

**Minutes of the Veneta City Council**  
**Work Session**  
**January 13, 2014**

Present: Sandra Larson, Brittany Boothe, Thomas Cotter, Victoria Hedenstrom, and Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Kyle Schauer, Public Works Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; and Darci Henneman, Assistant City Recorder

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**1. CALL TO ORDER**

Mayor Sandra Larson called the Veneta City Council Work Session to order at 7:02 p.m.

**2. COMPREHENSIVE PLAN UPDATE: RESULTS OF BUILDABLE LAND INVENTORY AND HOUSING NEEDS ANALYSIS**

Bork provided the Council with a power point presentation of the Residential Buildable Land Inventory and Housing Needs Analysis. She said the Comp Plan update is a two year project and these reports are just two of the six elements of the update.

Bork said the population projection we're using is based on the City's adopted coordinated population. She said in 2012 the City updated a portion of the Comp Plan when we added the water pipeline to the Public Facilities Plan and then we updated the population figures with that adopted coordination population. That figure being used for the study and the forecasted population for Veneta over the next 20 years is 10,242.

In response to a question from Thomas Cotter, Bork said the adopted coordinated population was produced by Portland State University (PSU). She said the coordinated population was developed for Lane County and its cities and then every City after that adopted that coordinated population into their Comp Plan where then can then use it for planning purposes. She said without that 20-year forecast, updates to the Comp Plan can't really be done.

In response to a question from Thomas Cotter, Ingham said the coordinated population process that Bork is referring to was adopted by Lane County in 2008 or 2009 and was a long process. He said the process started in 2007 and didn't get adopted until 2008 or 2009. He said if we were to do a forecast now, those numbers would likely be slightly less but from a planning and a Comp Plan update process, we have to use the coordinated population numbers in order to complete the Buildable Lands Analysis.

Bork continued with her power point presentation and reviewed the two year timeline. She said there are six elements to the update and the buildable land inventory and housing needs analysis should be finalized by the first of February. She said the economic opportunity analysis is the next step and should be completed by the end of 2014 with the assistance of a consultant. There is \$25,000 budgeted for this task. The next tasks are completing Comp Plan Text and Map Amendments. She said this will likely include some adjustments for commercial and industrial lands but should be completed by spring of 2015 and will result in the draft findings proposed for adoption and finally the public hearing for adoption. She said the complete process should be finalized by July 2015.

In response to a question from Mayor Larson, Bork said Comp Plan updates should be done every 10 years or so unless major changes take place. She felt the City is on target for an update.

Ingham said if a City doesn't see any growth or residential housing needs increase, a city could go 12, 15, or 18 years between updates. He said we've seen a lot of growth and last year we needed to update the Facilities Plan to include the pipeline. He said in 2000 the CLUE process was completed but that update started in 1997. He said it can be a lengthy process and the update in 2000 set the right foundation, so now we're seeing more of a revision rather than a whole update to the Plan.

In response to a question from Thomas Cotter, Bork said public meetings held at the High School were likely for the Region 2030 project which included all public utilities as well as a public outreach process for that update.

Ingham said a big part of LCOG's process was to hold public meetings and open houses about the 2030 process.

Bork reviewed the Comp Plan update and its relationship to statewide planning goals. She then turned the meeting over to Garbett to review the buildable land inventory steps.

Garbett reviewed the steps for Buildable Residential Land. She said the end result was to identify Veneta's total vacant residential developable acres. Staff followed the Department of Land Conservation and Development (DLCD) work book. She said DLCD is ultimately the reviewer of the Buildable Land Inventory updates. She said the Planning Commission also gave recommendations along the way.

In response to a question from Thomas Cotter, Garbett said wetlands and greenways would be considered unbuildable. Garbett said the process is much simpler when the Urban Growth Boundary (UGB) and the city limits are the same boundary as is the case for Veneta. She said 20% of the vacant land within the UGB is unbuildable.

In response to questions from Victoria Hedenstrom, Bork said the designations were set in the original Comp Plan and they can potentially be changed by the Planning Commission. She said low density residential are all single family residential zoned properties and the medium density residential Comp Plan designations are all zoned general residential and they're the same but general residential allows slightly smaller lots. She said the zoning district that corresponds to that designation is how the regulations for development apply to the zoning district.

In response to a question from Thomas Cotter, Bork said constrained acres can still be built on. She said staff applied a lesser density to sloped areas.

In response to a question from Mayor Larson, Bork said Veneta City limits is about two square miles or about 1300 to 1400 acres.

Garbett stated the total vacant acres by residential plan designations are as follows: gross vacant acres is 710, total unbuildable vacant acres 143, total constrained acres 50, public facilities areas to be deducted - 38 acres, for a total of vacant buildable acres of 477.

Bork said public facilities are 25% of land removed for roads, stormwater, churches or other uses allowed in residential zoning districts other than housing.

In response to a question from Mayor Larson, Bork said the 50 constrained acres is not necessarily removed from the inventory but will be more constrained to build on. She suggested that it be relabeled on the table.

Bork said the Housing Needs Analysis is the methodology used to estimate how many future dwelling units Veneta will need to accommodate future population. Housing units are identified as follows; single family dwelling is one unit, a duplex would count as two units, multi-family is identified by how many units are in the development and single family attached are figured much like duplexes are. She said this is a pretty straight forward formula developed by PSU which has Veneta's current population at 4,635 in 2013. She said the coordinated population number goes out to the year 2033 so our 20-year forecast estimates our population to be 10,242 so by 2033 Veneta's population will increase by 5607 residents. She said not all of those new residents will live in housing units. She said some may live in a group quarter facility or residential care facility. This total is subtracted from increase in population.

In response to a question from Thomas Laing, Bork said currently there are four or five group quarter facilities currently in Veneta.

She said the Planning Commission recommended using PSU's figures for group quarter household size and vacancy rate when the forecasted population was estimated rather than using census information or other figures since we already use PSU's coordinated population figure.

Bork continued to review housing need methodology and said Veneta will need 2120 units in a combination of all housing types. This averages about 106 units per year based on the population. Bork stated the Planning Commission reviewed national and local housing trends and how that would affect the future housing mix.

In response to a question from Thomas Cotter, Bork said these figures are a mix of all types of housing units - single family, multi family, duplex, group quarter, and single family attached. The Planning Commission recommended the following housing mix: single family dwellings at 84%; single family attached at 3%, duplexes at 1%, multi-family at 10%, and mobile homes parks at 2%.

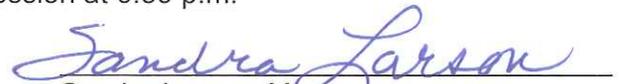
In response to a question from Thomas Cotter, Bork said households that pay 30% or more of their income for housing costs are considered cost burdened. Bork continued that single family attached housing would be townhomes and multi-family would be apartments.

Bork said we reviewed the land use decision process for amending the Comp Plan. She said updating the Comp Plan will take place in 2015 and will be a legislative process, requiring a public hearing.

**3. OTHER**

**1. ADJOURN**

Mayor Larson adjourned the Veneta City Council Work Session at 6:59 p.m.

  
Sandra Larson, Mayor

ATTEST:

  
Darci Henneman, Assistant City Recorder  
(minutes prepared by Dhennehan)