

**HOUSING ADVISORY COMMITTEE**  
**Meeting Minutes – March 16, 2018 at 9:00 AM**  
**Courtyard Conference Room**

**Committee Members**

Loree Arthur  
Duward Brown  
David Corsi - Absent  
Jason Elzy  
Sam Engel  
Pamela Hurlburt  
Andrew Luther  
Teresa Santucci  
Mary Tillery  
Doug Walker (Chair)  
Kelly Wessels (Vice Chair) - Absent

**Staff/Council Liaisons:**

Tom Schauer – Senior Planner (Staff Liaison)  
Roy Lindsay – City Councilor (Council Liaison)

**Guests:**

Kelly Madding – Medford Deputy City Manager  
Matt Brinkley – Medford Planning Director  
Mayor Darin Fowler  
Rick Ricker – City Councilor  
Tanya More – Ontrack  
?? - AmeriCorps

**AGENDA:**

1. **Roll Call:**
  - a. Chair Walker opened the meeting and took roll.
2. **Items from Public:** (opportunity for citizens to share information with the committee regarding items that are not on the agenda) - None
3. **Consent Agenda:**
  - a. Minutes: February 16, 2018

**MOTION/VOTE**

**Member Elzy moved and Member Engel seconded the motion to approve the minutes from February 16, 2018. The vote resulted as follows: “AYES”: Chair Walker, Members Arthur, Brown, Elzy, Engel, Hurlburt, Luther, Santucci and Tillery. “NAYS”: None. Abstain: None. Absent: Vice Chair Wessels and Member Corsi.**  
**The motion passed.**

4. **Work Session Items:**
  - a. Presentation and discussion – City of Medford – Kelly and Matt
    - Matt explained what the City of Medford has done with their 2012 Regional Plan as well as what they have done recently to address housing issues.
    - Matt stated that the Regional Planning process took them 12 years. It was to address how do communities in the Bear Creek Valley grow without competing with one another while complementing one another. They also talked about employment land and housing issues.
    - Matt stated part of that process involved a Regional Housing Needs Analysis as well as a Regional Economic Aptitude Analysis.
    - Matt said one of the outcomes was a requirement that Jackson County adopt a Regional Housing Strategy within 5 years of adoption of the RPS plan.
    - Kelly stated that they would not be able to do any Urban Growth Boundary expansions until they did.
    - Tom said as part of Regional Problem Solving this was a chance for all the cities to meet those needs together. They adopted Urban Reserve,

with the exception of Ashland. That provided the outer area where they would expand their Urban Growth Boundaries into.

- Matt stated that they had to get the Regional Housing Strategy done by March 2018 in order to submit the UGB amendment to the state.
- Matt stated they got the cities together and hired EcoNorthwest to do a Regional Housing Strategy. This provided a list of suggestions for policies that they might adopt to address housing affordability, and availability for a range of housing types across income levels.
- Matt stated that it isn't just affordable housing in the sense of subsidized housing for people who are not able to afford market rate housing, it is for people who should be able to afford market rate housing but can't.
- Matt talked about the Housing Strategies and efficiency measures they received from EcoNorthwest.
- Matt talked about Regulatory Reforms and Economic Service Support or Incentives. Economic Incentives is where the Construction Excise Tax came in to place.
- Matt said they are hoping that the State of Oregon starts to bring resources to partner with local communities and develop more housing.
- Matt stated that they will implement a System Development Charges Deferral Program that will be deferred until Certificate of Occupancy.
- Kelly stated that there will be a lien on every property that has an SDC deferral and a timeline for these SDC's to be called.
- Tom said Grants Pass allows financing and first year interest refinancing.
- Councilor Lindsay asked if there was a document that shows what they will be saving by having the deferred SDC.
- Kelly said they do not have anything like that now.
- Matt said they created a Housing Advisory Committee. This committee looked at the recommendations from the Regional Housing Strategy and then came up with their own recommendations. This body discussed the CET and the amounts.
- Matt said they have recently brought their CDBG program into their Planning Department. They are administering a revolving loan fund for those programs.
- Matt said they are going to diversify this program to move it away from being just CDGB and other federal programs. They partner with Code Enforcement to take care of blighted houses.
- Kelly talked about the Receivership Program. This is for blighted houses that are cleaned up and auctioned off.
- Tom asked if there was anything they need to work on to coordinate or partner on any housing programs with Jackson County.
- Matt said he feels we will be more effective if we combine resources.
- Councilor Lindsay suggested having RVCOG coordinate and manage a regional activity.
- Matt said having a stakeholder group that is representative of all the diverse stakeholders is the one piece of advice he has for this committee. He said you have to get the development community on board.
- Kelly stated that if this committee is going to look at the tax, one of the ways they sold this idea was to let them know that they were also going to do this program to try to help them with the SDC deferral.

