



Housing And Human Services Committee Agenda

Siskiyou Room of the Community Development and Engineering Building

Note: Anyone wishing to speak at any Housing and Human Services Advisory Committee meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

June 26, 2025

REGULAR MEETING AGENDA

- I. **CALL TO ORDER: 4:00 p.m.**
- II. **APPROVAL OF THE AGENDA**
- III. **CONSENT AGENDA**
 - A. Approval of May 22, 2025, Minutes
- IV. **PUBLIC FORUM (4:05-4:15 p.m.)**
 - A. Public Forum.
- V. **NEW BUSINESS**
 - A. Climate Friendly Areas Update (Brandon Goldman, Community Development Director) (4:15-4:35 p.m.)
 - B. Beach Creek RFP Review and Recommendation (4:35-4:55p.m.)
 - C. Outreach Event Discussion (4:55-5:15)
 - D. Update from Sunstone (5:15-5:30)
- VI. **UNFINISHED BUSINESS**
 - A. City of Medford Affordable Housing Toolkit Review and Discussion (5:30-5:45 p.m.)
- VII. **INFORMATIONAL ITEMS**
 - A. Liaison Reports
 - B. General Announcements
- VIII. **AGENDA BUILDING – Future Meetings**
- IX. **ADJOURNMENT: 6:00 p.m.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email linda.reid@ashland.or.us. Notification 72 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 Committee Minutes

May 22, 2025
REGULAR MEETING
Minutes

Commissioner's Present:	Council Liaison:
Echo Fields	Bob Kaplan
Montana Hauser	
Vincent Tufts	Staff Present:
Montana Hauser	Linda Reid; Housing Program Specialist
Rich Rohde	
Jim Dykstra	SOU Liaison:
Ashley Laube	Tiana Gilliland
Commissioner's Absent	
Noah Werthaiser	

I. CALL TO ORDER: 4:04 p.m.

II. APPROVAL OF THE AGENDA

III. CONSENT AGENDA

A. Approval of April 24, 2025, Minutes

Gilliland/Tufts .M/S. Voice Vote: ALL AYES. The minutes from March 24, 2025, meeting have been approved as presented.

IV. PUBLIC FORUM (4:05-4:15 p.m.)

A. Public Forum.

- N/A

V. NEW BUSINESS

A. Rogue Retreat Winter Shelter Debrief.

The committee would like staff to bring back a map of the boundaries of the City's of Jurisdiction and invite Kelly to present on plans for Summer smoke and heat shelters.

B. Discussion about touring OHRA to CDBG funded improvements.

The Committee agreed that they would like to tour OHRA, this would most likely be scheduled in place of a regular meeting.



Housing And Human Services Committee Minutes

C. Discussion about touring affordable housing units in Ashland.

There is a strong interest in learning more about the previous affordable housing bus tour. Committee members asked that staff bring back the map of the bus tour and the materials generated for that event as well as a copy of the Medford Affordable Housing Toolkit.

D. Community Resource Fair discussion

Looking at holding the event in early September. Staff will reach out to Maslow staff, to see if we can coordinate with their back-to-school fair. Organizers need to make a list of vendors, reach out to Kathy Kali, and add Housing Navigation to the vendor list. Can we make the event more fun/family friendly? Maybe adding food trucks and face painting. Bring back the results of the comment cards for review at the next meeting. Do we need to create a workgroup to work on planning? Can we use Pioneer Hall?

VI. UNFINISHED BUSINESS

None

VII. INFORMATIONAL ITEMS

A. Liaison Reports

Councilor Kaplan presented the Council report.

B. General Announcements

VIII. AGENDA BUILDING – Future Meetings

- Review of the Resource Fair Feedback.
- Review of the Bus Tour materials.

IX. ADJOURNMENT: 6:00 p.m.

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Memo

DATE: June 26, 2025

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Climate Friendly and Equitable Communities Reles Update

Brandon Goldman, Community Development Director, will provide an update of the Climate Friendly and Equitable Communities ordinance, and how these ordinances impact housing development. For more information about Climate Friendly And Equitable Communities Rules:

<https://ashlandoregon.gov/183/Climate-Friendly-Equitable-Communities>

Planning Department

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900



Memo

DATE: June 26, 2025

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Beach Creek Request for Proposal Application Review and Recommendation

The City issued a Request for Proposals for development of the remaining six lots in the Beach Creek Subdivision in early May. In response to the RFP, the City received one application, from Trusted Homes, which is attached to this memo. The Committee members received the applications and an evaluation tool in advance of the meeting to facilitate the discussion and recommendation process.

Planning Department

20 East Main Street
Ashland, Oregon 97520
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TRUSTED HOMES & TAYLORED ELEMENTS CONSTRUCTION



06/16/2025

PROPOSAL TO BUILD PERMANENTLY AFFORDABLE HOMES AT THE BEACH CREEK SUBDIVISION

Trusted Homes and Taylorred Elements Construction (both Ashland based organizations) submit this proposal to the City of Ashland to build 6-8 permanently affordable homes at the Beach Creek subdivision using an innovative Community Land Trust model. This model guarantees high quality home sales at or below 80% AMI and maintains permanent affordability through a 99-year land lease.

PREPARED FOR :
The City of Ashland

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I. PROPOSAL SUMMARY

Trusted Homes is an Ashland based Community Land Trust (CLT) established for the purposes of building and stewarding permanently affordable housing in Ashland and the Rogue Valley. In partnership with Taylored Elements Construction serving as General Contractor, Trusted Homes proposes the development of between 6-8 permanently affordable homes at the Beach Creek Subdivision. By using a Community Land Trust model, we will be able to secure available funding to build high quality homes for sale to residents earning at or below 80% of Area Median Income. **These residences will remain permanently affordable for future Ashland residents through a 99-year land lease with the nonprofit, which controls future sale price.** This is above and beyond the 30-year restriction imposed by the City of Ashland.

By partnering with Taylored Elements Construction, a well-known local builder, we have the experience needed to complete this project by the end of 2027, providing the Ashland community with 6-8 enduring affordable units of housing.

Proposal overview:

- 6 units in Phase 1 with possibility for 2 more as part of a Phase 2
- Available at 80% of AMI or below
- **Permanent affordability** guaranteed through a 99-year land lease between the homeowner and Trusted Homes
- High standards of sustainability, meeting Earth Advantage Platinum qualifications and including installed solar panels
- Taylored Elements Construction's experienced team has built numerous homes and commercial spaces in the Rogue Valley
- Anticipated home sales beginning in Spring 2027
- Livability standards meeting age in place qualifications to accommodate lifelong comfort
- Homeowner support programs pre and post mortgage to ensure mortgage readiness and reduce the risk of foreclosure

The low cost of these homes will be subsidized by the State of Oregon's Local Innovation Fast Track (LIFT) fund, which is specifically designed to support new homes built for permanent affordability on CLT property. The LIFT funding is the key to bridging the gap between the cost to build and the income limited sales price. Trusted Homes is a competitive applicant for this funding given the size of the project, our physical location in Jackson County (which has been underrepresented in previous awards), and our status as a rural community.

Trusted Homes Community Land Trust is an Oregon public benefit nonprofit corporation. Our application for tax-exempt status (under 501(c)(3) of the Internal Revenue Code) is currently pending with the IRS. In the interim, the organization is fiscally sponsored by the First United Methodist Church of Ashland.

II. DEVELOPER TEAM INFORMATION AND EXPERIENCE

A. Contact Information

<p>Lead Organization Operating Name: Trusted Homes Fiscal Sponsor Legal Name: First United Methodist Church of Ashland Primary Proposal Contact: Jessica Therkelsen Contact Email: ashlandlandtrust@gmail.com Contact Phone: 805-448-1398 Mailing Address: 1467 Siskiyou Blvd # 145, Ashland, OR 97520</p>	<p>Role: Trusted Homes will serve as the project lead, ensuring that all elements of the project are met, including affordability requirements, and ensuring homeowners are ready to purchase at time of project completion. Ultimately, the land will stay under the ownership of Trusted Homes in perpetuity.</p>
<p>Developer Operating Name: Taylored Elements Construction Primary Proposal Contact: Kyle Taylor Contact Email: kyle@tayloredelements.com Contact Phone: 541-690-1617 Mailing Address: 1679 Jackson Rd, Ashland, OR 97520</p>	<p>Role: Taylored Elements Construction will serve as the General Contractor and Developer of this project, ensuring all elements of the building process meet financial, timeline, and quality expectations.</p>

B. Trusted Homes’ Background and Key Personnel

ABOUT

Trusted Homes is a new Oregon non-profit that provides permanently affordable homeownership opportunities for those who contribute to the fabric of the Southern Oregon economy and community. Trusted Homes envisions sustainable, equitable communities where everyone can afford to live where they work and play. Trusted Homes was founded in 2024, in part, at the urging of the City of Ashland and in response to the City’s housing production strategy, which specifically names the need for a local CLT.

Trusted Homes’ financial supporters include the City of Ashland and Jackson Care Connect. Members of the Board of Directors include a CLT resident, the co-founder of Options for Housing, Resources & Assistance (OHRA), and a former Oregon Housing and Community Services employee. Informal and formal advisers include several local residential developers, the former Executive Director of Southern Oregon Land Conservancy, and affordable homeownership experts. **Our primary technical consultant is the former Executive Director of Rooted Homes, a CLT based in Bend, Oregon, that is now on the kind of steep growth trajectory Trusted Homes plans to follow.**

FOCUS

Trusted Homes’s mission is to expand opportunities for homeownership in Southern Oregon by building and managing permanently affordable homes through the Community Land Trust model (see below). Trusted Homes brings the following essential components to this partnership:

- **Resident-driven design** – engage local homebuyers to provide data that will support site and home design, as well as consult on achievable price points of homes
- **Apply for and steward awarded subsidy** – Trusted Homes can serve as the lead applicant (or co-applicant) to OHCS for LIFT and any other applicable homeownership subsidies and manage all compliance

- **Ensure appropriate homebuyers are ready for purchase** – Trusted Homes will manage all homebuyer selection, PSA, and home closings
- **Long-term homeowner stewardship** – Trusted Homes will manage the resale of the homes, with associated resale restrictions, as well as maintaining the HOA and all compliance

THE COMMUNITY LAND TRUST MODEL

One of over 300 CLTs in the United States, Trusted Homes is following a tested, proven model. CLT homeowners own their home outright and can secure a traditional mortgage; the non-profit CLT owns the land under the house and leases it back to the homeowner through a 99-year renewable land lease. The CLT secures an initial subsidy (from public and private sources), which significantly reduces the home’s cost to the original buyer and passes it on permanently to future buyers through the CLT’s ownership of the land and a covenant providing a cap on appreciation that can be realized by the buyer. The terms are structured to ensure that the home resells to another income-qualified homebuyer. The original homeowner receives a fair return on their initial investment while helping future generations access affordable homes.

KEY PERSONNEL AND BOARD MEMBERSHIP

Personnel	Board of Directors	Board Committee Members	Advisors (non voting)
Jessica Therkelsen, Executive Director	Leigh Madsen, Board Chair	Diane Garcia, Former ED of Southern Oregon Land Conservancy	Tonya Graham, Mayor of Ashland
Jackie Keogh, Expert Consultant	Barbara Featherstone, Board Treasurer	Barry Braden, Chair of First United Methodist Church of Ashland Admin Council	Mark Knox, Local Developer
	Linda Adams, Board Secretary	Jacob Cook, Project Coordinator, Jackson County	Rich Rohde, Local Housing Expert
	Michael Duffy, Board Member and CLT Homeowner		Brandon Goldman, City of Ashland
	Alex Campbell, Board Member		Linda Reid, City of Ashland

Jessica Therkelsen is a lawyer with over 15 years of experience leading nonprofit organizations. She has worked with teams of advocates all over the world to design and implement programs that benefit displaced persons. Jessica is committed to building a CLT with the lasting power to steward these homes in perpetuity.

Jackie Keogh, our primary technical consultant, is a leading expert in CLTs and the former Executive Director of Rooted Homes, a CLT based in Bend, Oregon.

C. Taylored Elements Construction Background and Key Personnel

ABOUT

Taylored Elements Construction (TEC) has been building in southern Oregon since 2004, initially focused on remodels and renovations, moving into development and new construction. Currently TEC has 15 employees and is running 25 projects simultaneously.

Affordable housing is key for our area to maintain its workforce. Although TEC has not participated in any deed restricted affordable projects, the post Alameda fire rehabilitation has proven that TEC is capable of building in quantity, with quality. Having rebuilt a 20-unit project in Phoenix as well as another 22 in Talent, TEC is well versed in cost sensitive building techniques.

TEC has a very strong relationship with Evergreen Federal bank as a construction lender, having closed hundreds of units with them. TEC has worked with Evergreen on single family homes, cottages, commercial, multi-family and industrial projects. Although TEC has worked well with many other institutions, and continues to maintain relationships with Banner Bank, Rogue Credit Union, Umpqua Bank and others, Evergreen is the preferred lending partner.

RECENT AND CURRENT EXPERIENCE

TEC's building portfolio boasts a diverse array of endeavors in general contracting, investment, and real estate ventures. Among the notable accomplishments located in Ashland:

- **West Village:** Nearing completion, this project encompasses the development and construction of 42 single-family homes, slated for completion by Fall 2025.
- **Jackson Self Storage:** Completed in 2023, this project involved the development and construction of a 240-unit self-storage facility, providing valuable storage solutions for the community.
- **Helman Heights:** Completed in 2020, Helman Heights resulted in the development and construction of 8 single family homes, each including a design detail featuring repurposed materials from the original 1900's home on the site.
- **Historical Preservation:** Taylored Elements has received Historic Preservation Awards for their work on several historical buildings in Ashland, including Paddington Station and Dewey Street.

