

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

**CITY OF
ASHLAND**

May 22, 2014: 4:30 – 6:00pm
Siskiyou Room – 51 Winburn Way

1. (4:00) **Approval of Minutes** (5 min)
April 24, 2014
2. (4:05) **Public Forum** (5 min)
3. (4:10) **Rules for Commissions and Committees** (30 min)
Barbara Christensen, City Recorder and Dave Lohman, City Attorney
4. (4:40) **Student Report: Parking and Affordable Housing Complexes** (30 min)
Pat Acklin's Planning Issues Class
5. (5:10) **Ashland Land Use Ordinance Provisions for Affordable Housing** (30 min)
Brandon Goldman, Long Range Planner
6. (5:40) **Strategic Plan Proposal Addition Discussion and Approval** (10 min)
7. (5:50) **Liaison Reports discussion** (10 min)

Liaison Reports
Council (Pam Marsh)
SOU Liaison (Andrew Ensslin)
Staff (Linda Reid)
General Announcements
8. (6:00) **June 26th 2013 Meeting Agenda Items**
Commissioner items suggested (5 min)
[Access/ACLT Property transfer update](#)
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
9. (6:00) **Upcoming Events and Meetings**

Next Housing Commission Regular Meeting
4:30-6:30 PM; June 26, 2014
10. (6:00) **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).



Housing and Human Services Commission

Memo

TITLE: Ashland Land Use Ordinance provisions for Affordable Housing
DEPT: Community Development Department
DATE: May 22, 2014
SUBMITTED BY: Brandon Goldman, Senior Planner

Affordable Housing Land Use Provisions

The Housing Element of the City of Ashland's Comprehensive Plan establishes the community's primary housing goal as follows:

Ensure A Variety Of Dwelling Types And Provide Housing Opportunities For The Total Cross-Section Of Ashland's Population, Consistent With Preserving The Character And Appearance Of the City.

This goal is consistent with State statutes that address the development of needed housing in urban growth areas. According to these statutes (Oregon Revised Statutes 197) cities must detail the need for housing, including the need for lower, middle, and fixed income housing and should also consider higher density residential development and financial incentives for such development. However, the State statutes specifically prohibit cities and counties from “enacting mandatory regulations which assign a certain percentage of housing units in new residential developments to be sold or rented to lower or moderate income households at an affordable rate.” (section 197.309). This law is commonly referred to as the “state pre-emption on inclusionary zoning.” Although inclusionary zoning is an effective tool utilized in many states throughout the country to require a percentage of new housing units to be “affordable”, it is not a tool that can be implemented in Oregon.

As a result of this existing law, only land use provisions that promote the *voluntary* inclusion of affordable housing in a project can legally be implemented. Given this restriction, incentives that encourage developers to provide a certain percentage of units at prices affordable to low income households is the primary means to achieve the development of affordable housing throughout the State. Incentives frequently used include density bonuses, financial subsidies, city-paid development fees, relaxed development standards, delayed or city-paid system development charges, donations of land or money, and property tax abatement.

For the past 20 plus years, Ashland has made extensive efforts to provide more affordable housing for those who live and work in Ashland implementing a number of land use regulations designed to promote affordable housing. The primary land use provisions that address affordable housing are outlined below:

Annexations

Approval of annexation requests currently provides the City with the most substantive regulatory means of achieving the development of affordable housing units. As a subject property would currently be located outside the City Limits, but within the urban growth boundary, a property owner would submit a formal request to receive City approval to extend the City Limits, and city services, and annex the property. As the inclusion into the City is voluntarily requested by the property owner to increase their development potential, the City requires a portion of the new units developed be affordable.

The City of Ashland Land Use Ordinance establishing these standards (Ord. 2973 –attached) was most recently amended in 2008 and sets forth the following:

- Percentage of units within the development that must be affordable to various income levels
 - In aiming to address a desire for flexibility in targeting various incomes the ordinance allows an applicant to provide a mix of housing targeted to households earning 60%, 80%, 100%, and 120% of the area median income.
- Land Dedication allowances
 - If a developer transfers land to a non-profit affordable housing provider, they can satisfy the affordability requirement for annexation. This method has merit as many for-profit developers have little experience in developing affordable housing and as such providing the set aside land (consistent with any scattering requirements) can enable them move forward with a development while ensuring the provision of needed affordable housing.
- Construction Standards
 - To ensure that units which are developed in accordance with Ashland’s affordable housing program through Annexations or Zone Changes meet a minimum standard of both space and quality of construction, the ordinance:
 - Establishes minimum space requirements
 - Requires the affordable units and market rate units are comparable in terms of number of bedrooms
 - Requires affordable units are of the same housing type(s) within the full project
 - Requires that affordable units are built with equivalent materials and design to market rate units.
- Construction Timing
 - The ordinance establishes criteria to address how a project is to be phased, specifically identifying at which point affordable housing units are constructed relative to the market rate units within the development. The intent of these provisions is to require the affordable housing be provided prior to completion of the market rate units, as to retain that financial incentive to complete the affordable housing.
- Distribution of the Affordable Housing
 - The intent of the distribution requirement in the code is to promote scattering the affordable units throughout a development to reduce the potential for localized concentrations of a “low-income areas” and further to support income integration as a community value.
- Period of affordability
 - 60 year minimum



Zone Changes

The Zone Change criteria relating to affordable housing are identical to the stipulations within the annexation ordinance relating to number, income levels, size, distribution, construction standards, and period of affordability. Like annexations, a property owner could develop their property under the existing zoning with no affordability requirements, but instead voluntarily requests an increase in housing density. In recognition of the increased density afforded, the City requires approximately 25% (adjusted by income level targeted) of the projects units to be affordable.

Density Bonuses.

The allowable “base density” of a project is a ratio of the number of dwelling units allowed per acre of land. Essentially if a one acre multifamily zoned property has an allowable density of “20 units per acre”, one would expect a developer to provide twenty dwellings. However, throughout the Land Use ordinance there are additional factors to consider in determining the actual number of dwellings that can be provided on a given property. Specifically the City of Ashland allows a builder or developer to exceed the established base density in a given zone under certain conditions. In Ashland, density bonuses are permissible for added conservation measures, excess open-space or recreational amenities, and for providing a certain percentage of affordable units in a given development.