- Tom clarified their list of priorities; Council adopted the CET, gave the go ahead with the deferral program, the economic and regulatory reform and to start digging into those high priority items. He asked about public outreach.
  - Matt said they did not do a lot of public outreach on the CET's. They did outreach on the UGB amendment, but they did not do a lot outside of the Housing Advisory Committee. We did get a good response from the Virtual Town Hall. There were a lot of media interviews.
  - Kelly said they talked to the Homebuilders Association and their Housing Advisory Committee.
  - Matt recommended contacting Jim Long, retired Director of Affordable Housing in Bend for advice.
  - Member Engel asked if Matt had advice on how to find the threshold for what size community or what level of development you would want to see before the CET would be beneficial.
  - Matt said the CET would need to generate a couple hundred thousand dollars to make it make sense. The program would need to be administered and that is going to cost money.
  - Kelly said you would probably need to generate closer to four or five hundred thousand dollars. This money is to make a difference in the housing that is being built.
  - Mayor Fowler said our big problem is that everybody wants single family dwelling. He asked if there is way to just use the CET on them and incentivize duplex, triplex or redevelopment of close to town old homes. He feels that is one of the main problems we are having, nobody wants to get into the landlord business.
  - Matt said that was the case in his community also. Shifting the industry into more affordable housing types is going to be a challenge. He said you can design your program to incentivize certain housing types. He does think it is important to recognize that there is a desire for single family detached housing. He would encourage this committee to design programs to generate the kind of housing that this community needs.
- b. Discussion – Stakeholder outreach activities
- Tom said they are still working on the stakeholder interviews. He said they gave the results from Tuesday's meeting to Beth. The draft should be ready in the next couple of weeks.
- c. 2018 Strategic Plan – Housing objectives and actions
- Tom talked about the 2018 Strategic Plan. This gets turned into a Work Plan and those goals, objectives and actions get assigned within the organization. Tom pointed out the Housing items that are scheduled to be worked on this year.
- d. DLCD grant programs (HB 4006, etc.)
- Tom talked about an email from Ali Turiel at DLCD. She is in the planning services and is involved with some of the Transportation Growth Management Grant Programs. He outreached to her about some potential resources for those programs. He talked about House Bill 4006 that helps cities with housing planning activities. We are one of the communities identified based on rent burden, so we would be eligible for those funds. He wants to make sure we are ready to go with a project or activity when the funds are available.

- e. Community Development Block Grant (CDBG)
  - Tom said this committee could take on a roll in conducting some of the hearings for Block Grants. He explained the process. There is a public meeting scheduled for Tuesday, April 3 at 6:00 P.M. This is to talk to people about what to use the funds for. It has to be consistent with the consolidated plan. Tom handed out a short survey form to ask what the most critical needs are. He talked about some of the programs this will help assist with.
- f. Discussion – barriers to affordable housing & tools (continued)
  - Tom stated that they have been working on getting all of the public engagement activities done. He suggested reading through the tools from the work Medford did, look at the Seattle and Corvallis documents and see if there is anything from those that they might want to use.
  - Tom said he would like to start getting into a more in-depth discussion about some of the things that are going to take time to discuss. He wants to make sure the committee understands what they are and how they work so when it is time to start recommendations they are ready.
  - Chair Walker asked about bringing ideas to the City Council. He asked if they needed to bring details as well, or just general concepts.
  - Mayor Fowler said general concepts and pros and cons are all they need.
  - Councilor Lindsay said the council will let the committee know if this is the direction they want to go in.
  - Chair Walker stated that next month the committee will work on getting a list of ideas, barriers and tools that they want move forward.
  - Member Tillery asked if Tom could get some kind of idea of the CET revenue based on last year’s construction.
  - Tom said that Aaron Cubic did a power point presentation on that last July and it is on the resource document page for the Housing Advisory Committee. He will also email that to the committee.
  - Tom talked about SDC programs and the League of Oregon Cities presentation.
- g. Legislative Session – housing related
  - Tom shared some information that Kelly Wessels sent out summarizing some of the housing related items from the Legislative Session.

**5. Information Sharing:**

- a. Items from staff –
  - Tom thanked everyone who submitted letters to the Rural Development Designation for the Loan Guarantee Program.
- b. Items from committee members –
  - Member Engel shared that Kathy Kemper-Pell from RCC had a meeting with the City about water infrastructure, plans for expansion at RCC and the bond levy. Part of that conversation at the DLCD pertaining to their housing goals was around student housing that would be made possible by that expansion, which will only be possible with the water expansion. He brought the letter Kathy shared with the DLCD along with the motion that that group passed.
  - Councilor Lindsay stated that this program would benefit Veterans as well. He also stated that this is on the agenda for the next City Council Workshop.
  - Tom will bring inform on this meeting back to the committee.

- Member Santucci asked if the Document Recording Fee would have an impact on any of this.
- Member Elzy stated that he has used this in the past. It is easy money and does not have a lot of strings attached.

c. Items from Council liaison – None.

**6. Future Agenda Building for Next Meeting:**

a. Potential speakers:

- Alison McIntosh, Neighborhood Partnerships / Oregon Housing Alliance
- Karen Chase, Energy Trust

b. Review / discussion of stakeholder engagement report from Beth Goodman

c. Discussion of barriers and tools / top priorities

**7. Adjournment**

- Chair Walker adjourned the meeting at 11:03 am.

**Next scheduled meeting: Friday, April 20, 2018 @ 9:00 am in the CYCR**

Minutes prepared by Dianne Phelan, City of Grants Pass Administration.