

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

**CITY OF
ASHLAND**

**February 23: 4:30 – 6:30pm
Siskiyou Room, Community Development Building
51 Winburn Way**

1. (4:30) **Approval of Minutes** (5 min)
January 26, 2017
2. (4:35) **Public Forum** (5 min)
3. (4:40) **Cottage Housing Letter Review and Volunteer?** (15 min)
4. (4:55) **Zero Tolerance Policy Resolution Discussion** (20 min)
5. (5:15) **Review Questions for SS Grant Applicants** (30 min)
6. (5:45) **Schedule SS Grant Presentation Meeting** (10 min)
7. (5:55) **Strategic Goal Priority Review** (15 min)
8. (6:10) **Liaison Reports** (15 min)

Liaison Reports
Council (Dennis Slattery)
SOU Liaison (Megan Mercier)
Staff (Linda Reid)
General Announcements
9. (6:25) **March 23, 2017 Meeting Agenda Items** (5 min)
Commissioner items suggested
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
10. (6:30) **Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone is 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).



CITY OF ASHLAND

Ashland Housing and Human Services Commission Draft Minutes January 26, 2017

CALL TO ORDER

Chair 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
Sue Crader	Dennis Slattery
Rich Rohde	
Joshua Boettiger	SOU Liaison
Tom Gunderson	Megan Mercier, absent
Sharon Harris	
Michelle Linley	Staff Present:
Heidi Parker	Linda Reid, Housing Specialist
Commissioners Absent:	Carolyn Schwendener, Clerk
Tom Buechele	
Gina DuQuenne	

APPROVAL OF MINUTES

Rohde/Harris m/s to approve the minutes of the November 17, 2016 Housing and Human Services Commission regular meeting. Voice Vote: All Ayes, minutes were approved as presented.

PUBLIC FORUM

Debbie Neuenswander was present to observe the meeting.

COTTAGE HOUSING STANDARD UPDATES

Maria Harris, City of Ashland Planning Manager was present to answer any questions and explain the changes proposed by the Planning Commission to the ordinance. Ms. Harris outlined the changes.

- Cottage Housing developments would only be allowed in R-1-5, R-1-7.5 and the Normal Neighborhood single family zones. The R-1-10 zone was removed. The thinking behind this was there isn't much available lands in the R-1-10 larger lot zones and cottage housing isn't as compatible in that zone.
- The number of allowable units in a cottage housing development was changed from a minimum of four to a minimum of three and the maximum of sixteen was lowered to a maximum of twelve. Ms. Harris explained that the smaller numbers tend to be more successful throughout the country and the lower amount of units are more compatible in single family zones. It was also mentioned that when the number of households grow beyond a dozen or so it becomes difficult for people to know their neighbors in any depth or to live close enough to call them in an emergency.
- The size of the cottages is based on a floor area ratio (FAR). FAR is the relationship between the total amount of usable floor area that a building has and the total area of the lot on which the building stands. In an analysis it as determined that a typical single family home built on a standard lot has a floor area ratio of approximately .40 to .50. The ordinance states that cottage housing development will not exceed an FAR of 0.35. This will affect the average unit sizes.
- Originally the lot coverage could only cover the same percentage as in a single family zone. The new proposal is increasing lot coverage slightly because there tends to be more walkways going to the different units in a cottage development. At this time there is no minimum lot coverage, stated Ms. Harris.

The Commissioners asked a few questions of Ms. Harris.

Can you develop a cottage housing in an R-2 zone?

It was not necessary to include cottage housing in the R-2 zones because this housing type is already allowed in that zone if the lot is big enough.

To what extent did anybody consider affordability in the cottage housing designs?

The planning commission's discussion was really centered around the need to provide another smaller housing type. Affordability wasn't the main issue though smaller homes tend to be more affordable by nature.

Would a developer get any density bonus' that are offered in other zones?

Only if the cottage housing development is over seven units in size. Ms. Harris did remind the Commissioners that most of the available building lands inventory in Ashland is smaller lots and it would be difficult to get up to twelve units on them.

It was questioned if it was really necessary to give density bonuses for recreational facilities, tennis courts, swimming pools etc. Seems like the intent of the cottage developments is not for a resort atmosphere.

Ms. Harris explained this is part of the existing code and the intent behind it is if you provide recreational facilities within your development it possibly could take some of the pressure off of our City Parks and Facilities. Ms. Harris also reminded the Commissioners this is not a requirement.

