



**CITY OF SILVERTON – AFFORDABLE HOUSING TASK FORCE  
MEETING**

Silverton Community Center  
421 S. Water Street

**Tuesday, April 9, 2019 – 8:30 a.m.**

**AGENDA**

- I. Call to order and ascertain a quorum**
- II. Approval of Minutes – Minutes from the meeting held on Tuesday, February 26, 2019**
- III. Public Comment – Items not on this Agenda**
- IV. Discussion/Action**
  - 4.1 Discuss zoning standards and how they could facilitate affordable housing**
- V. Adjournment**

*A copy of the packet and materials is available for review Monday through Friday 8:00 am to 5:00 pm in the City Manager's Office at the Silverton City Hall, located at 306 South Water Street. All documents will be available on our website at [www.silverton.or.us](http://www.silverton.or.us).*

*AMERICANS WITH DISABILITIES ACT (A.D.A.): The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City Clerk at 503-874-2216 at least 48 hours prior to the meeting.*

1 CITY OF SILVERTON  
2 **AFFORDABLE HOUSING TASK FORCE MINUTES**

3 **Silverton Community Center – Council Chambers – 421 South Water St.**

4  
5 **February 26, 2019, 8:30 a.m.**

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7 **I. CALL TO ORDER**

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9 Chairman Kyle Palmer called the meeting to order at 8:34 a.m. and introductions were made.

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Present	Absent	
X		Kyle Palmer
	Excused	Dana Smith
	Excused	Jason Freilinger
X		Sarah DeSantis
X		Harry Douglass
	Excused	Kari Johnsen
X		Bonnie Logan
X		Laurie Chadwick
X		Sarah White
X		David Goldblatt
	Excused	Gene Oster
X		Terry Caster
X		Molly Ainsley

27 Staff Present:

28 Community Development Director, Jason Gottgetreu and Assistant to the City Manager/City Clerk, Angela  
29 Speier

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31 **II. APPROVAL OF MINUTES**

32 Member Terry Caster moved to accept the minutes from the January 29, 2019 meeting as presented.  
33 Member Bonnie Logan seconded the motion. There was no discussion and the motion passed  
34 unanimously.

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36 **III. PUBLIC COMMENT**

37 Sue Countryman, 1403 Mill Street. Ms. Countryman said she would like to build an accessory dwelling  
38 unit (ADU). She indicated that she met with staff and found that she could add an 800 square foot garage  
39 on her property, but only 400 square feet of the upper level could be used for residential purposes under  
40 the current code. This means that she would not be able to provide housing to a family member due to  
41 the space constraints. Ms. Countryman is asking that a Special Review Board be put in place to see if  
42 alternate plans would fit in the neighborhood. She feels that this would help speed up the variance  
43 process while the City Council works on amending the current code language. Community Development  
44 Director Jason Gottgetreu explained that the variance process is a public hearing review before the  
45 Planning Commission. Part of the review is to prove that there is a hardship on the lot and the fee for  
46 review is \$725 with a 90-day timeline. Ms. Countryman encouraged the committee to speed up the code  
47 review process, because the code is creating extra hardships to getting people housed. She said that the  
48 goal should be to provide more affordable housing to the community. Chairman Palmer explained that  
49 any recommended code change that this Task Force makes would have to be approved by the Planning  
50 Commission and City Council.

1 **IV. DISCUSSION/ACTION**

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3 **4.1 Discuss zoning standards and how they could facilitate affordable housing**

4 Community Development Director Gottgetreu explained the reason why the Task Force was created is to  
5 accomplish the Council goal to further develop and implement strategies for affordable housing. At the  
6 last meeting he provided a broad overview of ways that the City could promote affordable housing. One of  
7 the ideas talked about last meeting was rent control which the Oregon Senate is voting on a statewide  
8 rent control bill today.

