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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 30<sup>th</sup>.

**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,



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Anna D. Ruggles, CMC, City Recorder