The commissioners asked Ms. Harris if anyone on the planning commission actually tried to put four units in a 10,000 square foot lot adhering to the setbacks. The Commissioners questioned whether or not it could be done, especially without a variance which is expensive. The Commissioners also like the concept but feel that the design restrictions are too cumbersome. They would like to see alternative parking allowed. The proposal seems to have so much area designated to parking that it could restrict the amount of units on the lot.

Reid will put together a letter with the concerns of the Commission and bring it to next month's meeting for review and approval. The Planning Commission will be discussing the ordinance again at their February 28th Study Session. It was suggested that as many Commissioners that were available attend the Study Session and express their concerns.

AFFORDABLE HOUSING TRUST FUND ORDINANCE AND RFP PROCESS OVERVIEW

Reid asked the question "Does this group want to expend the funding at this time knowing that it might not come back in and the Commission would need to identify a priority use as outlined in the ordinance."

Rohde acknowledged this is an important discussion because we need complete transparency and understanding that this money has been unavailable for years. Rhode explained there are two ways to use the money, Request for Proposal and Notice of Funding Availability. By ordinance ten percent of the money can be utilized for immediate use for help with the housing crisis. Rohde shared his frustration that it is difficult to find the line item in the budget. Reid explained the money was never identified as an expenditure so it didn't make it into the actual budget.

Rohde gave an example saying recently the City had the potential of a thirty unit affordable housing project. The Housing Trust fund money could be used for pre-development costs for projects such as that, stated Rohde. Reid clarified the thirty unit affordable housing project was never a formal application.

The Commissioners agreed they need a tangible project to present to the Council before they will release the funds. Would also like to see the Council find a funding stream to grow the amount.

Rohde/Crader m/s that the Housing Commission recommend to the City that we follow our responsibility and present a request that the existing dollars in the end of fund balance be put into the useable budget for the coming two years and additional funds be surveyed and looked for additions to the \$166,000. Voice Vote: All Ayes, motion passed.

PORTA-POTTY MEMO REVIEW

The Commissioners reviewed the memo that Reid prepared for the Council regarding the porta-potty proposal. Harris heard back from both the Parks Department and the Public Works Department in support of the proposal. The Commissioners agreed they would like to request two more porta potties, one around the railroad park and one at the south end of town.

Parker/Crader m/s that we approve with some additions that Linda will wordsmith on the draft Porta-Potty and submit it to the Council. Voice Vote: All Ayes, motion passed.

COUNCIL LIAISON INTRODUCTION

The Commissioners welcomed the new Council Liaison Dennis Slattery. Slattery expressed his intention to be on this Commission as both affordable housing and affordable living are of specific interest to him. Slattery acknowledged there are issues in the Planning Department. There appears to be plenty of laws that prohibit but we need planning rules that promote, stated Slattery. Slattery also sees the homeless issues in our Community as something he would like to help with. Slattery asked the question "Is two more nights at the shelter doable? Is there enough staff to manage that? During the summer he would like us to identify some resident homeless priorities. Slattery is committed to being present and active at this Commissions meetings.

STRATEGIC GOAL PRIORITY REVIEW AND NEXT STEPS

The Commissioners reviewed the strategic goals identified at the retreat held in December. The Commission felt that it was important to revisit these goals and check in on their progress regularly.

LIAISON REPORTS DISCUSSION

Council – This is Commissioner Slattery's first meeting and he has already introduced himself. No other report at this time.

Staff – Reid will try and get in touch with Megan Mercier the SOU Liaison for this Commission. She has not been present at the meetings for quite some time. Perhaps Leo would be able to take her place.

GENERAL ANNOUNCEMENTS JANUARY 26, 2017 METTING AGENDA ITEMS

Quorum Check – Everyone should be present

A discussion surrounding zero tolerance on hate speech and what we can do to keep it out of our community. Be a partner in bringing forth a resolution.

Review questions for Social Service Grant applications.

UPCOMING EVENTS AND MEETINGS

Next Housing and Human Services Regular Commission Meeting – 4:30-6:30 PM; February 23, 2017, in the Siskiyou Room at the Community Development & Engineering Department located at 51 Winburn Way.

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

Respectfully submitted by Carolyn Schwendener

Memo

DATE: 2/17/2017
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Draft Cottage Housing Comments Letter

This draft memo regarding the Housing and Human Services Commission's input on concerns about and changes to the Cottage Housing Ordinance. This list of comments was requested by the Commission with the intention that a member of the Commission attend the Planning Commission Study Session and provide comment regarding concerns and suggested changes to the Cottage Housing Ordinance prior to being presented to the City Council for final approval.

