



**Planning & Community Dev.**  
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## **AGENDA**

*Technical Advisory Committee (TAC) Meeting  
Molalla HB 2003 Planning Assistance Grant  
6:00 PM, May 3, 2022*

The City of Molalla will be hosting a meeting for the technical advisory committee (TAC) to discuss the production of a housing needs analysis for the City.

### **Meeting Location:**

This meeting will be held remotely via Zoom. You can use this link to view the meeting and/or participate here:

<https://us06web.zoom.us/j/83801899939?pwd=aHpyY0kzM1Q2V3FkRDJlUWndoTkFTUT09>

### **A live viewing will be held at:**

Molalla Civic Center  
315 Kennel Avenue.  
Molalla, OR 97038

- I. INTRODUCTIONS OF TAC MEMBERS**
- II. OVERVIEW OF PROJECT SCOPE**
- III. OVERVIEW OF DATA AND PRODUCTS**
  - Housing needs analysis
  - Buildable Lands Inventory
  - Housing Production Strategy
- IV. Discussion of Next Steps**
- V. Q&A For Technical Advisory Committee and Public**
- VI. ADJOURNMENT**

## Understanding

Emerio is pleased to contribute and assist the City of Molalla in compliance with HB 2003. The Emerio land use team has read and understands the scope of work and project objectives to develop a housing needs analysis and update the current buildable lands inventory. The Emerio land use planning team has the capacity to perform technical analysis related to HB 2003 and develop recommendations relating to compliance with HB 2003, housing planning and land use policy.

## Outline and Schedule of Work Tasks

A draft schedule of work tasks is outlined below. The timeline is subject to revisions based on date of consultant procurement.

### March 2022 – Internal Project Kickoff, Sign contract

- March 31, 2022 – Coordination meeting with Molalla planning staff on any needed scope changes and project schedule refinement. At the same meeting, the Emerio team will assist the City in advertising for public project kickoff meeting. (1 hour, Emerio team & Molalla planning staff)

### April 2022 – Housing Needs Projection

- April 11, 2022 – Coordination meeting with Molalla planning staff to collect housing needs data. (1 hour, Emerio team & Molalla planning staff)
- April 12, 2022 – Emerio team strategize and analyze housing data
- April 29, 2022 – Internal first draft of Housing Needs Report

### May 2022

- May 16, 2022 – Draft Housing Needs Report review and schedule discussion with Molalla planning staff for initial comments.
- May 23, 2022 – **Draft Deliverable #1** - Submit Housing Needs Report to Molalla planning staff. Emerio team begins the Residential Lands Inventory and Needs Analysis.

### June 2022

- June 30, 2022 – Internal first draft of BLI & Needs Analysis

### July 2022

- July 15, 2022 – Coordination meeting with Molalla staff review of initial BLI & Needs Analysis draft for comments. (1 hour, Emerio team & Molalla planning staff)

- July 29, 2022 – **Draft Deliverable #2** - Submit draft BLI & Needs Analysis to Molalla planning staff and coordinate submittal to DLCD.

### August 2022

- August 1, 2022 – Submit first invoice to the City of Molalla.
- August 1, 2022 – Emerio team will meet internally to discuss and develop strategies for needed housing and identify needs and/or gaps as required by HB 2003. The Emerio team acknowledges all strategies shall conform and comply with the requirements of OAS 660-008-0050.
- August 31, 2022 – Internal Emerio team deadline for initial draft of Strategies for Needed Housing and identify needs and/or gaps as required by HB 2003.

### September 2022

- September 15, 2022 – Coordination meeting with Molalla planning staff Draft Strategies Report. (1 hour, Emerio team & Molalla planning staff)
- September 26, 2022 – Second coordination meeting with Molalla planning staff to review incorporated comments and notes from September 15th meeting. (1 hour, Emerio team & Molalla planning staff)
- September 30, 2022 – **Draft Deliverable #3** - Submit Housing Strategies Draft Report to Molalla planning staff.
- September 31, 2022 – Emerio team begin initial internal review of current Goal 10 of the Molalla Comprehensive Plan and relevant code sections for first review update recommendations and synthesize information from drafts.

