

**Ashland Housing and Human
Services Commission**
Regular Meeting Agenda



April 28: 4:30 – 6:30pm
Siskiyou Room of the Community Development Building
51 Winburn Way

1. (4:30) **Approval of Minutes** (5 min)
March 24, 2016
2. (4:35) **Public Forum** (5 min)
3. (4:40) **SOU Student Presentation: The Psychology of Homelessness** (5 min)
4. (4:45) **SOU Student Presentation: Housing First** (5 min)
5. (4:50) **SOU Student Presentation: Sleep Deprivation and Homelessness** (5 min)
6. (4:55) **Tiny House Presentation** (30 min)
Gabriella Morrison
7. (5:25) **Housing Trust Fund Sub-Committee Study Session Review** (20 min)
8. (5:45) **CDBG Action Plan Review and Approval** (20 min)
9. (6:05) **Liaison Reports Discussion** (15 min)

Liaison Reports
Council (Pam Marsh)
SOU Liaison (Position Vacant, Report postponed)
Staff (Linda Reid)
General Announcements
10. (6:20) **May 26th 2016 Meeting Agenda Items**
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
11. (6:25) **Upcoming Events and Meetings**
Next Housing Commission Regular Meeting
4:30-6:30 PM; May 26, 2016 in the Siskiyou Room of the Community Development Building
12. (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 and Human Services Commission
Draft Minutes March 24, 2016

CALL TO ORDER

Chair Josh Boettiger called the meeting to order at 4:30 pm in the Siskiyou Room at the Community Development and Engineering Offices located at 51 Winburn Way, Ashland OR 97520.

Commissioners Present:	Council Liaison
Joshua Boettiger	Pam Marsh
Rich Rhode	
Heidi Parker	SOU Liaison
Sue Crader	Megan Mercier, absent
Sharon Harris	
Coriann Matthews	Staff Present:
Commissioners Absent:	Linda Reid, Housing Specialist
Tom Buechele	Carolyn Schwendener, Staff secretary
Gina DuQuenne	
Tom Gunderson	

APPROVAL OF MINUTES

Parker/Rhode m/s to approve the minutes of the February 25, 2016 Housing and Human Services Commission meeting. Voice Vote: All ayes, minutes were approved as presented.

PUBLIC FORUM

No one came forth to speak

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION PRESENTATIONS (CDBG)

Before the presentations began the following Commissioners recused themselves from the presentations and discussions.

Sharon Harris - Harris acknowledged that she is on the Board of Options for Homeless Residents of Ashland who is a CDBG grant applicant.

Sue Crader - Crader is the Executive Director for Ashland Supportive Housing another CDBG applicant.

St. Vincent DePaul- Volunteers Charlotte Dorsey, Alice Nagle and Beth Hill, President of the St. Vincent DePaul in Talent, presented their application. Ms. Dorsey expressed her thankfulness for the opportunity to apply for these monies sharing how it has given them the opportunity to help people with needs they otherwise could not have helped. This money has allowed them to focus on two groups in the community, those who are at risk of homelessness and those who are already homeless. Our goal is to work with people to help them attain housing or be able to stay in their current housing, said Ms. Dorsey. Since 2010 the grant has allowed them to work with 298 people, 179 adults and 119 children for a total of 47 households. Ms. Nagel added they could not do this program if it weren't for the support they get from the local churches and the Ashland Community Resource Center.

Questions from the Commissioners

Do you get any CDBG funds from the City of Talent?

No. The needs are there but they do not as a City have the qualifications that allow them to apply for those funds.

How much to you adhere to the Ashland Talent area or do you go beyond Ashland with your service?

This CDBG grant money we are applying for is used only in the Ashland area, the 97520 zip code. We have created within our own monies some funding in order to help with the Talent area as we do see a need there.

With no administrative costs basically its client services the money goes for and it's available per year. Do you run out of money at some point or do you have carry over money? How does it balance out at the end of the year?

We usually run out of grant money around December, but then are able to start spending the successive year's grant funds. The money tends to overlap a little each year, so far there has not been a time we ran out of money.

What would you do if you weren't awarded the CDBG monies?

This has become such a passion we just cannot see it ending, the need is substantial and the match is perfect. It's really unthinkable to see it disappear as it would impact so many people in the City. If the money wasn't awarded from CDBG it would be a blessing from another agency to take up.

Options for Homeless Residents of Ashland (OHRA) - John Wieczorek, President of OHRA Board of Directors and Board member Regina Ayars presented the application. Ms. Ayars first acknowledged the partnership within the community, especially with St. Vincent DePaul and Maslow, and how each organization works together referring clients back and forth. Ms. Ayars explained that OHRA is asking for CDBG funds in the amount of \$12,664.00 for a portion of the salary of the Lead Resource Navigator for a project entitled: "Housing and Jobs for those in Need in Ashland." This is an existing position in which we are adding services, stated Ayars. The primary responsibilities of this Resource Navigator is case management, volunteer coordinating and job match coordinating. With the grant money the project would be able to meet three primary goals:

1. Secure housing for 21 families that are currently homeless,
2. Prevent 32 presently housed families that are losing their homes and
3. Secure employment for 21 individuals currently unemployed.

Ms. Ayars concluded saying that if OHRA does not receive this funding they will continue with the program using the money out of their general fund which then reduces the amount of money they have for the Family Emergency Fund. The Family Emergency Fund is used to insure people who have immediate needs can most often be housed.

Mr. Wieczorek conveyed that in the past this position had been supported by two private foundation grants. Because of the additional funding need we are asking for fifty percent of the salary, stated Mr. Wieczorek. This position is vital to the success of the Resource Center helping the clients navigate through the processes. Mr. Wieczorek also acknowledged how well the organizations within the community work together, different skill sets all working towards the same goal.

Questions from the Commissioners

How are the numbers recorded because clearly the need is huge and St. Vincent DePaul has a number goal in mind they will house and are the numbers you report different?

All of our numbers are put into Service Point which is a national data base. The numbers have some overlap because we are helping the same clients. Out of the 60 plus St. Vincent was probably a partner on two thirds of that.

Love this hire program. Will this navigator person continue to work with people you connect with because just getting a person a job isn't really enough they need to continue to check in?

It is our intent to follow up with our clients said Mr. Wieczorek. We are not however sure how long we will be able to follow up with them. It probably will be determined on a person to person basis. Lee Madsen acknowledged that meeting with clients on a regular basis offers a better chance of keeping them employed. Tina is very good about working with the clients usually meeting with them twice a week.

Maslow -Karen Phillips the Development Director of the Maslow Project and Cheyenne Nichols the Ashland Case Manager gave a brief overview of what they do. Our proposal, stated Ms. Phillips, helps us provide our wrap-around support service to homeless youth and their families in the City of Ashland. The overall goal is to bring enough stability into the lives of the youth so that they can remain in school or complete at least their secondary education. We roughly serve approximately 100 homeless youth in Ashland each year and provide case management service to approximately 45 youth. One hundred percent of the individuals we serve are low income. The money we are requesting is roughly thirty percent of our budget for Ashland and will provide the salary of our Ashland case manager. We do not use volunteers for this work because homeless youth face a lot of risks and barriers and our staff is highly trained to be able to provide appropriate services, state Ms. Phillips. We are successful because of the support of the City.

Case manager Ms. Nichols called attention to the success rate of the students on their program. One hundred percent of those students graduated. Ms. Nichols explained she does goal based case management. Her goal as a case manager is to work with youth and their families to make sure they have basic needs; food, clothing, shoes, glasses, hygiene supplies, etc. Ms. Nichols asks students what goals they want to accomplish; go to college, improve their attendance, find a safe place to stay, etc. I am here to help facilitate that empowerment within themselves, stated Ms. Nichols. She emphasized they could not do what they do without St. Vincent DePaul and the Resource Center. There are over sixty-seven kids identified in Ashland, the need is there.

Questions from the Commissioners

Where is your office located?

My office is located at Ashland Senior High School. This seems to be an easy place for families to meet me. We have a food pantry there, clothing closet, hygiene products etc. I do check in at the elementary schools as well as the Middle school. I can use the counseling offices at the middle school to meet with students and parents if necessary.

I noticed there is \$6,300 from individual donations. Is that money that comes from Ashland or part of the general fund?

Part of the general fund from Maslow. If people donated and want specific money to go to Ashland we honor that but we try to encourage donors to allow us to use the funds where they are most needed.

CDBG funds this year are limited and everyone is doing great work, all three agencies. We would love to fund everyone but if we can't totally fund you what would the repercussions of less than complete funding be for you?

We are committed to being a presence in Ashland. Depending on other grant funding sources this year we may be able to maintain our hours or if it's necessary we will scale back the level of the program but we are still committed to being a presence in your community.

