

Thursday February 26th, 2009: 4:30 – 6:30pm
Community Development Building - 51 Winburn Way

1. (4:30) **Approval of Minutes** (5 min)
January 22nd 2009, regular meeting Minutes
2. (4:35) **Public Forum** (5 min)
3. (4:40) **Consolidated Plan Overview and discussion** (25 min)
4. (5:05) **Sub-committee Reports** (25 min)

Subcommittee Reports Finance (none) Education (none) Land Use 2-11-09 (Ayers)	Liaison Reports Council (Voisin) Parks Commission 1-26-09 (Hauck) School Board 2-9-09 (Frost) Planning Commission 2-10-09 (Benjamin) SOU (Amoratico)
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5. (5:30) **City Land Use Incentives for Affordable Housing Discussion** (20 min)
6. (5:50) **Affordable Housing Trust fund Update and Discussion** (15 min)
7. (6:05) **Homeless Liaison Discussion** (15 min)
8. (6:20) **March 26th 2009 Meeting Agenda Items** (5 min)
Goal Setting
Commissioner items suggested (5 min)
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
9. (6.25) **Upcoming Events and Meetings** (5 min)
Select meeting date for March Retreat
Discuss Alternate Meeting Date for because of CDBG

Next Housing Commission Regular Meeting
4:30-6:30 PM; Thursday March 26th, 2009 Community Development Building
10. (6:30) **Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone is 1-800-735-2900). Notification 48 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).



**CITY OF
ASHLAND**
ASHLAND HOUSING COMMISSION
MINUTES
January 22, 2009

CALL TO ORDER

Chair Bill Smith called the meeting to order at 4:30 p.m. at the Community Development and Engineering Services Building, 51 Winburn Way, Ashland, OR 97520.

Commissioners Present:	SOU Liaison: Alexandra Amarotico
Nick Frost	
Graham Lewis, absent	Council Liaison: Alice Hardesty
Steve Hauck	
Bill Smith	Staff Present::
Aaron Benjamin	Linda Reid, Housing Specialist
Regina Ayars	Carolyn Schwendener, Account Clerk
Richard Billin	

APPROVAL OF MINUTES AND AGENDA CHANGES

Smith made a change to the agenda. The Clay Creek-Chitwood project update will come after the public forum and Guest Speaker, Brandon Goldman will be after the Sub-Committee Reports. The Homeless Liaison Discussion will be moved to next month's meeting.

Smith/Ayars m/s to approve the minutes of the December 17, 2008 Housing Commission meeting with two corrections. Second page, under Housing Commission Draft Ordinance Review, second line, include the words "*Housing Commission*" to become a strong advisory..." under Clay Street Affordable Housing, second paragraph, first sentence, remove the word "*with*" the recent publicity..." Voice Vote: Approved.

PUBLIC FORUM

No one spoke

CLAY CREEK-CHITWOOD PROJECT UPATE

John Wheeler, Rogue Valley Community Development Corporation reviewed with the Commissioners the project update. Mr. Wheeler explained RVCDC was selected in 2007 to develop the Clay Court property. The following is their timeline for completion of the project.

- February 2009 – Submit detailed project design and financing plan to the City
- April 2009 – Developer Agreement approved by City Council
- May 2009 – Subdivision Application
- July to August 2009 – Improvements completed (road, fire etc.)
- September 2009 – Construction begins
- June 2011 – Homes Complete

RVCDC is having trouble finding people to qualify for the affordable units and they need a little more time to recruit families. Instead of doing the traditional mutual self help program which was the original intent for this property, Mr. Wheeler said they will be doing an abbreviated version of the established self help program where the home owner will be doing about two hundred hours of sweat equity labor. The established program requires the homeowner to provide 16 hours of "sweat equity" labor per week for approximately 40 weeks. The reduced labor requirement allows help for those people who may not be physically able to do the job. RVCDC will also be partnering with Youth Build, the Job Council and Rogue Community College. Youth Build is a program where at risk youth train in construction over a nine month period while they get their GED's, receive counseling, learn life skills and remain clean and sober. Professionals will also be hired to help with some of the construction.

