
Urban Growth Boundary
Assessor Taxlot
Stream
Railroad
City ROW



Disclaimer: This map is a graphic representation using the most current information available. However, it should not be considered accurate for scaling. Last updated and printed on 9/11/2018.

City of Woodburn | Comprehensive Plan

COMPREHENSIVE LEGEND

- Low Density Residential
- Medium Density Residential
- Commercial
- Industrial
- Open Space and Parks
- Public Use
- Urban Growth Boundary Reserve
- Mixed Use Boundary
- Nodal Development Overlay
- Southwest Industrial Reserve
- Interchange Management Area (IMA)

*20-Year UGB Expansion Limited Until January 11, 2036.

Acknowledged by The State of Oregon on December 22, 2006, For The Area Inside The City Limits. Adopted by The Woodburn City Council on October 31, 2005 (Ordinance Number 2391). Last Revised: January 26, 2016.

Public Meeting for HB 4006 / HNA

December 13, 2018

Name/Nombre	Address/Dirección	Organization Affiliation, if applicable/ Organización Afiliación, si aplica	Telephone Number/ Número Telefónico	E-Mail/ Correo Electrónico	Interested in Housing Need Analysis (HNA) notifications/ Interesado en notificaciones de Análisis de Necesidades de vivienda (HNA)
The City <u>will not</u> use your contact information for any purpose other than as a record of attendance and to keep those who check the box updated about select City projects.					
El Ayuntamiento <u>no</u> usará su información de contacto para ningún propósito que no sea registro de asistencia y mantener a quienes marquen la casilla para mantenerse actualizados acerca de selectos proyectos de la Ciudad.					
Lorrie Cox	1700 Rainier Rd	WTR Realty	503.989.1986	lorriecox@wtrrealty.com	<input checked="" type="checkbox"/> Yes/Sí
Jeff Tatizo	2180 Country Club ^{HO}	WTR Realty	503 975-9359	J17913@aol.com	<input checked="" type="checkbox"/> Yes/Sí
Christie Hughes	780 Thompson NE	ARCHES	503 399-9080	christiehughes@muvcaa.org	<input checked="" type="checkbox"/> Yes/Sí
Enrique Ruiz	304 Evergreen Ave NE Salem, OR	PCUN	(503) 990-3045	enrique.ruiz@pcun.org	<input type="checkbox"/> Yes/Sí
María Elena Guerra	1274 5th Street Suite 1-A FHDC	FHDC	971-215-2996	maria Guerra@fhdc.org	<input checked="" type="checkbox"/> Yes/Sí
Evelia	1315 Marcel Dr.		971-3383667		<input type="checkbox"/> Yes/Sí
Pam Phan	2710 NE 14th Ave Portland 97212	CAT	503.460.9702 x127		<input checked="" type="checkbox"/> Yes/Sí

Public Meeting for HB 4006 / HNA
December 13, 2018

Name/Nombre	Address/Dirección	Organization Affiliation, if applicable/ Organización Afiliación, si aplica	Telephone Number/ Número Telefónico	E-Mail/ Correo Electrónico	Interested in Housing Need Analisis (HNA) notifications/ Interesado en notificaciones de Análisis de Necesidades de vivienda (HNA)
<p>The City <u>will not</u> use your contact information for any purpose other than as a record of attendance and to keep those who check the box updated about select City projects.</p>					
<p>El Ayuntamiento <u>no</u> usará su información de contacto para ningún propósito que no sea registro de asistencia y mantener a quienes marquen la casilla para mantenerse actualizados acerca de selectos proyectos de la Ciudad.</p>					
Rebecca Siewert	1290 Young St. Wdbn	Woodburn Prop. mgmt	503 982 8301		maybe <input type="checkbox"/> Yes/Sí
Andrew Wilkes	550 Capital St. Salem, OR	Oregon Dept. of Energy	503-378-4416	andrew.wilkes@oregon.gov	<input type="checkbox"/> Yes/Sí
Marian Galtner	9 Pine Cir woodburn OR 97071		503 984-0424		<input type="checkbox"/> Yes/Sí
					<input type="checkbox"/> Yes/Sí
					<input type="checkbox"/> Yes/Sí
					<input type="checkbox"/> Yes/Sí
					<input type="checkbox"/> Yes/Sí

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
December 13, 2018**

CONVENED: The Planning Commission met in a public meeting session at 7 p.m. in the City Hall Council Chambers, with Chair Charlie Piper presiding.