- The affordable housing density bonus currently allows 1% additional density for every 1% of affordable units. Under the current ordinance the actual density is effectively increased to accommodate the affordable units themselves (1 for 1) increasing the total number of units within a project by up to 25%.
- The City Planning Commission is presently reviewing an amendment to the density bonus provision that would allow a 2 for 1 increase in units as a greater incentive to provide affordable housing units within a project.

Additionally as a means of promoting smaller units (which are typically more affordable) dwellings of less than 500sq.ft in size are only considered 3/4 units. Effectively this means if a development has a base density of three units the builder could either provide three full size units, or four units of less than 500 sq.ft. and not exceed the density allowance. This provision is most effective when a developer aims to provide a mix of unit sizes and incorporate small units into a project.

Accessory Residential Units

Small secondary units on properties containing a primary single family home provide opportunities to increase the needed housing stock, while also providing opportunities for property owners to realize additional rental income. These Accessory Residential Units (ARUs) are located on properties that are too small to partition or develop additional units per the base density standards of the land use code. Further ARUs must be no more than half the size of the primary home and less than 1000sqft in size.

- ARUs are outright permitted in Multifamily zones
- ARUs currently require a conditional use permit to be located in Single Family Zones
 - The Planning Commission is presently reviewing an amendment to the Land Use Ordinance which would allow ARUs as an outright permitted use in single family zones.

Condo Conversions

In the early 2000’s the City experienced a marked increase in the number of existing apartment complexes that were being converted into condominiums for sale. This process often resulted in displaced tenants, and a decrease in available rental housing stock. To address this change in housing availability the City amended the land use code (Ord 2942) to establish a mechanism to retain rental



housing, or provide affordable ownership units as part of such conversions. Additionally at this time the City passed a Tenant's Rights Ordinance (Ord 2939) to address the issues relating to noticing and displacement of tenants resulting from condo-conversions

The Condominium conversion ordinance, in combination with the Tenants Rights ordinance, were not expected to resolve the disparity between the need for rental housing and the supply, but rather a means of providing protections for residents of existing apartments facing conversion to for purchase housing. Further, by allowing the conversion of up to 50% of the units within an existing apartment complex into for-purchase housing it allows owners a measure of flexibility to finance the ongoing maintenance of aging apartment complexes.

Attachments

- Annexation Ordinance #2973
- Condominium Conversion Ordinance #2942
- Tenants Rights Ordinance #2939



ORDINANCE NO. 2923

**AN ORDINANCE AMENDING THE ASHLAND LAND USE ORDINANCE
ANNEXATION CHAPTER (AMC 18.106.030) CONCERNING AFFORDABLE
HOUSING STANDARDS FOR ANNEXATION**

Annotated to show ~~deletions~~ and **additions** to the code sections being modified.
Deletions are bold ~~lined through~~ and additions are in **bold underline**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293; 531 P 2d 730, 734 (1975); and

WHEREAS the City of Ashland recognizes that under Goal 10 of Oregon's Statewide Planning Goals & Guidelines (OAR 660-015-0000(10)) that jurisdictions shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density; and

WHEREAS, the City of Ashland Comprehensive Plan, including the Housing Element, establishes the goal of ensuring that a variety of dwelling types housing opportunities are available for the total cross-section of Ashland's population, consistent with preserving the character and appearance of the City; and

WHEREAS the City of Ashland City Council recognizes that for a healthy community the provision of a range of affordable housing is a top priority for the City of Ashland; and

WHEREAS, the City Council of the City of Ashland has determined that neither the private market, nor the public sector, has yet provided the levels of housing affordability necessary to maintain a balanced community, local government must take an active lead to ensure an adequate supply of housing for residents and working people of all income levels;

WHEREAS, the City of Ashland Planning Commission considered the above-referenced

ordinance amendments and recommended approval to the City Council on August 12, 2008; and

WHEREAS, the City Council of the City of Ashland conducted a public hearing and First Reading on the above-referenced amendments on October 21, 2008, and conducted and approved Second Reading on November, 4, 2008; and

WHEREAS, the City Council of the City of Ashland has determined that in order to protect and benefit the health, safety and welfare of existing and future residents of the City, it is necessary to amend the Ashland Land Use Ordinance in manner proposed, that an adequate factual base exists for the amendments, the amendments are consistent with the comprehensive plan and that such amendments are fully supported by the record of this proceeding.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. The above recitations are true and correct and are incorporated herein by this reference.

SECTION 2. Chapter 18.106.030 of the Ashland Municipal Code [ANNEXATION - Approval Standards] is hereby amended to read as follows:

SECTION 18.106.030 Approval Standards.

An annexation may be approved if the proposed request for annexation conforms, or can be made to conform through the imposition of conditions, with the following approval criteria:

- A. The land is within the City's Urban Growth Boundary.
- B. The proposed zoning for the annexed area is in conformance with the designation indicated on the Comprehensive Plan Map, and the project, if proposed concurrently with the annexation, is an allowed use within the proposed zoning.
- C. The land is currently contiguous with the present City limits.
- D. Adequate City facilities for the provision of water to the site as determined by the Public Works Department; the transport of sewage from the site to the waste water treatment plant as determined by the Public Works Department; the provision of electricity to the site as determined by the Electric Department; urban storm drainage as determined by the Public Works Department can and will be provided to and through the subject property. Unless the City has declared a moratorium based upon a shortage of water, sewer, or electricity, it is recognized that adequate capacity exists system-wide for these facilities.
- E. Adequate transportation can and will be provided to and through the subject property. For the purposes of this section "adequate transportation" for

annexations consists of vehicular, bicycle, pedestrian and transit transportation meeting the following standards:

1. For vehicular transportation a 20' wide paved access exists, or can and will be constructed, along the full frontage of the project site to the nearest fully improved collector or arterial street. All streets adjacent to the annexed area shall be improved, at a minimum, to a half-street standard with a minimum 20' driving surface. The City may, after assessing the impact of the development, require the full improvement of streets adjacent to the annexed area. All streets located within annexed areas shall be fully improved to city standards. Where future street dedications are indicated on the City's Street Dedication Map or required by the City, provisions shall be made for the dedication and improvement of these streets and included with the application for annexation.
 2. For bicycle transportation safe and accessible bicycle facilities exist, or can and will be constructed. Should the annexation be adjacent to an arterial street, bike lanes shall be provided on or adjacent to the arterial street. Likely bicycle destinations from the project site shall be determined and safe and accessible bicycle facilities serving those destinations shall be indicated.
 3. For pedestrian transportation safe and accessible pedestrian facilities exist, or can and will be constructed. Full sidewalk improvements shall be provided on one side adjacent to the annexation for all streets adjacent to the proposed annexed area. Sidewalks shall be provided as required by ordinance on all streets within the annexed area. Where the project site is within a quarter of a mile of an existing sidewalk system, the sidewalks from the project site shall be constructed to extend and connect to the existing system. Likely pedestrian destinations from the project site shall be determined and the safe and accessible pedestrian facilities serving those destinations shall be indicated.
 4. For transit transportation, should transit service be available to the site, or be likely to be extended to the site in the future based on information from the local public transit provider, provisions shall be made for the construction of adequate transit facilities, such as bus shelters and bus turn-out lanes. All required transportation improvements shall be constructed and installed prior to the issuance of a certificate of occupancy for any new structures on the annexed property.
- F. For all residential annexations, a plan shall be provided demonstrating that the development of the entire property will ultimately occur at a minimum density of 90% of the base density for the zone, unless reductions in the total number of units is necessary to accommodate significant natural features, topography, access limitations, or similar physical constraints. The owner or owners of the property shall sign an agreement, to be recorded with the county clerk after approval of the

annexation, ensuring that future development will occur in accord with the minimum density indicated in the development plan. For purposes of computing maximum density, portions of the annexed area containing undevelopable areas such as wetlands, floodplain corridor lands, or slopes greater than 35%, shall not be included.

G. Except as provided in 18.106.030.G(7) below, for For all annexations with a density or potential density of four residential units or greater and involving residential zoned lands, or commercial, employment or industrial lands with a Residential Overlay (R-Overlay):

- ~~1. 35% of the base density to qualifying buyers or renters with incomes at or below 120% of median income; or~~
- ~~2. 25% of the base density to qualifying buyers or renters with incomes at or below 100% of median income; or~~
- ~~3. 20% of the base density to qualifying buyers or renters with incomes at or below 80% of median income; or~~
- ~~4. 15% of the base density to qualifying buyers or renters with incomes at or below 60% of median income; or~~
- ~~5. Title to a sufficient amount of buildable land for development is transferred to a non-profit (IRC 501(3)(c)) affordable housing developer or comparable Development Corporation for the purpose of complying with subsection 2 above. The land shall be located within the project and all needed public facilities shall be extended to the area or areas proposed for transfer. Ownership of the land shall be transferred to the affordable housing developer or Development Corporation prior to commencement of the project.~~

1) The total number of affordable units provided to qualifying buyers, or to qualifying renters, shall be equal to or exceed 25% of the base density as calculated using the unit equivalency values set forth herein:

- a. Ownership units restricted to households earning at or below 120% the area median income shall have an equivalency value of 0.75 unit**
- b. Ownership units restricted to households earning at or below 100% the area median income shall have an equivalency value of 1.0 unit.**
- c. Ownership units restricted to households earning at or below 80% the area median income shall have an equivalency value of 1.25 unit.**
- d. Ownership or rental units restricted to households earning at or below 60% the area median income shall have an equivalency value of 1.5 unit, or;**

- 2) As alternative to providing affordable units per section 18.106.030(G)(1) the applicant may provide Title to a sufficient amount of buildable land for development through transfer to a non-profit (IRC 501(3)(c)) affordable housing developer or public corporation created under ORS 456.055 to 456.235 for the purpose of complying with subsection 18.106.030(G)(1)(b).**
- a. The land to be transferred shall be located within the project meeting the standards set forth in 18.106.030(G)4, 18.106.030(G)5 and 18.106.030(G)6**
 - b. All needed public facilities shall be extended to the area or areas proposed for transfer.**
 - c. Prior to commencement of the project, Title to the land shall be transferred to the City, an affordable housing developer which must either be a unit of government, a non –profit 501(C)(3) organization, or public corporation created under ORS 456.055 to 456.235,**
 - d. The land to be transferred shall be deed restricted to comply with Ashland’s affordable housing program requirements.**
- 3) The affordable units shall be comparable in bedroom mix and housing type with the market rate units in the development.**
- a. The number of bedrooms per dwelling unit in the affordable Units within the residential development shall be in equal proportion to the number of bedrooms per dwelling unit in the market-rate units within the residential development. This provision is not intended to require the same floor area in affordable units as compared to market-rate Units. The minimum square footage of each affordable unit shall comply with the minimum required floor based as set forth in Table 1.**

Table 1

<u>Unit Type</u>	<u>Minimum Required Unit Floor Area (Square Feet)</u>
<u>Studio</u>	<u>350</u>
<u>1 Bedroom</u>	<u>500</u>
<u>2 Bedroom</u>	<u>800</u>
<u>3 Bedroom</u>	<u>1,000</u>
<u>4 Bedroom</u>	<u>1,250</u>

- b. The required on-site affordable units shall be comprised of the different unit types in the same proportion as the market dwelling units within the development.**

- 4) A development schedule shall be provided that demonstrates that the Affordable Housing Units per 18.106.030(G) shall be**

developed, and made available for occupancy, as follows:

- a. That 50% of the affordable units shall have been issued building permits prior to issuance of a certificate of occupancy for the last of the first 50% of the market rate units.
- b. Prior to issuance of a building permit for the final 10% of the market rate units, the final 50% of the affordable units shall have been issued certificates of occupancy.