The homes at Clay Court will be net zero energy ready. Solar panels and solar water heaters will not installed upon completion but will be ready for the future.

ELECTION

Benjamin recommended Hardesty for Vice Chair. With no objections Hardesty was nominated and confirmed as Vice Chair.

SUBCOMMITTEE REPORTS

Sub-committee Reports

Finance – No report

Education – No report

Land Use – Reid distributed a copy of the minutes from the January 14th meeting. Ayars reported the committee mainly brainstormed ideas about the Clay Street property. Ayars and Hardesty will work on finding out what the Parks Department's strategy is to see if they can encourage them to make up their minds sooner rather than later whether or not to purchase the land.

The committee also discussed the idea of developing over the larger parking lot on Lithia way. They talked about the possibility of three floors one floor to include parking in order to give back the 13 spaces. They are not sure however if three floors would be allowed.

Liaison Reports

Council – Voisin reported that at the January 20th meeting there were two public hearings. The proposed Visitor Center that is affecting the Oak Knoll neighborhood and the Regional Problem Solving IGA. The proposed Visitor Center plan is going to Jackson County for review and the City Council made no comments. The Regional Problem Solving agreement will be further discussed at the February 3rd meeting. Voisin noted that Hardesty was appointed to the Housing Commission.

Parks Commission –no report

School Board – Frost reported that the school board is dealing with budget issues at this time.

Planning Commission – Benjamin reported that the Planning Commission had a split decision on the Regional Problem Solving agreement. Benjamin stated that the Housing Commission should pay attention to this issue could have a profound affect on affordable housing in the community. The RPS was originally initiated to protect rural lands and was concerned with the growth boundary and rural lands adjacent to the communities along the I-5 corridor. The I-5 corridor is extremely significant in terms of transportation to and from Ashland. Benjamin acknowledged there could be workforce housing implications, transportation implications and general things that the Housing Commission should be concerned about over the next ten years.

PLANNING PROCESS AND COMMISSION POWERS

Brandon Goldman, Long Range Planner with the City of Ashland was the guest speaker. Mr. Goldman was present to discuss the Housing Commission's desire to be more involved in the Land Use hearing process with planning applications. Mr. Goldman outlined the Land Use process. The City Council had previously agreed that the Housing Commission could be a part of the land use proceedings for affordable housing projects at the pre application stage. At this time it is limited to those that have an affordable housing component. Goldman said that when Bill Molnar recently met with the Ad Hoc group he indicated there might be something more the staff could do that goes beyond what they have currently been doing in terms of outlining incentives for applicants that don't have an affordable housing component as part of their project. Mr. Molnar will ask the current planning staff to begin to do as much as possible. Reid and Goldman will put together some material for the staff to use to be more forthcoming with the opportunities that are out there. They will make the list available for the Housing Commissioners.

If the Housing Commission were to be permitted to review planning applications their comments could only apply to specific criteria of approval. At the pre application stage they are unrestricted. The Commissioners liked the idea of giving the staff the information about available incentives raising the level of consciousness accomplishes their concerns.

Cate Hartzell, Audience Member, noted that when this request was presented to the Council she originally wanted the Housing Commission to have a much stronger role and to look at it not just in pre applications but to be part of the land use process. The agreement at the time was to try it for a year and then take another look at it. Ms. Hartzel acknowledged both pros and cons for being included in the planning process.

The Commissioners agreed at this time they would start with the suggestion of using the city staff to help promote education about affordable housing and then look at the process again in a year or so. After the pre application conference a summary report can be put together and sent to the Housing Commission allowing them to give some feedback. It was suggested that the Education Committee could put together some information to provide the contractors and developers even before the pre application stage. Reid will put together the provisions from the ordinances that would provide opportunities that might not be recognized. At the next (February) meeting the Commissioners will come back with ideas and possibly a list of educational materials that they need to get out to builders along with suggestions on how to get the information out.