Taylored Elements Construction has been a long-standing member of the Builders Association of Southern Oregon (BASO) and Kyle Taylor currently serves as the Assistant Vice President on the Board.

KEY PERSONNEL

President, Kyle Taylor, got his real building education while working as a carpenter and laborer for a local custom-building company, then turning that into custom finish carpentry and renovations. Big picture-minded and a glass three quarters full spirit Kyle has allowed TEC to be versatile and nimble throughout many different market conditions and project types.

VP Finance / Controller Laura Harper has been with TEC for almost eight years. Having spent over 15 years in the finance industry, Laura brings organization, detail and a firm grasp of financial reasoning to the organization.

Superintendent Kyler Smith joined the team at TEC in 2020 and has become invaluable. Kyler runs the day-to-day new construction division of TEC. Working to ensure weekly budget updates, contract management and delivering accurate scheduling, Kyler has the pulse on the projects.

Project Coordinator Mel Manzi is a certified interior decorator with a great eye for beauty. An artist herself, Mel contributes to the projects greatly with her ability to marry function with form. Mel, along with her talents in design, is extremely well organized and maintains our online portals for clients and material ordering.

III. Description of Permanently Affordable Housing Project

A. Project Overview

The developers propose construction of 4 cottages using 2-bedroom, 2-bathroom layouts, and 2 single family homes using 3-bedroom, 2-bathroom layouts. As a second phase, we propose working with owners of the two single-family homes on the construction of Accessory Dwelling Units on their properties, with their support and participation.

The reason for splitting this project into two phases is due to the strict affordability requirements and the use of bedroom size as a means of determining sales price. We would like to sell the homes at the correct price for the initial occupancy. If we immediately add ADUs, the bedroom calculation changes and increases the sales price, which might put the properties out of reach for target communities. Homeowners would later have a choice to work with the nonprofit developer (Trusted Homes) on a joint plan to build ADUs for sale, or for the purposes of rental income.

The level of affordability offered on these homes will be 80% of AMI with the opportunity to further reduce sales price based on the mix of dwelling units using the current Department of Housing and Urban Development Area Median Incomes for the Medford-Ashland Metropolitan Service Area. *As of 2023, the average family in Ashland would need to earn 192% of Median Family Income to be able to afford the average sales price of a home in Ashland.* We are filling an identified need for workforce housing.¹

The period of affordability will be 99 years, which will renew with each subsequent home sale and will be enforced through a land lease between the nonprofit CLT (Trusted Homes) and the homeowner. Resale restrictions will be named specifically in the land lease, as guided by the Model Land Lease produced by Grounded Solutions, the national coalition of community land trusts.

The homes will be built for sustainability meeting Earth Advantage Platinum standards, including installed solar panels. Earth Advantage Platinum certification signifies the highest level of energy efficiency and sustainability for a home, representing the most resource-efficient and healthy option available. It goes beyond basic energy efficiency standards by considering healthy indoor air quality, water conservation, sustainable materials, and land use. Platinum-certified homes are designed for maximum performance and efficiency, often including features like zero-energy designs with solar power integration.

All units will be built with fire resiliency and age in place standards in mind.

B. Overview and Explanation of Project Development Schedule

The timing of this build is heavily influenced by the timing of the State of Oregon's Local Innovation Fast Track (LIFT) fund, which is specifically designed to support new homes built for permanent affordability on CLT property. The LIFT funding is the key to bridging the gap between the cost to build and the income limited sales price. Trusted Homes is a competitive applicant for this funding given the size of the project, our physical location in Jackson County, and our status as a rural community. Thus, the project is timed for a Spring 2026 LIFT application, which awards in April or May 2026, at which point vertical construction can begin.

¹ City of Ashland Housing Production Strategy, Page 17 (2023).

PROJECT TIMELINE

Dates	Phase	Actions	Benchmarks
July 2025 - May 2026	Pre-development	City of Ashland maintains ownership of the property	
		Trusted Homes & City of Ashland finalize a signed Professional Services Agreement and/or a Disposition & Developer Agreement	By December 2025
		Developer partners secure financing	By December 2025
		Developer partners secure Oregon State funding through the Local Innovation Fast Track (LIFT) Program	Application in Feb/Mar Award in April/May
		Trusted Homes builds homeowner outreach program in conjunction with local housing and culturally responsive organizations	At least 2 homeowner prep sessions by May 2026
May 2026	Ownership Transfer	City of Ashland transfers ownership to developers after confirmation of receipt of LIFT funds	Transfer in May 2026
June 2026- April 2027	Construction & Homeowner Identification	Onsite construction begins in accordance with LIFT timeline requirements	June 2026
		Construction is phased over 10 months	Completed by April 2027
		Homeowner education and outreach programs begin alongside construction	At least 3 CLT education sessions before April 2027
		Mortgage readiness support programs begin in conjunction with local financial institutions	At least 3 sessions of financial workshops before April 2027
		Additional public marketing outreach, including meeting with local realtors & distributing information via local news & local partners	At least one realtor session; news coverage
May - July 2027	Sale of Homes & Transfer to CLT Model	Pre-approved home buyers at 80% of AMI or below are selected with specific attention to individual risk factors, in accordance with fair housing laws	All 6 homes are sold by end of summer 2027
		At point of sale to home buyer, the deed to the land issues to Trusted Homes and the deed to the home issues to the home buyer	Spring 2027
		99-year land lease with named resale restrictions is entered into at point of sale.	Spring 2027
July 2027 and beyond	Stewardship by Trusted Homes	Trusted Homes maintains relationship with home owner, ensuring ongoing property maintenance, supporting HOA, and working with homeowners to reduce risk of foreclosure	Ongoing community support activities

CITY PROCESSES

Because these homes will be built in a preexisting subdivision, many of the approval processes have already taken place. Development partners expect to engage in standard building permit processes. The City of Ashland has imposed a resale restriction covenant on all of these units, requiring sales prices at 80% AMI or lower for 30 years. Trusted Homes will extend the period of affordability to 99 years, restarting at each resale of the property.

C. Project Data

This project will consist of building 4 homes in a cottage cluster, and 2 single family homes of a larger size. Single family homes may include a garage as a part of the final design (subject to an inclusive design process), which is not included in floor area calculations, as per industry standard.

	Gross Floor Area	Beds	Number of Units	Affordability Level	Anticipated Sales Price
Cottage Cluster	800	2	4	80%	\$200,200
Single Family Homes	1523	3	2	80%	\$245,750

D. Project Subsidies and Financing

Trusted Homes proposes the donation of all six lots from the City of Ashland to our nonprofit in furtherance of the City's affordable housing goals. The compelling reason for this donation is because our model of shared equity homeownership is **one of the only ways to guarantee permanent affordability** within the home buying market. By permanently removing the properties from market rate prices, we can guarantee economically diverse homes long into Ashland's future.

In addition, by donating the properties at no cost, Trusted Homes will be able to begin predevelopment immediately as we will not need to wait to fundraise for the cost of the lots. The Affordable Housing Land Acquisition Revolving Loan Program (LAP) in Oregon is currently halted due to low funds and cannot be accessed at this time. In addition, with this purchase price waiver, Trusted Homes will endeavor to offer the homes at a price **below 80% of AMI** (for instance, at 75% of AMI where feasible).

If the City of Ashland finds that it absolutely requires a purchase price, Trusted Homes proposes a fee to the City at point of sale to the homeowner. This, however, may raise the cost of construction and reduce our ability to lower purchase price and support homeowner outreach programs.

The key funding for this project will be the **State of Oregon's Local Innovation Fast Track (LIFT)** fund, which is specifically designed to support new homes built for permanent affordability on CLT property. The LIFT funding is the key to bridging the gap between the cost to build and the income limited sales price. Trusted Homes is a competitive applicant for this funding given the size of the project, our physical location in Jackson County, and our status as a rural community.

HIGH LEVEL PROJECT BUDGET

Building these homes to meet an 80% or less affordability requirement means that the sales prices are typically much lower than the cost of construction. The job of Trusted Homes is to secure the subsidies that overcome

this gap to ensure we can meet affordability requirements. Based on current Area Median Income for Jackson County and pricing the homes at 80% of Family Median Income (as set by the City of Ashland), the project budget will resemble the following. If we are able to secure more subsidies from the State LIFT program, we will be able to lower some or all sales price points.

Total Sales Expectations:

Type	Max Affordable Sales Price for 80% AMI (current)	Quantity	Totals
Cottages (2 bed)	\$200,200	4	\$800,800
Single Family Residences (3 bed)	\$245,750	2	\$491,500
Total Sales:			\$1,292,300

Note: Sales prices are subject to change based on updated Area Median Income calculations and based on total subsidies received

Estimated Cost to Build:

Type	Per Unit	Quantity	Totals
Cottages (2 bed)	\$214,400 (800sf x \$268)	4	\$857,600
Single Family Residences (3 bed)	\$373,135 (1523sf x \$245)	2	\$746,270
Total Cost:			\$1,603,870

Note: Cost to build is an estimate based on existing plans and prices, and considering inflation over the course of a year. Numbers are subject to change based on market fluctuations.

Estimated Administrative and Contingency Costs:

Type	Total
10% contingency (due to market volatility)	\$160,387
Legal Fees	\$20,000
Potential Realtor Fees (if used)	\$38,769
Marketing Fees	\$5,000
Accounting Fees	\$2,000
Misc Admin Supplies	\$2,000
Total Additional Costs:	\$228,156

Note: Contingency costs are built into this budget because of extreme market volatility.

Required Subsidy to the Project: \$539,726 (difference between sales price and cost to build + admin)

Type	LIFT Subsidy Per Unit	Quantity	Totals
Cottages	\$14,200	4	\$56,800
Single Family Residences (3 bed)	\$127,385	2	\$254,770
Contingency & Admin			\$228,156
Total Subsidy:			\$539,726

Note: These numbers are subject to change based on inflation and market fluctuations

Description of Sources of Financial Support

Source of Support	Type of Support	Amount
City of Ashland	Provides all lots at no cost to the Community Land Trust, Trusted Homes	Free lots
	System development fees are waived	Fees waived
State of Oregon	Provides significant per unit support through the LIFT program (application in February 2026, disbursement after May 2026)	Roughly \$539,726 to support these homes built in the CLT model
Private Financing	Provides construction financing to bridge the period between receipt of LIFT funds and sale to homeowner	Roughly \$2M
Private Philanthropy (foundation & individual)	Supports core operations of the Community Land Trust related to the development of the homeowner pipeline, including community design, mortgage readiness, financial education, & income qualification	\$75,000 a year over two years

E. Stewardship, Homeownership Support & Property Management

According to the Community Land Trust Technical Manual, a nationally recognized standard used by Trusted Homes, a CLT has three basic goals:

- *“to preserve the affordability of its homes, for the intended income level, from one owner to the next – and to see that only income-eligible purchasers benefit from this affordability;*
- *to see that the owners of those homes are secure – that they are not displaced by foreclosure or other economic events;*
- *to see that the physical quality of those homes is preserved from one owner to the next.”²*

Trusted Homes takes these responsibilities seriously and is building the infrastructure to steward these homes and many more in perpetuity.

HOMEOWNERSHIP SUPPORT

Trusted Homes’s homeownership program services will include culturally-responsive community engagement; group information sessions; homebuyer selection through a housing lottery; income verification and education and counseling services through local partners; selected homebuyer support through closing; and post-purchase support. Trusted Homes’s Homebuyer Policies and Ground Lease Agreements are being written to align with national CLT standards.

Trusted Homes will provide year-round culturally-responsive community engagement with the goal to increase mortgage-readiness and drive its priority population to public information sessions. Trusted Homes will have both a staff person managing this work, as well as a volunteer committee to ensure outreach is reflective of the priority

² *Community Land Trust Technical Manual*, National Community Land Trust Network, Chapter 23: CLT Post-Purchase Stewardship (2011).

population served. Members of the Organizing Committee have working relationships with several local culturally responsive organizations, housing experts, and a realtor specializing in affordable homeownership.

At least one year before homebuyers close on a Trusted Homes property, Trusted Homes will commence sessions to provide information on the Community Land Trust model, the homebuying process, program requirements, the specifics of Trusted Homes properties for sale, and also provide an opportunity for homebuyers to meet with approved lenders.

ONGOING MAINTENANCE & MANAGEMENT

Maintenance of a CLT home is very important as we preserve a community resource for future residents. Trusted Homes will utilize typical maintenance protocols including annual discussions of needed repairs with homeowners and the development of property specific maintenance funds. The most successfully maintained CLT properties have a strong link between the homeowner and the nonprofit, ensuring open transparent communication and quick problem identification and solution.

IV. References

Please find below references for Taylored Elements Construction:

Multi-Family:

Ben Brecheisen..... 541-941-5850
Brian Heimann..... 541-499-2028
Brandt Cullen..... 503-545-8325

Single-Family:

Bruce Smith..... 925-334-0255
Cheryl Bentley..... 831-515-2651
Paul Schultz..... 541-324-1620

Please find below references for Trusted Homes:

Mark Knox..... 541-821-3752
Diane Garcia..... 541-601-5696

APPENDICES

Explanation of Attached Construction Estimate (see attached)

The provided construction estimates are based on recent or current constructions projects engaged in by Taylored Elements Construction and include attention to inflation given the timespan before proposed building. The estimate for the cottages is based on a similar build with an 827 square foot size. This is slightly larger than the required 800 square foot size required by the Ashland Cottage Ordinance, but will be easily adjusted to the correct sizing if awarded this project.

