

**January 27, 2022: 4:00 – 6:00pm**  
**Please click the link below to join the webinar:**  
<https://zoom.us/j/91251986989>

1. (4:00) **Approval of Minutes** (5 min)  
November 18, 2021
2. (4:05) **CDBG and AHTF Grants Schedule Update** (5 min)
3. (4:10) **Severe Weather Shelter Debrief** (5 min)  
Linda Reid and Echo Fields
4. (4:15) **Severe Weather Shelter Recommendations Finalization** (35 min)  
Linda Reid, Housing Program Specialist
5. (4:50) **Strategic Goal Review and Discussion** (25 min)
6. (5:15) **Committee to Protect Ashland’s Mobile Home Parks Letter Review  
and Discussion** (15 min)
7. (5:30) **Liaison Reports** (20 min)

**Liaison Reports**

Council (Gina Duquenne)  
SOU Liaison (Reese Rosenberg)  
SOU program report (Chris Mahan)

Staff (Linda Reid)  
General Announcements/Local Housing  
Updates

8. (5:50) **Upcoming Agenda Items, Events, and Meetings**

**Next Housing Commission Regular Meeting**  
February 24, 2022

9. (4:30) **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



# CITY OF ASHLAND

Ashland Housing and Human Services Commission

*Draft* Minutes

November 18, 2021

## **Call to Order**

Commission Chair Rich Rohde called the Zoom meeting to order at 4:00pm.

<b>Commissioners</b>	<b>Council Liaison</b>
Rich Rohde	Gina Duquenne ABS
Echo Fields	
Leda Shapiro Absent	<b>SOU Liaison</b>
Linda Reppond	None appointed at this time
Joy Fate	
Kathy Kali	<b>Staff Present:</b>
Heidi Parker	Linda Reid, Housing Program Specialist
Chris Mahan ABS	Liz Hamilton, Permit Technician
Jackie Bachman	

## **Approval of Minutes**

***Commissioners Jackie Bachman / Echo Fields m/s to approve the minutes of September 23, 2021 and October 28, 2021 . Heidi Parker abstains as she has not seen the minutes. Voice Vote: All Ayes. Motion passed***

## **Public Forum** none

## **Housing Production Strategy Overview**

Brandon Goldman (BG), Senior Planner (see attachment for copy of presentation)

The Commission brought forth these questions:

Joy Fate (JF)– taking into consideration zoning for tiny home or non-conventional housing? (BG) Process is taking in any ideas. (JF) what are the parameters for low income? (BG) 30% of median household

Rich Rohde (RR)– is there a way to speed up the Strategy Process and is there a time that developers can come and give their ideas for strategy? (BG) First step is to develop a Public Outreach Plan. That Outreach Plan will tell us when we can offer those opportunities for strategizing. Speeding up the process, No. The city is looking to have the plan completed by end of 2022, the adoption process with go forth.

Linda Reppond (LR) – you would want some of the commissioners to participate in the development of the strategy? What kind of workload will impact the Commission? (BG) 4 meetings with HHSC formal, 4 or 5 adhoc meetings.

Echo Fields (EF) – feels council is not paying attention to this strategy. Wants engagement activities to be outdoors.

Jackie Bachman (JB) – concerned about transactional housing is not being thought about. Can this be part of the plan? (BG) not by name, transition and shelters are not considered permanent housing. With the right working it can be addressed in the plan.

## **Annual Update to the Council Debrief (Report given by Rich Rohde and Linda Reid)**

LR – felt council was engaged and interested in what this commission is doing.

EF – thought the council needed some visual on the information.

RR – it seems that we are in the middle of what people are looking for in terms of housing.

## **Severe Climate Event Stakeholder Listening Session Debrief**

**Work Group: Rich Rohde, Echo Fields, Joy Fate**

EF – who should be the activator of the shelter. How do we get collaboration with multiple services? Reoccurring theme was that the city needs to do more and get public buildings back online.

HP- feels a designated place is the most important.

## **Severe Climate Event Policy Recommendations Discussion**

The Commission discussed temp, planning, location and facilitation of this policy and agreed to have Linda Reid Draft together a Policy that she will then email to each commissioner and have the commissioners have a recommendation motion via email.