Does the school district increase your allotment as the numbers go up?

No it's not based on numbers but service. We also help the school district identify the kids that are available for Mckinney-vento funding.

How many days are you in Ashland?

Two and I'm available by appointment.

Ashland Supportive Housing - Judy Beyer, Assistant Director and Sue Crader, Executive Director of Ashland Supportive Housing gave a brief overview of their application. We are a small private nonprofit corporation in Ashland that provides housing to adults with intellectual and developmental disabilities, stated Ms. Beyer. We are applying for capital funds for an installation of a solar energy system including a hot water system and attic insulation upgrade. The total request is for \$70,000 and total project cost is \$77,125.00.

Ms. Beyer added that ASH opened its doors in 1982 and has three homes. All of our residents in the homes are considered low income and require twenty-four hour support which our staff supplies. The main source of our funding is Medicare dollars a small portion from donations and a little bit from the Respite program. This project is important to us because our electrical needs are very high, said Ms. Beyer. Our utility costs are up forty percent since 2008. A grant would help keep our utility costs down and give us more leverage to pay for staff wages.

Crader added that their funding from the State of Oregon has been relatively flat since 2008 with no cost of living increase. We need to increase revenue in other ways and reducing our net operating costs will allow us to maintain current staffing.

Questions from the Commissioners

Your grant was very clearly stated and it helped me understand why your needs are so great. I was surprised to read how many employees you have. Are all those fulltime employees?

The majority are fulltime employees. We try not to have many part time positions, we offer full benefits. People can't live in Ashland on a part time wage. Employees are happier and long term when they are fully supported. We provide support seven days a week twenty-four hours a day to our clients. None of our clients can be home alone or in the community alone. They require a high level of support and it takes a lot of people which also increases the utility use in the homes.

Saw the chart of your utilities and it is huge. Once you put in the solar system what will you reduce the amount by, do you know?

It is expected to reduce the utilities by sixty-three percent at one site. We do not have the numbers for the hot water system. Ms. Crader said they have gone through many energy audits and are continually looking at ways to reduce our utility bill and this is the best solution we have arrived at.

Reid brought to the attention of the Commissioners that this is a part of an application that was brought forward last year. Last year the City did fund the majority of the remodel but removed the solar portion of the project. This year they are applying again to fund this portion of the project.

COMMUNITY DEVELOPMENT BLOCK GRANT DISCUSSION AND RECOMMENDATIONS

Reid reviewed briefly the numbers and restrictions with the CDBG funding. Reid explained that she mailed out a score sheet to the Commissioners and emphasized that the staff completes the same score sheet. Commissioners DuQuenne and Gunderson were not able to attend tonight's meeting but did receive the applications in advance and completed their scoring. Reid stressed that staff recognizes the applicants are doing amazing work and it takes all of these people to do the work that needs to be done in order to get these great outcomes. Reid said this has been a difficult decision to make.

Staff's recommendation was based on evaluation of CDBG eligibility, the City's five year Consolidated Plan Goals, agency experience and capacity and readiness to proceed. The following is staff recommendation;

- \$70,000 to Ashland Supportive Housing for residential home rehabilitation
- \$16,665 to St. Vincent DePaul Home Visitation Program
- \$7,143 to Maslow Project School Based Services

The Commissioners discussed the different applications and agreed that all three social service applicants should be funded as well as the capital improvement project for Ashland Supportive Housing.

Rhode/Matthews m/s to recommend funding in the amount of fifty percent of the requested amount for each social service applicant and full funding for Ashland Supportive Housing. \$5,000 for Maslow, \$6,300 for Options for Homeless Residents, \$12,508 for St. Vincent DePaul and \$70,000 for Ashland Supportive Housing. Voice Vote; all ayes, motion passed.

The Commissioners thanked all four organizations and expressed their appreciation for the work they do in our Community.

HOUSING TRUST FUND SUB-COMMITTEE UPDATE

Reid reported that the Housing Trust Fund sub-committee has been meeting for a while and met with Finance Director Lee Tuneberg to look at different funding sources. The subcommittee will be going before the City Council at their Study session on March 18th to discuss the needs of the Housing Trust Fund. Committee member Rhode, Reid, Tuneberg, City Administrator Dave Kanner and Bill Molnar the Community Development Director will meet on March 29th at 4:00p.m. The purpose for the meeting is to go over their basic ideas with them and get some feedback before going before the City Council.

LIAISON REPORTS

Council – Marsh reported that the City is applying to do a land partition at 380 Clay Street where the 2013 Fremont Cottonwood Tree of the Year was determined to be saved. This gives the City the opportunity to have up to sixteen or seventeen affordable housing units developed. The parcel with the tree will be sold separately. Marsh commented that capital improvement money in the past has been used for economic development and the Council is discussing ways in which they may be able to utilize the remaining CDBG money. Reid confirmed that she could issue another RFP for the use of the remainder of funds.

Marsh said that the Mayor is putting together a meeting addressing the downtown issues and human services.

GENERAL ANNOUNCEMENTS APRIL 28TH 2016 METTING AGENDA ITEMS

Quorum Check – Boettiger will be gone

Next month will be election of officers

Next meeting is the last meeting for Commissioner Matthews

Reid will be attending Senator Merkley's Round table on Affordable Housing next week.

UPCOMING EVENTS AND MEETINGS

Next Housing Commission Meeting – 4:30-6:30 PM; April 28, 2016 4:30-6:30 in the Siskiyou Room at the Community Development & Engineering Department located at 51 Winburn Way. -

ADJOURNMENT

The meeting was adjourned at 6:25 p.m. *respectfully submitted by Carolyn Schwendener*

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Mission Statement: The following mission statement is taken from the City of Ashland's current Strategic Plan.

Housing

The City has a responsibility to ensure that proper amounts of land are set aside to accommodate the various housing needs in the City, and that its land development ordinances are broad enough to allow for variation in housing type and density.

Economy

The City seeks to provide opportunities for a variety of economic activities in the City, while continuing to reaffirm the economic goals of Ashland citizens. Economic development in Ashland should serve the purpose of maintaining and improving the local quality of life.

Social and Human Services

To ensure that all people in Ashland live in a safe, strong, and caring community, the City seeks to enhance the quality of life and promote self-reliance, growth and development of people. To these ends, the City will strive to provide resources and services to meet basic human needs.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Executive Summary

The City of Ashland is an Entitlement Community. The city anticipates an annual allocation of \$158,726 in Community Development Block Grant funds for Program Year 2016 (July 1, 2016-June 30, 2017) by the Department of Housing and Urban Development (HUD).

This document, the CDBG Action Plan for Program Year 2016 describes the project(s) that the City will undertake and the manner in which the project(s) are consistent with the priorities of the Five-Year Consolidated Plan. Within this document is a table summarizing the projects to be funded by CDBG dollars in Program Year 2016 (page 3).

The City Council has identified that a total of \$93,808 in grant funds in the 2016 grant year is to be awarded to three projects: \$16,665 to St. Vincent de Paul-Home Visitation Program for emergency rent and security deposit assistance, \$7,143 to Maslow Project for outreach and case management for homeless youth enrolled in the Ashland School District, and \$70,000 to Ashland Supportive Housing to complete energy efficiency upgrades to a home for developmentally disabled residents.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Ashland Five-Year Consolidated Plan for 2015-2019 includes a list of six “Goals” of the community. These goals demonstrate that the highest priority need is the provision of affordable housing. Issues of homelessness and the provision of social services to low and extremely low income households were also identified as a critical “high” priority needs and thus the City maintains a 15% set aside for such activities. Administration of the program utilizes the remaining 20%. Outside of the CDBG Program the City allocates over \$100,000 per year of general funds to address social services. Ashland is a small city with limited resources; it is unlikely that each of the six identified goals can be addressed in any single program year. Furthermore, while Ashland experiences a broad range of needs similar to larger communities, the resources and services available to assist low- to moderate-income people in the Rogue Valley is limited and comparable to other rural areas. The City offers innovative incentives to promote protect and support affordable housing including System Development Charge deferrals for new units affordable to low-moderate income households thereby reducing development costs for affordable housing projects. The City of Ashland is the only city in Jackson County to offer this kind of incentive. The City also has a bonus density program that promotes the development of affordable units in market rate developments and a Condominium Conversion ordinance that works to slow the conversion of rental units to ownership units.