Conceptual Site & Floor Plans (see attached)

The provided conceptual site plans and floor plans are accurate relating to the Beach Creek subdivision OR substantially similar developments. They may see some variations based on the specifics of each lot.



ESTIMATE

1679 Jackson Road
Ashland, OR 97520
541-690-1617
office@tayloredelements.com
OR CCB 161273

Estimate Type: Class 5

PROJECT: Cottages at Beach Creek - Trusted Homes	Square Feet
Scope of Work: New Earth Advantage Cottage	837.5

	NOTES	SALE PRICE
00.0 Supervision		
00.01 Site Supervision		\$ 7,744.00
Subtotal		\$ 7,744.00
00.1 Plans, Permit & Engineering		
00.2 Plans Drawings & Design		\$ 2,533.44
00.4 Permits		\$ 4,329.14
00.5 Construction Financing		\$ 6,080.25
00.7 Design and Selections		\$ 1,179.75
00.91 Planning & Administration		\$ 1,258.40
Subtotal		\$ 15,380.98
01.0 Excavation & Concrete		
01.1 Excav & Grading Sub		\$ 9,120.38
01.2 Excav & Grading Material		\$ 760.03
01.3 Foundation Subcontractor		\$ 6,586.94
01.4 Concrete Materials		\$ 1,694.00
01.5 Concrete Flatwork Sub		\$ 4,658.50
01.7 Mobilization Direct Labor		\$ 1,013.38
01.8 Mobilization - Materials		\$ 506.69
01.9 Demo/Excavation - Direct Labor		\$ 453.75
Subtotal		\$ 24,793.66
02.0 Framing		
02.1 Framing Subcontractor		\$ 10,640.44
02.2 Framing Materials		\$ 12,160.50
02.3 Siding / Trim Material		\$ 4,306.84
02.4 Siding Subcontractor		\$ 3,546.81
02.5 Windows & Patio Sliders		\$ 7,986.00
02.6 Trusses/Roof Framing Materials		\$ 5,573.56
Subtotal		\$ 44,214.16
03.0 Exterior Doors		
03.1 Exterior Doors Material		\$ 2,178.00
Subtotal		\$ 2,178.00
04.0 Electrical Systems		
04.1 Electrical Subcontractor		\$ 10,133.75
04.2 Electrical Fixtures		\$ 1,210.00
Subtotal		\$ 11,343.75
05.0 Plumbing Systems		
05.1 Plumbing Subcontractor		\$ 11,979.00
05.8 Gutters and Downspouts Subcontractor		\$ 1,633.50
Subtotal		\$ 13,612.50
06.0 HVAC System		
06.1 HVAC Subcontractor		\$ 11,858.00
Subtotal		\$ 11,858.00
07.0 Cabinets		
07.1 Cabinetry Subcontractor		\$ 8,603.10

Subtotal		\$	8,603.10
08.0 Roofing			
08.1 Roofing Subcontractor		\$	5,601.43
Subtotal		\$	5,601.43
09.0 Insulation			
09.1 Insulation Subcontractor		\$	5,066.88
Subtotal		\$	5,066.88
10.0 Drywall			
10.1 Drywall Subcontractor		\$	6,333.59
Subtotal		\$	6,333.59
12.0 Countertops			
12.1 Countertop Materials		\$	1,391.50
12.2 Countertops Subcontractor		\$	1,452.00
Subtotal		\$	2,843.50
13.0 Finish & Interior Trims			
13.1 Finish Subcontractor		\$	3,546.81
13.2 Finish Materials		\$	5,066.88
13.5 Door Hardware		\$	786.50
13.6 Bath Hardware Materials		\$	254.10
13.7 Mirrors		\$	544.50
Subtotal		\$	10,198.79
14.0 Floorcovering			
14.3 Vinyl Flooring	LVP	\$	4,053.50
14.8 Hardwood/Carpet Subcontractor Labor		\$	3,040.13
Subtotal		\$	7,093.63
16.0 Painting			
16.1 Painting Subcontractor		\$	7,093.63
Subtotal		\$	7,093.63
17.0 Appliances			
17.1 Appliance Labor		\$	181.50
17.2 Appliances		\$	3,850.00
17.3 Appliances - Direct Labor		\$	363.00
Subtotal		\$	4,394.50
18.0 Site Improvements			
18.1 Landscaping Subcontractor		\$	4,840.00
Subtotal		\$	4,840.00
19.0 Fencing & Gates			
19.1 Fencing Subcontractor		\$	4,573.80
19.2 Fences & Gates		\$	363.00
Subtotal		\$	4,936.80
20.0 Utilities			
20.1 Temp Utilities		\$	726.00
20.2 Porta Potty		\$	399.30
Subtotal		\$	1,125.30
21.0 Misc Job Costs			
21.2 Punchlist		\$	363.00
Subtotal		\$	363.00
22.0 Construction Clean Up			
22.2 Housecleaning		\$	608.03
22.3 Dump Fees		\$	580.80
22.4 Clean up - Direct Labor		\$	3,630.00
Subtotal		\$	4,818.83
24.0 Soft Costs			
24.1 Builder's Risk Insurance		\$	968.00
24.3 Project Liability Ins		\$	1,149.50
Subtotal		\$	2,117.50
26.0 Specialty Options			
26.1 Earth Advantage		\$	1,089.00

Subtotal		\$	1,089.00
27.0 Solar			
27.1 Solar Installation Sub Labor		\$	11,797.50
Subtotal		\$	11,797.50
SUBTOTAL OF JOB COSTS		\$	219,442.00
Oregon Corporate Activity Tax		\$	1,812.75
Total Project Cost	Pricing good for 30 days.	\$	221,254.75



ESTIMATE

1679 Jackson Road
 Ashland, OR 97520
 541-690-1617
office@tayloredelements.com
 OR CCB 161273

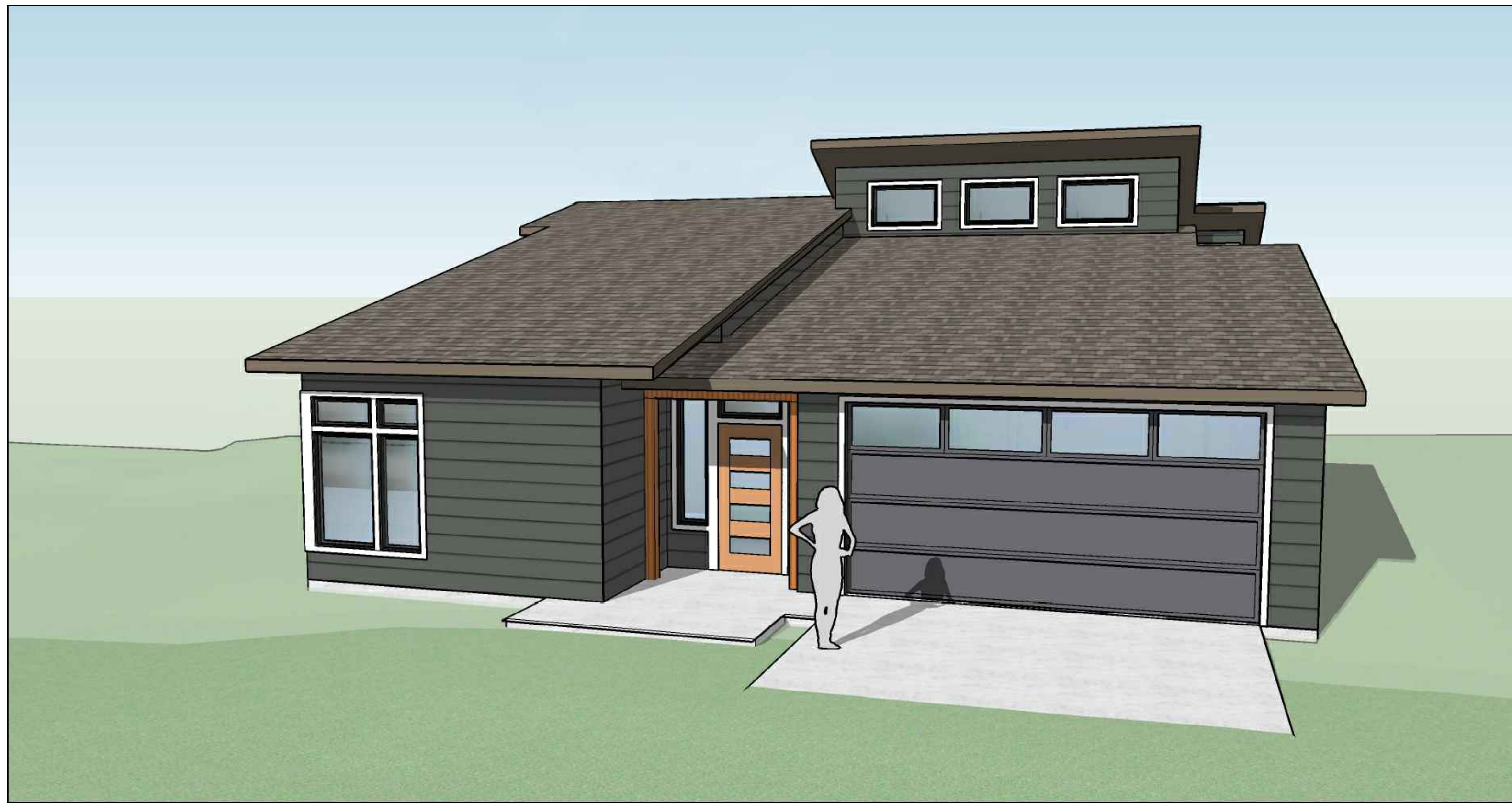
Estimate Type: Class 5

PROJECT: Lot 42 Beach Creek Trusted Homes SFR	Square Feet
Scope of Work: New Earth Advantage SFR	1523.5

	NOTES	SALE PRICE
00.0 Supervision		
00.01 Site Supervision		\$ 10,648.00
Subtotal		\$ 10,648.00
00.1 Plans, Permit & Engineering		
00.2 Plans Drawings & Design		\$ 4,608.59
00.4 Permits		\$ 5,887.65
00.5 Construction Financing		\$ 10,135.57
00.7 Design and Selections		\$ 1,573.00
00.91 Planning & Administration		\$ 2,359.50
Subtotal		\$ 24,564.31
01.0 Excavation & Concrete		
01.1 Excav & Grading Sub		\$ 16,590.92
01.2 Excav & Grading Material		\$ 1,382.58
01.3 Foundation Subcontractor		\$ 11,982.33
01.4 Concrete Materials		\$ 2,541.00
01.5 Concrete Flatwork Sub		\$ 7,623.30
01.7 Mobilization Direct Labor		\$ 1,843.44
01.8 Mobilization - Materials		\$ 921.72
01.9 Demo/Excavation - Direct Labor		\$ 453.75
Subtotal		\$ 43,339.02
02.0 Framing		
02.1 Framing Subcontractor		\$ 19,356.07
02.2 Framing Materials		\$ 22,121.22
02.3 Siding / Trim Material		\$ 7,834.60
02.4 Siding Subcontractor		\$ 6,452.02
02.5 Windows & Patio Sliders		\$ 12,584.00
02.6 Trusses/Roof Framing Materials		\$ 10,231.06
Subtotal		\$ 78,578.97
03.0 Exterior Doors		
03.1 Exterior Doors Material		\$ 1,936.00
03.2 Garage Door		\$ 4,235.00
Subtotal		\$ 6,171.00
04.0 Electrical Systems		
04.1 Electrical Subcontractor		\$ 18,434.35
04.2 Electrical Fixtures		\$ 1,815.00
Subtotal		\$ 20,249.35
05.0 Plumbing Systems		
05.1 Plumbing Subcontractor		\$ 15,972.00
05.8 Gutters and Downspouts Subcontractor		\$ 2,904.00
Subtotal		\$ 18,876.00
06.0 HVAC System		
06.1 HVAC Subcontractor		\$ 16,940.00
Subtotal		\$ 16,940.00
07.0 Cabinets		