## **Overview of the Affordable Housing Program Presentation Part 2**

Commission agrees to move this Part 2 to future meeting due to time constraint.

## **Upcoming Events**

**December 1, 2021**-Snowberry II Preview tour

**December 9, 2021** 11:00 AM- 1:00PM-HHSC Goal Setting Retreat with tour of OHRA facility and Rogue Retreat Pallet Community

**Next Housing Commission Regular Meeting** January 28, 2022

**Adjournment:** adjourned the meeting at 6:10p.m.

*Respectfully submitted by Liz Hamilton*



## What is a Housing Production Strategy?

A Housing Production Strategy identifies a set of actions the City will undertake in order to facilitate housing development that meets the needs of the community.

- A Housing Production Strategy (HPS) is a new requirement for medium and large cities in Oregon. The legislature adopted this requirement through passage of [House Bill 2003](#) in 2019.
- The strategy must list specific actions the city will take to promote the development of all identified housing needs, such as zoning changes, financial incentives, and other actions.
- The HPS is separate from the Housing Needs Analysis (HNA). Information from the HNA is used to ensure that the City takes actions that will meet projected housing needs.

## **How will the City use the HPS?**

The City will use the HPS report to guide a work program that will be implemented over several years.

The HPS will prioritize actions, identify funding sources (where needed), and plan a timeline for when the action will be complete.

Any action included in the HPS is expected to be completed by the timeline identified in the report.

The HPS will include a spatial analysis that identifies areas that are vulnerable to changes in the housing market that displace existing residents. This analysis will consider factors such as income profile, demographics of people vulnerable to displacement, housing market activity, and housing that may be at risk for redevelopment (or becoming less affordable). It is intended to show areas of the City with concentrations of lower-income households, where vulnerable populations may be displaced from housing.

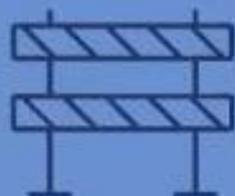
## Types of Strategies to Support Housing Production



**Produce  
Informational  
Resources**



**Partner to  
Leverage  
Efforts and  
Resources**



**Remove  
Regulatory  
Barriers**



**Waive or  
reduce up-  
front or  
on-going  
charges on  
development**



**Allocate  
Funding**



**Land  
Acquisition  
and  
Disposition**

Less Impactful

More Impactful

The degree of impact varies depending on context.

## When will the HPS be complete?

- The City will began work to prepare the Housing Production Strategy in January 2022 with the final plan completed and ready for adoption by the end of the year.
- An Advisory Committee (AC) of local developers, non-profit organizations, Commissioners and other stakeholders will help the City to develop the HPS.

Tasks	Task Purpose
<b>1: Project Kickoff</b> <i>Jan 2022</i>	<ul style="list-style-type: none"><li>• Confirm scope &amp; objectives, gather information</li></ul>
<b>2: Contextualized Housing Need</b> <i>Feb-May 2022</i>	<ul style="list-style-type: none"><li>• Characterize housing need and anti-displacement considerations</li></ul>
<b>3: Strategies</b> <i>Mar-Aug 2022</i>	<ul style="list-style-type: none"><li>• Compile existing policies and rec's from previous plans</li><li>• Identify policy gaps</li><li>• Identify potential strategies for HPS, building from prior work</li><li>• Develop criteria for evaluation</li><li>• Run strategies through evaluation filter</li></ul>
<b>4: Draft/Final HPS report</b> <i>July 2022- Nov 2023</i>	<ul style="list-style-type: none"><li>• Compile and vet full report</li></ul>
<b>5: Adoption</b> <i>Nov-April 2023</i>	<ul style="list-style-type: none"><li>• Adopt the strategy</li></ul>