Another priority need which the City has had difficulties addressing is assisting individuals in the transition from homelessness to permanent housing situations. Since the loss of the City’s only organization providing direct services to homeless populations in 2007, the Ashland City Council adopted an Emergency Shelter Resolution in an attempt to provide a resource for the City’s homeless population in extreme weather and continues to work with faith based groups, community volunteers, and non-profit agencies to coordinate regular weekly shelters operating four nights each week from November to April. The City also directed general fund and social service grant money in support of a resource center to assist homeless and transitioning families and individuals with needed resources including housing and employment resources. The City would entertain using CDBG funds in supporting

an organization that offered emergency and transitional housing. If the City is able to maintain outcomes from previous years' services the city will be on track to meeting many of the outcomes proposed in the 2015-2019 Consolidated plan.

The City of Ashland ranked the Priority Needs of the Five-Year Consolidated Plan for 2015-2019 to help address identified needs with the limited resources available for social services and capital improvement in the Rogue Valley. Specifically this ranking directs the majority of available CDBG funds to the highest priority need, the provision of affordable housing and services to vulnerable populations.

Since 2010, the City has funded a variety of activities including affordable housing projects, respite care for special needs populations, and emergency assistance for households at risk for homeless. In the five years since the City adopted the 2010-2014 Consolidated Plan the City has met or exceeded many of the goal outcomes identified in the Plan. A detailed breakdown of program outcomes will be provided in the 2015 CAPER.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Summary from citizen participation section of plan.

A Public hearing was held on March 24, 2016 to consider comments on the potential uses of the 2016 CDBG allocation. Additionally at that meeting the Ashland Housing and Human Services Commission reviewed the applications submitted for CDBG grant awards. After opening a hearing to solicit comments about how the City should apply the CDBG funds (no public testimony was provided), the Housing and Human Services Commission forwarded an award recommendation to the City Council. The City Council held a public hearing on April 19, 2016, at which time the CDBG applicants testified during the public hearing and the Council selected award recipients.

The Housing and Human Services Commission will hold a public hearing on April 28, 2016 to elicit comments on the Action Plan. The public comment period on the 2016 one-year Action Plan will begin on April 25th and will run through May 25th.

All meetings are noticed in the *Ashland Daily Tidings*, and posted on the City of Ashland website. The availability of the draft plan was also posted on the City of Ashland web page on April 20, 2016 and an Adobe Portable document (PDF) of the Action Plan was available for download throughout the public comment period.

A legal notice notifying the public of the availability of the draft Action Plan and the comment period was published on April 25, 2016 in *The Ashland Daily Tidings*.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

As of the date of submission no comments have been received.

7. Summary

Not Applicable

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		Community Development/Housing Division

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Linda Reid, Housing Program Specialist

reidl@ashland.or.us

541-552-2043

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Ashland's Housing Program Specialist will continue to provide institutional structure as well as examine and implement expanded opportunities for intergovernmental cooperation. City of Ashland Staff will continue to; work with providers of public, private and assisted housing in an effort to promote the development of affordable ownership and rental housing; with social service agencies to maintain, expand, or bring needed services to homeless, at-risk, low-income and special needs populations, and with other municipalities and government entities to coordinate services, maximize resources, avoid duplication and serve the identified needs of low-income populations throughout the region. City staff will provide technical assistance about City programs, regulatory requirements and incentives as well as the CDBG program to area non-profits and social service providers. The staff will also continue to work closely with and offer support to the City of Ashland Housing and Human Services Commission.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Ashland established a Housing and Human Services Commission in October 2013. The Housing and Human Services Commission was established to address issues relating to housing accessibility and affordability and the resource needs of vulnerable citizens within the City. Serving in an advisory capacity to the City Council on housing and human services related issues, the Housing and Human Services Commission is charged with the review and recommendation on all CDBG related activities undertaken by the City. The Housing Program Specialist is the staff liaison to the Housing and Human Services Commission and works closely with that body in disseminating information regarding fair housing and the needs of the community with regard to housing and services. Similarly staff and the Commissioners act as a conduit between the residents and the city government allowing for public input and participation on issues of affordable housing and the CDBG program. Housing Program staff serves as a member of the Jackson County Homeless Task Force which facilitates coordination across agencies promoting communication and regional planning. The Homeless Task Force has representation from several sectors including; private entities, non-profit agencies, government agencies, providers of mental health and addiction services, as well as providers of homeless services.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Ashland's Housing Program Specialist continues to be active with the Jackson County Homeless Task Force, which coordinates the efforts of city and county governments, social service agencies, federal agencies, and non-profit organizations to address affordable housing and homeless

issues on a regional level. The Homeless Task force is also the Continuum of Care administrator for McKinney-Vento funding for the region.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

City of Ashland staff is a member of the Jackson County Homeless Task Force (HTF) which is the entity that oversees the continuum of care grant process. The HTF works with its core group made up of representatives of agencies and jurisdictions to develop performance standards and to evaluate the outcome of the projects assisted. Similarly, the core group along with the Access, the lead agency, established and updates the policies and procedures for the operation and administration of the HMIS database. This year the Core group and the HTF prioritized resources to supporting a dedicated administrator of the HMIS database to be housed at Access. City of Ashland general funds help to support coordination activities undertaken by the Housing Program Specialist and are also utilized to contribute toward CDBG program administration as well as staff support of non-profit organizations and intergovernmental cooperation.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1 Agency/Group/Organization	ACCESS
<p>Agency/Group/Organization Type</p>	<p>Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Service-Fair Housing Services - Victims Regional organization Planning organization</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy</p>

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>HTF Chair sends out an announcement regarding CoC funds available through the HTF to potential applicants and other interested parties.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

Not Applicable

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Access	The City's priorities identified in the 2015-2019 Consolidated Plan are consistent with the strategies identified in the Jackson County 10 year plan to end homelessness.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

A Public hearing was held on March 24, 2016 to consider comments on the potential uses of the 2016 CDBG allocation. Additionally at that meeting the Ashland Housing and Human Services Commission reviewed the applications submitted for CDBG grant awards. After opening a hearing to solicit comments about how the City should apply the CDBG funds (no public testimony was provided), the Housing and Human Services Commission forwarded an award recommendation to the City Council. The City Council held a public hearing on April 19, 2016, at which time the CDBG applicants testified during the public hearing and the Council selected award recipients.

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	N/A	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

There are several available private and public funding sources to assist developers of affordable housing, area non-profit service providers, and organizations that assist at-risk and low-income populations. This section provides an overview of the potential funding sources for projects or services provided to the aforementioned populations. Only the programs and resources most likely to be utilized by organizations providing services to City of Ashland residents or that provide area wide benefit will be included in this narrative. The City of Ashland is an entitlement jurisdiction for Community Development Block Grant funds. Most other resources are provided on a competitive basis through state or federal programs.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description	
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$			Total: \$
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	158,726	0	165,550	324,276	634,904	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funds are an entitlement received by the City of Ashland based on a formula allocation. The City anticipates \$158,726 in formula grant funds for fiscal year 2016. The eligible uses of these funds permit the city to provide direct funding for community development projects such as streets, sidewalks and other public infrastructure in low-income neighborhoods. The City of Ashland also awards funds to agencies and organizations that provide housing and related services to low to moderate income and special populations through a competitive process that requires a 10% match. Similarly CDBG funds often allow the grantees to leverage substantial resources from state and federal funding sources. The City of Ashland has instituted a 15% set aside for public service projects that benefit low to moderate income populations and homeless, at-risk and special needs populations.

Total Fiscal Year 2016-2016 resources expected to be available for allocation in this program year

Expected 2016 Community Development Block Grant Fund	\$ 158,726
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The funds identified above represent both federal and local CDBG resources available for allocation to eligible activities. The City intends that 100% of these funds will be invested in or support the delivery of activities that primarily benefit very low, low, and moderate income persons. This table does not reflect funding sources provided by federal, state, and local resources outside of the CDBG program which may be utilized in projects and services that help to meet goals identified in the City's five year Consolidated Plan. The City has not received program income from the Housing Rehabilitation Loan program since 2007. The cumulative total comprised of pay-offs received since the close of fiscal year 1997, the year that the first Home Rehabilitation Loan program was awarded a City of Ashland CDBG grant, is \$49,217. Three projects were completed in PY 2010 expending all but \$46 of the program income. For fiscal year 2016 the Housing Authority of Jackson County does not expect to receive any program income from the City of Ashland's Housing Rehabilitation Loan Program. Program income derived from Housing Rehabilitation Loan repayments are only eligibly for use in further Housing Rehabilitation Loan projects

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

In 2010 the City purchased a ten acre property in conjunction with the Housing Authority of Jackson County. At that time the ten acre parcel

Annual Action Plan
2016

was divided into two parcels a 4 acre parcel was purchased by the Housing Authority and six of the acres remained with the City. The City then sold off five of the acres to Parks Department retaining a .92 acre parcel for future development. The City is currently undertaking the process of splitting off a 14,000 square foot section of that parcel to protect a 75 year old Cottonwood tree and selling the remainder of that property to the Housing Authority to develop additional affordable housing. No plan has been submitted at this time so details are unavailable.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

No Goals Found

Table 6 – Goals Summary

Goal Descriptions

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Activities selected for Program Year 2016 expects to provide affordable housing units to 0 extremely low-income, and moderate income families

AP-35 Projects – 91.220(d)

Introduction

The Action Plan allocates \$93,808 in new 2016-2017 CDBG funds. The funds will be used to support the following activities:

#	Project Name

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

According to the 2010 Census there were no block groups where 20% or more of the population is comprised of racial or ethnic minorities. Consequently the City does not intend to direct any 2016 CDBG funds to any one block group for this purpose. The City does however intend to direct resources toward furthering fair housing and implementing the recommendations identified in the 2008 Analysis of Impediments to Fair Housing Choice.