- The Commission had concerns about the recommendation to reduce the number of allowable units from 16 to 12.
- The Commission had concerns about the lack of a mechanism to insure affordability for this housing type.
- The Commission expressed concerns about providing density bonuses for the provision of recreational facilities.
- The Commission also expressed concerns that the design restrictions such as: setbacks, building placement and orientation, and parking and landscaping requirements could impede the actual development of such a project in many situations.



Memo

DATE: 2/17/2017
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Zero Tolerance Discussion

The Housing and Human Services Commission expressed an interest in advancing a Zero Tolerance Resolution to the City Council. Councilor Slattery provided the attached statement prepared by the City Council to contribute to the discussion.



STATEMENT TO THE COMMUNITY

Democratic government is dependent on adherence to fundamental principles. Therefore, as we begin 2017, the City Council and Mayor of the City of Ashland affirm:

- **Our commitment to defend the civil and human rights of every person regardless of race, country of origin, religion, gender or sexuality;**
- **Our condemnation of hate speech and or crimes targeted at individuals or a class of people;**
- **Our commitment to maintain and defend the city's status as a sanctuary city;**
- **Our determination to pursue a policy agenda that ensures that individuals can turn to government for protection without fear of recrimination;**
- **Our belief in the founding principle of religious freedom and every individual's inalienable right to practice his/her own faith; and,**
- **Our commitment to foster a community predicated on inclusion rather than division.**

As individuals and as an elected body, we pledge to work to make Ashland a city that reflects these values in word and deed in the months and years ahead.

Dated this 20th day of December, 2016

Memo

DATE: 2/17/2017
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Revised Porta-Potty Memo

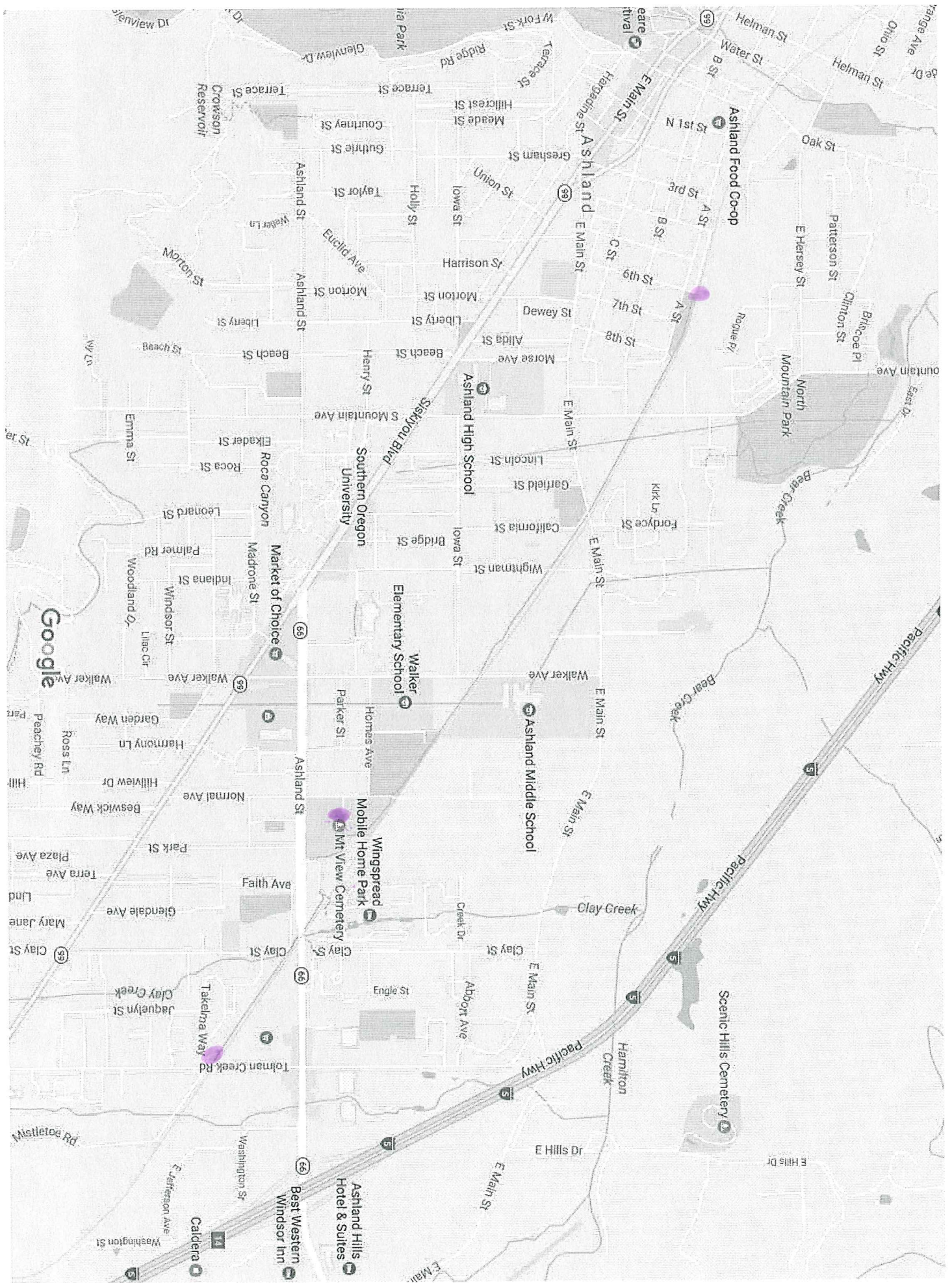
At the annual goal setting retreat held by the Housing and Human Services Commission in December of 2015, the Commission identified the addition of one or more porta-potties outside of the downtown to be a strategic priority. To this end a subcommittee of the Commission has been communicating with local business owners, service providers and city staff regarding the needs, costs, location, and feasibility of adding one or more porta-potties in identified problem areas outside of the downtown. Through this process the Commission in coordination with the Public Facilities staff, and Parks Department staff have identified three potential locations for the siting of two more porta-potties, one on the Southside of town and another at the North end of town near the Rail Road District.

