



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: June 2, 2025		Subject: Ordinance No. 898 – 1st Reading & Resolution No. 3203 Housing Our Future: Housing Needs and Capacity Analysis and Housing Production Strategy Staff Member: Kimberly Rybold, AICP, Senior Planner Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 2, 2025 <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: June 2, 2025 <input type="checkbox"/> Ordinance 2 nd Reading Date: June 16, 2025 <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: During a public hearing on May 14, 2025, Planning Commission unanimously recommended adoption of the Housing Needs and Capacity Analysis, Housing Production Strategy, and associated Comprehensive Plan text amendments.	
Staff Recommendation: Adoption of the City of Wilsonville 2025-2045 Housing Needs and Capacity Analysis as a sub-element of the Comprehensive Plan, related Comprehensive Plan text amendments, and the City of Wilsonville Housing Production Strategy.			
Recommended Language for Motions: Two separate motions: <ul style="list-style-type: none"> • I move to adopt Ordinance No. 898 on first reading. • I move to adopt Resolution No. 3203. 			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Comprehensive Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

City Council will consider a recommendation from the Planning Commission to adopt the City of Wilsonville 2025-2045 Housing Needs and Capacity Analysis as a sub-element of the Comprehensive Plan, related Comprehensive Plan text amendments, and the City of Wilsonville Housing Production Strategy.

EXECUTIVE SUMMARY:

The purpose of the Housing Our Future project is to analyze Wilsonville's housing capacity and need followed by creating strategies to meet housing needs. The City's last Housing Needs Analysis was adopted in 2014. Since that time the City has taken several follow-up actions related to housing including completing Town Center and Frog Pond master plans and adopting the Equitable Housing Strategic Plan. This project builds on these past housing initiatives and newly adopted policies. The project is required for continued compliance with Statewide Planning Goal 10 (Housing) under House Bill 2003 adopted by the Oregon legislature in 2019.

The project includes two primary work products – the Housing Needs and Capacity Analysis (HNCA) and the Housing Production Strategy (HPS). The HNCA identifies unmet housing need in Wilsonville over the next 20 years, focusing on issues related to land need, as well as demographic change and housing affordability (Attachment 1, Exhibit A). Using the recommended actions of the 2020 Equitable Housing Strategic Plan (EHSP) as a starting point, the HPS proposes actions that Wilsonville can take to help address the unmet housing needs (Attachment 2, Exhibit A).

Based on an assessment of the City's buildable residential land and forecasted future household growth, the HNCA concludes that Wilsonville has sufficient land to accommodate household growth over the next 20 years. However, ongoing affordability challenges indicate that Wilsonville will need a wider range of housing price points than currently available, including income-restricted housing and other housing types such as accessory dwelling units, townhouses, duplexes, triplexes, quadplexes, and multifamily buildings with five or more units.

To inform the HPS, the City formed a project Task Force, composed of people involved in housing development and local non-profit service providers, to shape the development and selection of housing actions. To gather additional insight, the project team interviewed local service providers, non-profits, and educational institutions to better understand the City's unmet housing needs, particularly among low- to middle-income households, the Latino population, immigrants and refugees, people with disabilities, people experiencing homelessness, seniors, and college students. The City also reviewed other recent housing-related outreach, including community input from *Let's Talk, Wilsonville!*, public events, and focus groups. Based on this input, the City assessed actions that would be best suited to support the City's anticipated housing needs, with the aim of moving forward with a focused set of impactful actions to promote the development and preservation of affordable and attainable housing.

Upon reviewing this information, the project Task Force, Planning Commission, and City Council considered which actions would help meet the City's identified housing needs while being able to be implemented within the six-year period of the HPS, considering funding and staffing limitations. Based on this input, the HPS includes the following actions:

- **Planning Work Program Actions:** Actions A (rezoning land), B (housing variety), C (administrative review), D (accessibility incentives and requirements), and E (preserve affordability) involve policy decisions related to the Comprehensive Plan and/or Development Code. The Planning Division can incorporate these actions into its work program during the next six years, either as standalone projects or within broader projects. Together, these actions support the production of a variety of housing types at various price points and help preserve existing affordable housing units.
- **Foundational Actions for the Future:** Actions F (housing specialist) and G (funding source for housing) set the stage for a more comprehensive housing strategy. Action F focuses on developing requirements for a housing specialist, a key priority identified by the Task Force to support future housing initiatives. Action G would provide a dedicated source of funding for this position and future housing initiatives, reducing reliance on the City's General Fund. As several actions that were broadly supported by the Task Force, Planning Commission, and City Council in this process require additional housing-specific staff capacity and funding tools that the City does not currently have, it is critical to implement Actions F and G in this six-year HPS period.

The HPS includes a timeline for implementation of the actions along with a set of metrics to track progress. Halfway through the six-year HPS cycle, the City will submit a report to the Oregon Department of Land Conservation and Development (DLCD), summarizing the status of actions and the collected metrics.