Geographic Distribution

Target Area	Percentage of Funds
None	

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Not Applicable

Discussion

Not Applicable

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

For Program Year 2016, the City has awarded public service funds to the St. Vincent De Paul, Home Visitation program in an effort to prevent homelessness. The city has also awarded funding to Maslow Project to provide wrap around services, case management and resources to homeless youth enrolled in the Ashland School District. Lastly, the City awarded funding to the Ashland Supportive Housing to assist that organization with energy efficiency upgrades to a residential home for peoples with developmental disabilities.

The city continues to support regional service providers through the City of Ashland’s general fund social service grant program. The City provides funding to organizations serving a variety of populations including homeless, at-risk, and special needs populations; as well as minority populations, and victims of domestic violence. As mentioned previously, community volunteers and local faith based organizations organize and staff emergency shelters in churches and public buildings on a weekly basis and in times of extreme weather conditions. In the 2012 program year, the City Council authorized the use of a public building to be utilized as an overnight winter shelter on a weekly basis. In 2013 the City authorized that same building to be utilized for an additional shelter night for homeless individuals throughout the winter months (from November-April). This brings the number of shelter nights to four each week; providing overnight shelter in Ashland on Monday, Tuesday, Wednesday, and Thursday nights. Each shelter night is organized and staffed by community volunteers.

Populations needing assistance not offered locally have the ability to access a variety of safety net services through Access, the regional provider of Community Action Programs, and a partner agency in the newly established day center. The day center also assists in providing referrals to and meeting space for other social service providers located outside of the City. The city continues to partner with other governmental jurisdictions, agencies and organizations, in an effort to address homelessness and other special needs populations. The city also continues to be an active member in the Homeless Task Force, a sub-group of the Jackson County Community Services Consortium, and Jackson County’s Continuum of Care administrating body, to address the needs of the homeless on a regional scale, and make referrals to the appropriate agencies when necessary.

One Year Goals for the Number of Households to be Supported	
Homeless	127
Non-Homeless	4
Special-Needs	5
Total	136

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	25
The Production of New Units	10
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	38

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

There are no Public Housing Units within the City of Ashland

Actions planned during the next year to address the needs to public housing

Not Applicable

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not Applicable

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not Applicable

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Oregon Housing and Community Services receives federal and state resources to be used to support services benefitting homeless populations. These funds include: Emergency Housing Account, Emergency Shelter grants, State Homeless Assistance Program, Shelter plus Care, and Supplemental Assistance for Facilities to Assist Homeless populations. Additionally, under the Federal Continuum of Care program administered by HUD, local governments and agencies can apply for federal funding for programs and services to prevent and combat homelessness. The Jackson County Continuum of Care is an annual recipient of McKinney Vento funds. The City of Ashland does not directly receive any funds to assist homeless persons or persons at risk of becoming homeless. In CDBG program year 2012 the City of Ashland awarded \$100,000 in General Funds to support the operation of a local day center to assist residents with resources and assistance, including services to homeless and at risk populations. Two entities; ACCESS and a new non-profit established for this very purpose called Options for Homeless Residents of Ashland (OHRA), partnered to administer the funds and establish and run the day center. The day center offers a number of resources including computer access, resource referrals, shower and bathroom access, a small self-service kitchen and a space for service providers who do not currently have locations within the City to meet with clients locally. More recently the City has provided funding to the center to add an employment support component. In its first year of operation the day center served over 600 homeless and at risk individuals. City of Ashland residents can also still access available services, programs and funds through ACCESS, Inc. the regional CAP agency that serves Jackson and Josephine Counties at the day center. Similarly, many non-profit agencies that provide housing or support services for homeless populations are eligible to apply for funds through Oregon Housing and Community Services or through the Jackson County Continuum of Care.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

For Program Year 2016, the City has awarded public service funds to the St. Vincent De Paul, Home Visitation program in an effort to prevent homelessness. The city has also awarded funding to Maslow Project to provide wrap around services, case management and resources to homeless youth enrolled in the Ashland School District. Lastly, the City awarded funding to the Ashland Supportive Housing to assist that organization with repairs and upgrades to a residential home for peoples with developmental disabilities.

Addressing the emergency shelter and transitional housing needs of homeless persons

The city continues to support regional service providers through the City of Ashland's general fund social

service grant program. The City provides funding to organizations serving a variety of populations: funded organizations provide services to; homeless, at-risk, and special needs populations; as well as minority populations, and victims of domestic violence. As mentioned previously, community volunteers and local faith based organizations organize and staff emergency shelters in churches and public buildings on a weekly basis and in times of extreme weather conditions. In the 2012 program year, the City Council authorized the use of a public building to be utilized as an overnight winter shelter on a weekly basis. In 2013 the City authorized that same building to be utilized for an additional shelter night for homeless individuals throughout the winter months (from November-April). This brings the number of shelter nights to four each week; providing overnight shelter in Ashland on Monday, Tuesday, Wednesday, and Thursday nights. Each shelter night is organized and staffed by community volunteers.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Similarly, populations needing assistance not offered locally have the ability to access a variety of safety net services through Access, the regional provider of Community Action Programs, and a partner agency in the Ashland Community Resource Center (ACRC). The ACRC also assists in providing referrals to and meeting space for other social service providers located outside of the City. The city continues to partner with other governmental jurisdictions, agencies and organizations, in an effort to address homelessness and other special needs populations. The city continues to be an active member in the Homeless Task Force, a sub-group of the Jackson County Community Services Consortium, and Jackson County's Continuum of Care administrating body, to address the needs of the homeless on a regional scale, and make referrals to the appropriate agencies when necessary.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Each year the Jackson County Homeless Task Force conducts a one night homeless survey, through a coordinated effort of Task Force members, emergency shelters, social service agencies, and organizations that provide support services to homeless and special needs populations. This annual survey allows jurisdictions and agencies to track the progress, or lack of progress in addressing the issues of homelessness in the region as well as to recognize gaps in services. The city expects to attain

the goals as outlined in the goal summary of the 2015-2019 Consolidated Plan for homeless and special needs populations through support of Maslow and St. Vincent de Paul's program, through the use of City of Ashland general funds in the form of Social Service grants to area organizations offering services to at-risk, homeless, and special needs populations, through support of the new resource center and through staff's work with the Homeless Task force and the Project Community Connect event, a one day event to provide outreach, services, and resources to homeless and at-risk populations.

The City does not specifically prioritize activities that focus on serving the needs of chronically homeless populations. However, Jackson County's Ten-Year Plan to end homelessness, a document created and carried out by the Jackson County Homeless Task Force, of which the City of Ashland is an active member, does prioritize several strategies to address the needs of the chronically homeless throughout the region. The six strategies identified by the Ten Year plan provided action steps to end chronic homelessness. These action steps include; promoting the housing first model, providing coordinated and consistent case management, increase financial assistance/incomes for those who are the most vulnerable, provide life skill training, and coordinate discharge planning. Lastly, the Ten-Year plan prioritizes the development and increase of emergency and transitional shelters, and permanent supportive housing options open to those with the lowest incomes.

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Over the years that City has spent considerable resources identifying and working to remove or mitigate barriers to the development of affordable housing. As with the housing market, barriers to affordable housing development are an ever changing target and consequently require ongoing work to identify and remediate. The City of Ashland struggles with several barriers to addressing the need for affordable housing; some of which are related to public policies, and some of which are related to market conditions. The most prevalent issues are:

A lack of affordable rental and ownership housing units

A small inventory of multifamily housing/multifamily zoned land

Lack of investment in older housing stock

Land and housing costs that drive low-income housing developers out of the market.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Over the years the city has explored many strategies and taken several steps to reduce the barriers identified above. Some of these actions include allowing Accessory Residential Units without a land use process, removing barriers to the placement and inclusion of Manufactured Housing within Single Family zones, and evaluating further land use incentives to promote the development of affordable single family and multi-family development. These actions are further detailed in the 2015-2019 Consolidated Plan.

