

City of Wilsonville Equitable Housing Strategic Plan

Task Force Charter



DATE:
July 2019

CHARTERED BY:
City of Wilsonville

PROJECT MANAGER:
Kim Rybold
City of Wilsonville Planning Division

PURPOSE

The Wilsonville Equitable Housing Task Force is charged with providing local knowledge, advice on how to incorporate equity considerations into the process, and housing development expertise to support the City of Wilsonville and its consultants as they analyze conditions and evaluate implementation strategies for expanding housing access and options. The Task Force will bring knowledge, ideas, insights, and innovative thinking to surface the most promising and feasible policy and programmatic options that best serve Wilsonville's equitable housing objectives. While consensus is desirable, it is not the goal of the Task Force. The work of the Task Force will be integrated into development of the implementation tools and programs.

ANTICIPATED OUTCOMES

Staff will share the issues, concerns, and ideas that emerge from the task force with the Planning Commission and City Council and include findings in the project documentation. Some items that emerge will require formal deliberation and decision; other items will be incorporated into the technical study and coordinated with project partners.

ANTICIPATED SCHEDULE (TENTATIVE)

The Task Force will meet three times over the course of the project, with the first meeting anticipated in July 2019. Once the Task Force is established, the staff/consultant team will work with members to identify mutually agreeable dates and times of meetings.

- **Meeting no.1** (July 2019): Review policy objectives, discuss market report, hear about concerns and needs for equitable housing in Wilsonville, provide feedback and ideas on policy objectives and potential strategies for technical analysis
- **Meeting no.2** (September 2019): Hear lived experiences, ideas, and issues discovered through the stakeholder engagement process and discuss potential strategies that respond to community needs and gaps in the housing system; assess how well the strategies will meet the stated objectives and highlight the strategies that appear to be most promising and feasible for Wilsonville
- **Meeting no.3** (late 2019/early 2020): Review policies and programs prioritized by Wilsonville City Council and stakeholders; evaluate implementation strategies for feasibility and desirability, provide feedback and input into how to make tools and strategies most effective for realizing near-term equitable housing development, weigh in on draft plan

ROLES AND RESPONSIBILITIES

Task Force Members

- Task Force members will analyze, discuss, and consider a range of viewpoints, community goals, legal and financial parameters, and solutions for addressing equity concerns and lived experiences. They will ensure the community's ideas and interests in equitable housing are sought and used in drafting the strategic plan.
- Serve as a sounding board so that a variety of viewpoints, information, and thinking goes into formulating the implementation strategies. Engage in open and constructive dialogue to ensure that potential solutions are well-tested and that diverging opinions are aired, discussed and documented.
- Review background materials to understand the issues at hand and to gain familiarity with equity in the context of Wilsonville's current and prospective residents. Come prepared to each meeting to discuss the agenda items and materials.
- Support formulation of the Equitable Housing Strategic Plan and subsequent forwarding to Planning Commission for recommendation and City Council adoption process.

Staff / Consultant Team

- Wilsonville Planning staff will convene the Task Force. Meetings will be facilitated by the city's consultant. The staff/consultant team is responsible for ensuring ideas and comments coming from the Task Force are heard, communicated, and considered in the technical work.
- Team will prepare and distribute agendas and materials in advance of each meeting. Staff will be responsible for communicating with Task Force members between meetings and preparing meeting summaries.
- The team will manage the process for the good of the community as a whole and will respect volunteers' time

TASK FORCE MEMBERS

Membership of the Task Force is deliberately focused on specific skills and experience in affordable housing, services to underrepresented and underserved community members, housing development and construction, business and industry, representatives for prospective tenants, potential funders, and community-based organizations; the ability to draw upon the feedback and experiences of a larger constituency regarding perspectives on the topic, and agencies that will be most directly affected by the outcomes of the strategic plan.

- Bryse Bishoff, Talent Recruiter & Supervisor of Recruitment Operations, DW Fritz Automation, Inc.
- John Cronkite, Resident, realtor
- Paul Diller, Resident, law professor
- Devin Ellin, Senior Housing Developer, Housing Authority of Clackamas County
- John Ginsburg, Director of Student Life & Title IX Coordinator, Clackamas Community College
- Roseann Johnson, Asst. Director of Government Affairs, Home Builders Association of Metro Portland
- Rudy Kadlub, CEO, Costa Pacific Communities
- Marylee King, Resident, former Program Director of the MacDonald Center in Portland
- Kamran Mesbah, City of Wilsonville Planning Commissioner
- Taft Mitchell, Board Chair, Wilsonville Community Sharing
- Iona Musgnung, Student Life Coordinator, Oregon Institute of Technology/OregonTech
- Kevin Ferrasci O'Malley, CEO, Wilsonville Chamber of Commerce
- Craig Porter, Resident, real estate developer and lender
- Ann Gray Remmers, Director of Lending, Network for Oregon Affordable Housing
- Rebecca Small, Regional Planner, Metro regional government
- Ben West, City of Wilsonville City Councilor
- Liz Winchester, Asset Manager, Northwest Housing Alternatives