07.1 Cabinetry Subcontractor	\$	15,082.65
07.2 Cabinetry Materials	\$	181.50
Subtotal	\$	15,264.15
08.0 Roofing		
08.1 Roofing Subcontractor	\$	10,133.75
Subtotal	\$	10,133.75
09.0 Insulation		
09.1 Insulation Subcontractor	\$	9,217.18
Subtotal	\$	9,217.18
10.0 Drywall		
10.1 Drywall Subcontractor	\$	11,521.47
Subtotal	\$	11,521.47
12.0 Countertops		
12.1 Countertop Materials	\$	2,662.00
12.2 Countertops Subcontractor	\$	3,388.00
Subtotal	\$	6,050.00
13.0 Finish & Interior Trims		
13.1 Finish Subcontractor	\$	6,452.02
13.2 Finish Materials	\$	9,217.18
13.5 Door Hardware	\$	1,028.50
13.6 Bath Hardware Materials	\$	254.10
13.7 Mirrors	\$	544.50
Subtotal	\$	17,496.30
14.0 Floorcovering		
14.1 Hardwood Flooring	\$	7,371.32
14.8 Hardwood/Carpet Subcontractor Labor	\$	5,528.49
Subtotal	\$	12,899.81
16.0 Painting		
16.1 Painting Subcontractor	\$	12,904.05
Subtotal	\$	12,904.05
17.0 Appliances		
17.1 Appliance Labor	\$	181.50
17.2 Appliances	\$	3,850.00
17.3 Appliances - Direct Labor	\$	363.00
Subtotal	\$	4,394.50
18.0 Site Improvements		
18.1 Landscaping Subcontractor	\$	9,680.00
Subtotal	\$	9,680.00
19.0 Fencing & Gates		
19.1 Fencing Subcontractor	\$	6,352.50
19.2 Fences & Gates	\$	423.50
Subtotal	\$	6,776.00
20.0 Utilities		
20.1 Temp Utilities	\$	1,452.00
20.2 Porta Potty	\$	726.00
Subtotal	\$	2,178.00
21.0 Misc Job Costs		
21.2 Punchlist	\$	605.00
21.3 Heavy Equipment - TEC owned	\$85/hr with 4 hr minimum	\$ 411.40
Subtotal	\$	1,016.40
22.0 Construction Clean Up		
22.1 Cleanup / Closeout	\$	242.00
22.2 Housecleaning	\$	1,105.70
22.3 Dump Fees	\$	871.20
22.4 Clean up - Direct Labor	\$	7,260.00
Subtotal	\$	9,478.90
24.0 Soft Costs		
24.1 Builder's Risk Insurance	\$	968.00

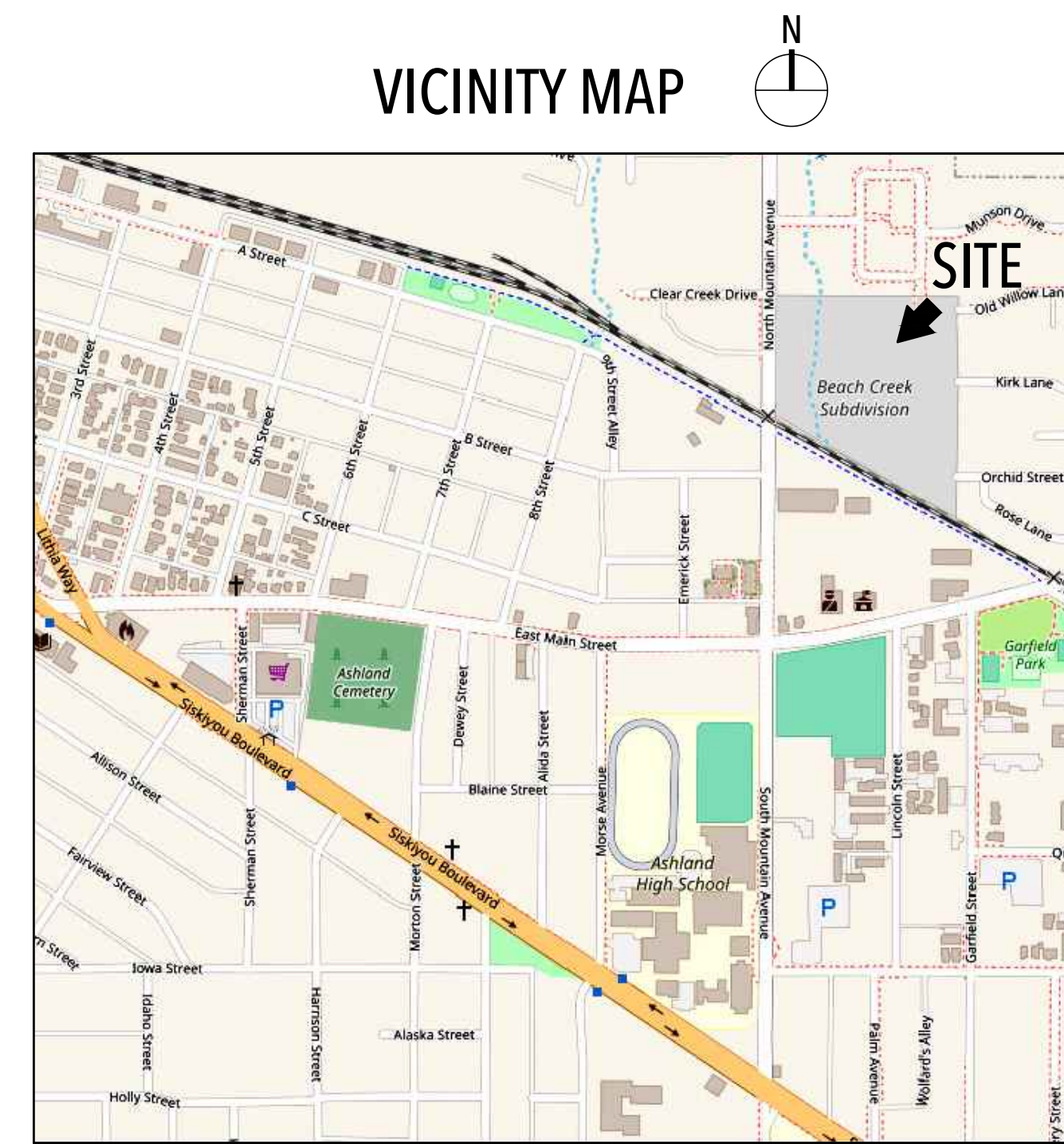
24.3 Project Liability Ins		\$	1,149.50
Subtotal		\$	2,117.50
26.0 Specialty Options			
26.1 Earth Advantage		\$	1,089.00
Subtotal		\$	1,089.00
27.0 Solar			
27.1 Solar Installation Sub Labor		\$	17,696.25
Subtotal		\$	17,696.25
SUBTOTAL OF JOB COSTS		\$	369,279.90
Oregon Corporate Activity Tax		\$	3,049.58
Total Project Cost	Pricing good for 30 days.	\$	372,329.48



Beach Creek Subdivision, Ashland, OR 97520

1259 Hagen Way (Lot 7)

**PRELIMINARY
DO NOT BUILD**



PROJECT INFORMATION

SITE & BUILDING DATA:

Location MAP 38 2E TAX LOT 8600
 Lot Size 4779.2 s.f.
 Zoning EFU
 Occupancy Single Family Residence
 Elevation Approx. 1860.75 ft. V.I.F.
 Seismic Design Category D
 Wind Basic Wind Speed = 96 MPH
 Frost Line 12"
 Soil Assumed 1500 PSF bearing pressure

LOT 7 FLOOR AREA:
 Total Heated 1523.5 s.f.
 Garage/Storage 385.5 s.f.
 Footprint 1909.0 s.f.

LOT COVERAGE:
 Lot Size 4779.2 s.f.
 Impervious Surfaces: 2344.2 s.f. (49.0%)
 Landscape Area: 2435.0 s.f. (51.0%)

IMPERVIOUS AREA:
 House Footprint: 1909.0 s.f.
 Driveway: 323.5 s.f.
 Front Porch: 66.0 s.f.
 Walkway: 45.7 s.f.
 Total Impervious: 2344.2 s.f.

BUILDING REQUIREMENTS & SPECS:

ENERGY EFFICIENCY:
 Baseline (minimum) Values (see add'l. values per energy form):
 Exterior Walls: R-21 Advanced Framing
 Flat Ceilings: R-49
 Framed Floors: R-30
 Windows: U-0.30
 Exterior Doors: U-0.20
 HVAC: Heat Pump to be selected by owner
 Water Heater: To be selected by owner

One "additional measure" will be selected from TABLE N1101.1(2) ADDITIONAL MEASURES by owner to comply with the 2021 energy code

DESIGN LOADS (PSF):

	L.L.	Bal. Snow	Unbal. Sn.	D.L.	Total
Floor	40			15	55
Roof	40	25	40	15	55
Decks	40	25	40	15	55

GENERAL NOTES:

CODE BASE:
 This project is to be built in accordance with applicable Oregon Building Codes:
 • General: 2021 ORSC (Oregon Residential Specialty Code)
 Note: Chapters 12-24 of the 2021 ORSC governs Mechanical.
 Note: Chapter 11 of the 2021 ORSC governs Energy Efficiency.
 Note: Chapter 3, Section R327 of the 2021 ORSC governs Wildfire Hazard Mitigation.

- Plumbing: 2014 OPSC (Chapters 25 - 33)
- Electrical: 2014 OESC (Chapters 34 - 42)
- Also see sheet structural engineer's design data

Confirm dimensions in the field. Dimensions shown are to rough framing unless noted otherwise. Written dimensions take precedence over scaled dimensions. Verify scaled dimensions with the designer. Any discrepancies or omissions shall immediately be brought to the attention of the general contractor and the designer. If any sealed structural drawings and details are added to these plans by a professional engineer, those structural drawings and specifications take precedence over architectural drawings and details. Any discrepancies shall immediately be brought to the attention of the structural engineer, the general contractor and the designer.

Provide blocking as required for handrails, equipment, shelving, built-ins or other attachments shown on drawings.
 See Specifications on Sheet A2.2 for additional requirements.

SHEET INDEX

- A 0.0 PROJECT DATA
- A1.0 SITE PLAN & SOLAR CALCULATIONS
- A2.1 FOUNDATION & ROOF PLANS
- A3.1 FLOOR & LATERAL PLANS
- A3.2 WINDOW SCHEDULE
- A4.0 ELEVATIONS
- A5.0 SECTIONS



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

Beach Creek Subdivision 1208 Hagen Way

ASHLAND, OR 97520

© LINDEMANN DESIGN LLC

OWNER:



541-944-1921 Dave Decarlow

541-821-3752 Mark Knox

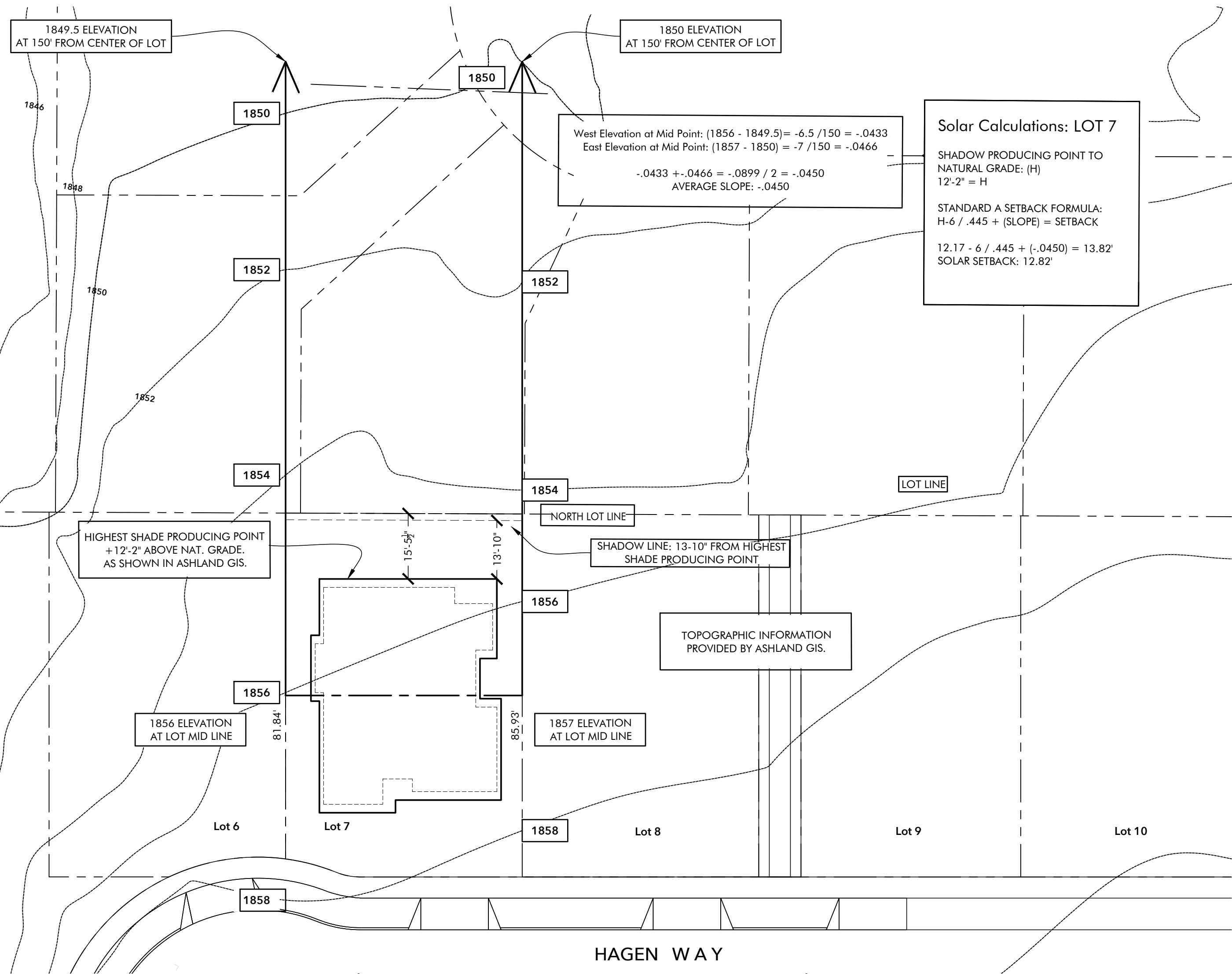
604 Fair Oaks Court, Ashland, Oregon 97520
 kda-homes.com | 02 #20149

