

**RESOLUTION NO. 2016-63**

**RESOLUTION ESTABLISHING TEMPORARY COMMUNITY ADVISORY AND  
TECHNICAL ADVISORY COMMITTEES FOR AFFORDABLE HOUSING AND  
APPROVING THE PROJECT SCOPE OF WORK**

**WHEREAS**, City Council adopted Resolution No. 2016-22 establishing goals and objectives for Fiscal Year 2016-17; and

**WHEREAS**, Goal 3.18 establishes as a priority objective the desire to address affordable housing in Forest Grove; and

**WHEREAS**, City Council conducted a work session on August 8, 2016, to discuss possible approaches for addressing affordable housing including a scope of work proposed by the Community Development Department; and

**WHEREAS**, On September 12, 2016, City Council heard a staff presentation on a project scope of work proposed by the Community Development Department to address affordable housing needs in Forest Grove; and

**WHEREAS**, On September 12<sup>th</sup>, City Council also discussed the staff recommendation to establish a community advisory committee and technical advisory committee to guide the affordable project; and

**WHEREAS**, City Council desires to establish a community advisory committee with representatives from organizations involved in preparing affordable housing policies; and

**WHEREAS**, City Council also desires to establish a technical advisory committee comprised of professionals involved in providing, managing and financing affordable housing to inform the community advisory committee on affordable housing program and policy alternatives.

**WHEREAS**, The committees shall complete their work and report their recommendations to City Council no later than November 15, 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1:** The City Council hereby establishes the Forest Grove Affordable Housing Community Advisory Committee with organizations shown on Exhibit A.

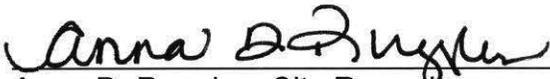
**Section 2:** The City Council hereby establishes the Affordable Housing Technical Advisory Committee with organizations shown on Exhibit B.

**Section 3:** The City Council endorses the project scope of work guiding the efforts of the community and technical advisory committees as shown on Exhibit C.

**Section 4:** The community advisory and technical advisory committees will sunset on December 31, 2017, unless reauthorized by City Council.

**Section 5:** This resolution is effective immediately upon enactment by City Council.

**PRESENTED AND PASSED** this 14<sup>th</sup> day of November, 2016.

  
\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 14<sup>th</sup> day of November, 2016.

  
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Peter B. Truax, Mayor

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**EXHIBIT A**

**Affordable Housing  
Community Advisory Committee**

**Invited Representation**

**Organization**

Interfaith Committee on Homelessness  
Washington County Housing Advisory Committee  
Habitat for Humanity  
Fair Housing Council of Oregon  
Adelante Mujeres  
Bienestar  
Casa of Oregon  
Ride Connection  
Pacific University  
Home Builders Association  
Planning Commission  
Sustainability Commission  
Economic Development Commission  
Public Safety Advisory Commission  
Forest Grove United Church of Christ  
Vision Action Network

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**EXHIBIT B**

**Affordable Housing  
Technical Advisory Committee**

**Invited Representation**

**Organization**

Washington County Housing Services

Washington County Community Development

Washington County Land Use & Transportation

Community Housing Fund

HUD Portland Field Office

USDA Rural Development Office

Metro

Network for Affordable Housing

PNC Multifamily Capital

City of Cornelius

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**EXHIBIT C**

**Affordable Housing Strategic Plan  
Project Scope of Work**

**Joint Community Advisory Committee (CAC) & Technical Advisory Committee (TAC)  
Meeting #1 (Kick-off)**

Meeting Objectives

1. Agreement on issue statement defining scope of project (preparing strategic affordable housing plan);
2. Identification of data gaps to address; and
3. Agreement on affordable housing definition for purposes of the strategic plan.