## **Housing Commission and Human Services Involvement**

- Advisory Committee participation (2 HHSC members) at 4-5 meetings
- Assist in compiling stories (and possibly pictures) of people with unmet housing needs within Ashland. These stories will be integrated into the HPS report, to illustrate the types of housing needs in Ashland and, to the extent possible, connect these unmet housing needs with strategies included in the HPS.
- Participation in hosted events (virtual or in-person), online engagement, and public outreach.
- Regular HHSC meeting to review and discuss Housing Strategies
- Regular HHSC meeting to review and discuss Draft HPS report
- Regular HHSC meeting to review final HPS Report and conduct a formal Public Hearing to provide recommendations to the City Council

# Housing and Human Services Commission Memo

TITLE: CDBG and AHTF Grant Schedule  
 DEPT: Community Development  
 DATE: January 27, 2022  
 SUBMITTED BY: Linda Reid, Housing Program Specialist

Below is a spreadsheet that outlines the various timelines for CDBG and Affordable Housing Trust Fund Grants for the 2022 grant year.

MONTH	H&HS MEETING	CDBG	AHTF
<b>January</b>		RFP Issued-first week of January	RFP Issued Last week of January
<b>February</b>	Regular meeting (receive CDBG apps for review)	RFP Due- February 18 <sup>th</sup>	Proposals March 11 <sup>th</sup>
<b>March</b>	CDBG App. Review and Recommendation Consolidated Plan Review and Recommendation	March 24 <sup>th</sup> -Public Hearing/Recommendations	March 24 <sup>th</sup> Review and Make Recommendations
<b>April</b>		April 19 <sup>th</sup> Council review and final allocation/Annual Action Plan Public Notice	April 19- Review and final allocation by Council
<b>May</b>	Review and Approval of the CDBG Annual Action Plan	May 26 <sup>th</sup> -Annual Action Plan Public Hearing/Approval	
<b>September</b>	Review and Approval of the CDBG CAPER	September 22 <sup>nd</sup>	
<b>November</b>	Annual Presentation to the Council		
<b>December</b>	Goal Setting Retreat		



# Memo

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DATE: January 27, 2022  
TO: Housing and Human Services Commission  
FROM: Linda Reid, Housing Program Specialist  
RE: Severe Weather Shelter Debrief

Commissioner Fields and Linda Reid, Housing Program Specialist will provide a brief report on the most recent Severe Weather Shelter that took place in Ashland in late December and Early January.



# Memo

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DATE: 11/22/2021

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Severe Climate Event Policy Recommendation and Discussions

At a [regular meeting](#) held on August 7<sup>th</sup>, the City Council approved a motion to request that the Housing and Human Services Commission develop a proposal for addressing the need for shelter options during extreme weather events. The Council motion is as follows:

*Council requests the Housing and Human Services Commission work with local partners, as well as the staff and council liaisons to the commission, to identify the options available to comprehensively address the extreme weather needs of Ashland residents, including extreme cold, extreme heat, and dangerous levels of wildfire smoke. The Council further requests that the Housing and Human Services Commission develop a proposal for Council consideration regarding how the Ashland Community can best address these needs and the specific role the City will have in that process.*

The Commission formed a Severe Climate Event Policy Recommendation Workgroup which met several times throughout the process of developing recommendations. The Workgroup created and implemented a plan to solicit stakeholder input to fulfill the Council's outreach request and to gain input from those interfacing or serving impacted populations, or those who have had a role in the emergency shelter process in prior years, and those who have lived experience.

The workgroup also completed an audit of policies and best practice recommendations for severe and inclement weather shelters and parameters from other communities throughout Oregon and the nation. As well as information from prior programs implement by the City of Ashland in partnership with area non-profits. The workgroup also reviewed information on the health impacts of extreme climate events from a variety of resources, including but not limited to, the Center for Disease Control and Prevention, the Federal department of Health and Human Services, and non-profit organizations who advocate for special populations.

The Workgroup used these policy documents from other communities as a template to provide a framework for the discussion and as a way to clarify and organize the key elements that a comprehensive and inclusive policy should address. These elements were utilized as discussion topic prompts for both the stakeholder listening sessions as well as for the discussion among the full commission.



The feedback from the stakeholder listening sessions, including a debrief meeting after enacting a severe climate shelter event, as well as model language and potential structures gleaned from the resource audit were combined and provided back to the larger commission as a starting point for discussion. The key elements of a comprehensive policy are outlined below, as well as the recommendation that resulted from the discussion of the full commission.

