



Housing And Human Services Committee Agenda

Community Development Building

51 Winburn Way

Note: Anyone wishing to speak at any Housing and Human Services Advisory Committee meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

January 25, 2024

AGENDA

- I. **CALL TO ORDER:** 4:00 p.m.
- II. **APPROVAL OF THE AGENDA**
- III. **CONSENT AGENDA**
 - A. Approval of October 26, 2023, Minutes
- IV. **PUBLIC FORUM** (4:05–4:10 p.m.)
 - A. Public Forum.
- V. **NEW BUSINESS**
 - A. Code Compliance Presentation (4:10–4:35 p.m.).
 - B. Homeless Services Masterplan Subcommittee Appointments (4:35–5:00 p.m.).
 - C. Workforce and Affordable Housing Discussion and Next Steps (4:55–5:15 p.m.).
 - D. Strategic Goal Review and Discussion (5:15–5:40 p.m.)
- VI. **UNFINISHED BUSINESS**
 - A. None
- VII. **INFORMATIONAL ITEMS**
 - A. Liaison Reports
 - B. General Announcements
- VIII. **AGENDA BUILDING – Future Meetings**
- IX. **ADJOURNMENT:** 6:00 p.m.

Next Meeting Date: February 22, 2024



Housing And Human Services Committee Agenda

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email linda.reid@ashland.or.us. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).



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Community Development Building

51 Winburn Way

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October 26, 2023

Draft Minutes

- I. **CALL TO ORDER:** 4:07 p.m.

- II. **APPROVAL OF THE AGENDA**

- III. **CONSENT AGENDA**
 - A. Approval of September 28, 2023, Minutes
Rohde/ Kali M/S. Voice Vote: ALL AYES

- IV. **PUBLIC FORUM** (4:05–4:10 p.m.)
 - A. Public Forum.

Debra Neiswander voiced her concerns on the lack of emergency shelter for the weekend of 10/28/23–10/29/23.

Rachel Jones lives near the 2200 Ashland St. shelter and is concerned with the issues of paraphernalia, human waste, and drug use in the area. She would like the City to be transparent about their plans for addressing these issues.

Alexandra Reid is a volunteer for Laundry Love. 2200 Ashland St. would make a great home for Laundry Love to work out of. They could fit 3 commercial washers and dryers in the space.

- V. **NEW BUSINESS**
 - A. December Goal Setting Retreat Planning: Agenda items, Date, and Location (4:10–4:35 p.m.).
 - Location: The library
 - Time: 4PM–7PM
 - Day: December 14
 - Food: Let Reid know about food allergens.
 - B. Feedback about the Inclusive Communities Guide for Public Officials (4:35–4:55 p.m.).
 - **Reid** suggests that everyone reads the document and if anyone has anything to add or suggestions, please direct them to her and she will be in touch with the committee who will be re-writing it.
 - C. Workforce and Affordable Housing Discussion and Next Steps (4:55–5:15 p.m.).



Housing And Human Services Committee Agenda

- **Reid** read through the MEMO and gave examples.
- **Kaplan** shared some information about Craft3. Craft3 issues loans for failing manufactured homes. They are based out of Astoria, and they serve Oregon and Washington. Craft3.org is the website. These are all things that we should consider.
- A sub-committee for work force housing was discussed and members were added. Motion to create a sub-committee comprised of **Munoz, Bass, Kali, and Kaplan.**
Bass/ Munoz M/S. Voice Vote: ALL AYES. Motion passed.

D. Final Planning Discussion for the Annual Rent Burden Forum (5:15–5:40 p.m.)

VI. UNFINISHED BUSINESS

A. None

- The Committee would like to invite **Lisa Evans**, Code Compliance Officer, to our January 25, 2024, meeting. They are requesting that Reid add her to the agenda.

VII. INFORMATIONAL ITEMS

A. Liaison Reports

- **Kaplan** spoke about the “Homeless services Master Plan” request by the Council. Create a subcommittee which will assist in developing the “master plan”. The City Council will be reviewing and potentially approving a contract with OHRA on November 7, 2023, to use the insulated garage space at 2200 Ashland St. as an emergency weather shelter.
- Motion to create a subcommittee to work on the Master Plan for the spectrum of homeless and unhoused support services.
Rohde/ Fields M/S. Voice vote: ALL AYES. Motion passed.

