



**CITY OF WOODBURN
COMMUNITY DEVELOPMENT**

MEMORANDUM

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Date: November 14, 2019 (Prepared November 5)
To: Planning Commission
Through: Chris Kerr, Community Development Director *CK*
From: Colin Cortes, AICP, CNU-A, Senior Planner *CC*
Subject: **OAR 813-112: State Required Hosting of Meeting about Affordability of Housing / “Rent Burden” and Reporting to the State**

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Introduction

In brief, since 2018 Oregon Administrative Rule (OAR) [813-112](#) among other actions requires 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.

Woodburn with several other cities was first subject to the administrative rule following the Oregon Legislature passing House Bill 4006 (HB 4006) in 2018 and held the meeting through the Planning Commission on December 13, 2018. Because Woodburn remains rent burdened as the rule defines, another meeting is required by year’s end.

Because a Commission meeting is the most convenient City forum to host a housing meeting, the Commission finds itself on November 14 observing a housing meeting that the City hosts in compliance with state law.

Meeting Requirement

It is OAR [813-112-0030](#) that directly requires the meeting:

“(1) When a city with a population greater than 10,000 is informed by the Housing and Community Services Department that at least 25 percent of the renter households in the city are severely rent burdened, the governing body shall hold at least one public meeting within the year of being informed, to discuss:

- (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.

(2) Conduct of public meeting requires the city’s governing body, most senior administrative employee or delegate of the governing body to:

- (a) Conduct the meeting and provide notice in accordance with Oregon’s public meeting laws ([ORS 192.610](#) through [192.690](#)).
- (b) Invite representation from local housing providers and service providers, and residents experiencing severe rent burden to the public meeting, including the Public Housing Authority, Community Action Agency, and nonprofit housing and service providers.
- (c) Submit 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.”

Accordingly, Planning Division staff compiled a list of agencies and renters based on both last year’s list and record of those who attended the meeting and mailed them notice.

That attendees complete the sign-in sheets is critical to subsection (2)(c), reporting a list of attendees to the state.

Meeting Objectives

The objectives are for attendees to sign in; succinctly comment on the topics below as specified by the state; and to do so within one hour as the Commission observes.

- “(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.”

Written Comment

Attendees may submit comments in writing instead of verbally, and they may do so in the care of either the Community Development Director or the Senior Planner before or after the meeting until Monday, December 2 at 9 a.m.

Staff encourages written comment to speed receipt of comments at the meeting and facilitate reporting to the state.

Background

Below staff explains in more detail why the meeting is required and what the state through the City requires of it.

The [Oregon Housing and Community Services Department \(OHCS\)](#) adopted the administrative rule. OHCS stated in its [rule adoption](#) that:

“The rules in division 813-112 clarify the contents and timing of an annual housing affordability survey prepared by the Housing and Community Services Department and Department of Land Conservation and Development, outline the responsibilities of cities experiencing severe rent burden to complete the survey and hold an annual public meeting on severe rent burden in that city, and provide detail regarding annual reporting requirements on new housing for cities with populations greater than 10,000.”

OAR 813-112 sets out that:

- Cities with populations over 10,000 where greater than 25% of renter households pay more than 50% of monthly income on rent must
 - Hold at least one public meeting to discuss rent burdens causes and potential solutions.
 - Report meeting minutes and attendees.
 - Complete and submit a survey. (The Community Development Director completed this survey of local actions related to affordability of housing.)
 - Report the number of permitted and produced residential units in several different categories
(Woodburn is among rent burdened cities.)
- Cities with populations over 10,000 (not severely rent burdened) must report the number of permitted and produced residential units in several different categories. (Woodburn is not one of these cities.)

Based on 2016 data, certain cities are rent burdened, that is, 25% or more of renter households pay more than 50% of monthly income on rent. Below is an excerpt of the table from a letter to the City from the Oregon Department of Land Conservation and Development (DLCD; September 1, 2018) of Portland and Salem metro area cities and cities relatively close to Woodburn:

<i>City</i>	<i>% Severely Rent Burdened</i>	<i>Population</i>	<i>Severely Rent Burdened</i>	<i>Total Renter Households</i>
Albany	28%	51,919	2,179	7,649
Beaverton	25%	94,865	4,884	19,394
Corvallis	41%	55,766	4,593	11,337
Dallas	30%	15,175	594	2,002
Forest Grove	34%	23,214	1,044	3,076
Gladstone	34%	11,850	628	1,827
Gresham	32%	110,042	5,624	17,833
Keizer	27%	37,497	1,402	5,104
Lake Oswego	29%	38,065	1,426	5,001
Lebanon	36%	16,162	1,023	2,843
Milwaukie	27%	20,643	940	3,510
Newberg	28%	22,749	790	2,853
Tigard	28%	50,787	2,212	7,962
Troutdale	33%	16,535	718	2,154
Woodburn	26%	24,765	763	2,951

Table 1

Next Steps

Staff will record comments and report a list of attendees and meeting summary to the state through OHCS.

Attachment(s):

[none]