### November 2022

- November 14, 2022 – Internal deadline for draft update to the Goal 10 policies of the Molalla Comprehensive Plan.
- November 21, 2022 – Optional coordination meeting with Molalla planning staff to discuss initial draft Comprehensive Plan Amendments and relevant development code section amendments. (1 hour, Emerio team & Molalla planning staff)

### December 2022

- December 5, 2022 – Internal Emerio team deadline to compile finalized drafts for adoption ready package.
- December 6, 2022 – Coordination meeting with Molalla planning staff to schedule community open house and Planning Commission work session. (1 hour, Emerio team & Molalla planning staff)

- Mid December 2022 - Community Open House and Planning Commission Work Session.
- By December 30, 2022 - **Draft Deliverable #4** - Finalize and submit draft housing needs assessment, residential land inventory, strategies, and comprehensive plan/development code amendment package.

**January 2 - February 28, 2023 - Amendment**

**Adoption Process**

- Within this time frame, the Emerio team will coordinate with Molalla planning staff to draft adoption ordinance and attend public hearings at the Planning Commission and City Council levels. Three total public hearings with an optional fourth hearing due to a continuance as needed.

**March 2023**

- March 1, 2023 - Emerio team to send final invoice for payment upon submittal of adopted products to DLCD.

**Estimated Staff Hours**

	Emerio Team Est. Hours	Molalla Planning Staff Est. Hours
Meetings	6-7 hours	6-7 hours
Deliverable Draft #1	60 hours	2 hours
Deliverable Draft #2	40 hours	2 hours
Deliverable Draft #3	30 hours	2 hours
Deliverable Draft #4	20 hours	
Open House(s)	3-4 hours	3-4 hours
Public Hearings & Work Sessions	8 total hours	9-10 hours
<b>TOTAL</b>	<b>167 - 169 hours</b>	<b>24 - 26 hours</b>

**Subconsultants**

The Emerio team has the capacity to deliver all requested information per this proposal without the assistance of additional consultants. However, we anticipate the City aiding in GIS support at the hourly rate of \$66.26 for approximately six total hours.

**City's Role and Deliverables**

The Emerio team intends to coordinate with Molalla planning staff for GIS exhibit data and review documents but does not require the assistance of a subcontractor/consultant. We believe that all GIS needs associated with this project will be met by Molalla planning staff after coordination with the Emerio team.

**Consultant's Deliverables**

- April 29, 2022 - Internal first draft of Housing Needs Report
- May 16, 2022 - Draft Housing Needs Report review and schedule discussion with Molalla planning staff for initial comments.
- May 23, 2022 - **Draft Deliverable #1** - Submit Housing Needs Report to Molalla planning staff. Emerio team begins the Residential Lands Inventory and Needs Analysis.
- July 29, 2022 - **Draft Deliverable #2**- Submit draft BLI & Needs Analysis to Molalla planning staff and coordinate submittal to DLCD.
- September 30, 2022 - **Draft Deliverable #3** - Submit Housing Strategies Draft Report to Molalla planning staff.
- By December 30, 2022 - **Draft Deliverable #4** - Finalize and submit draft housing needs assessment, residential land inventory, strategies, and comprehensive plan/development code amendment package.
- January 2, 2023 - February 28, 2023 - Amendment Adoption Process

**Coordinating and Sharing Information with the City**

The Emerio team will coordinate and share information with the City's project team via email, virtual meetings, FTP portal (Cloud drive), courier (if necessary for hard copies), and at Planning Commission and City Council meetings. We anticipate weekly communication early in the process to get the project moving, however, after a few weeks, it's anticipated that bi-weekly and/or as-needed communication will be sufficient.

**Format Recommendations**

For the completed study, we recommend a detailed Microsoft Word document with charts, graphs, and images to support the technical findings in the report. We will include a new code section addressing the needed housing and buildable lands findings.

**Alternate Approaches**

An alternate approach that might be worth exploring is a charrette, a design-based interdisciplinary and participatory planning process. Compressed into a short period of time, charrettes bring together participants for collaborative brainstorming and workshop sessions to help create a wide range of plans. Bringing all of the stakeholders together in one room allows for identification of problems and debate about solutions in order to reach the goal of a buildable plan that balances transportation, land use, economic considerations, and environmental issues.