5) That affordable housing units shall be distributed throughout the project

6) That affordable housing units shall be constructed using comparable building materials and include equivalent amenities as the market rate units.

a. The exterior appearance of the affordable units in any residential development shall be visually compatible with the market-rate units in the development. External building materials and finishes shall be substantially the same in type and quality for affordable units as for market-rate units

c. Affordable units may differ from market-rate units with regard to interior finishes and materials provided that the affordable housing units are provided with comparable features to the market rate units, and shall have generally comparable improvements related to energy efficiency, including plumbing, insulation, windows, appliances, and heating and cooling systems.

7) Exceptions to the requirements of 18.106.030.G(2), 18.106.030.G(3), 8.106.030.G(4), and/or 18.106.030G(5) may be approved by the City Council upon consideration of one or more of the following:

a. That an alternative land dedication as proposed would accomplish additional benefits for the City, consistent with the purposes of this chapter, than would development meeting the on-site dedication requirement of 18.106.030(G)2, or;

b. That an alternative mix of housing types not meeting the requirements of 18.106.030.G(3)(b) would accomplish additional benefits to the City consistent with this chapter, than would the development providing a proportional mix of unit types.

c. That the alternative phasing proposal not meeting 18.106.030.G(4) provided by the applicant provides adequate assurance that the affordable housing units will be provided in a timely fashion, or;

d. That the distribution of affordable units within the development not meeting 18.106.030.G(5) is necessary for development of an affordable housing project that provides onsite staff with

supportive services or;

- e. That the distribution of affordable units within the development as proposed would accomplish additional benefits for the city, consistent with the purposes of this chapter, than would development meeting the distribution requirement of 18.106.030.G(5), or;
- f. That the materials and amenities applied to the affordable units within the development, that are not equivalent to the market rate units per 18.106.030.G(6), are necessary due to local, State, or Federal Affordable Housing standards or financing limitations;

g) The total number of affordable units described in this section 18.106.030.G shall be determined by rounding down fractional answers to the nearest whole unit. A deed restriction, or similar legal instrument, shall be used to guarantee compliance with affordable criteria for a period of not less than 60 years. Properties providing affordable units as part of the annexation process shall qualify for a maximum density bonus of 25 percent.

SECTION 3. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 4. Savings. Notwithstanding this amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions or other actions as required by state law, were commenced shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinance(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

SECTION 5. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 1, 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 21 day of October, 2008, and duly PASSED and ADOPTED this 4 day of November, 2008.

Barbara M Christensen
Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 5 day of November, 2008.

John W. Morrison
John W. Morrison, Mayor

Reviewed as to form:
Richard Appice
Richard Appice, City Attorney

AN ORDINANCE AMENDING THE ASHLAND MUNICIPAL CODE, LAND USE ORDINANCE, REGARDING CONVERSION OF EXISTING RENTALS INTO FOR-PURCHASE HOUSING IN MULTI-FAMILY ZONING DISTRICTS.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. Section 18.24.020. of the Ashland Municipal Code is amended to add the following new paragraph 18.24.020. K, as follows:

K. Conversion of existing multi-family rental units, into for-purchase housing when authorized in accordance with Chapter 18.24.040 (L).

SECTION 2. Section 18.24.030.J. of the Ashland Municipal Code is amended to read as follows:

~~J. — Condominium conversion of existing rental units subject to a Type I procedure and demonstration that at least 25% of the residential units are affordable for moderate income persons in accord with the standards established by resolution of the Ashland City Council through procedures contained in said resolution. Current residents of rental units proposed for conversion to condominiums shall have first right of refusal to purchase the unit.~~

SECTION 3. Section 18.24.040. of the Ashland Municipal Code is amended to add the following new paragraph 18.24.040. L, as follows:

L. Conversion of existing multi-family dwelling rental units into for-purchase housing including the demolition of existing multi-family dwelling rental units, is subject to the following:

- 1) Existing multi-family rental unit structures may be allowed to convert all or a portion of the structure as set forth in Table 1 provided that the existing structure meets the following general regulations of the zoning district: permitted density, yard requirements, maximum height, maximum lot coverage, outdoor recreation space, maximum permitted floor area, waste enclosures, parking and bike storage.**

Table 1

Number of Dwelling Units on Tax Lot	Market Rate Ownership	Affordable Ownership (per Section 18.24.040.L.5.B)	Market rate rentals	Affordable Rentals(per Section 18.24.040.L.5 .A)
2-4	100%	0%	0	0%
5-12	75%	0%	25%	0%
13-24	50%	0%	50%	0%
25-48	25%	0%	75%	0%
49+	0	0%	100%	0%

2) Existing multi-family rental unit structures may be allowed to convert all or a portion of the structure as set forth in Table 2 and the standards below when the existing structure does not meet any one or more of the following general regulations of the zoning district: permitted density, yard requirements, maximum height, maximum lot coverage, outdoor recreation space, and maximum permitted floor area.

- a. Conversion of an existing multi-family structures to for-purchase housing shall comply with the following general regulations and the site design and use standards of the zoning district: number of bike and automobile parking spaces, trash and recycling enclosures.**
- b. Conversion of existing multi-family structures to for-purchase housing shall demonstrate that there are adequate public facilities and public services available to serve the development, including but not limited to water, sewer, electric, fire protection, and storm drainage.**
- c. Conversion of existing multi-family structures to for-purchase housing shall improve the street frontage to meet adopted Ashland Site Design and Use Standards and Street Design Standards, including landscaping, sidewalks and street trees.**

Table 2

Number of Dwelling Units on Tax Lot	Market Rate Ownership	Affordable Ownership (per Section 18.24.040.L.5.B)	Market rate rentals	Affordable Rentals(per Section 18.24.040.L.5.A)
2-4	75%	25%	0	0%
5-12	56.25%	0%	25%	18.75%
13-24	37.50%	0%	50%	12.50%
25-48	18.75%	0%	75%	6.25%
48+	0.00%	0%	100%	0.00%

- 3) As an incentive to provide affordable rental housing units above minimum requirements in projects of five or more units, an applicant shall be granted an equal percentage of for-market ownership units per Table 3.**

Table 3:

Number of Dwelling Units on Tax Lot	Market Rate Ownership	Affordable Ownership (per Section 18.24.040.L.5.B)	Market rate rentals	Affordable Rentals(per Section 18.24.040.L.5.A)
2-4	na	na	na	na
5-12	68.75%	na	0%	31.25%
13-24	62.50%	na	0%	37.50%
25-48	56.25%	na	0%	43.75%
48+	50.00%	na	0%	50.00%

- 4) Units designated as market rate or affordable rental units shall be retained as one condominium tract under one ownership. This remaining rental tract shall be restricted from further consideration of conversion to for-purchase housing.**
- 5) Affordable Housing Units provided under 18.24.040 L(2) and 18.24.040 L(3) shall meet the following affordability standards:**
- a. Affordable Rental Units shall be affordable for rent by households earning at or below 60% of the area median income in accordance with the standards established by Resolution 2006-13.**
 - b. Affordable Ownership Units shall be affordable for purchase by households earning at or below 80% of the area median income in accordance with the standards established by Resolution 2006-13. Resolution 2006-13 is specifically incorporated herein by this reference and attached hereto as Appendix A.**

- 6) **Prior to offering any units for sale the developer must comply with section 15.104 of the Ashland Municipal Code**
- 7) **Conversion of existing rental units into for-purchase housing shall comply with the tenant rights provisions under Chapter 10.115 of the Ashland Municipal Code.**
- 8) **For the purposes of sections 18.24.020 and 18.24.040 existing multi-family rental units are defined as dwelling units designed to house multiple households within one or more structures on a single property that were constructed and occupied prior to the effective date of this ordinance. Multi-family rental units constructed after the effective date of this ordinance are not subject to the provisions of Chapter 18.24.040 (L).**

SECTION 4. Section 18.28.020. of the Ashland Municipal Code is amended to add the following new paragraph 18.28.020. K, as follows:

K. Conversion of existing rental units into for-purchase housing when authorized in accordance with Chapter 18.28.040 (L)

SECTION 5. Section 18.28.030.J. of the Ashland Municipal Code is amended to read as follows:

~~J. — Condominium conversion of existing rental units subject to a Type I procedure and demonstration that at least 25% of the residential units are affordable for moderate income persons in accord with the standards established by resolution of the Ashland City Council through procedures contained in said resolution. Current residents of rental units proposed for conversion to condominiums shall have first right of refusal to purchase the unit.~~

SECTION 6. Section 18.28.040. of the Ashland Municipal Code is amended to add the following new paragraph 18.28.040. L, as follows:

L. Conversion of existing multi-family dwelling rental units into for-purchase housing including the demolition of existing multi-family dwelling rental units, is subject to the following:

- 1) **Existing multi-family rental unit structures may be allowed to convert all or a portion of the structure as set forth in Table 1 provided that the existing structure meets the following**

general regulations of the zoning district: permitted density, yard requirements, maximum height, maximum lot coverage, outdoor recreation space, maximum permitted floor area, waste enclosures, parking and bike storage.

Table 1

Number of Dwelling Units on Tax Lot	Market Rate Ownership	Affordable Ownership (per Section 18.28.040.L.5.B)	Market rate rentals	Affordable Rentals(per Section 18.28.040.L.5 .A)
2-4	100%	0%	0	0%
5-12	75%	0%	25%	0%
13-24	50%	0%	50%	0%
25-48	25%	0%	75%	0%
49+	0	0%	100%	0%

- 2) Existing multi-family rental unit structures may be allowed to convert all or a portion of the structure as set forth in Table 2 and the standards below when the existing structure does not meet any one or more of the following general regulations of the zoning district: permitted density, yard requirements, maximum height, maximum lot coverage, outdoor recreation space, and maximum permitted floor area.**
- a. Conversion of an existing multi-family structures to for-purchase housing shall comply with the following general regulations and the site design and use standards of the zoning district: number of bike and automobile parking spaces, trash and recycling enclosures.**
 - b. Conversion of existing multi-family structures to for-purchase housing shall demonstrate that there are adequate public facilities and public services available to serve the development, including but not limited to water, sewer, electric, fire protection, and storm drainage.**
 - c. Conversion of existing multi-family structures to for-purchase housing shall improve the street frontage to meet adopted Ashland Site Design and Use Standards and Street Design Standards, including landscaping, sidewalks and street trees.**

Table 2

Number of Dwelling Units on Tax Lot	Market Rate Ownership	Affordable Ownership (per Section 18.28.040.L.5.B)	Market rate rentals	Affordable Rentals(per Section 18.28.040.L.5.A)
2-4	75%	25%	0	0%
5-12	56.25%	0%	25%	18.75%
13-24	37.50%	0%	50%	12.50%
25-48	18.75%	0%	75%	6.25%
48+	0.00%	0%	100%	0.00%

- 3) As an incentive to provide affordable rental housing units above minimum requirements in projects of five or more units, an applicant shall be granted an equal percentage of for-market ownership units per Table 3.**

Table 3:

Number of Dwelling Units on Tax Lot	Market Rate Ownership	Affordable Ownership (per Section 18.24.080.L.5.B)	Market rate rentals	Affordable Rentals(per Section 18.28.040.L.5.A)
2-4	na	na	na	na
5-12	68.75%	na	0%	31.25%
13-24	62.50%	na	0%	37.50%
25-48	56.25%	na	0%	43.75%
48+	50.00%	na	0%	50.00%

- 4) Units designated as market rate or affordable rental units shall be retained as one condominium tract under one ownership. This remaining rental tract shall be restricted from further consideration of conversion to for-purchase housing.**
- 5) Affordable Housing Units provided under 18.28.040 L(2) and 18.28.040 L(3) shall meet the following affordability standards:**
- a. Affordable Rental Units shall be affordable for rent by households earning at or below 60% of the area median income in accordance with the standards established by Resolution 2006-13.**

- b. **Affordable Ownership Units shall be affordable for purchase by households earning at or below 80% of the area median income in accordance with the standards established by Resolution 2006-13. Resolution 2006-13 is specifically incorporated herein by this reference and attached hereto as Appendix A.**
- 6) **Prior to offering any units for sale the developer must comply with section 15.104 of the Ashland Municipal Code**
- 7) **Conversion of existing rental units into for-purchase housing shall comply with the tenant rights provisions under Chapter 10.115 of the Ashland Municipal Code.**
- 8) **For the purposes of sections 18.28.020 and 18.28.040, existing multi-family rental units are defined as dwelling units designed to house multiple households within one or more structures on a single property that were constructed and occupied prior to the effective date of this ordinance. Multi-family rental units constructed after the effective date of this ordinance are not subject to the provisions of Chapter 18.28.040 (L).**

