

**MINUTES**  
**Housing Capacity Analysis and Production Strategy Policy Advisory Committee**  
**Meeting #1**  
**Newport City Hall Council Chambers**  
**April 7, 2022**

---

**Committee Members Present** James Bassingthwaite, Todd Woodley, Sheila Stiley, Robert Cowen, Wendy Hernandez, Dr. Lesley Ogden, Bonnie Saxton, Rev. Judith Jones, Braulio Escobar, and Cynthia Jacobi.

**Committee Members Present by Video Conference:** Betty Kamikawa, Dr. Karen Gray, Dennis White, and Lee Hardy.

**Committee Members Absent:** Kathy Kowtow, and Jan Kaplan.

**City Staff Present:** Community Development Director, Derrick Tokos; and Executive Assistant, Sherri Marineau.

**Consultants Present:** Beth Goldman, and Nicole Underwood (*by video*).

1. **Call to Order & Roll Call.** Meeting started at 6:05 p.m.
2. **Welcome and Introductions.** Tokos welcomed the committee members and covered the scope of the work the committee would be doing in the coming year.
3. **Project Overview and Schedule.** Goldman reviewed why the housing capacity analysis and housing production strategy was being done, what questions needed to be answered, and the components of the project. Tokos added that this would be different than what happened in 2011. They were going to be looking at the needs of the unhoused and the strategies they were pursuing to assist those without housing. This was a requirement for all municipalities when they were looking to do updates to their housing plans.

Goldman reviewed the Statewide Planning Goal 10, and the discussion on needed housing types (ORS 197.303). Stiley asked how RV parks were included in housing types. Goldman explained that RV parks were looked at differently and were not classified as needed housing. It didn't mean they couldn't consider them, but it meant that when they did the housing capacity analysis and forecasting growth of new housing, they needed to be careful when forecasting new housing types to make sure they were meeting the letter of the law and to not bind the city in a way that might cause inflexibility later when talking about different housing types in the context of policies. Stiley asked how Accessory Dwelling Units (ADUs) were categorized. Goldman explained ADUs weren't considered a needed housing type but were required to be allowed. Tokos added that needed housing definitions had grown over the last few years. In the early 2000's it took shape in the statutes. The key thing was that the city had to provide a clear and objective path to approval. They couldn't subject needed housing to only being able to get discretionary approval by the Planning Commission, as an example, where someone wouldn't know what they could do until they went through a public hearing process where public testimony was taken and a decision was made.

Karen Gray entered the meeting at 6:34 p.m.

Goldman gave a synopsis on the steps in the housing capacity analysis, and the outcomes of the housing capacity analysis. She then reviewed how the housing production strategy was an eight year

action plan. Jacobi asked why the housing production was an eight year plan. Goldman explained that this was what the administrative rules required cities outside of metro that have 10,000 or more to do. Tokos reminded that it took time to implement the strategies. He noted that the last of the 2011 key recommendations were just now going to be implemented. Saxton asked why ADUs weren't considered affordable housing. Goldman explained that it wasn't that they weren't an affordable housing type, they just weren't a specific housing type in the needed housing statute. Goldman noted that ADUs could be an affordable housing option and something the city could do. Saxton asked if ADUs could be attached to a dwelling or separate. Tokos explained they could be both.

Goldman continued her reviewed on what the city's role in housing development was. Tokos noted that the constructability assessment was something they built into this scope of work that wasn't technically required. What they wanted to do was dig into what the full gamut of costs were for a developer and then corollate that with undeveloped or partially developable properties in Newport to see where we could help influence the construction of additional housing. This would help inform people how limited the city's role was in the overall costs. Tokos noted they would want to capture in the plan what the city's overall role was as it related to the overall cost to make a project work, and how we could most effectively leverage our limited role to help facilitate the construction of housing.

Goldman reviewed the development strategies to meet future housing needs, the strategies in the Housing Production Strategy (HPS), and how they would be evaluating the strategies together. Jacobi asked what protected classes were. Goldman noted it was people of color, children, people with disabilities, gender, victims of domestic violence, sexual orientation and others. Gray read the list of protected classes to the committee.