TAC Actions

- ✓ Discuss TAC meeting outline and project objectives to prepare strategic plan;
- ✓ Prepare issue statement for agreement including scope of project for preparing strategic action plan;
- ✓ Discuss demographic and socio-economic data (American Community Survey, Economic Opportunity Analysis, Regional Equity Atlas, Claritas) and identify data gaps;
- ✓ Review available local housing needs data (including data contained in the Washington County Consolidated Housing Plan) and identify data gaps;
- ✓ Review Comprehensive Plan policies related to affordable housing; and
- ✓ Discuss ways to define housing affordability (i.e. 30% of income rule of thumb)

Timeline

November 16, 2016

**TAC Meeting #2**

Meeting Objectives

1. Identification of affordable housing tools and programs;
2. Agreement on affordable housing tools to evaluate further; and
3. Agreement on evaluation criteria for assessment of affordable housing tools & programs

TAC Actions

- ✓ Follow-up from meeting #1 including review of data needed to fill gaps;
- ✓ Select method for defining housing affordability in Forest Grove;
- ✓ Discuss financial tools to reduce housing costs;
- ✓ Discuss regulatory tools and programs to promote affordable housing including increasing allowable density in the Residential Multifamily High zone;

- ✓ Discuss affordable housing opportunity sites using urban renewal plan as a starting point;
- ✓ Discuss evaluation criteria for assessing tools to address housing affordability based on agreed to affordability definition; and
- ✓ Discuss factors/barriers affecting housing affordability in Forest Grove (e.g. presence of Pacific University, availability of employment opportunities in Forest Grove, affordable housing contracts expiring/shortage of units, increasing rent, mortgage financing not available, land costs, capacity of local organizations to deliver affordable housing).

#### Timeline (Tentative)

January 25, 2017

#### **TAC Meeting #3**

##### Meeting Objectives

1. Review assessment of tools/program identified during TAC Meeting #2; and
2. Recommend tools to include in public review draft of strategic plan

##### TAC Actions

- ✓ Follow-up from TAC Meeting #2;
- ✓ Assess tools based on agreed to evaluation criteria;
- ✓ Recommend tools to include in Strategic Plan; and
- ✓ Recommend techniques to overcome identified housing affordability barriers/constraints

#### Timeline (Tentative)

March 15, 2017

#### **CAC Meeting/Possible Community Open House**

##### Meeting Objective

1. CAC review and concurrence with TAC recommended tools to include in Strategic Plan; and
2. Concurrence with recommended techniques to overcome identified housing affordability barriers/constraints.

##### CAC Action

- ✓ Concurrence with recommended tools and techniques to overcome identified housing affordability barriers/constraints

#### Timeline (Tentative)

April 19, 2017

## **Joint CAC & TAC Meeting #4**

### Meeting Objective

1. Review public comments on draft strategic plan;
2. Agree on public comments to incorporate into strategic plan; and
3. Consensus recommendation on strategic plan for consideration by City Council.

### TAC Actions

- ✓ Follow-up from meeting #3; and
- ✓ Review draft strategic plan based on community input for recommendation to City Council.

### Timeline (Tentative)

May 24, 2017



*A place where families and businesses thrive.*

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>11/14/16</u>
FINAL ACTION:	<u>Approved</u> <u>Reso 2016-63</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *November 14, 2016*

**PROJECT TEAM:** *Dan Riordan, Senior Planner, Jon Holan, Community Development Director*

**SUBJECT TITLE:** *Resolution Establishing Temporary Community Advisory and Technical Advisory Committees for Affordable Housing and Adopting a Project Scope of Work*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

*X all that apply*

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**ISSUE STATEMENT:** Addressing affordable housing needs in Forest Grove is a City Council objective for FY 2016-2017 (Objective 3.18). To begin addressing this objective City Council held a work session on August 8<sup>th</sup> to discuss recent affordable housing legislation and a possible approach to address local affordable housing needs. The August 8<sup>th</sup> work session was followed by a staff presentation on September 12<sup>th</sup> that refined the project approach as explained below. A resolution is attached that if adopted will formalize the approach for addressing local affordable housing needs.