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10 Today's meeting will be focused on looking at policy changes as it relates to ADUs. The definition of an  
11 ADU is that they are created on a lot auxiliary to a house and are always smaller than the house that is  
12 currently there. He explained there are additional standards, including if it is detached from the main  
13 structure than it cannot exceed 800 square feet or 40 percent of the primary dwelling unit, whichever is  
14 less. The intent is to make sure that the ADU is smaller, but the 40 percent could be modified. He also  
15 explained that the zoning code for R-1 has set back standards where structures can be located, as well  
16 as coverage standards which describe how much of the lot can be covered by structures. He explained  
17 that the Task Force could look at capping the square footage at 800 square feet and modifying the 40  
18 percent. Another option that could be looked at is to add ADUs into the performance option review of the  
19 code. This would allow the Planning Commission to grant variances in certain circumstances for ADUs.

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21 Director Gottgetreu reviewed the process for building an ADU. Currently the planning staff reviews the  
22 ADU permit for compliance with City standards and if approved would provide the permit to the Building  
23 Department for review of the construction plans. One of the standards is that they have to be owner  
24 occupied, which staff checks when the building permit is submitted. He said that the Task Force could  
25 look at removing this requirement, which would mean one less review criteria and problematic  
26 enforcement action down the road. If you look at it from a different angle, typically when a person wants  
27 to convert a single family home to a duplex there is testimony received that it is less desirable than just  
28 having one house on a site. He said that perception is that renters don't take care of their property as  
29 well. Member Terry Caster said that the same is true for any multifamily development. Those  
30 developments tend to bring in a lot of testimony in opposition. He asked when ADUs were brought into  
31 the code was there a committee at the time that made that recommendation. Director Gottgetreu  
32 explained that there are three generations of development code; the original code was adopted in 1964.  
33 In 2006, the revised code was adopted and it added a lot of different standards, including a laundry list of  
34 special use standards. Then in 2008, it was repealed in its entirety and the current Silverton Development  
35 Code was adopted. The 2008 code was developed through the state's small city model development  
36 code, which included ADUs. He said that the Planning Commission performed the review of that code  
37 over the course of two years prior to adoption. He said ADUs have been allowed for ten years.

38  
39 Director Gottgetreu asked for the members thoughts on the floor area standards. Members discussed the  
40 standard and the perception of renters in the community. They decided to increase the maximum floor  
41 area to 60 percent of the primary dwelling unit. Member Molly Ainsley voiced her concern about  
42 increasing the square footage, because it would likely increase the rent the owner would charge.  
43 Member Caster asked staff to review Senate Bill 1051 that passed in 2017, which mandated that cities  
44 (population 2,500 and above) allow ADUs, to ensure that Silverton's Development Code is not too  
45 restrictive.

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47 The Task Force discussed the owner occupied standard and agreed that standard should be removed.  
48 Director Gottgetreu asked for feedback regarding the City having a stock set of building plans for ADUs  
49 that would allow a person to pick out a set of plans that a contractor could then utilize. This would save a  
50 person \$500-\$600, because they wouldn't have to purchase a set of plans.

51  
52 The total cost to build an ADU is approximately \$50,000-\$75,000. Director Gottgetreu explained that  
53 system development charges (SDCs) are assessed on detached ADUs in order to account for their  
54 impact to infrastructure such as water, sewer, streets, and parks. When a new water meter is added to a  
55 house you are increasing the demand on the water and sewer system. It is a way to get development to  
56 pay for the impacts that their development causes. He explained that if an ADU is attached to the primary