## **Background**

The City has had two resolutions that address how the City will respond to incidents of inclement winter weather. The current policy Resolution 2013-04 which replaced 2007-11, only set parameters for cold weather conditions under which the City would declare a weather emergency and commit City resources in the form of a City owned building. However, for many years the City had dedicated a small amount of funding to support staff time at partnering non-profit agencies to provide volunteer coordination, communication, and trainings in support of City initiated emergency shelters. The volunteer coordinator was also tasked with finding alternate locations if a City owned building was not available, and with communicating with other City staff who supported their efforts. This staff included Fire Department staff (CERT Coordinator) and Parks Department staff regarding the use of City owned buildings.

## **Policy Recommendations**

- 1. The policy will set parameters for extreme temperatures both hot and cold and during extreme weather events, and for instances of bad air quality.*

The commissioners discuss a number of different temperature thresholds. The commissioners also discussed feedback from stakeholders, and their own feelings about the difficulties of balancing what most felt to be morally and ethically right with the realities of resources and what could be reasonably accomplished. The Commissioners agreed that in an ideal world the thresholds be more reflective of public health needs, however, they also agreed that the City should not adopt guidelines where the triggers for emergency shelter outpace the City and community's ability to enact shelters. The City's guidelines should have flexibility, which would set the thresholds as a baseline but still allow for the calling of shelters as needed. Such as in instances when the National Weather Service issues weather warnings that may necessitate calling for a shelter outside of any set temperature thresholds.

- 2. The policy will identify a coordinator for identification and coordination of shelter locations.*

Feedback regarding shelter locations included a recognition that daytime cooling and smoke shelters could be accommodated in most publically owned buildings including some located on the SOU campus (though it has also been pointed out that some homeless individuals have been trespassed from the SOU campus). These buildings would potentially be in use and open to the public during the daytime shelter operational hours, and as such would be available to shelter members of the public, and may not need any volunteer oversight to operate them as daytime shelters. Overnight shelters however, generally operate outside of normal business hours and may have different safety code requirements to accommodate an overnight use, therefore a coordinator is needed for the night time shelter coordination. There was a consensus among Commissioners and stakeholders that city buildings should be made available for sheltering purposes, even if they have previously been reserved for use as rentals or for recreational purposes. City owned buildings specifically discussed for shelter uses included Pioneer Hall (it has been discussed that Pioneer Hall is preferred, however, there are needed repairs to this



building to accommodate and overnight use), the Community Center and the Grove. It was also suggested to approach the school district about utilizing a space that is owned or managed by that entity as those buildings are often well suited to sheltering purposes. Lastly, it was suggested that the City look at making available or developing a commercial kitchen space for use during emergency events as well as for the use of non-profit organizations providing meals for low income populations. The Pioneer Hall kitchen already has Health Department approval to operate as a commercial kitchen for the purposes of community meal preparation, but requires a periodic fee to be paid to maintain that certification.

- 3. The policy should outline a plan for calling and staffing an emergency shelter as well as plan for implementation of the shelter. A severe climate shelter team should be identified and included in the plan. It is recommended that shelter coordination should be City's primary role, and that the City should set aside resources to fund a shelter coordinator either as part of a City staff person's role or through a contract with an outside agency, which is how the City has supported this role in the past.*

It is recommended that shelter coordination should be City's primary role. The City should identify a Decision Making Activator Team (similar to the process that the City of Medford has identified) with the City Manager acting as the lead. The team would resemble a phone tree of sorts, with the City Manager as the leader at the top of the tree in making the determination to call a shelter, a designated staff person would be identified and tasked with issuing a notification for both the need for volunteers as well as to post public information regarding the availability of shelter spaces. The shelter implementation plan could potentially issue a call to the existing CERT volunteer lists (or to specific CERT volunteers who have attended trainings specific to sheltering events) and would also issue a NIXLE alert. Another staff role would be to coordinate communications between members of the Decision Making Activator Team, relevant City staff involved in specific aspects of shelter organization (such as law enforcement, parks department staff, and administration) and any community members or non-profit entities serving in a paid/contracted volunteer coordination role.