B. General Announcements

- **Rohde** informed the group that Community Health Assessment and Community Health Improvement Plan is another source of housing funding that is growing in Oregon and will come from the Coordinated Care Organizations and to promote better community health outcomes.

VIII. AGENDA BUILDING – Future Meetings

IX. ADJOURNMENT: 6:00 p.m.

Next Meeting Date: November 9th, 2023

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Memo

DATE: January 25, 2024
TO: Housing and Human Services Advisory Committee
FROM: Linda Reid, Housing Program Manager
DEPT: Planning
RE: Code Compliance Presentation

Last year the Housing and Human Services Commission expressed a desire to learn more about code compliance for vacation rentals. Specifically, a brief review of the City's vacation rental regulations (AMC 18.2.3). The Committee has specific questions such as what is the process for changing the municipal code? How complaints are submitted. What steps does the City take to gain compliance.

Planning Department

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18.2.3.220 Travelers' Accommodations

Where travelers' accommodations and accessory travelers' accommodations are allowed, they require a Conditional Permit under chapter [18.5.4](#), are subject to Site Design Review under chapter [18.5.2](#), and shall meet the following requirements. See definitions of travelers' accommodation and accessory travelers' accommodation in part 18-6.

A. Travelers' Accommodations and Accessory Travelers' Accommodations. Travelers' accommodations and accessory travelers' accommodations shall meet all of the following requirements.

1. An accommodation must meet all applicable building, fire, and related safety codes at all times and must be inspected by the Fire Department before occupancy following approval of a Conditional Use Permit and periodically thereafter pursuant to AMC [15.28](#).
2. The business-owner of a travelers' accommodation or the property owner of an accessory travelers' accommodation must maintain a City business license and pay all transient occupancy tax in accordance with AMC [4.24](#) and AMC [6.04](#) as required.
3. Advertising for an accommodation must include the City planning action number assigned to the land use approval.
4. Offering the availability of residential property for use as an accommodation without a valid Conditional Use Permit approval, current business license and transient occupancy tax registration is prohibited and shall be subject to enforcement procedures.

B. Travelers' Accommodations. In addition to the standards described above in section 18.23.220.A, travelers' accommodations shall meet all of the following requirements.

1. The property is located within 200 feet of a boulevard, avenue, or neighborhood collector as identified on the Street Dedication Map in the Comprehensive Plan. Distances to the property from a boulevard, avenue, or neighborhood collector shall be measured via a public street or public alley to a lot line.
2. During operation of a travelers' accommodation, the property on which the travelers' accommodation is sited must be the primary residence of the business-owner. "Business-owner" shall be defined as a person or persons who own the property and accommodation outright; or who have entered into a lease agreement with the property owner(s) allowing for the operation of the accommodation. Such lease agreement must specifically state that the property owner is not involved in the day-to-day operation or financial management of the accommodation and that the business-owner has actual ownership of the business and is wholly responsible for all operations associated with the accommodation, and has actual ownership of the business.
3. The primary residence on the site must be at least 20 years old. The primary residence may be altered and adapted for travelers' accommodation use, including expansion of floor area. Additional structures may

be allowed to accommodate additional units, but must be in conformance with all setback and lot coverage standards of the underlying zone.

4. The number of travelers' accommodation units allowed shall be determined by the following criteria.
 - a. The total number of units, including the business-owner's unit, shall be determined by dividing the total square footage of the lot by 1,800 square feet. Contiguous lots under the same ownership may be combined to increase lot area and the number of units, but not in excess of the maximum established by this ordinance. The maximum number of accommodation units shall not exceed nine per approved traveler's accommodation with primary lot frontage on boulevard streets. For travelers' accommodation without primary lot frontage on a designated boulevard, but within 200 feet of a boulevard, avenue, or neighborhood collector street, the maximum number of units shall be seven. Street designations shall be as determined by the Street Dedication Map in the Comprehensive Plan. Distances to the property from a boulevard, avenue, or neighborhood collector shall be measured via a public street or public alley to a lot line.
 - b. Excluding the business-owner's unit and the area of the structure it will occupy, there must be at least 400 square feet of gross interior floor space remaining per unit.
5. Each accommodation must have one off-street parking space and the business-owner's unit must have two parking spaces. All parking spaces shall be in conformance with chapter [18.4.3](#).
6. Only one ground or wall sign, constructed of a non-plastic material, non-interior illuminated, and a maximum of six square feet total surface area is allowed. Any exterior illumination of signage shall be installed such that it does not directly illuminate any residential structures adjacent or nearby the travelers' accommodation in accordance with subsection [18.4.4.050.C.1](#).
7. An annual inspection by the Jackson County Health Department shall be conducted as required by the laws of Jackson County or the State of Oregon.
8. Transfer of business-ownership of a travelers' accommodation shall be subject to all requirements of this section and conform with the criteria of this section. Any further modifications beyond the existing approval shall be in conformance with all requirements of this section.