DRAWING TITLE:

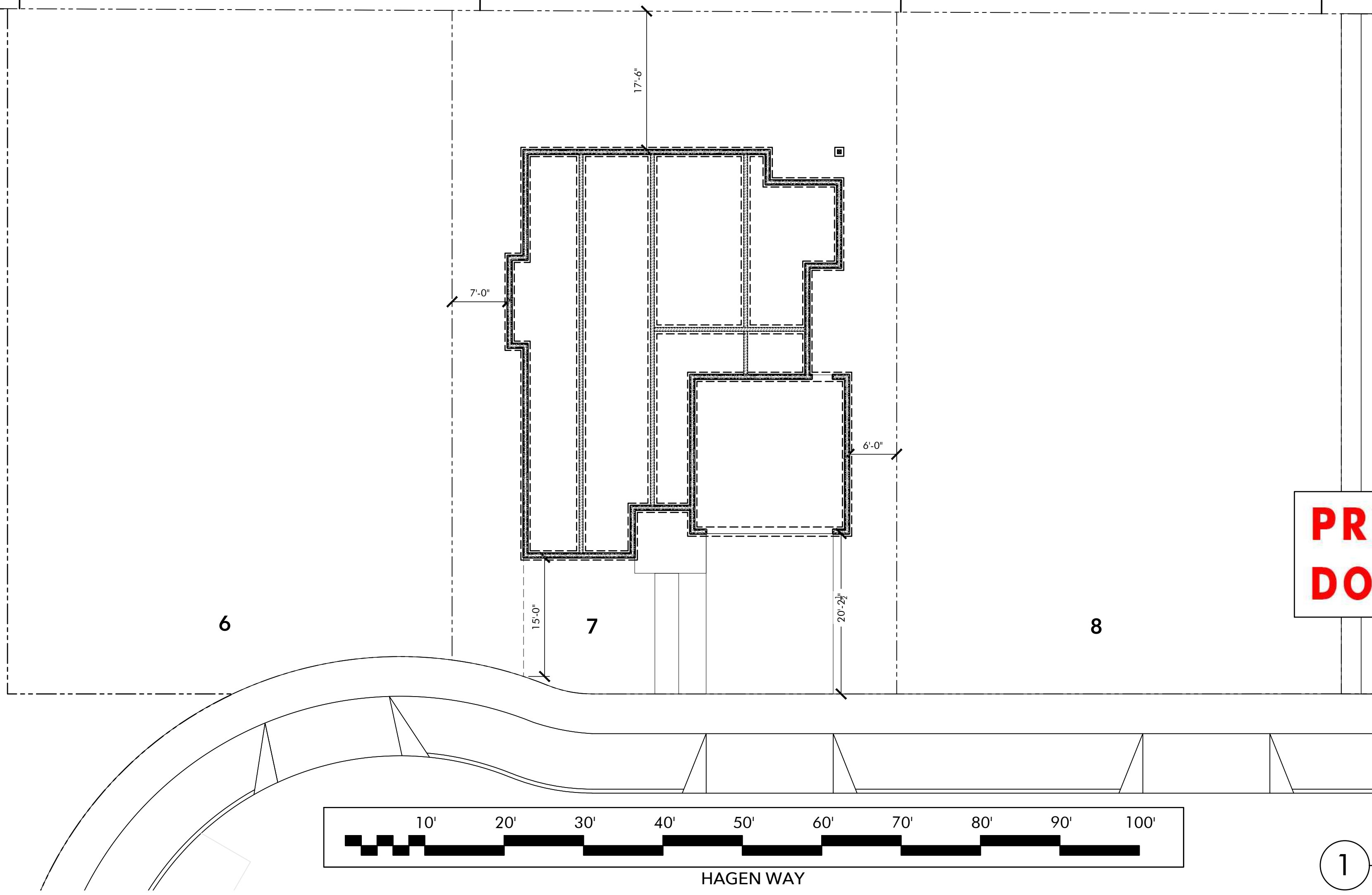
PROJECT DATA

DRAWN BY:
 Adam Miller | 541.513.8957
 Richard Anderson | 541.301.1497
 Cassandra del Nero | 541.905.5134

SHEET NO. A0.0 1 OF 7 SHEETS



2 Solar Calculations
Scale: 1" = 20'-0"



SPECIFICATIONS

1.0 GENERAL REQUIREMENTS

- Contractor(s) shall perform his (their) work in conformance with locally current edition of all building codes, ordinances, laws and other regulations and standards of each and every governmental agency and bureau having jurisdiction over project. Contractor shall obtain and pay for all permits, licenses, and fees required by city, county, and state regulations. All laws, ordinances and regulations shall be complied with and necessary expenses for compliance shall be included in the contract.
- Contractor shall be responsible for all conditions and dimensions affecting their work prior to commencing construction. Contractor shall notify the Designer and/or Engineer immediately of discrepancies found within the construction documents. Contractor is solely responsible for accuracy of times and levels, for accuracy of constructed details, for confirming and coordinating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly and performance of all work in a safe and satisfactory manner.
- Contractor shall be responsible for the coordination of all work, including that of its subcontractors. Contractor agrees to bind every subcontractor to these requirements by terms of their contract as such terms are applicable to subcontractor's work.
- Contractor shall be responsible for the daily removal of all debris accumulated as a result of their operation. All scrap, debris, and other excess material shall be lawfully removed from the site, and shall at no time allow accumulation to become a hazard to normal construction activities, nor a barrier to access by the building official and any other parties entitled to enter the site for official business.
- Contractor shall guarantee all work, materials, and products for a minimum period as required by Oregon state law after date of acceptance of work. Furthermore, all guarantees and warranties shall conform to the applicable requirements of the codes and laws of the State of Oregon.
- The following may be included at the Owner's option in the Contract for Construction as agreed between the Owner and Contractor:
 - Contractor shall arrange for and secure any required tests and/or inspections, and arrange for payment of required fees as requested by Owner.
 - Contractor shall provide and maintain bonds and insurances as required by Owner.
 - Contractor shall protect and hold harmless the Owner and/or Owner's agent from any liability whatsoever from any injury resulting from the project, including loss of property, until the completion of the project.
 - Any proposal for substitutions by Contractor contrary to drawings and specifications shall be submitted to Owner for approval or denial.
 - Contractor shall provide supervision of the work during construction. A skilled superintendent shall be on job regularly to verify that all work is done properly and according to drawings and specifications. It shall be his responsibility to meet with each trade or subcontractor before work is to begin and review the job to be done. Before any work proceeds into the next phase, superintendent shall inspect work to see that it is in readiness for next phase or trade.
 - Contractor shall review and approve all product data and samples prior to submission to Owner and/or Designer, and shall determine and review for accuracy: field measurements, field construction criteria, conformance with specifications, jurisdiction requirements, and coordination with construction documents as is customary and prudent.
 - Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract (sum/fee/amount) being adjusted to the mutual satisfaction of Owner and Contractor.
- Contractor shall provide to the Owner certified properly executed waivers of liens by Contractor and all subcontractors and suppliers as required by statute.
- SHOP DRAWINGS: Contractor shall review all shop drawings and affix his/her signature to such documents prior to submitting them to Designer; Designer will review shop drawings for conformance to the design intent of the Drawings as to installed appearance and utility only, not for dimensional accuracy nor structural integrity.
- Designer will not be responsible for nor have control nor charge over the acts or omissions, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs of the Contractor, subcontractors, nor any of their agents or employees, nor any other persons performing any of the work.
- Work shall be constructed according to these working drawings and specifications and addenda as agreed upon between Owner and Contractor. The term "Contractor" refers to any contractor licensed to perform their services in the State of Oregon who may enter into a legal contract directly with the Owner. "Subcontractor" refers to those having a legal contract for the work with the General Contractor, or hired by any other subcontractor.
- Drawings and specifications are intended to show and describe details for a complete construction. Parts and details not fully shown or described shall be executed according to standard first class trade practices, and in similar manner and spirit of details which are shown on drawings or described in specifications. If contractor finds any details which in his opinion are unsound or not waterproof, it shall be his duty to notify the Designer in writing of his opinion. If work is performed as detailed, it will be assumed that there has been no objection to the detail.
- Figured dimensions shall be followed in preference to scale, and detail drawings in preference to small scale drawings. Contractor shall check accuracy of all dimensions in field prior to any work being constructed or materials or products fabricated or installed. Specifications and written notes and schedules on drawings shall be followed in preference to information furnished in the form of line drawings.
- Detailed drawings furnished by Designer during construction to be approved by Contractor or Owner are to be considered explanatory and not as modifications of drawings and specifications unless specifically noted as such by the Designer. Notes, figures and details on said detail drawings shall be followed and executed as part of these general notes.
- Contractor shall erect and properly maintain at all times as required by conditions and progress of work, all necessary protective devices, and other safeguards for the protection of workmen and the public. Barricades shall be constructed and located as shall be determined by local authorities and codes. Drainage shall be controlled to mitigate any off-site erosion or migration of silt onto adjacent public or private property.
- At all times during construction or erection of project or its component parts prior to completion of the structural frame or placement and permanent connection of component members to the structural frame, Contractor shall provide, or require framing and fabrication contractor to provide, install and maintain properly designed and constructed temporary bracing of adequate strength to prevent dislocation, distortion, cracking, detachment or any other damage to the work or any of its component parts due to normal and foreseeable wind and seismic forces.
- Contractor shall insure that all glass, tile, plaster, painted surfaces, and floors are thoroughly cleaned of adhesive, staining, or corrosive materials, and left in a broom clean condition for acceptance by Owner.
- All work and installations shall be as per the currently adopted version of the Oregon Residential Specialty Code.

2.0 SITE WORK

- No soils report has been provided; the Designer has not reviewed any such report, and has assumed that standard code minimum bearing values apply. Contractor making excavations shall obtain a copy of any existing report, and shall prepare excavations and footings in strict conformance with its recommendations. If drawings do not reflect such conformance, Contractor shall immediately notify the Designer and Structural Engineer of changes required.
- Where excavations are made to depth greater than indicated in drawings, or by a soils report, such additional depth shall be filled with concrete as specified for footings.
- Fill materials shall be free from debris, vegetable matter and other foreign deleterious substances. Conform to current applicable state and local codes.
- Compact back fill for trenches in accordance with any applicable soils reports recommendations and civil drainage or dewatering plans.
- Water shall be removed from foundation excavation prior to placing of concrete. Care shall be taken and schedule planned so as not to dry out underlying natural soils.

3.0 CONCRETE

- Concrete mixes, formwork, reinforcing, and placement of inserts and bolts shall be as shown, described or detailed on structural drawings, general or engineering notes, and these specifications.
- All bolts, inserts, reinforcing steel, wire mesh, holdown anchors and other inserts shall be secured in place and inspected by the building official prior to securing delivery of or placing concrete. During placement of concrete, ensure securement and accurate location of bolts, inserts, reinforcing, anchors and other hardware until hardening of concrete.
- Work concrete into all forms, into all corners, around reinforcement and embedded items.
- Mix and Placement:
 - The minimum ultimate strength of concrete at 28 days shall be $F_c = 2500$ PSI unless otherwise noted on Structural Engineering plans.
 - Cement: ASTM C150 (Type I) unless alkaline soils are present (refer also to Structural Drawings, Specifications, and Calculations).
 - All concrete unless otherwise noted in the Structural Drawings, Specifications, and Calculations shall be regular weight hard rock type (150 #CF). Aggregates shall conform to ASTM C33 with proven shrinkage characteristics of less than .005.
 - Concrete shall not free fall more than six feet. Pump or place as directly within forms as possible.
 - Concrete shall be maintained in a moist condition for a minimum of ten (10) days after placement, or per alternate proven curing methods used as specified in the current edition of the Manual of Practice of the American Concrete Institute.
 - Bolts embedded in concrete to be ASTM A307.

4.0 METALS

- Structural steel shall conform to ASTM A36 and shall be fabricated and erected in accordance with the AISC Specifications and Code of standard Practice as amended.
- Bolts shall conform to ASTM A325 unless noted otherwise (Use A307 for bolts embedded in concrete or masonry).
- Reinforcing Steel:
 - Reinforcing steel shall be deformed steel conforming to the requirements of ASTM A615, (deformations shall be in accordance with ASTM A305) as follows: Grade 40 (#3 and #4 bar) unless otherwise noted on plans.
 - Bars shall be clean of rust, paint, grease or other materials likely to impair bond. Bends shall be made cold.
 - Prior to placing concrete, reinforcing steel and embedded items shall be well secured in position.
 - All lumber connectors attached to structural steel shall be as per Simpson Strong-Tie, or approved equal of equal or greater load carrying capacity. Connectors shall be shop welded per manufacturers recommendations.