- 4. The plan should coordinate a group of people inside and outside of the City to work together to implement an Extreme Climate Event shelter.*

The City and other community stakeholders should work together to identify and secure resources to implement Severe Climate Event shelters. This includes ongoing regular cooperation, communication, and collaboration to coordinate volunteer lists and other resources to support volunteers (like offering shelter specific trainings) locally and regionally. There was agreement for the desire to, "center the voices with lived experience". Focused on those who are needing respite during emergent events, such as seniors, low-income/fixed income households, people's with disabilities, medically fragile individuals, and other vulnerable populations. It has also been suggested that the City create a central online volunteer list which can be accessed by both City Staff members of the Decision Making Activator team and community partners involved in shelter organization.

It is recognized that while the City has seen a dramatically increased capacity to house homeless populations in the new OHRA Center, the UU Pallet Shelter Project, and the soon Rogue Retreat Pallet Shelter Community, neither of these shelters addresses emergent and short term sheltering needs. So while there may be a reduced number of homeless households seeking overnight shelter during extreme



climate events, there still will exist some measure of short term need among that population for temporary overnight respite, and there will continue to be a need for short term emergent daytime smoke and cooling shelters, some of which may be able to be assisted by these organizations at their respective locations. However, locations and volunteers will still need to be mobilized during these short term emergent climate events.

5. *Each shelter should have a scheduled debrief under an action/reflection model.*

This is part of the ongoing local and regional coordination that should result in improved process and best practices.

6. *City's role with regard to resource needs.*

A review of other City's policies has shown that there are a minority of City's that provide direct funding to support Severe Climate Event/Emergency Sheltering activities. The feedback received through the stakeholder outreach events revealed that many stakeholders feel that the City's role should be to provide more resources, including funding to support short term shelters. Stakeholders felt that the City relies too heavily on churches for providing locations, volunteers, and resources. Within the community, the volunteer pool is aging and is less able to provide the same level of service as in years past and many would like to see the City provide more resources to support short term shelters. These resources include:

- Locations for hosting shelters-which could impact City revenues through reduced classes/rental income.
- Direct funding to support volunteer training, coordination and support (though not necessarily through providing a City a staff person to do these activities, but could be part of an existing staff's responsibilities).
- Direct funding to support the resource needs of the shelter.
- Materials (air purifiers, etc.)
- In-Kind donations

## **Recommendations Overview:**

### Thresholds for calling a shelter:

- The threshold for calling a cold weather shelter should be changed to 32 degrees or below and/or in instances where the National Weather Service issues a Weather Warning.
- The threshold for calling an extreme heat shelter should be \_\_\_\_ (TBD) and/or in instances where the National Weather Service issues an Extreme Heat warning.
- The threshold for calling a smoke related shelter would be \_\_\_\_ (TBD) and/or above.

### City's Role in Instances of Emergency Shelter:

- Shelter Activation and Coordination using a phone tree model
- Establish a Decision Making Activator team similar to that established by the City of Medford
- Identify staff to fulfill specific duties: City Manager-Shelter activator; TBD-Communication Coordinator between paid shelter coordinator and city staff involved/concerned with sheltering activities, City Council and Administration; TBD-Public Information Officer/Nixle alerts/CERT activation.



- Provide City Buildings when needed, even if prior uses/reservations have to be cancelled.
- Provide ongoing funding for contract volunteer/shelter coordination services from an area non-profit service provider or in-house through existing staff.
- Provide a platform for communications between Decision Making Activator Team and shelter coordinators through an online platform that allows real time communication and updates accessible by those inside and outside the City (create a OneDrive account)
- Facilitate a regular ongoing emergency shelter group meeting to debrief after shelter events and for planning and coordination for future shelter events and needs, which could include volunteer trainings, coordination with potential providers of shelter locations and volunteers, and to communicate regionally.
- Provide materials and resources as needed (air purifiers/PPE) and in house targeted training (through CERT).