C. Accessory Travelers' Accommodations. In addition to the standards in section [18.2.3.220.A](#), accessory travelers' accommodations shall meet all of the following requirements.

1. The operator of the accessory travelers' accommodation must be the property owner and the property must be the operator's primary residence. The operator must be present during operation of the accessory travelers' accommodation.
2. The property is limited to having one accessory travelers' accommodation unit, covered under a single reservation and consisting of two or fewer bedrooms. Meals are not provided and kitchen cooking facilities are not permitted with an accessory travelers' accommodation, with the exception of kitchen cooking facilities for the primary residence.

3. The total number of guests occupying an accessory travelers' accommodation must not exceed two people per bedroom.
4. The property must have two off-street parking spaces. The total number of guest vehicles associated with the accessory travelers' accommodation must not exceed one.
5. Signs are not permitted in conjunction with the operation of an accessory travelers' accommodation.

The Ashland Land Use Ordinance is current through Ordinance 3217, and legislation passed through March 15, 2023.

Disclaimer: The City Recorder's office has the official version of the Ashland Land Use Ordinance. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashland.or.us](http://www.ashland.or.us)

[City Telephone: \(541\) 488-5307](tel:(541)488-5307)

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Memo

DATE: January 25, 2024
TO: Housing and Human Services Advisory Committee
FROM: Linda Reid, Housing Program Manager
DEPT: Planning
RE: Homeless Services Masterplan Subcommittee Appointments

The City advertised the availability of seats on the ad hoc subcommittee on the City's website. The City posted accepted applications until January 15th. In that time the City Received 15 applications from interested candidates. The applications are attached to this memo for Committee member review. At this meeting, it is expected that the Committee will review the applications and make appointments to the Ad Hoc Subcommittee, which is expected to have approximately 9 members. The Committee has appointed three members from the HHSAC, one law enforcement liaison, and two City Councilors to serve on the subcommittee. It is anticipated that the subcommittee will have one or more representatives from a few different sectors; a representative from OHRA, people who live in the South Ashland community, people who work with homeless populations, business owners, and people with lived experience of homelessness. Below is a spreadsheet to help identify which representative categories applicants may meet. Please fill out your spreadsheet and rank candidates in order of preference in preparation for discussion with the larger group.

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Memo

DATE: January 25, 2024

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Workforce and Affordable Housing Discussion and Next Steps

The Workforce and Affordable Housing workgroup has been meeting and will provide an update on their discussion and any action steps that the Advisory Committee may take to move this work forward.

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Memo

DATE: January 25, 2024

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Housing and Human Services Advisory Committee Goal Setting Discussion

Last year the Housing and Human Services Commission held their annual goal setting retreat on December 14th, 2023, at the Ashland Library.

2024 Goals identified through that process are listed in priority order below.

- Workforce Housing
 - Cottage Housing (numerical goal)
 - Housing for young families
 - Higher Density Development
 - Remove requirements for open space.
 - Housing for all demographics
 - Housing for SOU graduates

- Identify barriers to housing support, are there ways that the Committee can assist agencies that are struggling. Create a survey to ascertain what types of help the Committee can provide. Host an event to talk to organizations about how the Committee can support other agencies.

- Review Air B&B regulations (AMC 18.2.3). Can these be changed? How does it work? How do complaints happen, How is compliance gained.

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Memo

- Explore incentives for private market equity investors and developers from outside the area.
- Encourage the development of a diversity of housing types.
- Explore opportunities for alternative/innovative housing types, with permaculture.
- More ADA housing development/accessible housing development.
- Construction Excise Tax.

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