ROLL CALL:

Chair	Piper	Present
Vice-Chair	Bandelow	Present
Commissioner	Aiken	Present
Commissioner	Corning	Present
Commissioner	Dos Reis	Present
Commissioner	Lassen	Present
Commissioner	Berlin	Present

Staff Present: Chris Kerr, Community Development Director
McKenzie Granum, Assistant City Attorney
Colin Cortes, Senior Planner

Introduction

Chair Piper opened the workshop/meeting at 7 pm, and led the Commissioners in the flag salute.

Minutes

The November 8, 2018 minutes were approved as corrected.

Business from the Audience

Mayor Eric Swenson was introduced to the Commission and audience.

Communication

None

Public Meeting:

Commission Discussion:

HB 4006: Statutorily Required Hosting of Meeting about Affordability of Housing / Rent Burden and Reporting to the State

The Oregon Legislature passed House Bill (HB) 4006 that among other actions requires through Oregon Administrative Rule (OAR) 813-112-0030) that cities including Woodburn with rent burdened populations to host by year's end a meeting about the affordability of housing and report

to the legislature a list of attendees and a meeting summary. The required topic wording is:

- “(a) The causes and consequences of severe rent burdens within the City;
- (b) The barriers to reducing rent burdens; and
- (c) Possible solutions to reduce the rent-burdened households within the City.”

Online and print surveys are available for interested persons to fill out and return by Dec. 20, 2018 at 5pm. Staff will report testimony received during the meeting to the legislature.

Gustavo Gutierrez-Gomez, Community Relations Manager, translated for the the Commission and in turn for the Spanish-speaking audience.

Maria Elena Guerra, Farmworker Housing Development Corporation (FHDC), claimed the City in 2015 conducted a workforce housing study that found 75% of the workforce cannot afford to live in town. She spoke about the development of income-restricted Colonia Unidad [1750 Park Avenue; Design Review 2017-02], comprised of 44 low-cost apartment units and said there is a great need for affordable housing in Woodburn. She explained that Oregon Housing and Community Services (OHCS) weighs grant applications with siting being a criterion, and that because Woodburn has more than its share of official affordable housing looking across Oregon as a whole, the town is “oversubscribed” such that OHCS would give no points for a project location being Woodburn, apart from actual need in town.

Lorrie Cox, 1700 Rainier Road, described herself as a mother of four elementary school-age children and someone who had endured the school of hard knocks in life such that she and her children had some time ago unexpectedly lost her usual income and their house and that during the interim she rented, the rent amount was within \$10 of her total take-home pay. She emphasized that calamity can befall people such that they find themselves in need of an affordable rental.

A woman who spoke Spanish and resides on Aztec Drive stated that affordable Woodburn living spaces are saturated, with five or six people living in a room, paying \$300-400 apiece. She mentioned predation by landlords includes rental application fees charged per person even for family members and multiple would-be tenants for a single unit. She has experienced great difficulty with the complicated applications and money that was required with each application. She suffered at least one one-week eviction notice. Waiting lists for rentals range from five months to a year. She stated landlords look upon renters like her as suspect and unable to keep up rent payments. As she is not a farmworker, she cannot work with Farmworker Housing, and migrant labor consumes the housing market during season

Pam Phan, of the statewide Community Alliance of Tenants (CAT), thanked the City for the mailed invitation to the meeting and introduced Oregon Revised Statutes (ORS) 90 as constituting state landlord/tenant law. CAT receives hundreds of calls monthly, and Marion County residents generate many calls including from Woodburn. Marion County is a top concern for CAT, even more than Multnomah County. No-cause evictions are a problem, and tenants' fear of them can and has led them not to make maintenance requests such that it hastens dilapidation of some properties. CAT offers to suggest solutions to the City and seeks to persuade the City to adopt local renter protections, including to:

- Train about renters' legal rights and lease responsibilities
- Increase no-cause eviction notice to 90 days minimum
- Fund legal aid
- Require relocation support, e.g. a small nominal fee paid by a landlord who opts for a no-cause eviction or even "damages" such as three times the monthly rent
- Ban no-cause evictions by requiring they be of "good" or "just" cause.