# Memo

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DATE: January 27, 2022

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Housing and Human Services Commission goal setting

The Housing and Human Services Commission held their annual goal setting retreat on December 9<sup>th</sup> 2022. At that time, they established the following goals:

## 2022 Goals for Housing and Human Services Commission

- Emergency Shelter,
  - Move the Severe Weather Shelter recommendations/resolution forward to adoption
  - Establish a location for emergency shelter,
  - Establish a coordinator for the shelter-dedicated funding
  - Build Cooperation and systems of communication at both the executive and operational levels.
- Workforce Housing:
  - Ask Brandon to educate the Commission on the UBG expansion process
  - Promote capacity building and encourage new workforce housing partnerships
  - Work with SOU on potential housing opportunities on identified surplus properties
  - Increase capacity for more mobile home parks
  - Barrier Removal/to promote infill housing and group housing options
- Food Resources: (lower priority)
  - Address the need for a commercial kitchen in Ashland



# Memo

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DATE: January 27, 2022

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Request from the Committee to Protect Ashland's Mobile Home Parks

The Housing and Human Services Commission has received a letter requesting that the Commission consider some policy changes that would provide protections for mobile home parks in Ashland.



TO: Ashland Housing and Human Services Commission  
From: Committee to Protect Ashland's Mobile Home Parks  
Date: 1/10/22

Greetings and Happy New Year! We are a group of mobile home park residents and homeowners who want to protect and enhance the affordable housing found in our city's mobile home parks. We would like to get your feedback on one strategy: to create a new "mobile home park" zone that would protect parks and give the city more overview of mobile home park closures in the future. We would like to propose an ordinance very similar to a 2018 ordinance that the City of Portland passed which now protects that city's parks. May we please get on your agenda and have a discussion to brainstorm possibilities?

As you know, Ashland has three mobile home parks that house roughly 206 very-low, low-income and middle-income households. Under current law and regulation, these parks could be closed by their owners for redevelopment after one year's notice. Some will remember that 20 years ago the Lower Pines Park was closed (where the Rogue Credit Union now stands on Ashland Ave.) and 10 vulnerable households were displaced. The city was unable to prevent this closure; we don't want this to happen again!

To better understand the issues, we hope you will view this [VIDEO](#). (We will soon have a Spanish-language version of this video as well.)

Although this housing stock is a small percentage of Ashland's affordable housing, it's crucial to retain this resource in the current housing crisis. We must also prevent the displacement of very vulnerable populations. Many park residents consist of the working poor, elderly folks and people with disabilities, as well as a significant number of LGBT and Hispanic/Latinx families. We have lived here for decades, raised families, attended Ashland's schools and contributed to the local economy. We want our communities to remain in place. As we make improvements to our homes, we want to know our investments are safe.

We believe a new mobile home park zone would advance the city's goals to comply with the state's Goal 10, which requires that cities offer a wide range of housing options, including those for very low-income and low-income residents. Our proposed Portland-style ordinance would require that an owner go through a zoning change process before closing a mobile home park and establish that a change would better match the city's housing goals. This ordinance could also support park owners in retaining and improving their parks with a variety of incentives, such as the ability to sell unused density to other developers. The city could also offer low-income housing space rental incentives as well. These incentives could help owners repair aging infrastructure in our parks. We want a win/win situation for all concerned.

Our committee includes residents from Wingspread Mobile Home Park and The Pines. We are now seeking representatives from Tolman Creek Mobile Home Park. We look forward to hearing your thoughts and ideas, including other strategies we could support to protect and enhance our mobile home parks.

Here again is the [VIDEO](#) we have made. For a summary of the [Portland ordinance](#), see pp 6-9 of that document. Thanks for your attention!

Cynthia Dettman, Delores Nims, and Alan Ackroyd, Wingspread Mobile Home Park  
Contact: [cyndettman@gmail.com](mailto:cyndettman@gmail.com)

Kristal and Anais Urrutia, The Pines  
Contact: [Anaisura6@gmail.com](mailto:Anaisura6@gmail.com); [krystalurrutia917@gmail.com](mailto:krystalurrutia917@gmail.com)