5.0 CARPENTRY AND LUMBER

- Framing Lumber: Conform with provisions of the West Coast Lumber Inspection Bureau, No. 16 Standard Grading Rules for West Coast Lumber, and each piece shall bear the grade stamp of approved grading agency.
- Framing Lumber Species: Unless otherwise noted below, any approved species may be used. Manufactured members of equivalent rating may be used; provide certification.
- Framing Lumber Grades: The following grades shall be the minimum acceptable grades, unless otherwise noted herein or on drawings:

Item	Minimum Grade
Studs:	Stud Grade
Structural Joists and Planks:	2 inches to 4 inches thick, nominal, No. 2 (Douglas Fir)
Beams and Stringers:	5 inches and thicker; No. 1 (Douglas Fir)
Posts and Timbers:	5 inches by 5 inches and larger; No. 1 (Douglas Fir)
- Plywood sheathing shall be APA grade stamped, including panel index where applicable. Use exterior type, min. CC grade where plywood is to be exposed to weather during construction. All plywood shall be manufactured with exterior type glue. All plywood shall conform to U.S. product standard PS 174.
- Nailing, pattern, connectors, and location shall be as specified in the structural engineering drawings. Sheathing grades and nailing shall be approved by building inspector prior to covering.
- Miscellaneous materials:
 - Wood in contact with concrete or masonry within 6 inches of earth: Pressure treated D.Fir.
 - Framing Hardware: Provide Simpson Timber Company "Strongtie" connectors or other approved. All substitutes shall bear ICBO approval. All hardware shall be galvanized or rust inhibitive shop painted. Nails for connectors be as recommended by the manufacturer.
 - Nails shall be common. Nailing shall be per Chapter 23 of the Uniform Building Code unless noted otherwise on the plans and details. All nails exposed to weather shall be galvanized.
 - Maximum moisture content for all structural members shall not exceed 19% unless noted otherwise herein or on plans.
 - During construction, ensure that materials and assemblies are installed in such manner that there is complete retardation of active, direct and indirect moisture and weather elements from entering interior inhabited and uninhabited spaces through, around, over and under building components. Sequence construction activities to allow for installation of waterproofing and dampproofing materials and products specified or shown on drawings as necessary to provide a watertight, moisture-tight, and weather-tight building envelope.
 - All lumber permanently exposed to weather shall be fully treated with an anti-fungal and water repellent formulation; use only galvanized nails, fasteners, and connectors except as otherwise provided herein.

6.0 ELECTRICAL DESIGN REQUIREMENTS

- All 15 and 20 amp receptacles to be tamper resistant per OESC 406.12.
- Arc fault circuit interrupters shall be provided for all circuits described in OESC 210.12 (A)(1)(6).
- Ground fault circuit interrupters shall be provided for all circuits described in OESC 210.8 (A)(1)(10).
- Convenience outlets shall be spaced along walls (generally 6' from any point) and kitchen countertops (generally 24" from any point) per spacing requirements of OESC 210.52.



ASSOCIATE DESIGNERS:



REVISIONS

NO.	DATE	EVENT / NOTE
A	8/28/2023	PRELIMINARIES

Beach Creek Subdivision
1208 Hagen Way
ASHLAND, OR 97520
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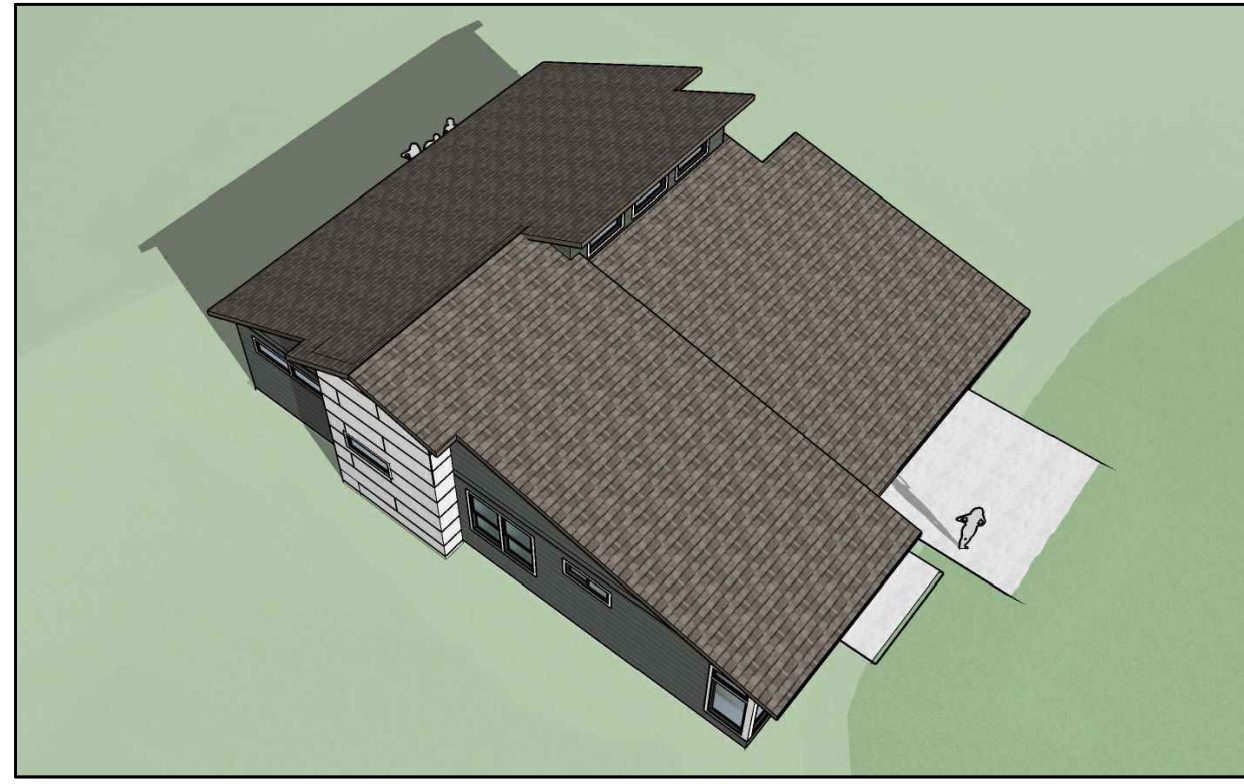
OWNER:
KDA Homes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court, Ashland, Oregon 97520
kda-homes.com (202) #20248

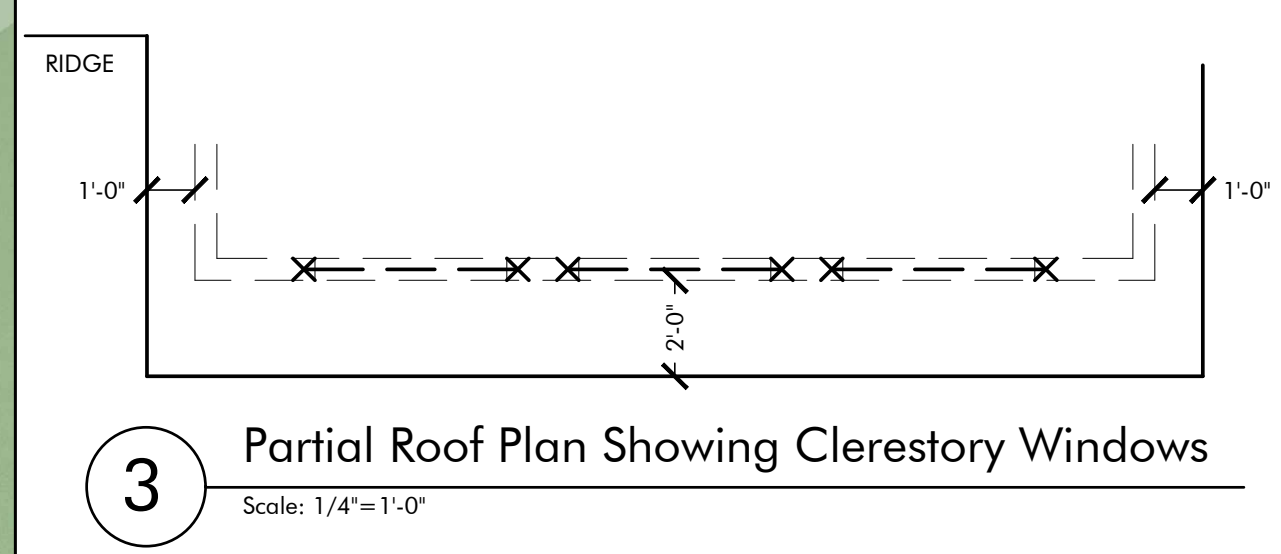
DRAWING TITLE:
SITE PLAN & SOLAR CALCULATIONS

DRAWN BY:
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO. A1.0
2 OF 7 SHEETS



4 3D View of Roof
Not to Scale



3 Partial Roof Plan Showing Clerestory Windows
Scale: 1/4"=1'-0"

**PRELIMINARY
DO NOT BUILD**

FOUNDATION VENTILATION NOTE:
1445.4 s.f. under floor area / 1,500" = .96 s.f. (118 sq. in.) net ventilation opening. Provide cross ventilation per R408.1.

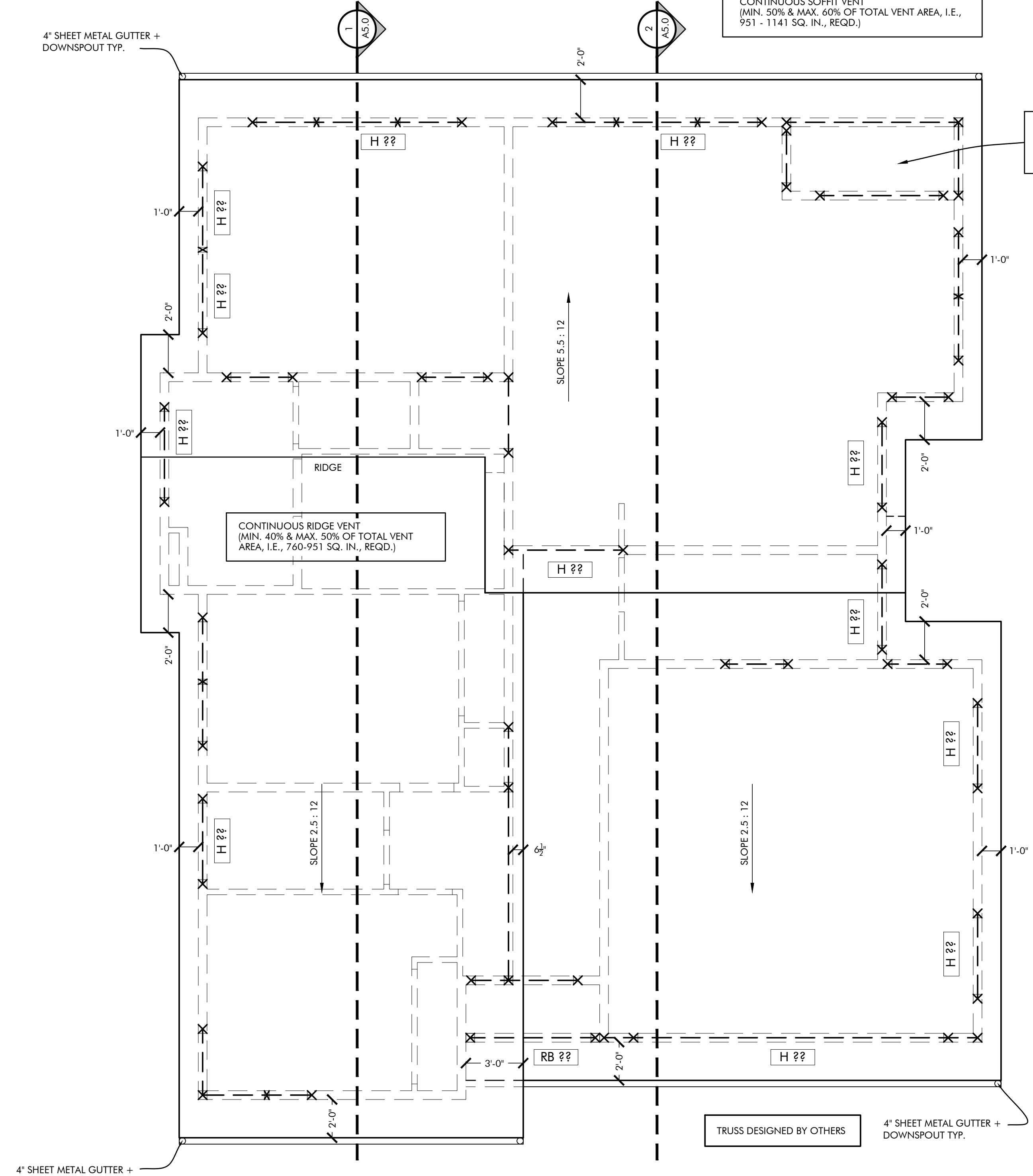
* PER R408.1, Cover ground surface with 6-mil black polyethylene sheeting with joints lapped 12" at seams and extending up the foundation walls 12".

ROOF VENT:
CALC: 1978.5 s.f. / 150 = 13.2 s.f.
MIN. NET VENTILATION AREA
(1901 sq. in.) PROVIDE MIN. 1"
SPACE BETWEEN INSULT'N. & SHHT'G.