Ms. Phan noted also that landlords would be more likely to negotiate with and retain tenants when tenants are able to work with them, reducing for landlords the costs of finding replacement rental income.

A woman who lives on NE McKinley Street in Portland spoke to "(a) The causes and consequences of severe rent burdens within the city", stating that Hispanic housing demand reinforces that demand. She seeks that because the City has a loop bus service and close-in destinations as a small city, along with the existing Hispanic population these further attract Hispanics. Married with three children, she often is blocked from a rental because of a landlord's occupancy limit. She has shared a rental house with another family. Speaking to "(b) The barriers to reducing rent burdens", tenants' credit records can be an obstacle.

A man named Aaron said that housing is too expensive; that after paying Woodburn's high rent and basic bills, his paycheck is gone.

Commission Workshop:

Housing Needs Analysis (HNA): Task 2 "Housing Needs Projection"

Introduction of Project: The City will be conducting a housing needs analysis so that Woodburn can better provide needed housing. Project objectives are to:

- Guide decisions to ensure future growth is orderly, and efficient
- Ensure adequate land is inside of the Woodburn urban growth boundary (UGB) to accommodate projected housing growth
- Consider housing policies the city could consider to improve housing availability and affordability, and

- Update and develop long-range planning policies in a manner that preserves the character of the city and helps achieve a high quality of life.

Objectives are for commissioners to ask questions of the consultant and staff and to discuss and describe what the project objectives mean to them concretely and what success looks like beyond legal and technical aspects. The Commission will advise on the HNA and meet additional times as the project proceeds to completion in June 2019.

Tim Wood, FCS Group, said that Housing Needs Analysis (HNA) is a statewide goal. He presented a review of housing data and will return in March 2019 to bring the Commission up to date with further results.

Chair Piper verified that FCS used the 2016 census as a baseline and that growth estimates came from Portland State University (PSU), which was tasked by the state to forecast population/housing growth. Mr. Wood will research the algorithms PSU used to arrive at the numbers quoted and get back to the Commission with a brief synopsis. As the proposed survey will eventually result in further data based on the numbers received from PSU, the Chair wondered if further analysis will be conducted as the twenty year timeline grows shorter. Senior Planner Colin Cortes noted that we are required to use PSU's numbers and said that as the time grows near to its twenty-year end, the City will decide whether to repeat the forecast and a new HNA.

Woodburn has been averaging 60 home permits a year. Those average numbers will skew once the Smith Creek Development [105 Ben Brown Lane and vicinity; Subdivision 2017-01] is developed.

Public Hearing:

Public Facilities Plan (PFP) Update Comprehensive Plan Legislative Amendment (LA 2018-03)

Consideration of a legislative amendment to the Comprehensive Plan to incorporate a modified Public Facilities Plan (PFP). The PFP identifies major infrastructure projects proposed to meet future demand in the City. The Commission is required to make a recommendation on the proposal prior to City Council consideration.

Lorrie Cox, 1700 Rainier Road, said that infrastructure for internet in Woodburn is sorely lacking. The proposed homes in Smith Creek may be sold to professionals that work from home. If we don't address the internet infrastructure needed, we may lose this whole section of possible buyers.

The public hearing was closed.

Director Chris Kerr noted that cable services aren't part of the Public Facilities Plan. Chair Piper said that the previous comment about internet infrastructure was valid in itself, though.

Commission Comments:

Commissioner Dos Reis moved to amend the Comprehensive Plan to include the proposed Public Facilities Plan. Commissioner Bandelow seconded the motion, which was approved unanimously.

Business from the Commission

None.

Staff Updates

Commissioner Berlin was officially reappointed to a regular 4 year term of office. There will be no meeting on the fourth Thursday in December and a meeting on the second Thursday in January is doubtful. However, there will be a Planning Commission meeting with involving an annexation, a variance and a modification of conditions on the fourth Thursday in January.

This is the last Planning Commission meeting at this location. For the next six months all Planning Commission and City Council meetings will take place at the Community Room in the Police Department. All City functions, including bill paying, will be available City Hall's well-publicized new location at 970 N Cascade Drive.

Adjournment

The meeting was adjourned at 9:00 pm.

APPROVED _____
Charlie Piper, Chair

Date

ATTEST _____
Chris Kerr
Community Development Director
City of Woodburn, Oregon

Date