Some of the barriers to affordable housing identified above, also serve as barriers to addressing impediments to fair housing choice. Primarily the lack of multi-family inventory which tends to concentrate low-income and/or minority populations in the areas of town which contain the largest supply of multi-family and rental housing, which also happens to be the census block groups near the university. In the next five years the City will be undertaking an update of the Analysis of Impediments to fair housing choice to identify issues, assess needs, and identify actions steps. The City has also contracted with the Fair Housing Council of Oregon to provide ongoing fair housing education, outreach, and training to citizens, elected and appointed officials and other populations as identified. Lastly, the City will be undertaking an assessment of housing policy that impacts all populations, including minority and low-income populations. Specifically looking at the location and amount of the City's multi-family

zoned land and how and if that zone can be expanded and distributed more evenly throughout the City.

Education and Outreach is a significant role of the Housing and Human Services Commission and such activities often have the benefit of not just disseminating information, but collecting information as well. Such a dialogue within the City facilitates an awareness of the barriers to affordable housing and highlights mechanisms available to address such barriers. In the 2016 CDBG program year the Housing and Human Services Commission is undertaking several activities, which could to address some aspects of this goal, including promoting a dialog with the student population and landlord/property management populations to gain a better perspective on housing issues faced by students. Outcomes from these activities will be further expounded upon in the 2016 CAPER.

Discussion

AP-85 Other Actions – 91.220(k)

Introduction

The City has no actions planned directed specifically toward meeting underserved needs that are not identified elsewhere in this document.

Actions planned to address obstacles to meeting underserved needs

The City continues to prioritize the provision of affordable housing development, rehabilitation, and preservation as the highest priority use of CDBG funding. However, the City's allocation of funding is extremely limited; land prices and development costs far outweigh the amount of funding that the City has available (including incentives) to direct toward the development or preservation of new or existing affordable housing, consequently, very few applicants apply to utilize City of Ashland CDBG funds to further the provision of affordable housing.

Actions planned to foster and maintain affordable housing

The City continues to prioritize the provision of affordable housing development, rehabilitation, and preservation as the highest priority use of CDBG funding. However, the City's allocation of funding is extremely limited; land prices and development costs far outweigh the amount of funding that the City has available (including incentives) to direct toward the development or preservation of new or existing affordable housing, consequently, very few applicants apply to utilize City of Ashland CDBG funds to further the provision of affordable housing.

Actions planned to reduce lead-based paint hazards

The City of Ashland is acutely aware of the dangers posed by lead based paint poisoning. The five year Consolidated Plan identifies actions for assuring that CDBG funded activities would be in compliance with all state and federal laws regarding Lead Based Paint safe work practices in federally assisted projects. In an effort to reduce the number of housing units containing Lead Based Paint Hazards and thereby reduce the number of children affected by lead based paint poisoning, the city provides information regarding lead based paint hazards in the home, and information regarding lead based paint safe work practices as requested. Lastly, The Housing Authority of Jackson County hosts periodic Lead Based Paint Safe work practices training and certification which benefits local contractors and the general public. The City of Ashland's Housing Program Specialist is certified in lead based paint safe work practices. The City sponsored housing rehabilitation program utilizing program income and the newly funded Habitat for Humanity Rogue Valley Project both have the potential to involve issues of lead based paint. The City has, in the past, and will continue to ensure that lead testing and clearance is

completed on any federally funded project involving a structure built prior to 1979.

Actions planned to reduce the number of poverty-level families

The Housing and Community Development Act of 1992 requires communities to include in their Consolidated Plan a description of an anti-poverty strategy. This strategy takes into consideration factors over which the City has control. The City of Ashland has limited resources for addressing the issues involved in reducing poverty and improving the self-sufficiency of low-income residents. Affordable housing is one of the factors directly related to poverty that the City of Ashland does have some ability to influence. In addition, the City supports housing, social service, and economic development programs targeted at the continuum of care needs of the homeless.

The five year consolidated plan identifies several goals aimed at reducing the number of people living in poverty. To this end the City adopted a Living Wage Ordinance in 2001 that stipulated that all employees, contractors, or recipients of city grants or funds must meet minimum living wage requirements adjusted annually to the Consumer Price Index. The Living wage ordinance continues to provide the benefits of a higher wage scale for all people working to provide the City with services, or working on City funded projects. Similarly economic development grants funded through the City's General Fund provide support for non-profit organizations that create living wage employment opportunities and fund programs that provide job training for low-income, at-risk and special needs populations as well as supporting humanities and the arts. The City of Ashland completed an Economic Development study to increase the number of living wage jobs located within the city by promoting the expansion, retention and relocation of local and national businesses.

The City of Ashland provides funding to agencies that address the needs of low income and homeless residents through a Social Service Grant program. The goal of this program is to improve living conditions and self-sufficiency for residents by meeting such basic needs as food, shelter, clothing, counseling and basic health care. The goal is carried out by providing funds in excess of \$130,000 every year to various area agencies whose focus meets one or more of these targeted needs. Similarly, the City of Ashland's utilities department through the Ashland Low-Income Energy Assistance Program (ALEAP) provides reduced cost energy bills and bill payment assistance to qualifying low-income, elderly, and disabled residents in an effort to reduce cost burden. Both of these programs are paid out of the City's General Fund.

An Affordable Housing Committee was formed in 1990 and reconvened in 1994 to search for ways to provide economical housing in Ashland. In 1995 a formal Housing Commission was formed. In 2013 the Housing Commission was disbanded and many of its duties were assigned to a new commission, the Housing and Human services commission, to address both housing and human services needs within

Ashland, in recognition that both housing and services are needed to address issues of poverty.

Actions planned to develop institutional structure

The City has no actions planned toward further developing institutional structure during program year 2016.

Actions planned to enhance coordination between public and private housing and social service agencies

The City Continues to work toward enhancing coordination with community partners that provide housing and services. The City has limited resources, consequently the City must rely on coordination of services to meet the housing and resource needs of the citizenry. City staff continues to be an active participant in several regional groups that work to coordinate services in the face of shrinking state and federal support for low-income and special needs populations.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

ZONING PRACTICE

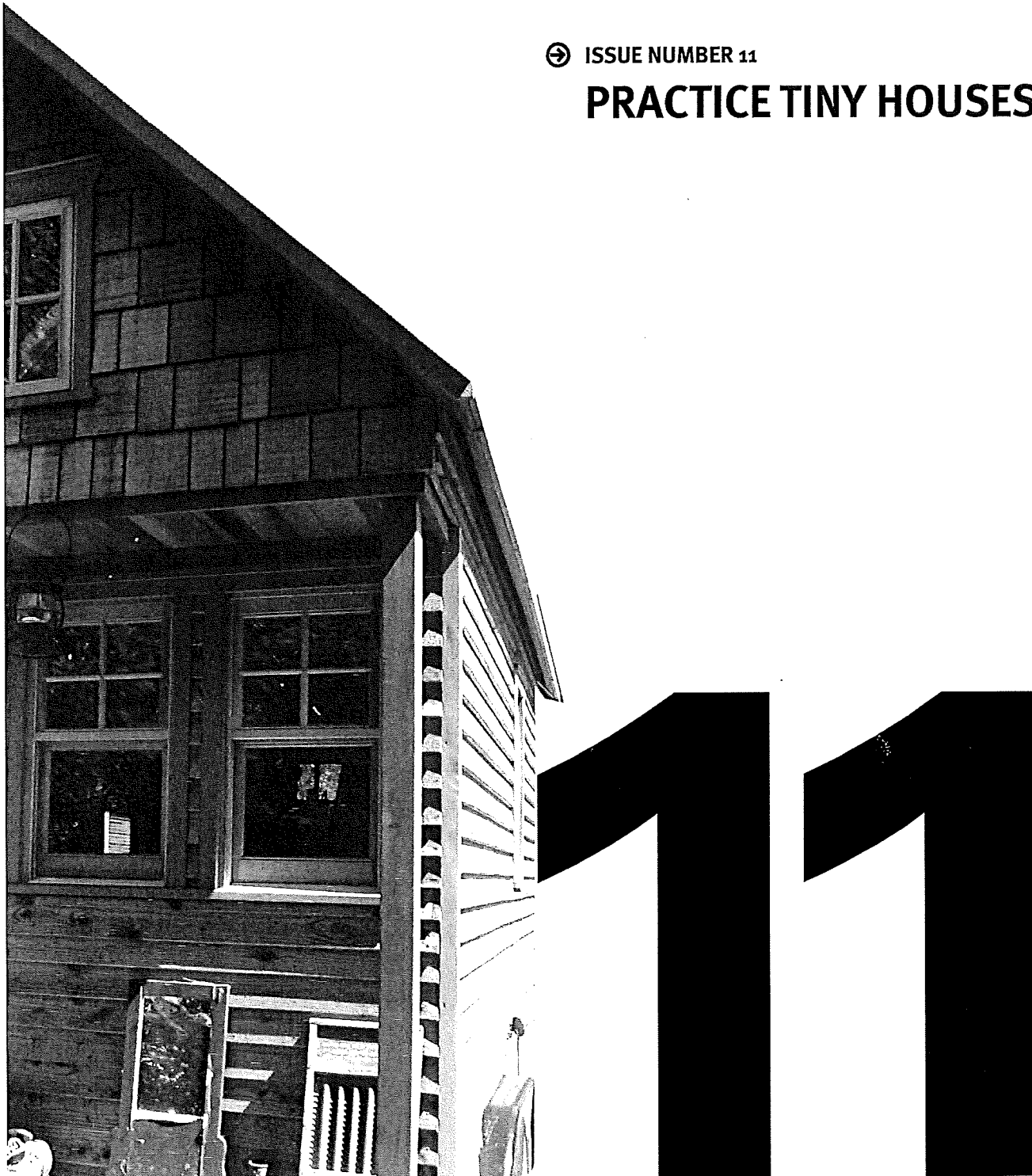
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PRACTICE TINY HOUSES