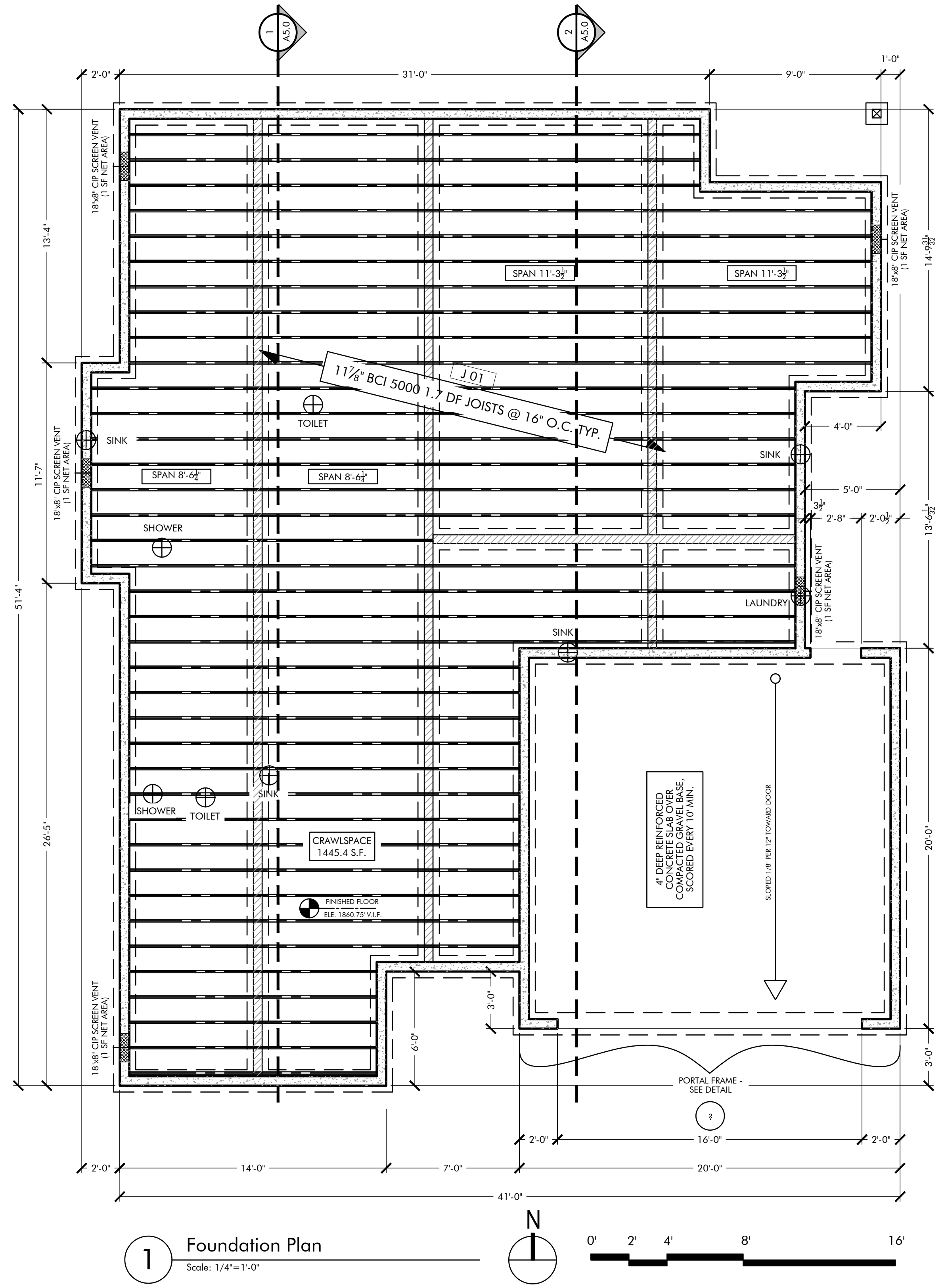
CONTINUOUS SOFFIT VENT
(MIN. 50% & MAX. 60% OF TOTAL VENT AREA, I.E.,
951 - 1141 SQ. IN., REQD.)

ROOF DIAPHRAGM:
UNBLOCKED OSB
SHEATHING W/8d NAILS @
6" O.C. EDGES & 12" O.C.
FIELD, TYPICAL

CONTINUOUS RIDGE VENT
(MIN. 40% & MAX. 50% OF TOTAL VENT
AREA, I.E., 760-951 SQ. IN., REQD.)



2 Roof Plan
Scale: 1/4"=1'-0"



1 Foundation Plan
Scale: 1/4"=1'-0"

WILDFIRE HAZARD MITIGATION NOTES:

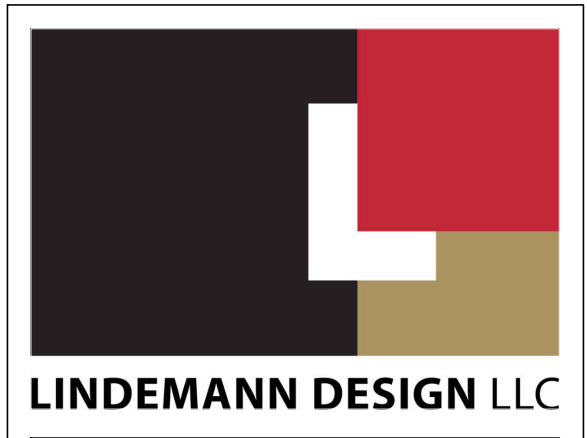
Attic Vents (Per ORSC Section R327.4.4):
Eave, Soffit, and Cornice Vents less than 12' above grade or surface:
All vents shall have screening made of corrosion resistant metal mesh with minimum 1/16" and maximum 1/8" grid and be designed to resist flame and ember intrusion (ASTM E2886).

Overhanging Projections (Per ORSC R327.4.6.1, R327.4.6.2, R327.4.6.3)
All enclosed roof eaves, soffits, cornices, exterior patio/porch ceilings and floor projections less than 12' above grade or the surface below shall be covered with either non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" ext. type X applied behind the exterior covering, or 1-hour fire resistive exterior wall assembly (Gable and overhangs are exempt).

WILDFIRE HAZARD MITIGATION NOTES:

Underfloor Vents (Per ORSC Section R327.4.4):
All Vents:
All vents shall have screening made of corrosion resistant metal mesh with minimum 1/16" and maximum 1/8" grid or be designed to resist flame and ember intrusion (ASTM E2886).

Walking Surfaces (Per ORSC Section R327.4.7)
Deck, porch, and balcony walking surfaces greater than 30" and less than 12' above grade on the surface below shall be constructed of minimum 2" nominal lumber for decks <= 200 sq. ft., non-combustive, ignition-resistant conforming to ASTM E84 or UL 723, exterior fire retardant treated wood, meets ASTM E2632 and ASTM 2726 criteria, or meets ASTM E2632 with ignition-resistant wall covering.



ASSOCIATE DESIGNERS:
ALM DESIGN Adam L. Miller Design
RLA Design LLC
DEL NERO DESIGNS LLC

KAS & Associates, Inc. CIVIL STRUCTURAL PLANNING
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Fx: (541) 244-2601
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REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

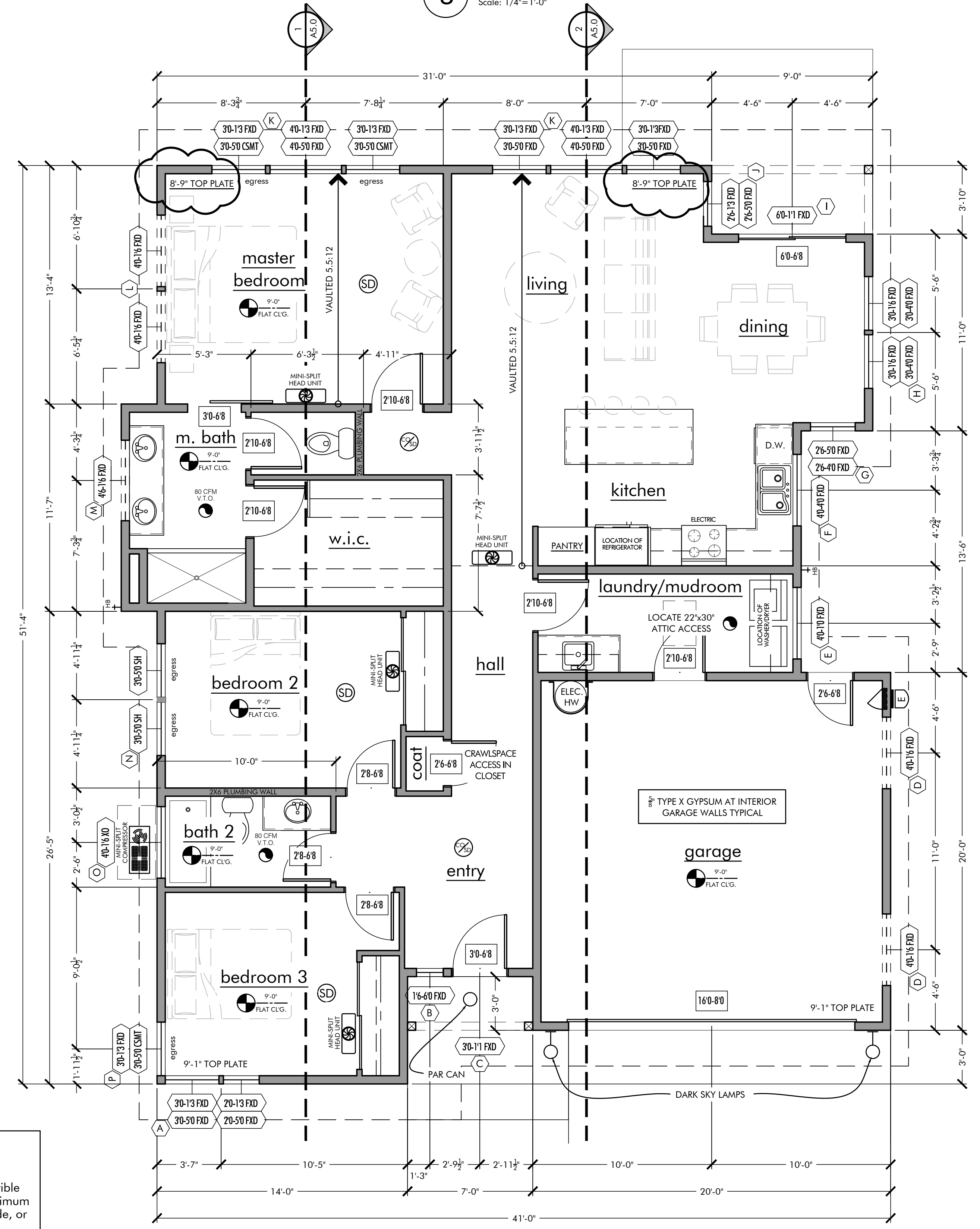
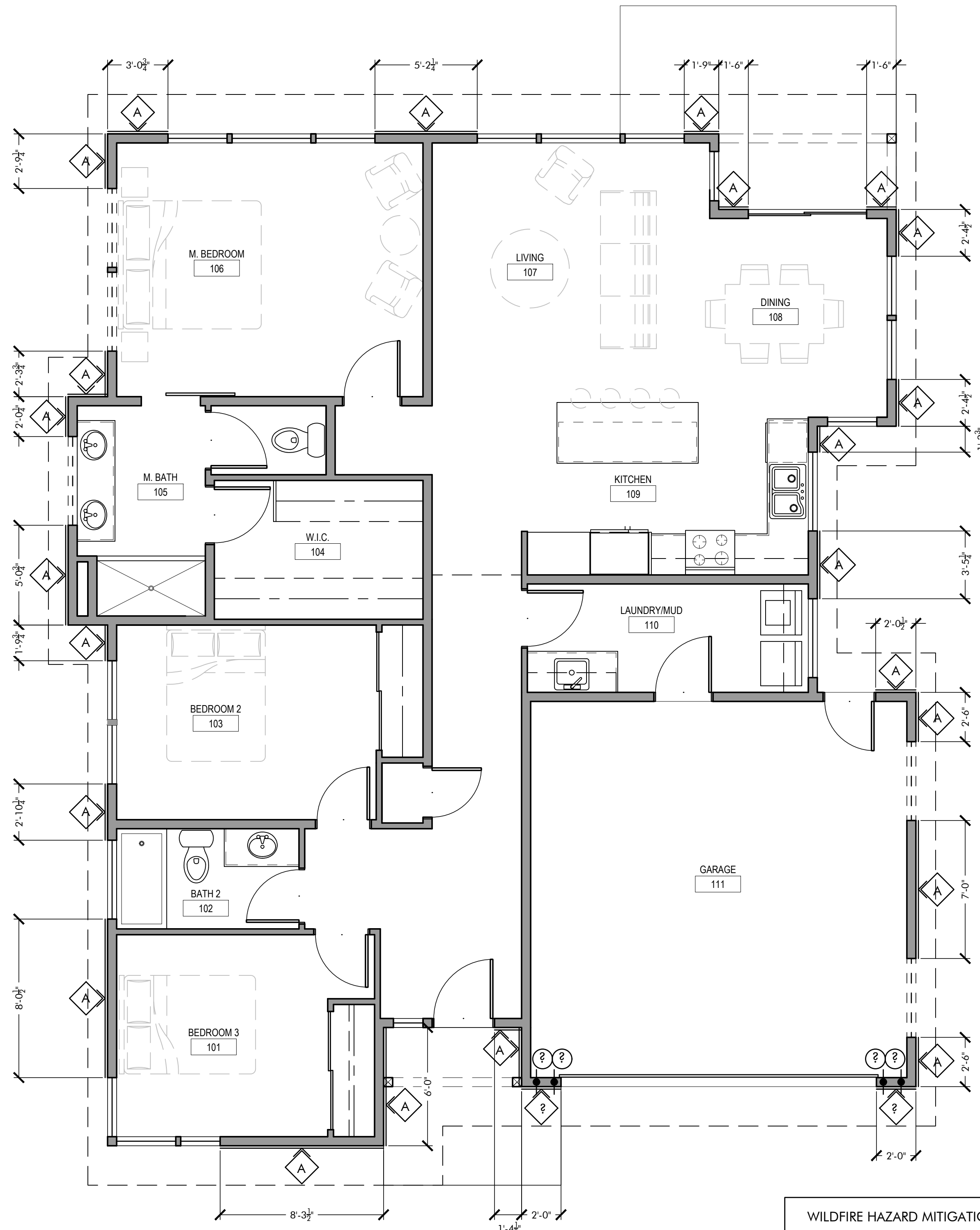
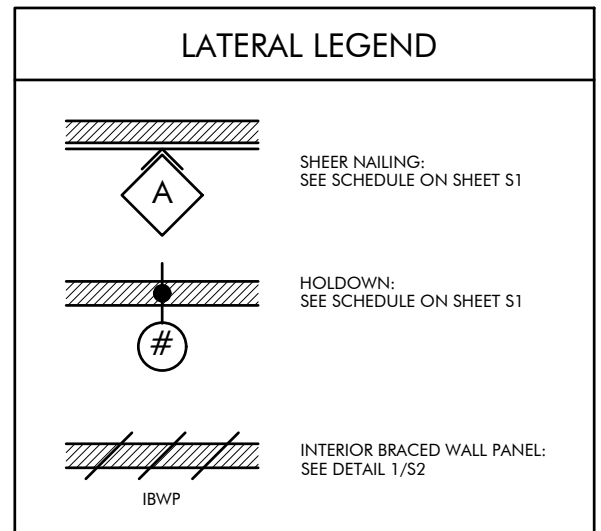
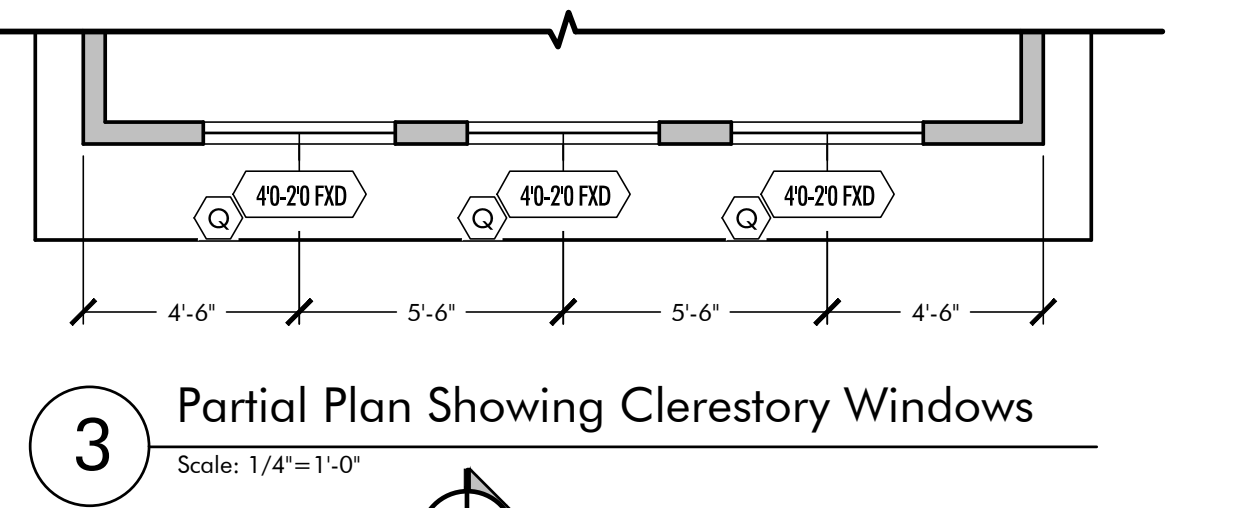
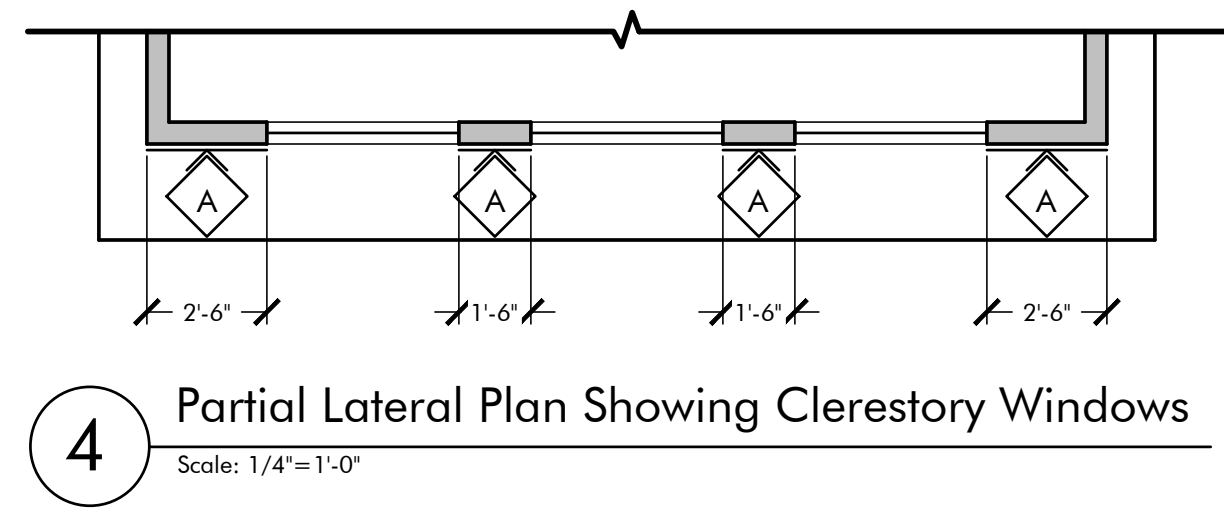
Beach Creek Subdivision
1208 Hagen Way
ASHLAND, OR 97520
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KDA Homes plan, develop, build
541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court, Ashland, Oregon 97520
kda-homes.com (503) 420-6490