SECTION 7. Section 18.108.030 A., of the Ashland Municipal Code, paragraph 8 is hereby amended and a new paragraph 9 is added to reflect a new Staff decision:

8. **Conversion of existing rental units into for-purchase housing (18.24.020, 18.28.020)** ~~Other planning actions not otherwise listed or designated as a Type I, II or III procedure.~~

9. **Other planning actions not otherwise listed or designated as a Type I, II or III procedure.**

SECTION 8 **Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses, or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 9. **Savings Clause.** Notwithstanding this amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement or other actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or actions commenced during the times said ordinance(s) or portions thereof were operative.

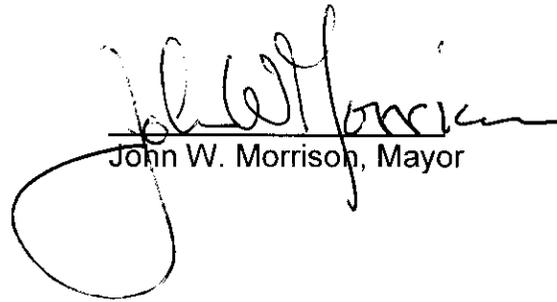
SECTION 10. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 5-7) need not be codified.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 21 day of August, 2007, and duly PASSED and ADOPTED this 2 day of October, 2007.



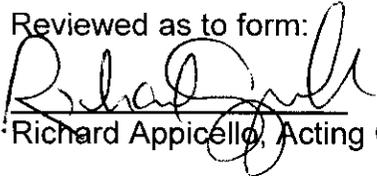
Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 3 day of October, 2007.



John W. Morrison, Mayor

Reviewed as to form:



Richard Appicello, Acting City Attorney

ORDINANCE NO. 2939

**AN ORDINANCE AMENDING THE ASHLAND MUNICIPAL CODE,
ADDING A NEW CHAPTER 10.115, TENANT RIGHTS
IN CONVERSION OF EXISTING MULTI-FAMILY RENTAL UNITS
INTO FOR- PURCHASE HOUSING.**

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293,531 P 2d 730, 734 (1975; and

WHEREAS, ORS Chapter 100 sets forth certain minimum requirements for the protection of the health, safety and welfare of tenants who are adversely impacted by the conversion of multi-family residential apartment units to condominium ownership; and

WHEREAS, the City Council of the City of Ashland has determined that in order to protect the health, safety and welfare of existing and future residents of such units proposed for conversion, it is necessary to exercise additional regulatory control over conversion of existing multi-family rental units into for-purchase housing, not inconsistent with state law.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. New Chapter. A new Chapter 10.115 TENANT RIGHTS IN CONVERSION OF EXISTING MULTI-FAMILY RENTAL UNITS INTO FOR-PURCHASE HOUSING is hereby added to the Ashland Municipal Code to read as follows:

TENANT RIGHTS IN CONVERSION OF EXISTING MULTI_FAMILY RENTAL UNITS INTO FOR_PURCHASE HOUSING

SECTIONS:

10.115.10	Declaration of Policy.
10.115.20	Notice of Conversion and Tenant Rights.
10.115.30	Tenant Right to Relocation Assistance.
10.115.40	Tenant Right to Purchase Unit.
10.115.50	Recommendation to Extend Tenancy.
10.115.60	Prohibited Harassment or Frustration of Tenant's Rights
10.115.070	Additional Notice to Housing Staff.
10.115.080	Penalties.

SECTION 10.115.010 Declaration of Policy.

It is hereby declared to be the policy of the City of Ashland Oregon to utilize the full extent of the City's municipal charter authority in exercise of its police power, for the protection of public health, safety and the general welfare to assure a certain basic rights are provided to tenants of multi-family residential units displaced or affected by conversion of existing multi-family rental housing into for-purchase housing.

SECTION 10.115.020 Notice of Conversion and Tenant Rights.

A. In addition to the minimum content of notice provided in ORS 100.305(1)(a), the declarant in a conversion of existing multi-family rental housing into for-purchase housing shall also include in the notice of conversion all the tenants rights contained in this Ordinance, with specific reference to the Right to Relocation Assistance (moving expenses) adopted pursuant to City Charter authority and ORS 100.320 and set forth in Section 10.115.030 below. Notwithstanding this provision, Notice of Rights shall be deemed sufficient if a copy of this Ordinance is included with an ORS Chapter 100.305 compliant notice.

SECTION 10.115.030 Tenant's Right to Relocation Assistance.

A. Except as provided in paragraph B below, a declarant shall, no earlier than sixty (60) days and no later than 20 days prior to the end of the tenancy of a unit occupied at the time the Notice of Conversion is served, pay to each and every vacating tenant of a unit a Relocation Benefit as defined herein. The entire benefit shall be paid to a tenant who is the only tenant in a rental unit; if a rental unit is occupied by two or more tenants (as reflected on the lease agreement), then each tenant of the unit shall be paid a pro-rata share of the relocation benefit.

B. A Relocation benefit shall not be required when:

- (1) The declarant has provided a minimum of twelve (12) months written Notice of conversion to tenant, in accordance with this ordinance and ORS Chapter 100; or
- (2) The tenant has not paid all rent due and payable to the end of the tenancy under the Rental Agreement or extension of such Rental Agreement, if any, twenty-eight (28) days prior to the date the housing unit is to be vacated; or
- (3) The tenant has purchased or is purchasing a unit within the same conversion to for-purchase housing project; or
- (4) The tenant quits the premises or otherwise voluntarily terminates the tenancy prior to the end of the tenancy and the 60 day payment deadline for relocation assistance for that tenancy; or
- (5) The tenant first occupied the unit after the notice of conversion was sent to all unit owners and tenant received a copy of such notice when tenant took occupancy.