Tiny Houses, and the Not-So-Tiny Questions They Raise

By Donald L. Elliott, FAICP, and Peter Sullivan, AICP

Where did they come from—those cute little “cabins-on-wheels” that you see being pulled down the road or sitting on a lot?

With wood siding, a pitched roof, gable windows . . . and even a porch with a railing. All that’s missing is the dog in the yard (presumably a small dog in a small yard).

Tiny houses are the latest vehicle/structures to join the small house movement, and are now trending due to television programs like *Tiny House Nation*. Many individuals and couples seem proud to say they live a small but sophisticated lifestyle in less than 500 square feet. Often their stated motivation is to declutter and live a simpler life—maybe even a life “off the grid.”

Cuteness aside, tiny houses raise some interesting questions for planners. Questions like . . .

“Is this a house, or a trailer, or . . . just what is it?”

“Would this qualify as an accessory dwelling unit?”

“Does this meet the residential building code?”

“Where should we allow this to be parked . . . or occupied . . . and for how long?”

This article attempts to answer some of those questions for the types of small, trailer-mounted units described above. The sections below review how these units fit into the general U.S. system of land-use control through building codes, zoning ordinances, subdivision regulations, and private



“Tiny house, Portland” by Jammy (Weekend with Dea), Wikimedia (CC-BY-2.0)

⊕ Most localities have no specific provisions in their subdivision or zoning codes to accommodate small trailer-mounted homes outside of recreational vehicle parks.

restrictive covenants. In addition to addressing individual tiny homes, we also address how small communities of tiny homes might be created.

WHAT ARE THEY?

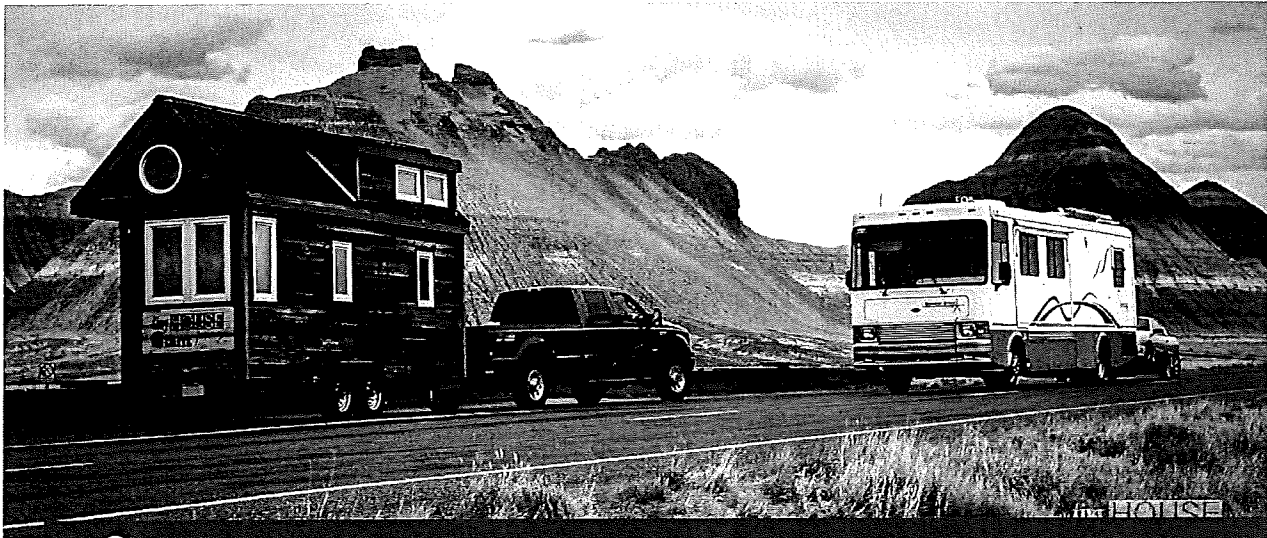
What are tiny houses? The answer is simpler than you think. They’re recreational vehicles (RVs), and a careful read of the manufacturers’ websites makes that clear. One manufacturer, Tumbleweed Tiny House Company, states that their product is “an RV like you’ve never seen before.”

For planners, this makes things simpler. The question then becomes, “Where do we allow RVs to be occupied?” Traditionally, the answer has been campgrounds (for temporary living) and RV parks (for longer-term living). Most communities typically limit temporary RV occupancy (in a campground or elsewhere) to 30 days, and the logic behind this is that RVs are not permanent dwellings. They have electric systems and water tanks and sewage tanks (or composting toilets) that can only operate for a while before they need to be hooked up to support systems or emptied.

But this answer doesn’t satisfy everyone, especially tiny-house proponents and anyone else interested in living smaller, more simply, and (presumably) more affordably (more on that later).

Donald L. Elliott, FAICP, is a director in the Denver office of Clarion Associates, a former chapter president of APA Colorado, and a former chair of the APA Planning and Law Division. As a planner and lawyer he has assisted more than 40 North American cities and counties reform and update their zoning, subdivision, housing, and land-use regulations. He has also consulted in Russia, India, Lebanon, and Indonesia, and served as USAID Democracy and Governance Advisor in Uganda for two years. Elliott is a member of the Denver Planning Board.

Peter Sullivan, AICP, is a senior associate in the Chapel Hill, North Carolina, office of Clarion Associates. His specializations include zoning and comprehensive planning. A Pacific Northwest native, his professional background includes policy and environmental planning and development review. Sullivan is a former officer with Toastmasters International and former member of the University of Washington’s Urban Design and Planning Professionals Council. He is currently a correspondent for Planetizen.com and enjoys speaking as academic guest lecturer, webinar host, and conference presenter. Sullivan’s project work has been recognized by the Washington State Governor’s Office, Puget Sound Regional Council, and the Washington Chapter of APA.



"Tiny House Giant Journey" in the Petrified Forest and an RV by Guillaume Dutilleul, Wikipedia (CC BY-SA 4.0)

 This tiny house is the star of its own YouTube channel, Tiny House Giant Journey.

Here's why tiny houses are so tricky. Although tiny houses are not generally designed for permanent occupancy, some of them are being purchased by people who intend to use them that way. Most zoning ordinances don't resolve this tension, because they don't address where or how tiny houses can be used for long-term or permanent occupancy.

BUILDING AND OCCUPANCY CODES

With the exception of some very rural communities, most cities and counties require that long-term or permanent residential units meet either the locally or state-adopted residential building code (usually some version of the International Residential Code), or the U.S. Department of Housing and Urban Development (HUD) national standards for manufactured housing safety. Since manufactured homes are obviously not constructed like stick-built housing—and since (unlike stick-built housing) they can be moved across state lines in interstate commerce—back in 1974 HUD adopted national safety standards for this type of housing. As a general rule, residential units for long-term occupancy need to meet one of these two sets of standards.

Unfortunately for many purchasers, some tiny houses do not meet these requirements. While tiny houses might meet the Recreational Vehicle Industry Association (RVIA) safety standard for highway travel and temporary living, these standards are not the same as the HUD manufactured housing standards for permanent living. In fact, the website for CAVCO (a manufacturer of "park model" recreational vehicles—which are similar to and sometimes in-

clude tiny houses)—states that these vehicles "are not intended for, nor should they be used for, anything other than recreational camping or seasonal use. They are not permanent residences and should not be used as such."