These locations are:

1. The intersection of the bike path and Tolman Creek Rd by the Goodwill
2. Mountain View Cemetery
3. Downtown area by the railroad park

Estimated costs for two additional porta-potties is \$80.00 a month with weekly cleaning for each porta-potty, and up to \$300 a month for each porta-potty if they need to be cleaned more than once a week. For two additional porta-potties the fees could range from \$1,900 annually for two additional porta-potties seeing low to moderate use and only needing weekly cleanings to \$7,200 annually for two additional porta-potties seeing heavy use and needing 2-3 cleanings a week similar to the porta-potty location adjacent to the Calle.





Google

Scenic Hills Cemetery

Ashland Hills Hotel & Suites

Best Western Windsor Inn

Caldera

Wingspread Mobile Home Park

Mt View Cemetery

Walker Elementary School

Ashland Middle School

Ashland High School

Southern Oregon University

Ashland Food Co-op

North Mountain Park

Market of Choice

Roca Canyon

Crowsan Reservoir

Best Western

Memo

DATE: 2/17/2017
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Housing and Human Services Commission goals 2017

The Housing and Human Services Commission held their annual goal setting retreat on December 11th. At their retreat the commissioners identified two broad categories and several meta-categories;

Short Term Goals:

Ask the Council to Recognize HTF funding as an expenditure

Porta-Potties

Subcommittee Volunteers: Gina, Sharon, Tom G.

Diversity/Affordable Housing:

Housing Trust Fund

Subcommittee Volunteers: Tom B., Sharon, Rich (2), Tom G.

Integration of Affordable Housing throughout the City/ARU Program/Micro-loan Program

Subcommittee Volunteers: Sue Crader

Renter's Rights Issues/90 day notice

Subcommittee Volunteers: Gina, Michelle

Tenant's Rights Organization

Subcommittee Volunteers: Michelle, Rich (2) Tom G.,

Vertical Housing Tax Credit Program

Subcommittee Volunteers: Joshua, Sharon

Long Term Goals:

Encourage the Development of Workforce Housing

Subcommittee Volunteers: Joshua, Tom G., Sue Crader



Homelessness:

Jobs Program to pay homeless individuals to run the shelter
Subcommittee Volunteers: Gina, Sharon, Heidi, Rich (2)

Encourage the Funding of a one site solution
Subcommittee Volunteers: Sharon, Heidi, Tom B. Sue

Getting Mental Health Services in Ashland (OHRA)
Subcommittee Volunteers: Michelle, Sharon, Tom G., Rich

Housing First Model

