

CITY OF JEFFERSON

Planning Commission & City Council

Joint Worksession

January 19, 2023

6:30 PM

COMMISSIONERS/COUNCIL PRESENT:

David Jones, Walt Perry, Bob Rossiter, Erica Lummer, Bruce Forbes, Dustin Bridge, Jacquelyn Deeds, Mike Myers, David Watkins, Keonali Hutley, David Kellogg, Charles Vickery, Chandra Cruickshank

ABSENT:

None

STAFF PRESENT:

Kiel Jenkins, COG Planner, Deanna Donato, Deputy City Recorder

ZOOM:

None

- I. **Call to Order/Flag Salute:** Mayor Myers stated that Ron Gilles would not be present to run the meeting due to some health issues and that he would run the meeting. He called the meeting to order at 6:30 pm followed by the flag salute. He then turned the meeting over to Kiel Jenkins.

II. Joint Worksession Topics:

A. Potential Amendments to Existing Development Code:

Kiel opened his power-point and explained that the meeting would consist of:

1. Review of Worksession 1
2. Housing Needs Analysis Need (HNA)
- 3 Overview of Amendments
4. Recommendations

Kiel said the targeted issues were to implement new residential zone standards and amend the mixed-use zone.

Moving on to the Housing Needs analysis (HNA), he said that this is basically the goal plan of the comprehensive plan. He also explained the Jefferson does not have an HNA and has NEVER updated the housing element of the comprehensive plan. The HNA is needed to show the buildable land inventory the City has available and it also gives policy directions and code recommendations. Kiel said moving forward, the Planning Commission and City Council could go on with the amendments, but he suggested they wait until an HNA has been done for the residential sections of the code.

Walt Perry asked how the future HNA would affect the current housing inventory, as in what is already in Jefferson. Kiel stated that since 1980 and

the visions that were seen then have changed from what might be envisioned for today and the next 20 years; so, a new document needs to be created to show what Jefferson wants to see in the future.

Jacquelyn Deeds asked how long and the HNA would take to complete and the cost of the project.

Kiel stated the City could apply for a grant, the planner (COG) could do the work or a consultant could be hired to do the work. He stated that applications for grants are rarely denied when money is available. Any city without an HNA tend to get approved before those that are only amending their HNA. Costs vary depending on the project, but usually run between \$25 -\$150 thousand dollars.

Bob Rossiter asked who/what runs the analysis. Kiel stated that usually it is an advisory committee with the person or company doing the work. Usually at least 1 Councilor, 1 Planning Commissioner and then the citizen aspect also needs to be represented, usually 1-4 citizens included. The grants are a state process and has rules to follow that must show everyone contributes. They also use the population projections from Portland State University as well. After a little more discussion on what was included, and how things were calculated, the Mayor asked for a consensus of the group about the strong interest in an HNA from both sides. They all thought it would be a good idea and Kiel was given permission to move forward with this. The Mayor asked what Kiel would need next from them and the City.

Kiel stated that he and Sarah have been talking and looking into funding opportunities, Council would need to make a resolution to move on it. Sarah is aware and is looking at the budget to see where funds could be added to be able to show the city is willing to contribute some funds as well.

The Mayor asked what the range of costs would be and Kiel stated again it would depend on who did the work. Consultants cost more but they have done tons of them and know all the rules. COG could do it, but 1 person versus 10 people tends to move a little slower. HNA takes anywhere from 6 months to a year to complete, it's similar to the Transportation System Plan (TSP) that was just completed.

Kiel stated that the changes to the code could be done before the comprehensive plan, but he recommends waiting until the HNA is completed. He also went on to say that most of the changes are about reorganizing and separating the rules for all the zones. This would make finding the information much easier and the rules would be clear for each zone. He showed some examples from the City of Carlton and City of Mt. Angel compared to our; their zones were separated and had specific rules/regulations for each. This

removes the chance of any judgement calls, as the rules are specifically laid out for each zone.

Kiel also added that the Mixed Use zone code currently has a conditional use for residential in this zone that states the ground floor may be modified through conditional use in the case of apartments. He recommends that the conditional use clause be removed and the city make no exception for modification of the bottom floors. This would then require each developer to request a zone change for their project. If they are not proposing commercial use.

The Mayor stated that at the last meeting the group direction for staff was to move forward with this and asked if that was still the way they wanted to see it go. All agreed and Kiel was given direction to move forward with the change. Erica Lummer asked how the HNA would impact the zoning.

Kiel replied that the HNA could say not enough residential within the City, so maybe the method to use would be to expand the urban growth boundary; the State does require a lot of data for this type of project so they may suggest to rezone areas first. Working with property owners that want to rezone gives more buildable land for future use.

Kiel did caution that before doing an HNA using consultants, that the City have policies and that they are implementable.

Keonali Hutley asked if an HNA was a good thing and Kiel said yes.

Kiel went on to say that there needs to be some procedural changes to what the Planning Commission has come before them. For example things like Change of Use are supposed to be written comment only which means it does not go before the Planning Commission. Type A procedures are Planning Commission review if there is no public hearing-just box checking.

A Site Plan Review (SPR) requires a public hearing and it should be changed to a Type B procedure which requires going before planning commission with a hearing.

Lot Line Adjustments (LLA) do not go before planning, as they will be staff review only. Variances that are minor-20% change or less is staff decision and a variance requesting a 20% change or more would me a major variance and would go before the Planning Commission.

Kiel stated the important thing to remember is get the ball rolling and soon. There will need to be an advisory committee for the HNA, grant writing needs done and he will look to see when the next grant cycle begins.

Mayor asked if there were any other questions or comments. There were none, but Kiel had an announcement. Kiel announced that he would be leaving COG and going to work for the City of Portland. Mayor asked if he was

staying until a replacement was available and Kiel announced that Amy Dixon would be returning as the interim to keep the ball rolling on this project until the new person, who has been hired, is trained and ready. Amy was the planner for Jefferson about 2 years ago, and volunteered to come back here since Kiel will be leaving. She didn't feel like the new person should be thrown into this being new and she was happy to help.

3. Visitors: None

4. Adjournment: Walt Perry moved to adjourn and David Kellogg seconded. All were in favor and meeting ended at 7:36 pm.

MINUTES APPROVED THIS 16th DAY OF February, 2023.



Michael Myers, Mayor

ATTEST:



Deanna Donato, Deputy City Recorder