Reid mentioned the possibility of having a sub committee to work on the consolidated plan. Part of that plan has to do with gathering household needs information in our community. The sub committee could work with Reid on compiling a survey of information on households and rental needs and market analysis. The finance committee could be a part of this. Reid will put together a list of information that is needed for the consolidated plan and bring it back to next month's meeting. Hauck volunteered to be on the sub committee.

REVIEW AND APPROVAL OF SNOWBERRY BROOK SUPPORT LETTER

Hauck/Hardesty m/s to recommend they send the letter of support. Amendment was made: Bill Smith name should actually be William Smith. Voice Vote: approved unanimously.

HOUSING COMMISSION DRAFT ORDINANCE REVIEW AND DISCUSSION

Reid made the recommended changes.

Hardesty/Billin m/s that they forward the draft on to the legal department as it is written. Voice Vote: approved unanimously.

JANUARY AGENDA ITEMS

- Reid will be bringing back the list on incentives that are offered through the code - talk about ideas on how to get them out to the building community.
- Affordable Housing Trust Fund
- Consolidated plan

Goal setting retreat – Sometime in March was recommended. Will decide the exact date at the next meeting.

February 27th is when the CDBG applications will be due. Hearing will be in March.
Discuss reserving a date for a special CDBG meeting.

Amarotico requested to do a SOU liaison report each month

Quorum Check – Hardesty and Ayars will not be present.

UPCOMING EVENTS AND MEETINGS

Next Housing Commission Regular Meeting – Thursday February 26th, 2009 4:30 – 6:30 PM, Community Development Building

ADJOURNMENT – The meeting was adjourned at 6:25 p.m.

Respectfully submitted by, Carolyn Schwendener

Housing Commission Memo

Title: Consolidated Plan Overview
Date: February 26, 2009
Submitted By: Linda Reid, Housing Program Specialist

The Consolidated Plan is designed to be a collaborative process whereby a community establishes a unified vision for community development actions. It offers local jurisdictions the opportunity to shape the various housing and community development programs into effective, coordinated neighborhood and community development strategies. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the local level.

The Consolidated Plan approach is also the means to meet the submission requirements for the Community Development Block Grant (CDBG) formula program.

The jurisdiction must address the following concerns, preferably through a coordinated strategy:

- Homeless
 - Homeless needs
 - Inventory of resources
 - Priority Needs
 - Strategy
 - Objectives
 - Continuum of Care
- Special Needs
 - Population of Special Needs
 - Priority Needs/Inventory of resources
 - Specific Objectives
- Housing (see detailed narrative below)
 - Housing Needs
 - Housing Priorities
 - Housing Inventory information
 - Specific Objectives
- Community Development
 - Priority non-housing needs (ie. Public facilities improvements, economic development).
 - Community Development Objectives

In order for the jurisdiction to address the concerns identified by HUD, the jurisdiction will need to determine the level and types of services, resources, needs and deficiencies at work in the community. This information can then be used to create the strategic plan which will identify priority goals and specific outcomes to meet the community's needs using the available (CDBG) funding.

Consultation

- Consult with private and public entities that provide housing, health, and social services to low to moderate income populations and special needs populations to determine what resources are available in the community.



- Consult with state/local health and child welfare agencies regarding Lead Based Paint issues.

Citizen Participation

- Create and implement a plan to broaden public participation
- Create and implement a plan to involve community organizations (i.e. businesses, developers, and faith based organizations).
- Show how community involvement was used to help develop the plan.

Housing Needs Assessment

- Estimate the number and types of families with housing needs for a 5 year period
 - Renter/owner households
 - Elderly households
 - Single person households
 - Large family households
 - Peoples with disabilities
 - Households experiencing Domestic Violence
 - Peoples with HIV/AIDS
- Identify the types of housing needs for a five year period. (Types of housing needs should be determined by analyzing the following).
 - Cost burden and Severe Cost burden
 - Overcrowding (especially for large families)
 - Substandard housing
- Note whether any racial or minority groups have a disproportionately greater need in comparison to the needs of a particular income category.