Goldman reviewed the project schedule noting the list showed approximate dates. They needed to have the housing capacity analysis done by October so it had enough time to go through the hearings process. Cowen asked where the data was being gathered from. Goldman reported that a lot of it was partially from census data and were also working in things like building permit data from the city, sales price data from unit sales, and the buildable lands inventory based on tax lot information. The rents will be done by rent surveys as well. Goldman noted that they would be looking for the committee to tell the consultants when the data didn't look right to them.

4. **Group Discussion: Desired Outcomes.** Goldman started the discussion on outcomes for the project. and what the risks were. Cowen wanted to see an actionable means of meeting the outcome head on and not just to say there was a problem. Ogden thought these types of projects had a risk that they would get good data but no one would act on it. She liked that the structure of this project had some accountability. Woodley wanted them to identify what the city couldn't control. He wanted to see common sense in the development and the building codes, such as changes to the zoning codes that could be controlled on the City Council level. They needed to know what they could control.

Gray reported the Lincoln County School District had a lot of issues recruiting staff in the district. Housing was critical for the district to maintain and recruit anyone to work in Newport, and finding affordable housing was difficult. The district had some of the highest percentage of homelessness in it. Gray wanted to see a buildable lands inventory be done. She thought they ran the risk of equitable outcomes by doing the lip service and not looking at the outcomes in the community. She wanted to see the committee pay attention to the market of equitable outcomes for Newport. Goldman referenced that Cottage Grove School District had a surplus need school site that they worked with the city to help bring it into the housing market for affordable housing.

Kamikawa wanted to see a report done that the city could give out to constituents and developers who

were going to do a project to be able to show them what the city needed, what they had, and how they could help the city get to the next step. She felt everyone should be involved.

Hardy thought when they identified the buildable lands, their locations, and what services were required, one of the first data results they should see was the hard numbers of the developability in terms of the city being able to provide infrastructure, where the money would come from, and what kind of timeframe it would take to generate this income. This would impact the ability to take any steps forward. Hardy wanted to see clarification that defined fair housing rules because they didn't want a stigma attached to this. Goldman asked if they would have some indication on what the investments and availability for infrastructure development would be. Tokos reported there were a number of funding sources for infrastructure. He explained there were different types of infrastructure. As part of the process they would be looking to identify those areas where they should be targeting these types of investments and what types of resources were available, such as utilizing urban renewal district funds. Tokos explained they would designate properties as red, green or yellow to put them in levels on what could be developed, what infrastructure would be available in the areas, and what kind of housing type they might be able to realize in those areas. Goldman reminded this wasn't a funding plan for infrastructure. They would be possibly be able to do a strategy to develop a funding plan for whatever deficiencies in infrastructure there were for different lands. Tokos noted there were already a number of capital facility plans that had identified where the city was weak in water, wastewater, and so forth that were fairly current. They didn't have this available the last time they looked at things, and they were more aware of what their capabilities were. Tokos explained they wouldn't have to develop a lot of new capital projects.

Stiley thought they needed to consider that currently took longer to build than it did before, and there were bigger challenges to building as well. She thought they needed some type of extension of conditional uses in order to get projects off the ground that needed a certain amount of development to be done. Stiley also thought they needed to put together a tool box for developers to use. She thought the toolbox was important to give types of funding opportunities that were available. Tokos reported they hadn't applied for new CDBG funds since the senior center was redeveloped. They did have a current pool of these funds that were dedicated to low income housing rehab loans that they had an agreement with the non-profit Debt Northwest on. There was a lot of aging households in Newport. This made funds available for people who couldn't get conventional loans to do work on their homes to keep the housing stock viable. They had had discussions with the County and other partners to do a reciprocal program where each jurisdiction took turns to apply for new CDBG money to get it infused to the pool so they continued to have additional resources.

Garcia thought they needed to be more knowledgeable on why there wasn't affordable housing in Newport. Younger people in the population needed information on resources. The Latino community had language barriers and needed help to know where to go and what resources were available. Jones thought they needed to make sure they attended to the people who were often not heard in the community, such as homeless persons and people who had multiple households in one dwelling.