1 dwelling unit then it is exempt from paying SDCs. The SDC cost for a detached ADU is \$7,000. Chairman  
2 Palmer asked staff to weigh in on the idea of charging SDCs based on the square footage of a structure,  
3 instead of the number of units. Director Gottgetreu explained that these charges are trying to predict the  
4 future based on estimates, which is never going to be an exact science. He said that it would be hard to  
5 predict the impact of a two bedroom house verse a four bedroom house, because the City doesn't know  
6 how many people are going to be living in the house. Member Caster explained why he sees SDCs as  
7 being regressive. He said that the City benefits from SDCs, but the affordability suffers. Director  
8 Gottgetreu said that the City is performing an SDC methodology. Discussion ensued about the lack of  
9 equity between having a detached verses attached ADU. Member Sarah White asked if it would be  
10 possible to even out the two, charge less in SDCs for a detached ADU and charge something in SDCs for  
11 an addition to a house. Members encouraged staff to educate residents that ADUs are currently allowed  
12 in Silverton. Staff will publish an article in an upcoming newsletter.  
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14 The Task Force members discussed the appropriate number for what affordable means. Staff said that  
15 moving forward the City will be using 60 percent of the area median income. This equates to spending  
16 around \$900 per month for rent and utilities. Discussion ensued regarding the difference between low  
17 income and affordable housing.  
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19 Director Gottgetreu explained that the Task Force could look at a different kind of housing model that  
20 would allow RVs to be utilized as ADUs. This would require a change in the code, because currently an  
21 RV can only be on a site for up to 45 days every six months. He also explained that tiny homes which are  
22 built on wheels would be considered an RV under current code. He said that there are some building  
23 code issues that would need to be addressed, because tiny homes are not inspected during the building  
24 process. Another issue that would need to be addressed is utility connections, because ADUs are  
25 plumbed into the system, but having something on wheels that is connected to City water and sewer isn't  
26 something that staff is familiar with doing. The Task Force would like the City to pursue allowing this type  
27 of housing.  
28

29 Director Gottgetreu reviewed the concept of allowing tiny home parks or RV parks. Currently this is  
30 defined in the code as a commercial or industrial use and not allowed in single family zones. If the stay is  
31 30 days or less it is considered commercial, if it is longer than 30 days it is considered residential. He  
32 explained if the Task Force would like to pursue this idea, staff would have to create a category that  
33 denotes it has residential, i.e. the stay would be longer than 30 days. Special standards would also need  
34 to be defined. He explained that this type of housing would need to be located in the higher density  
35 residential district; however, there is currently no land zoned for multifamily in the city limits. He explained  
36 that the next step is the housing needs analysis which is currently out for bid. This will allow a consultant  
37 to look at the city's residential land need for the next 20 years and at the city's buildable land inventory.  
38 The analysis will address how much land and zoning that the City will need to accommodate by  
39 comparing the demand and supply provided in the projections and inventory. In order to address  
40 deficiencies in the analysis the City could consider changes to the comprehensive plan and to land use  
41 regulations. This Task Force will be involved in the creation and review of the Housing Needs Analysis as  
42 an advisory committee. The bid closes mid-March and will be the next step to look at the zoning to allow  
43 tiny home parks, other multifamily homes, and other affordable housing type developments. The analysis  
44 will take approximately nine months to one-year to complete, but the Task Force's work on potential code  
45 changes can happen on parallel tracks.  
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47 Member White asked how the City promotes infill development if there is a vacant undeveloped lot can  
48 the City approach the property owner with incentives so the land could potentially be developed for  
49 affordable housing. Director Gottgetreu said that currently there are not a lot of tools that facilitate  
50 affordable housing, which is part of what this Task Force is looking at. The City could re-zone the property  
51 from single family to a higher density zone. By doing this the lot would be worth more money, which could  
52 motive the owner to sell it to a developer, but there isn't anything currently that the City could offer to  
53 ensure that the development would be affordable. Member White suggested offering stock plans for a  
54 cottage style development that would fit a specific lot size. Director Gottgetreu said that he did apply for a  
55 grant through the state to create those stock plans, but was unsuccessful.  
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1 Member Caster said that there have not been any new manufactured home parks since Silver Cliff. He  
2 explained that manufactured homes are more affordable, because they are less expensive to build. He  
3 said that this is something else the City could encourage along with the tiny homes. Director Gottgetreu  
4 explained that manufactured home parks are only allowed in R-5 or R-10 zones and the City doesn't  
5 currently have vacant property that would allow for this type of development. Member Sarah DeSantis  
6 asked staff to pursue incentives to entice low income and/or farm worker housing as well.  
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8 **ADJOURNMENT**

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10 The meeting adjourned at 9:50 a.m.

11 Respectfully submitted by:

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15 /s/Angela Speier, Assistant to the City Manager/City Clerk

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