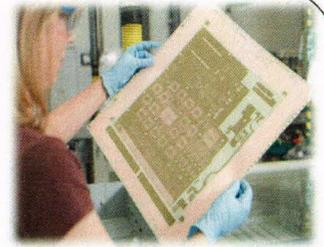
**BACKGROUND:** The proposed approach for addressing local affordable housing needs includes establishing two temporary advisory committees - a community advisory committee and a technical advisory committee. These committees will prepare affordable housing policy recommendations for City Council consideration. As discussed by City Council on September 12<sup>th</sup>, the community advisory committee would include persons from organizations involved in developing affordable housing policies. The technical advisory committee would include staff from agencies providing, managing and financing affordable housing. Adoption of the attached resolution for City Council consideration will formalize committee membership and the project scope of work. It is expected both committees will meet about four times beginning in mid-November and ending no later than November 15, 2017. The attached resolution for City Council consideration formalizes the recommended project scope of work and membership of the two advisory committees presented to City Council in September.

**FISCAL IMPACT:** Adoption of this resolution will not have an additional fiscal impact on the City. The affordable housing project and administration of the advisory committees will be funded with resources for the Community Development Department adopted in the approved FY 2016-2017 budget.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution establishing temporary community advisory and technical advisory committees for affordable housing and the project scope of work.

**ATTACHMENT:**

- A. Resolution establishing temporary community advisory and technical advisory committees for affordable housing and approving the project scope of work.



# Affordable Housing Strategic Planning Resolution

City Council Presentation  
November 14, 2016

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# Affordable Housing

- What has been done so far:
  - City Council included addressing affordable housing as an objective for the upcoming year.
  - During the past few months City Council heard presentations from several affordable housing agencies and advocacy groups.
  - A work session on affordable housing was held with City Council on August 8, 2016
    - Briefing on SB 1533
    - Outline of Draft Work Program for Affordable Housing effort
      - Proposed Technical Advisory Committee (TAC)
      - Due to Council request to add others, staff is proposing a two committee approach with a Citizen Advisory Committee (CAC) and TAC
  - A staff presentation was given to Council on September 12, 2016 describing refinements to the affordable housing project based on Council input including suggested representation on the advisory committees.

# Community Advisory Committee

- Purpose - Prepare policy and program recommendations addressing affordable housing needs in Forest Grove for City Council consideration.
- Invited Representation:

Organization
Interfaith Committee on Homelessness
Washington County Housing Advisory Committee
Habitat for Humanity
Fair Housing Council of Oregon
Adelante Mujeres
Bienestar
Casa of Oregon
Ride Connection
Pacific University
Home Builders Association
Planning Commission
Sustainability Commission
Economic Development Commission
Public Safety Advisory Commission
Forest Grove United Church of Christ
Vision Action Network

# Technical Advisory Committee

- Purpose – Identify affordable housing needs in Forest Grove and assess affordable housing programs and policies for use in Forest Grove for consideration by the Community Advisory Committee.
- Invited Representation:

Organization
Washington County Housing Services
Washington County Community Development
Washington County Land Use & Transportation
Community Housing Fund
HUD Portland Field Office
USDA Rural Development Office
Metro
Network for Affordable Housing
PNC Multifamily Capital
City of Cornelius

# Affordable Housing Plan General Scope

- Support the advisory committees to:
  - Identify affordable housing needs in Forest Grove;
  - Review available affordable housing policies and programs to address affordable housing needs;
  - Evaluate affordable housing policies and programs for possible use in Forest Grove;
  - Identify affordable housing policies and programs to include in public review draft of affordable housing strategic plan;
  - Solicit public comments on draft strategic plan;
  - Revise strategic plan based on public comments received; and
  - Reach consensus on final strategic plan for consideration by City Council.

# Staff Recommendation

- Adopt a resolution establishing temporary Community Advisory and Technical Advisory Committees for Affordable Housing and Approving a Project Scope of Work.
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