Through this process, the Task Force and City Council identified four additional actions as priorities for future consideration. Creating a rental housing inspection program, expanding land disposition efforts, collaboration with a community land trust, and supporting homebuyer assistance were not included in the HPS due to the need for dedicated staff and funding, but they remain important strategies for addressing the City's housing needs. These actions depend on establishing a Housing Specialist (Action F) and a Funding Source for Housing (Action G). Rather than being part of this HPS, the City may work on these separately or revisit them in a future HPS. The City is not required to report on progress for these actions as a part of this HPS.

Incorporating feedback from Planning Commission and City Council work sessions held in April, the final HNCA and HPS include the following refinements:

- Edits to the Executive Summary in the HNCA to incorporate information on the percentage of renter households and the impact on median household income relative to the surrounding area
- Addition of an Executive Summary in the HPS
- Inclusion of additional statistics within HPS Exhibit 8, Populations with Unmet Housing Needs
- Refinement of HPS Action C to highlight consideration of public notification methods during implementation of this action
- Refinement of Action D to ensure consideration of strategies that would match accessible units to people needing them

- Addition of information about key findings on housing need from the 2022-2026 Clackamas County Coordinated Care Plan in Chapter 2 and Appendix B of the HPS
- Grammatical edits for clarity in both documents

Minor Comprehensive Plan text amendments will reflect the HNCA and HPS as the City's guiding documents for housing planning and compliance with Statewide Planning Goal 10 – Housing (Attachment 1, Exhibit B). The Findings Report demonstrates how the HNCA and Comprehensive Plan text amendments comply with applicable City, Metro, and State policies and regulations (Attachment 1, Exhibit C).

EXPECTED RESULTS:

Adoption of Ordinance No. 898, adopting the City of Wilsonville 2025-2045 Housing Needs and Capacity Analysis as a sub-element of the Comprehensive Plan and related Comprehensive Plan text amendments, along with adoption of Resolution No. 3203 adopting the City of Wilsonville Housing Production Strategy.

TIMELINE:

The HNCA and related Comprehensive Plan text amendments will be in effect 30 days after ordinance adoption on second reading, which is scheduled for June 16, 2025. The HPS will be in effect upon adoption of the resolution. Implementation of HPS actions will occur over the course of the next six years, with a mid-cycle progress report due to DLCD at the end of 2028.

CURRENT YEAR BUDGET IMPACTS:

A portion of City staff time in fiscal year (FY) 2024-25 is funded by a \$40,000 DLCD grant. Phase 3 consultant costs are funded directly by Department of Land Conservation and Development (DLCD) for a total estimated project cost of \$115,000. Additional project outreach costs of approximately \$10,000 are funded by the Planning Division's professional services budget.

COMMUNITY INVOLVEMENT PROCESS:

The Housing Our Future project has been guided by an inclusive public outreach process. Engagement included creation of a project task force, participation in a variety of public events, interviews, distribution of a housing conversation guide, and engagement through *Let's Talk, Wilsonville!* Outreach has been focused on engaging those most impacted by the high costs of housing, particularly those who are typically underrepresented in these conversations. A summary of the project's outreach is included in Attachment 2, Exhibit A, Appendix C.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

As a result of this project, the City has a clearer understanding of housing needs for the next 20 years and confirmed there is sufficient land area for the City to accommodate these needs. Creation of a HPS allowed the City to assess progress in implementing recommendations contained within the 2020 Equitable Housing Strategic Plan and prioritize additional actions the City can undertake to meet future housing needs of the community. Pursuit of strategies resulting from this project will continue Wilsonville's efforts to make housing more affordable and attainable for City residents and employees, helping ensure Wilsonville has housing opportunities for different household compositions, ages, abilities, and income ranges.

ALTERNATIVES:

Through consultation with the City Council and Planning Commission, the project team considered and evaluated numerous alternatives to support the City's future housing needs as identified in the HNCA and HPS. The recommended HPS includes actions best suited to meet the City's identified housing needs while being able to be implemented within the six-year period of the HPS, considering funding and staffing constraints. City Council can adopt the HNCA, HPS, and Comprehensive Text Amendments as presented, adopt with amendments, or continue the public hearing. The DLCDC grant funds consultant and staff time for the project through mid-June; therefore, any staff and consultant time required for continuation of the public hearing would be at the City's expense.

ATTACHMENTS:

1. Ordinance No. 898
 - A. [City of Wilsonville 2025-2045 Housing Needs and Capacity Analysis – May 2025](#)
 - B. [Housing Our Future Comprehensive Plan Text Amendments – May 2025](#)
 - C. [Findings Report](#)
 - D. [Planning Commission Resolution No. LP25-0001 and Record](#)
2. Resolution No. 3203
 - A. [City of Wilsonville Housing Production Strategy – May 2025](#)
 - B. [Planning Commission Resolution No. LP25-0001 and Record \(Same as Ordinance No. 898, Exhibit D\)](#)