Saxton didn't think single family dwellings were affordable housing anymore. She asked if Newport required multifamily to have a certain percentage of units be affordable, or if this was feasible in such a small community. Goldman explained that they could talk about inclusionary zoning. She noted that the way the state implemented this concerned her for a small community. Inclusionary zoning required a certain number of units be affordable in a multifamily development of more than 20 units in a structure which lead to developers building 19 or less units to around it. Saxton noticed that over the years it had taken a long time to get a subdivisions for single family dwellings done because of the infrastructure, which it made it difficult to do affordable housing. There was also very fewer builders in the area to do construction.

Bassingthwaite wanted to see opportunities for redevelopment of properties that could be focused on new housing or multifamily. Goldman noted they wouldn't be identifying specific properties that could be redeveloped. Bassingthwaite thought that if someone was looking for a specific amount of acreage for high density residential the city could identify what things they would look for to be able to make comprehensive plan adjustments, and what the criteria was on where it should be located in proximity to infrastructure.

Jacobi was concerned how special Newport was and how this drew people to the area that the city had to accommodate. The city put a cap on the number of short-term rentals in Newport and created zoning for them. This was evolving and they still needed to keep working on it. Jacobi wanted to see a way to work toward equity to allow low income persons to get something for the rent money that they paid. Goldman noted this was something like a community land trust. She referenced a cooperative housing model that was being done in the Springfield region that would be a nice case study for this. Jacobi wanted to see assistance for people to get into their first homes. Tokos reported that Newport had the benefit of having a land trust program that had a footprint in the area. They had three homes with long term land leases in Newport. They had \$85,000 to \$90,000 in cash subsidies to buy down the value of the homes so people could get into homes at that time that were on the market in the low \$300,000 price range that made it affordable for them to buy. This wasn't low income, though. Tokos thought they might have to look at multiple models for income. This was an option that was viable in the area and still available. Stiley noted Northwest Coast Housing was trying to engage with Habitat for Humanity as well.

- 5. Public Engagement Plan.** Goldman reviewed the public engagement plan. They had 12 stakeholder interviews that were part of the process. There were also five public events starting on June 1st. Cowen asked how they found people to interview. Goldman noted they would be by service providers. Cowen thought the underserved needed to be engaged and included. Stiley suggested talking to the Latino community in Lincoln City. Tokos said they were open to all strategies that might be successful. They had plans to reach out to the Latino community and wanted input from the group on who to reach out to. Goldman noted there were different needs for housing and they should think about what the city's role was to connect people to resources. This was a project to determine what the city's role in the particular strategies was.

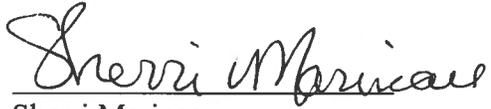
Gray read who the community members and housing consumers were who needed community engagement. She reminded what the community engagement should look like and who they should reach out to. The outreach needed to be different and the committee needed to help with making connections to the list of people. Tokos noted they were looking to expand their outreach to underrepresented groups. The outreach piece was the more important piece than the general public meetings. Tokos questioned if the number of meetings was right. Goldman noted that if there was something they were doing and it wasn't working they could make changes to it. A discussion ensued regarding translating for different languages to help target groups to participate. Kamikawa agreed that targeting groups was more important than events. If they could give information to church leaders where these people congregated, they stood the chance to get information from the groups. They could offer food at the events, and help the homeless give their comments by having someone write down their comments for them. Goldman thought that rather than doing one or two of the events they could develop a community conversation kit with the information someone would need to do an event that included questions they wanted to them have a discussion on. Then someone could host an event and bring back the information. Jones thought they could do this.

- 6. Public Comment.** None were heard.

7. **Next Steps.** Goldman reviewed the next steps going forward and encouraged the committee to share their comments with Tokos.

8. **Adjournment.** Having no further business, the meeting adjourned at 7:53 p.m.

Respectfully submitted,



Sherri Marineau  
Executive Assistant