Homeless

- Determine the nature and extent of Homelessness in the Community.
- Describe the communities Continuum of Care Concept
- Identify homeless facilities and services in the community
- Develop a strategy for helping those at risk of homelessness

Special Needs-Not Homeless

- Estimate the number of persons in need of supportive housing
 - Frail/Elderly
 - Peoples with Disabilities
 - Peoples experiencing Drug or Alcohol Addition
 - Peoples with HIV/AIDS
 - Public Housing Residents

Lead Based Paint Hazards

- Estimate the number of housing units occupied by low to moderate income families that contain (or may contain) lead based paint hazards.

Housing and Market Analysis

- Determine and describe the general characteristics of the housing market
 - Stock available
 - Supply and Demand
 - Cost and Condition
 - Estimate the number of abandoned units suitable for rehabilitation



- Concentration of racial/minority groups?
- Concentration of low/moderate income groups?

Public and Assisted Housing

- Describe the number and condition of the Public and Assisted Housing Units
- Identify the number of Public Housing Units expected to be lost from the City's inventory
- Identify the number of federally, state, or locally assisted units expected to be lost from the assisted housing inventory

Homeless Facilities and Services

- Emergency Shelters
- Transitional Shelters
- Permanent and Supportive Housing

Barriers to affordable housing

- Describe public policies that affect affordable Housing
 - Building & Zoning
 - Environmental Problems
 - Impact fees
 - Cost of Land
 - Incentive Programs

Strategic Plan

The housing strategy must indicate how the characteristics of the housing market will influence the use of funds.

- Describe the basis for assigning priorities
- Identify obstacles to meeting underserved needs
- Summarize priorities and objectives
- Describe how available funds will be used to address identified needs



Housing Commission Memo

Title: Planning and Financial Incentives to provide affordable Housing
Date: February 26, 2009
Submitted By: Linda Reid, Housing Program Specialist

City of Ashland

- **Mixed Use parking credits:** Building which are both commercial and residential are only required to provide enough parking for the commercial square footage.
- **Residential Overlay in C-1 and E-1 zones:** Residential densities of between 30 and 60 dwelling units per acre are permitted in the downtown overlay district providing off street parking is not required.
- **SDC Deferrals and Waivers:** The city will defer or waive the Systems Development Charges (SDC) on new construction that provides affordable housing as defined by the Ashland Affordable Housing Program (established under resolutions 1993-39 and amended by resolution 2006-13, affordable housing is defined as housing affordable to households making 80% Area Median Income (AMI) or below).
- **Engineering and Community Development Fee Waivers:** Same as above.
- **Affordable Housing Trust Fund:** Competitive grants.
- **Partnerships with affordable housing to access state and federal grants**
- **CDBG funds:** Access through partnership with non-profits.
- **Annexation/zone change:** Partner or donate land to non-profit affordable Housing developers to fulfill the affordable housing requirement
- **Density Bonus:** A percentage of additional density can be approved on developments that provide affordable housing to buyers or renters making between 60% and 120% AMI.

State-OHCS

- **Financing-**(See attached)
 - Pass through Revenue Bond financing
 - Vertical Housing Program-(Must be designated by the jurisdiction)
 - Low-income Housing Tax Credits (LIHTC)
 - Oregon Housing Tax Credits (OHTC)

Federal

- **Financing**
 - **Rural Development:** USDA's department of Rural Development (RD) offers several different financing programs for developers providing affordable housing.
 - **The Department of Housing and Urban Development:** HUD offers several different financing programs for developers providing affordable housing.
 - **National Housing Trust Fund:** A national housing trust fund has been established, and a funding mechanism has been identified for the trust fund. However these funds and the process by which funding is obtained is yet to be determined.



