



CITY OF BEND

## Minutes

### Affordable Housing Advisory Committee

Wednesday, December 13, 2017

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#### 1. 3:00 pm

**Roll Call:** Kristin Chatfield, Cindy King, Richard Bonebrake, Jim Landin, Kerri Standerwick, Kathy Austin, Keith Wooden

Councilors Livingston, Campbell and Boddie.

#### 2. Expedited Permitting – Russ Grayson

Overview of permitting process. What is in code, what policies are, guidance, and actual practice. Affordable housing projects have tight timelines with all the different funding sources. BDC 3.6.200.C.4 says there is expedited review. Resolutions: 2423 and 2428 which amends 2423. (2003)

Current SOP. Planning applications: Type 1 decision within 15 days. Type II within 40 days. For decisions, includes public comment. Building permit: Single family and duplex residential, review within 3 business days and completed with 10 days. Multiple review within 10 days.

Need to know first off that is an affordable housing project. If yes, gets put to top of queue, however, current projects are finished first. Process is not linear and is very complex. There is more than one permit. Can be deferrals.

Need really good project management from developer. The more information CDD has, the better. Need lead time. Working with Lynne. Need to id critical project milestones and development constraints.

Going to require pre-application and permitting meetings for complex projects. Can outline deadlines. Will require paperwork indicating project is eligible for expedited review. Need to include a policy regarding deferred submittals and revisions. Do all require expedited review? If complete package upfront, then expedited. If deferred, then in regular process. Add engineering review timelines.

Adding clarifications to SOP. Type 1: 15 days. Type II: 40 days. Russ handed out a draft SOP.

Key is Gina Dahl or Russ Grayson as a point of contact if there are problems.

Jim Landin: at point of pre-app meeting, can you determine complexity? Have meeting early on. What time line do you think? Big issue is multiple departments. Knowing turnaround. Planning is not the issue. Russ: we should be asking what does start date mean as related to specific project. Grading versus complete package. How to ask the proper questions on both sides. What are must haves including definitions? Russ: what they can do, put metrics on website, including timelines.

How long it takes for each part of process. Live data. Neither side knows which questions to ask. Need to know point of contacts including engineers/architects, those who know how to talk our language. Project manager.

Richard Bonebrake: what about projects with affordable along with market? Russ: likely yes but is a gray area. Will use Lynne and Jim as to what an affordable project is. Lynne said to start with her. Lynne will be asking these questions too. Russ and Lynne realize need to talk more.

Kathy Austin: on pre-app meeting. Will staff from all areas be included? Russ: yes. Planner, engineering, fire, separate meeting for building. Jim Landin: second meeting maybe even inspector. Russ: Trying to get a planner dedicated to affordable housing projects.

What is City's role in providing assistance? Compile list of questions. CDD is expert in their own process.

Keith Wooden: will have deferred submittals with complex projects. When have comments/revisions, is it still expedited? Russ: once in system they are looking for responses.

### **3. Rental Protection – Elizabeth Oshel**

Elizabeth Oshel, Associate City Attorney gave an overview of state landlord-tenant law. Chapter 90. Law is very intricate and technical.

Lynne: does the committee see a role at looking more in depth at any tenant/rental issues? If want to look at, then form a subcommittee. Or can choose that don't want to look into.

Keith Wooden asked if State decides to look into, how fast would it be? Elizabeth: doesn't know. Lynne mentioned that City (Bend as well as Redmond) is on eve of Fair Housing Process. Two surveys will be released. Information gathering piece is in place. Up to Committee.

Kristin Chatfield: concern with enforcement and what remedies there are. Richard: mentioned change in ownership of building leading to evictions. Elizabeth's response is that it is property law. Cindy: need to be aware and understand what they are agreeing to. Already so many rules in place. Plus if state takes on. Keith: what about catastrophic event like a fire. Is that something we should look at? Sees a hole in rules. Kristin Chatfield: no volunteers now for subcommittee. Information coming in. Look at in future meeting.

Councilor Campbell: Council discussion was regarding screening fees. Idea of central clearing house for screening. Some cities have taken up. Doesn't know who set up and who paid for.

Kristin mentioned that maybe staff can look into.

### **4. Award Reconciliation**

Lynne McConnell: Who had not spent down awards. Most expended or in process. CDBG: only one is Volunteers in Medicine. Where they notified? Do we want to put parameters/limits for calling back? Kerri Standerwick: asking questions if there is a plan B, etc. Maybe move previous awards into further funding cycle. Kathy Austin: Lynne should know if issues are coming up. Lynne: example of if don't get funding, what do we want to do. Recapture, extend? At what point, do we want response/reapplication? Jim Landin: on bigger projects, have them keep us updated.

Kristin Chatfield said it was good to see information on where projects are. Not worried about. Kerri Standerwick mentioned could be used on short term projects. AHF. Keep in mind. 6-9 months.

**5. Assessment of SDCs: up to fourplexes as single family**

Do we want to pursue or talk about? For all developers not just deed restricted. Kathy Austin: important. Kristin: came from community. Carolyn Eagan mentioned we do not have a rate commission. Does Council want to look at this under looking at rates? Best move – ask for more information/recommendation when we talk to Council.

Kristin Chatfield: Go forth and ask Council.

**6. Election of Co-Chairs**

Andy High and Kristin Chatfield are willing to act as Co-Chairs. Nominated by Kathy Austin, Jim Landin and Keith Wooden. All in favor.

**7. Public Comment**

Audrey Allen: if Council directs to looking at SDCs, maybe add cottage clusters into equation. Building codes division ruling for temporary housing. What is available for land use in Bend? Code for transitional housing. Would be a good use. Should be part of conversation.

Terry Luellen: Terry is a Contractor and has rental housing. Thoughts on rental law. Landlord/Tenant Coalition has broken down. Landlords are not at table. Want to be at table at state level. Re: fee stacking. Sees it happening. Thinks should enforce rules that are there. One to two property managers are violating rules and charging too much. Thinks laws are already in place. Likes state wide rules rather than per cities. Vacancy rates in Bend are improving. Starting to turn to more stable market. Sarah Kelly from Thrive also says loosening up. He will forward study to Lynne.

**8. Adjourned at 5:02 pm**