C. "Relocation Benefit" means a sum of money equal to three (3) times the actual rent or three (3) times the Fair Market Rent, as defined by the U.S. Department of Housing and Urban Development for the Medford-Ashland Metropolitan Service Area, for a unit of an equal number of bedrooms as occupied by the tenant, whichever is greater.

SECTION 10.115.040 Tenant Right to Purchase Unit.

Notwithstanding lesser rights granted tenants in ORS 100.310, the declarant shall first offer to sell the unit to the tenant who occupies the unit, regardless of the extent of alteration to the physical layout of the unit. Such offer shall not terminate before the expiration of ninety (90) days after its receipt or upon written rejection by the tenant, whichever is earlier. For ninety (90) days after the expiration of the offer to tenant, declarant shall not sell the unit on terms and conditions which are more favorable to the purchaser than the price or terms offered to tenant.

SECTION 10.115.050 Recommendation to Extend Tenancy.

Nothing in this ordinance is intended to alter or amend an existing contractual relationship between landlord and tenant or the rights and remedies available to landlords or tenants under existing state law. If the Notice Period exceeds the term of tenancy in the Rental Agreement, it is recommended that the length of tenancy be extended to coincide with the expiration of the Notice Period to provide for continued occupancy. Early expiration of the tenancy after notice is given does not relieve the declarant from the requirement to provide relocation assistance for existing tenants. In addition, termination of a tenancy by the landlord for improper purposes of avoidance or frustration of the rights granted tenants by ORS Chapter 100 or this ordinance, is a violation of this ordinance as detailed below.

SECTION 10.115.060 Prohibited Harassment or Frustration of Tenant Rights.

No declarant, or agent thereof shall engage in conduct which has the effect of harassing, molesting, intimidating, interfering with, or frustrating a tenant's enjoyment or exercise of rights granted pursuant to this Chapter and ORS Chapter 100. Specifically, and without limitation, no declarant shall engage in the following conduct which adversely impacts tenant's exercise of rights:

A. **Right to Non-disturbance.** ORS 100.315 prohibits improvements or rehabilitation of units, except ordinary and necessary repairs, during the 120 day notice period prescribed by ORS 100.305, without the permission of the tenant. This statute provides a tenant occupying a unit with the right to continued quiet use and enjoyment of the premises and to be free from unreasonable interference with that right. Declarant is not prohibited from making improvements to common areas; however, declarant shall not harass, molest, intimidate, interfere with, or frustrating a Tenant's quiet use and enjoyment of the premises by creating unreasonable noise or unreasonable physical disruption of common areas, including access and parking, during the notice period.

B. **Tenant Right to Occupancy.** This Chapter and ORS 100.310 provides tenants with a right to purchase the unit they occupy at the time the notice is provided in accordance with ORS 100.305. In addition, this chapter provides for the payment of relocation benefit to tenant after the notice of conversion is provided. Declarant shall not harass, molest, intimidate, interfere with, or frustrate a Tenant's right to fully consider such offer to purchase by attempting to terminate the tenancy during the offer period, without legal cause, or increasing rent or assessments or by engaging in other actions or conduct which adversely impacts the exercise of tenant's rights. Notwithstanding this prohibition, a scheduled rent increase in accordance with the provisions of a written rental agreement or an increase in rent no greater than a percentage equal to the percentage increase in the Portland-Salem Consumer Price Index for All Urban Consumers for All Items as reported by the United States Bureau of Labor Statistics shall not be considered a violation of this section. In addition, declarant shall not harass, molest, intimidate, interfere with, or frustrate a Tenant's right to collect the relocation benefit by engaging in conduct or actions, including but not limited to those identified herein, which attempt to cause the tenant to voluntarily quit the premises or otherwise abandon tenant's right to relocation benefit.

SECTION 10.115.070 Additional Notice to City Housing Staff.

Notice of Conversion given pursuant to this ordinance shall be served as provided in ORS 100.305, except that a copy of said notice and list of all recipients shall be provided by regular mail or personal delivery to the City of Ashland Housing Program Specialist within 7 days of its delivery or mailing to tenants

SECTION 10.115.080 Penalties.

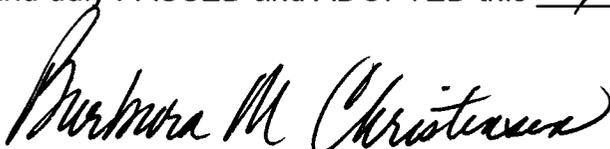
A. It shall be unlawful and a violation punishable under AMC 1.08.020 for a declarant, of a multi-family residential building to fail to strictly comply with, or violate the notice, relocation assistance, right to purchase, or prohibited actions provisions of this Chapter. For purposes of this chapter, the term declarant includes the owner of the multi-family building, regardless of the form of ownership, as well as declarant's authorized agents and contractors.

B. Notwithstanding the fine limitations of AMC Section 1.08.020, the fine for violation of any provision of this Chapter shall be a minimum of \$1000.00 for each unit affected. If the violation is a failure to pay the relocation benefit or prohibited harassment or frustration of tenant's rights and the offender is a corporation or other business entity, then an additional special corporate fine shall be imposed, in addition to the minimum fine, equal to an amount twice the relocation assistance amount unlawfully withheld.

SECTION 2 Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses, or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

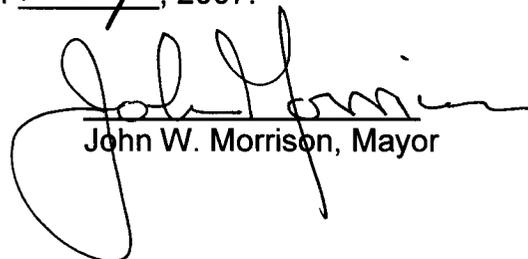
SECTION 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 2-3) need not be codified.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 17 day of April, 2007, and duly PASSED and ADOPTED this 1 day of May, 2007.



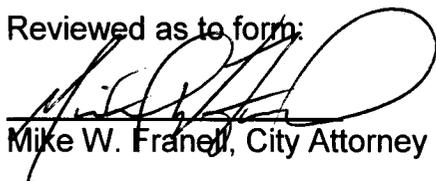
Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 2 day of May, 2007.



