

Note: Anyone wishing to speak at any Planning Commission 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 that the public testimony may be limited by the Chair and normally is not allowed after the Public Hearing is closed.

**ASHLAND PLANNING COMMISSION  
STUDY SESSION  
JUNE 27, 2017  
AGENDA**

- I. **CALL TO ORDER:** 7:00 PM, Civic Center Council Chambers, 1175 E. Main Street.
  
- II. **ANNOUNCEMENTS**
  
- III. **PUBLIC FORUM**
  
- IV. **DISCUSSION ITEMS**
  - A. **State and Regional Planning Issues, Josh LeBombard, Regional Representative, Department of Land Conservation and Development (DLCD)**
  
  - B. **Coordination of Planning and Service Issues, Greg Blake, Recology**
  
- V. **ADJOURNMENT**

**CITY OF  
ASHLAND**



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).

# RPS HOUSING STRATEGY: SCOPE OF WORK

APRIL 25, 2017

---

## Scope of Work

### Work Plan

#### Task 1: Project Kickoff

A project steering committee will be established to provide direction on the development of the Housing Strategy, review of the analysis, and input on developing the housing strategy. The project steering committee would include staff from the organizations directly affected by the RPS Housing Strategy: Medford, Central Point, Eagle Point, Phoenix, Talent, Ashland, Jackson County, and DLCD.

Task 1 will initiate the project through meetings designed to orient the project steering committee and consultants to the purpose of the project and to revise the project scope and schedule as needed. The in-person kickoff meeting would focus on refining the project scope and schedule, as needed. It would also include identification of key issues for the project, including potential obstacles for developing the Strategy and desired outcomes of the project. To help facilitate the kickoff meeting, ECONorthwest will develop a draft outline of the strategy report and circulated it to the committee prior to the kickoff.

The product of the project kickoff will be revisions to the project scope and schedule, as well as identification of key issues and barriers to housing development.

Estimated cost: \$1,500 for the meeting

Schedule: May 2017

#### Task 2: Technical Analysis

The purpose of this task is to develop current information about the housing market in each of the RPS cities, updating information from the 2006 Bear Creek Valley Housing Needs Analysis, which used data from 2000 and 2005. ECONorthwest will only collect key information that will directly inform the discussions of housing policy. The focus of this analysis will be the density and affordability of new residential development since 2005 based on building permit data provided by city staff, and will address (at a minimum) the following factors:

- Type of housing constructed
- Residential development density by housing type
- Basic housing characteristics (size, number of bedrooms) – If data is available

ECONorthwest will summarize key housing issues in the region at a high-level by city, based on recent housing needs analysis developed for cities in the region. This summary will

summarize the key issues identified in the housing needs analysis for each city, focusing on issues such as housing affordability and land supply issues.

The product of this task will be a technical memorandum presenting the results from all of the cities.

Estimated cost: \$8,000.

Schedule: May 2017-June 2017

### Task 3: Identification of Housing Development Barriers

ECONorthwest will identify of barriers to development of housing for each city in the RPS. The task will build on the discussions in Task 1 and the analysis in Task 2.

The identification of barriers will be developed through a combination of interviews and facilitated discussions with key stakeholders. The stakeholders could include representatives from the Jackson County Housing Authority, Access, Rogue Workforce Partnership, real estate and development professionals, affordable housing advocates, economic development professionals, 1000 Friends of Oregon, and other stakeholders as identified by the project steering committee.

The discussions will focus on issues related to regional and local barriers to housing development (both housing affordable to low-income and workforce housing) and potential policy solutions to lower the barriers.

Barrier identification will be performed primarily through facilitated discussions. The discussions would include 5 to 10 participants per discussion. Depending on the number of participants identified and willing to participate, up to four discussion groups will be held. ECONorthwest will work with the project steering committee to develop discussion questions for the groups. The steering committee will provide support in the logistics of these facilitated discussions, through providing meeting space and sending invitations (and tracking RSVPs) for the meetings.

The product of this task will be a technical memorandum summarizing the housing barriers for the region, as well as barriers by city.

Estimated cost: \$5,000.

Schedule: June 2017 through July 2017

### Task 4: Code Audits

The purpose of this task is to develop an audit of the zoning code of each RPS city based on the policies and standards identified in Task 3. The code audit will identify current development standards and potential changes to lower housing development barriers.

The task will begin with developing a framework for the audits to identify the target standards and strategies. The process will begin with an examination of the standards and strategies developed by ECONorthwest for other jurisdictions and the housing policy options described in Table 5 of OAR 660-038 (Measures to Accommodate Housing Needs). This will include examination of standards such as the types of housing permitted, lot sizes, whether accessory dwelling units are allowed, and other issues.

ECONorthwest will work with the committee members to help the committee members conduct the code audit their city. It will be important that the code audits are conducted consistently and that the documentation of the code audits is in a consistent format (to be provided by ECONorthwest).

ECONorthwest will provide the results of the identification of barriers (Task 3) and code audit (Task 4) to the project steering committee via a video conference call, and will discuss potential strategies to lower barriers to developing housing.

The product of this task will be a technical memorandum summarizing the results of the code audit for each city.

Estimated cost: \$5,000

Schedule: June 2017 though July 2017

#### Task 5: Develop Housing Strategies

ECONorthwest will develop an analysis of policy options and strategies to address the barriers identified in Tasks 3 and 4. The analysis will consider policies that increase land use efficiency, increase diversity of housing types (e.g., increase production of the Missing Middle housing types), and support development of low-income affordable housing through policies that lower the costs of development (e.g., tax exemptions for multifamily development, public-private partnerships, or use of urban renewal funding to support key types of housing development).

The identification of housing strategy options will build on work completed by ECONorthwest for other jurisdictions and the housing policy options described in Table 5 of OAR 660-038 (Measures to Accommodate Housing Needs). It will also include identification of instances where cities used strategies to increase efficiency, increase diversity of housing types, and to lower cost of development to lower barriers to housing development, focusing on development of affordable housing.

The draft housing strategy will be presented to the project steering committee for input and refinement.

The product of this task will be a technical memorandum describing the options to address the barriers identified in Tasks 3 and 4. The memorandum will identify specific strategies to evaluate in the development of each city, as well as standards that are recognized as lowering housing development barriers.

Estimated cost: \$13,000

Schedule: August 2017 to September 2017

#### Task 6: Develop RPS Housing Strategy

ECONorthwest will use the results of the code audit to develop an RPS Housing Strategy. The strategy will recommend policies and best practices for the region as a whole and will make specific recommendations for each participating jurisdiction.

The product of this task will be a summary that incorporates the key findings in Task 2, Task 3, and Task 4 and the proposed strategies in Task 5. The summary document would be 6 to 8 pages long and developed for review by decision makers and the public.

The draft housing strategy to the project steering committee for input and refinement.

Estimated cost: \$7,500

Schedule: September 2017 to October 2017

#### **Budget and Schedule**

The cost proposed in this scope of work is \$40,000. A key to completing this scope of work within the budget will be ensuring that each city communicates clearly and promptly with ECONorthwest.

Completing tasks 1 through 6 are envisioned to take approximately 6 months, depending on the time it takes the jurisdictions to complete the code audit in Task 4.