For those intending to live in their tiny house full time, the trick is to find a tiny house that not only meets the RVIA standards but also the residential building code or manufactured housing standards.

For those intending to live in their tiny house full time, the trick is to find a tiny house that not only meets the RVIA standards but also the residential building code or manufactured housing standards. Or to look for a community that has adopted a building code allowing long-term occupancy of tiny houses. Some communities have done this, and in many communities the ability to use a tiny house for long-term occupancy turns on whether it will be mounted on a permanent foundation and connected to utilities.

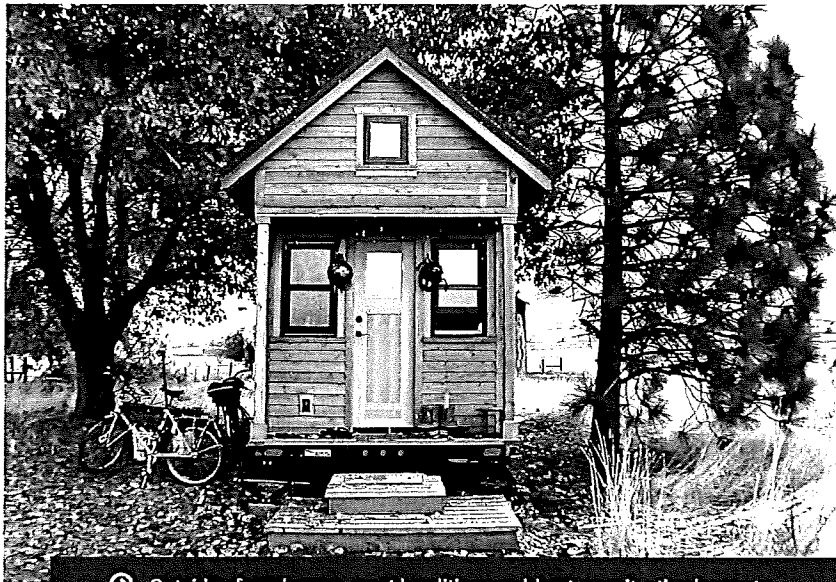
FOUNDATIONS MATTER

Let's assume a potential buyer doesn't want to install a tiny house in a campground or RV park, but rather a traditional residential lot. Some communities allow this if the owner removes the wheels (and sometimes the axles); installs the unit on a permanent foundation (or at a minimum uses secure tie-downs); and connects the unit to public water, sewer, and electric systems.

The logic behind these requirements is that they convert a mobile housing unit into a stationary unit, protect against "blowovers" and other wind-related damage (to the occupants and to neighboring property owners), and make the utility systems safe for long-term operation.

As an example, the small community of Spur, Texas, (population 1,245) has marketed itself as the "First Tiny House Friendly City." Spur permits tiny houses to be used as permanent, primary dwellings by creating an exception to the general building code/manufactured home standard compliance requirement. However, even in this deliberately welcoming community, wheels must be removed, a foundation must be constructed, and the unit tied to the foundation with "hurricane straps," and the unit must be hooked up to local sewer, water, and electric systems. In one well-documented case the cost of the foundation and connections came to about \$5,700 (McCann 2015). In some Spur zoning districts, tiny houses are permitted by right, but in others a variance is required.

Again, there are exceptions. A tiny-house owner might be successful living an off-the-grid lifestyle in areas that are literally far from the grid. In some very rural communities, stick-built



"Fall and winter, side by side" by Tammy Stobal, Flickr (CC-BY-2.0)

⊕ Outside of rural areas, most localities would not permit a tiny house to serve as a primary dwelling unit unless it was mounted on a permanent foundation and connected to local utilities.

Whether this is fair to the tiny-house (or manufactured home) buyer, and whether it represents sound land-use policy, are emerging issues for debate. Minimum residential size limits are already in poor repute these days because they tend to drive housing prices up; however, these types of requirements are generally not illegal.

One work-around for the eager tiny-house buyer may be to install a tiny house as an accessory dwelling unit (ADU) (i.e., a second housing unit on a lot that already has a primary housing unit or another primary use of land). While ADUs are a fairly recent development, an increasing number of zoning ordinances now address where and under what conditions an ADU can be installed. Again, since most zoning ordinances do not address tiny houses by name, the question is whether your tiny house meets the requirements applicable to other forms of ADUs. One threshold question is whether the community allows detached ADUs or only allows internal ADUs constructed within the building envelope of an existing home. If the latter is true, a tiny house ADU will not be allowed. If the community allows detached ADUs, they often attach conditions like the following:

- Either the primary housing unit or the ADU must be occupied by the owner of the land.
- The ADU must not exceed a maximum size (generally 400 or 600 or 800 square feet).
- An extra on-site parking space for the ADU occupant may be required.

homes do not need to connect to water and sewer systems (i.e., they permit well and septic systems) or electric systems (i.e., they allow off-the-grid power), and those communities would presumably allow the same exceptions for tiny houses.

NOW, ABOUT THOSE ZONING RULES

So, if a buyer doesn't want to live in an RV park, *and* is willing to remove the wheels, install a foundation, and connect to utilities, *and* the local government allows long-term occupancy of tiny houses under those conditions, where can the unit be located? The answer depends on local zoning regulations. Most zoning ordinances do not list tiny houses by name; they simply treat them like other housing uses.

For a tiny house to be used as a primary dwelling unit (i.e., there is no other house or primary use on the property), the question is whether the lot is zoned for single-family homes and whether the tiny house meets any minimum size requirements for houses in that zone. Most zoning codes across the U.S. do not include minimum floor space requirements for single-family homes. But some do, and that can be a barrier to installing tiny houses. Generally this occurs when a residential neighborhood has been developed for—or with—large homes, and some of the lots already have large homes on them. In those circumstances, the local government or neighborhood residents may want to protect against the remaining lots being

occupied by smaller homes that they fear will reduce the neighborhood quality or character. Some communities, for example, have adopted minimum width or length-to-width requirements for single-family homes in an attempt to keep "single-wide" manufactured homes out of neighborhoods where the housing stock is of a different character. Those requirements would likely prohibit the installation of a tiny house, despite their charming appearance.



"Tiny house" by Tomas Quihones, Flickr (CC-BY-5.0)

⊕ Local residential building codes typically require a minimum amount of habitable space per occupant, which may prevent legal habitation of tiny houses by more than one person.

- The ADU may not be allowed to have its entrance door facing the street.
- The part of the lot containing the ADU cannot be carved off and sold as a separate lot.
- If the tiny house can meet these requirements, it may be acceptable as an ADU, even if it would not be approved as a primary home on the same lot. In some cases, however, ordinances that allow detached ADUs limit them to existing structures like carriage houses, garages, or barns, which would prohibit tiny-house ADUs.

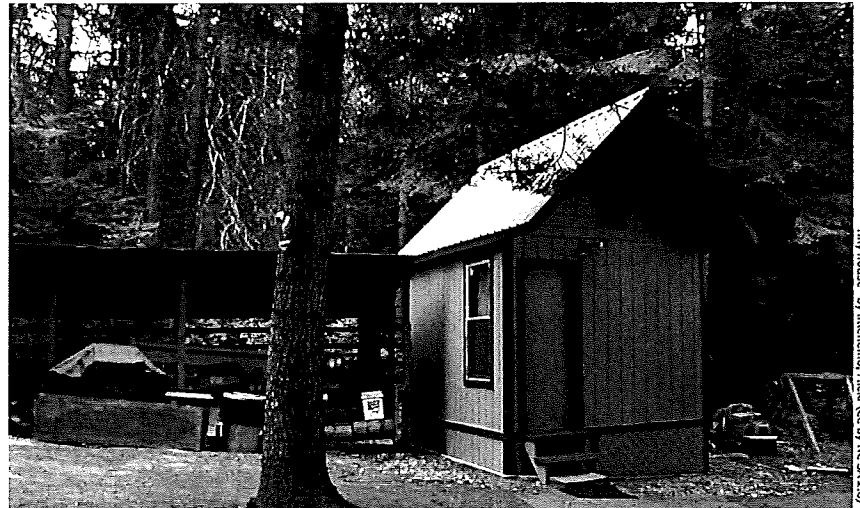
Finally, it is important to realize that most communities apply the same building, foundation, and utility requirements to ADUs that they do to primary structures. So if the question is, “can I park my tiny house in my parents’ backyard and live in it without installing a foundation or hooking up to utilities?” the answer is probably *no*. Long-term occupancy of a recreational vehicle in a residential zone district (say, for more than 30 days) is usually illegal regardless of whether you have the property owner’s consent or you are related to them.