John W. Morrison, Mayor

Reviewed as to form:



Mike W. Franell, City Attorney

Housing and Human Services Commission Memo

TITLE: Social Services Grant Strategic Plan Proposal to be presented to Council on June 3rd
DEPT: Community Development
DATE: May 22, 2014
SUBMITTED BY: Linda Reid, Housing Program Specialist

At their regular meeting on December 17th, 2013 the City Council approved a motion to “request the new Housing and Human Services Commission to conduct an analysis of the current social service grant program, focusing on whether grants are targeted to the right areas and with the appropriate allocations, then have them bring those findings to a discussion with the Budget Committee.”

To address the Council’s request the Housing and Human Services Commission evaluated the following questions:

- What is the history and background of Ashland’s Social Service Grant Program?
 - What are the goals of the Social Service Grant Program?
 - Are the program goals being met?
- What is the application process?
 - Is the process of soliciting and screening grant applications efficient and effective?
 - Is the process of awarding grants efficient and effective?
 - Could the award and reporting processes be improved?
 - Should the Housing and Human Services Committee have a role in the process?
 - What are the follow-up reporting requirements on outcomes?
 - What is the assessment of the processes by prior grantees?
- How is the Ashland community benefitting from the grant awards?
 - Is this the most efficient and effective use of the funding?
 - Is the funding leveraging additional investments in the community?
 - Are there efficiencies to be gained by awarding fewer organizations larger grants?
- Should the criteria for award target particular community needs?
 - How would any funding criteria or priority needs be determined over time?
 - Should there be funding restrictions?

The Housing and Human Services Commission reviewed and discussed the charge at their regular meeting on January 23rd. At that time the Commission decided that the most efficient way to analyze the existing social service grant program and address the specific questions identified above was to



develop a Strategic plan for the use of the Social Service Grant funds. The Plan would evaluate the questions/specific areas of interest identified above and use those answers to inform the analysis and propose a plan which would set forth objective criteria for making grants and identify measurable outcomes for funded activities.

Attachments:

Proposal to the Council on the Strategic Plan process, outline and deliverables
Strategic Plan development timeline



SOCIAL SERVICES GRANT PROPOSAL TO THE COUNCIL

The Housing and Human Services Commission will;

- Work with staff to develop program specific Strategic Plan with measurable goals and objectives to inform the decision making process in awarding social service grant funds.
- Work with Council to define broad priorities for the use of the funds and measurable goals.
goal/outcome identification
- Review the previously drafted strategic plan for the use of Social Service Funds to see if there are priorities identified which are still relevant. *Review of history and purpose of program*
- Engage current and former grantees, social service organizations, and the public in reviewing the current process, elicit suggestions on potential changes to the process and to gain feedback on potential goals. *Application process evaluation/recommendation*
- **Examine the makeup of past grants; evaluate the range of services previously funded, with regard to met and unmet needs, include an analysis of the ratio of funding to local agencies to regional agencies.** *Application process evaluation*
- Utilize the social service inventory and gaps analysis and other pertinent demographic reports to inform goals and objectives. *Identify priority needs/quantify goals/outcomes*
- Draft a short (4-5 page) strategic plan to be reviewed periodically and revised as needed. **The strategic plan will include:**
 - i. A brief history/background of the Social Service Grant program, an evaluation of the current application process including feedback from past, current, and potential applicants.
 - ii. An outline of the goals of the social service grant program including identified “priority needs/uses”
 - iii. Quantified target goal outcomes over an identified period of time
 - iv. A methodology for quantifying and measuring goal outcomes
- Provide a recommendation regarding the existing process of granting Social Service Grant funds.

Proposed Timeline Elements-Revised 04/10/14

<i>Steps</i>	<i>Task</i>	<i>Date</i>	<i>Deliverable</i>	<i>Linda's To Do list</i>
1	Gather data and compile a Gaps Analysis	February/April 2014	Matrix of services vs. needs	
2	Brainstorming Agenda item at the H&HS meeting	February-14	Data presentation-brainstorm any other informational needs/gaps among commission members	
3	Draft a Recommendation for Council (and budget committee?)	April-14	Staff to prepare a recommendation based on discussion from commission members of what proposal will be presented to council.	
4	Bring to H&HS for review and approval	April-14	Brief review and approval of draft recommendation to council at the March Meeting if there is time.	
5	Present a recommendation to the council to work with the H&HS Commission to draft a strategic plan	June 2 or 16, 2014	Recommendation/Timeline	
Strategic Plan Timeline				
1	H&HS agenda or subcommittee item: plan community outreach meeting, what will it look like, what do we want to learn?	June-14	Generate a list of invitees, draft an email-flyer, send it out to invitees. Feedback from community outreach meeting participants on; social service process, grant fund amounts, reporting requirements, grant fund uses, and priority needs for the community	Draft a list of 10 year's worth of Social Service Grantees and other Social Service provider contacts within the community
2	Hold a meeting to gain feedback from SS Grant recipients and Community Members at regular H&HS meeting time/date	July 24, 2014 or an earlier date in July (I may be out of the office 7/19-08/02)		Reserve the Community Center for this event
3	Draft an outline/preliminary document/Review at regular meeting	July/August 2014	Draft document	Compile draft document
4	Study Session with council/budget committee? to go over findings, review draft document and discuss priorities?	August-14	Find out if the priorities proposed by the SS grant recipients and community members are amenable to them and if they have anything that they would like to add.	
5	Revise document with suggestions from Council/budget committee, incorporate priorities suggested by Council	August/September 14	Final version of the strategic plan	
6	H&HS comm review and recommendations of draft document	August/September 14		
7	Draft an ordinance to adopt the strategic plan for the use of Social Service Grant Funds	September-14		
8	Bring draft document and ordinance with recommendations from advisory commission to council for review and adoption	September/October 2014		
9	Complete revisions and bring forward for first reading/second reading?	October/November 2014		
10	Document is adopted-30 days later is enacted	November/December 2014	Completed adopted Strategic Plan	