Housing Resources Section

(Section and Program Overviews)

Section Manager

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Housing Resources Section Overview

The **Housing Resources Section (HRS)** administers the department's grant and tax credit programs. Through its activities, HRS provides housing-related financial assistance and carries out the spirit of the department's mission to work in partnership to develop, finance, and preserve locally supported affordable housing; and to provide appropriate community-based services.

Farmworker Housing Tax Credit (FWHTC)

The Farmworker Housing Tax Credit (FWHTC) Program is designated to give a state income tax credit to investors who incur costs to construct, install, acquire or rehabilitate farmworker housing. The tax credit may be taken on 50 percent of the eligible costs actually paid or incurred to complete a farmworker housing project. The total of estimated eligible costs for all approved projects for each calendar year is \$7.25 million. 100 percent of the credit may be transferred to a contributor of the project.

HOME Investment Partnerships Program

The HOME Investment Partnerships Program provides federal funds for the development of affordable housing for low- and very low-income households. The department is responsible for administering the HOME Program for non-entitlement or rural Oregon. Each of Oregon's

HOME administering agencies or Participating Jurisdictions bases the design and priorities of its program on the local Consolidated Plan; therefore, each Participating Jurisdiction's HOME Program will have different program components and local requirements. Currently, eligible activities under the state's program include acquisition, new construction and rehabilitation of rental housing, and tenant-based rental assistance (through the department's Low-Income Rental Housing Assistance Program). Activities funded must benefit households of low- and very low-income.

If a proposed development is located in one of the following areas, project sponsors should contact the person listed for information on the local HOME Program; all others should contact one of the department's Regional Advisors to the Department (RAD) for technical assistance on the state's program.

Participating Jurisdiction

City of Beaverton
City of Corvallis
City of Eugene
City of Gresham
City of Portland
City of Salem
City of Springfield
Clackamas County
Washington County

Contact

Andrea Lindberg
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Jodi Peterson
Gloria Lewton
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Housing Resources Section

(Section and Program Overviews)

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Housing Development Grant Program (“Trust Fund”)

The Housing Development Grant Program (“Trust Fund”) was created to expand Oregon’s supply of housing for low- and very low-income families and individuals by providing funds to construct new housing or to acquire and/or rehabilitate existing structures.

Low Income Housing Tax Credit (LIHTC)

The Low Income Housing Tax Credit (LIHTC) Program provides federal income tax credits to developers who construct, rehabilitate, or acquire and rehabilitate qualified low-income rental housing. These development projects encompass multi-family and single-family rental housing units. Eligible applicants include both for-profit and nonprofit sponsors. These credits are issued through the competition CFC application process. The department reserves and allocates credits on eligible properties. The department has set-aside a minimum of 10 percent of the credit authority for each calendar year for nonprofit sponsors and has another discretionary set-aside of 15 percent for rural and farmworker projects.

Low Income Weatherization Program (LIW)

The Low Income Weatherization Program (LIW) is funded as a result of Legislative action in the 1999-2001 session. Funds can be used to increase the efficiency of heating and other uses of energy in multifamily housing through the installation of energy-efficient insulation, windows, appliances, light fixtures and other energy-reducing activities.

Oregon Affordable Housing Tax Credit (OAHTC)

The Oregon Affordable Housing Tax Credit (OAHTC) Program provides a state income tax credit for affordable housing loans for which a lender reduces the interest rate by up to four percent. Applications must demonstrate a 20 year term that the benefit of the tax credit will be entirely passed on to reduce rents for the tenant.

For More Information

To talk with someone about developing affordable housing in your area, contact a **Regional Advisor to the Department** at 503.986.2000 or visit the website at:

http://www.ohcs.oregon.gov/OHCS/DO_RegionalAdvisors.shtml

OHCS is the state housing finance agency, providing financial and program support to create and preserve opportunities for quality, affordable housing for lower income Oregonians. The agency also administers federal and state antipoverty, homeless and energy assistance community service programs.