So tiny-house owners need to be thoughtful about where they intend to install the unit, and need to read the zoning ordinance carefully to ensure it is allowed in the area where they want to live. The good news (for planners) is that it is fairly easy to review the existing zoning code and see whether the code permits tiny houses as primary units or ADUs in those locations where the community wants to allow them. Planners might also want to promote more permissive regulations if the community is ready to remove a potential housing barrier.

OTHER POTENTIAL BARRIERS

OK. So you have decided that your community wants to allow long-term occupancy of a tiny house, and you have modified the zoning ordinance to clarify where they are allowed. There are still three other potential barriers to think about.

First, unless you want to install the tiny house in a very rural area, the parcel of land where the tiny house will be located generally needs to be a subdivided lot. Subdivision regulations ensure that each parcel of land that will be developed with something other than open space or agriculture has access to a street and has utilities in place (if utilities are required in that location). This could be an issue if the tiny-house owner wants to buy 1,000



“Tiny house” by Iltisnema, Flickr (CC BY-NC-SA 2.0)

➡ This tiny house, with a bathroom and a sleeping loft, serves as an accessory dwelling unit.

Tiny-house owners need to be thoughtful about where they intend to install the unit, and need to read the zoning ordinance carefully to ensure it is allowed in the area where they want to live.

square feet of land from a property owner—just enough to accommodate the tiny house and a “livin’ small” lifestyle—but the subdivision regulations require a minimum lot size of 5,000 square feet. Or it could be an issue if the tiny house must be connected to utilities but the land in question does not yet have utilities in place to connect to.

Second, the community should probably advise the tiny-house owner to check that private restrictive covenants attached to the land do not prohibit tiny houses in that area. Again, *tiny house* will probably not be listed by name, but it is not uncommon to find private covenants that contain minimum house size requirements even if the zoning ordinance does not. While it is generally not the city or

county planner’s job to check on the existence of private covenants when issuing a zoning approval or a building/installation permit, and local governments are generally not responsible for enforcing those covenants, advising the tiny-house owner to check on this is just good customer service. In the end, the fact that the city or county issues a permit to install a tiny house with a foundation does not protect the owner against a suit from other property owners pointing out that the tiny house does not meet restrictive covenant minimum-size requirements.

Third, even if neither the zoning ordinance nor private restrictive covenants prohibit the tiny house because of its size, many communities have residential occupancy codes to prevent overcrowding. While occupancy codes vary, it is not uncommon to find a requirement that the unit contain 125 square feet of living area per occupant, or that it not contain more than two occupants per bedroom. That could be a problem if the owner intends to house his or her family of four in a 400-square-foot tiny house, no matter how well they get along. Since occupancy of the unit may change in the future (the owner’s out-of-work cousin may move in), it is hard to ensure against overcrowding when the installation permit is issued, but making the owner aware of these requirements is good customer service.

WHAT ABOUT A TINY HOUSE COMMUNITY?

What about a whole group of folks (or a developer) who want to create an entire neighbor-

hood of tiny houses as a source of affordable housing, or just to accommodate a different lifestyle?

That is a bit tougher. While the Internet has many stories of individuals or property owners intending to create tiny house communities, it seems that few if any have been created to date. And some of the existing communities have been created for unique reasons and through “one-off” procedures.

For example, places like Opportunity Village in Eugene, Oregon, or Quixote Village in Olympia, Washington, have been created as alternatives to homeless camps in or near the same location. In both cases, it appears that the local government adopted a contract or resolution approving the use of land for tiny houses without requiring it to comply with some standard utility or construction requirements precisely because it would house very low-income households under better living conditions than the occupants had previously. While inspiring as initiatives to address the challenges of housing affordability and homelessness, both of these examples required individualized negotiations and agreements to vary from normally applicable public health and safety standards—flexibility that might not have been approved for a market-rate housing development.

However, there are at least three different ways in which a tiny-house community for the general public could be created—each modeled on an existing form of land-use approval. The choice of an appropriate tool turns heavily on the question of whether you intend the occupants to be able to sell the house and the piece of land it occupies to someone else in the future.

A Tailored Zoning and Subdivision of Land

If tiny-house owners are going to be able to sell their lots and homes to others, then the community will need to be subdivided into individual lots, and those lots will need to meet the minimum size and dimension requirements of the zone district where they are located. If you want to allow tiny house community developers to create very small lots (say 1,000 to 2,000 square feet), it is likely that your city or county does not have a residential zone district allowing lots of that size. So the local government will have to create a zone district allowing that type of lot. If the roads within the community are going to be narrower or more lightly constructed than those in stick-built



➡ Quixote Village in Olympia, Washington, provides housing for 30 previously homeless adults. Photo from *Tent City Urbanism: From Self-Organized Camps to Tiny House Villages* by Andrew Heben.

subdivisions, then the community will have to adopt subdivision standards (or exceptions to the current standards) allowing those types of construction. In many cases, the local government is only willing to allow “lower-than-normal-standard” infrastructure if the property

home subdivisions, and those types of standards are good places to look for guidance.

A Planned Unit Development

If the community expects that there will be only one of these communities or it does not want to create a new zone district or subdivision regulations to address tiny houses in general, the tailoring of zoning and subdivision standards described above could be accomplished through a planned unit development (PUD) tailored to a single development and a single developer. While single-project PUDs are relatively easy to adopt, they often reflect a very specific picture of the approved development that is hard to amend over time as conditions change. A PUD for a tiny-house community should be drafted assuming that conditions will change in the future, and to avoid locking in an overly specific development plan. For example, it may not be wise to require a community building of a certain size, or a park or storage area of a specific design in a specific location, because those items may need to be moved or resized in the future.

Similarly, if the home owners association is responsible for roads and utilities, it may be wise to offer some flexibility to relocate or resize those facilities in the future as needs change. The Greater Bemidji Area of Minnesota has thought through these issues and adopted a PUD approach for tiny-home subdivisions (§1101.F).

A PUD for a tiny-house community should be drafted assuming that conditions will change in the future, and to avoid locking in an overly specific development plan.

owners agree to own and maintain it over time (i.e., the city or county will not accept it as dedicated infrastructure for public maintenance), so the developer will likely have to create a home owners association to do so. These types of specialized standards have been adopted before, however, for unique forms of housing like manufactured home subdivisions or cottage

A Condominium or Cohousing Development

If the occupants of tiny houses in the community do not need to have the right to sell individual lots to others in the future, then a tiny house community could be structured as a condominium or cohousing development. Under this model, the land remains unsubdivided. Instead, a development plan is approved allowing many tiny houses, and perhaps support facilities like community buildings or shared parking areas, to occupy a single parcel of land. Instead of owning individual lots, residents own shares in the development as a whole. If structured as a condominium, each resident's share includes the exclusive rights to occupy their individual tiny house and a parking space, and also a proportionate share in the land, community buildings, roads, and infrastructure serving the area. As with a nontraditional subdivision described above, the local government may well require that the roads and utilities be owned and maintained by the condominium association. Under this approach, residents who decide to sell their tiny house in the future are actually selling their package of rights in the development (and the maintenance obligations that go along with them)—they are not selling the land. Again, it is usually wise to avoid overregulating or “zoning to a picture” in ways that may require additional governing body approval for minor changes in the future.

CONCLUSION

At this point, most city and county zoning and subdivision ordinances are unprepared for tiny houses. Answers to questions about what tiny houses are, where they can be installed, and under what conditions can be found if you search hard enough—but they are not clear or obvious. The good news is that there are several examples of how land-use controls can

be developed or modified to accommodate new and creative forms of housing and land development. RV park, manufactured home park, and subdivision, cohousing, and cottage development standards provide a deep pool of content from which tiny-house regulations can be tailored and developed.

As with most land-use questions, however, the appropriate tools cannot be crafted until some policy questions have been answered.

To prepare for the arrival of tiny-house owners and community developers in the future, local governments should be prepared to answer these questions:

- Do we want to allow the installation of tiny houses for long-term occupancy, and if so, in what parts of our community?
- Do we want to accommodate only those tiny houses that meet our current building code or the federal manufactured home standards, or do we want to create exceptions for other tiny houses that can be made safe for long-term occupancy in other ways?
- Do all tiny houses need to be installed on foundations and with connections to our electric, water, and sewer systems, or are there some areas (maybe rural areas) where we would allow them under other circumstances?
- Are there areas of the community where they should be permitted as primary dwelling units?
- Are there areas of the community where they should not be permitted as primary dwelling units, but would be acceptable as accessory dwelling units?
- What changes to our building code, zoning ordinance, and subdivision regulations need to be made to achieve those results?

- With a little forethought, you can be prepared for the day a tiny-house owner shows up with some or all of the questions discussed above—and avoid that “deer-in-the-headlights” look that so annoys the town council.

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