DRAWING TITLE:
FOUNDATION & ROOF PLAN

DRAWN BY:
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO. A2.0
3 OF 7 SHEETS



WILDFIRE HAZARD MITIGATION NOTES:

Underfloor Protection (Per ORSC Section R327.4.6.4)
Underfloor area of elevated structures shall be enclosed or meet non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" exterior grade type X applied behind the exterior covering of the underside, or 1-hour fire resistive exterior wall assembly.

Windows, Doors, Skylights Glazing (Per ORSC Section R327.4.8):
Exterior windows, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels (typical dual pane), glass block, or have a minimum fire-resistant rating of 20 minutes.

NOTE:
For HVAC requirements refer to Chapter 11 of the ORSC 2021 governing Energy Efficiency.

**PRELIMINARY
DO NOT BUILD**



ASSOCIATE DESIGNERS:
ALM DESIGN Adam L. Miller Design

RLA Design LLC



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304 S. Holly Street
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OWNER:
KDAHomes
plan, develop, build

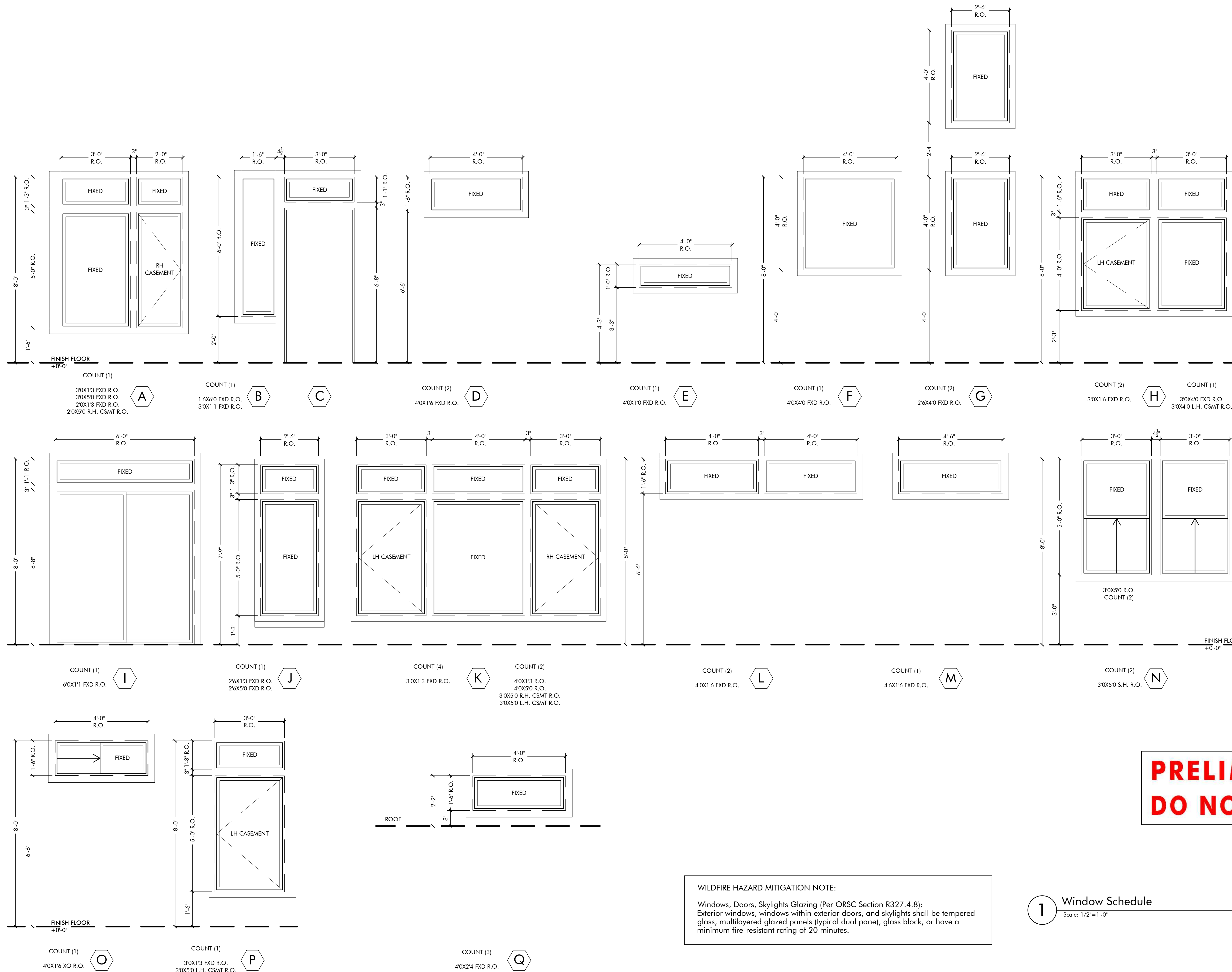
541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com

DRAWING TITLE:
FLOOR & LATERAL PLANS

DRAWN BY:
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Richard Anderson | 541.301.1497
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SHEET NO. A3.1
4 OF 7 SHEETS





COUNT (1) 3'0X1'3 FXD R.O. 3'0X5'0 FXD R.O. 2'0X1'3 FXD R.O. 2'0X5'0 R.H. CSMT R.O. **A**

COUNT (1) 1'6X6'0 FXD R.O. 3'0X1'1 FXD R.O. **B**

COUNT (1) 3'0X1'1 FXD R.O. **C**

COUNT (2) 4'0X1'6 FXD R.O. **D**

COUNT (1) 4'0X1'0 FXD R.O. **E**

COUNT (1) 4'0X4'0 FXD R.O. **F**

COUNT (2) 2'6X4'0 FXD R.O. **G**

COUNT (2) 3'0X1'6 FXD R.O. **H**

COUNT (1) 3'0X4'0 FXD R.O. 3'0X4'0 L.H. CSMT R.O. **I**

COUNT (1) 6'0X1'1 FXD R.O. **J**

COUNT (1) 2'6X1'3 FXD R.O. 2'6X5'0 FXD R.O. **K**

COUNT (2) 4'0X1'3 R.O. 4'0X5'0 R.O. 3'0X5'0 R.H. CSMT R.O. 3'0X5'0 L.H. CSMT R.O. **L**

COUNT (2) 4'0X1'6 FXD R.O. **M**

COUNT (2) 3'0X5'0 S.H. R.O. **N**

COUNT (1) 4'0X1'6 XO R.O. **O**

COUNT (1) 3'0X1'3 FXD R.O. 3'0X5'0 L.H. CSMT R.O. **P**

COUNT (3) 4'0X2'4 FXD R.O. **Q**

**PRELIMINARY
DO NOT BUILD**

WILDFIRE HAZARD MITIGATION NOTE:
Windows, Doors, Skylights Glazing (Per ORSC Section R327.4.8): Exterior windows, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels (typical dual pane), glass block, or have a minimum fire-resistant rating of 20 minutes.

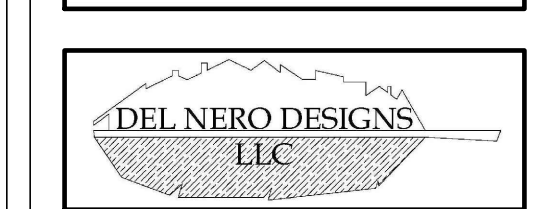
1 Window Schedule
Scale: 1/2" = 1'-0"



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:
ALM DESIGN Adam L. Miller Design

RLA Design LLC



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NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

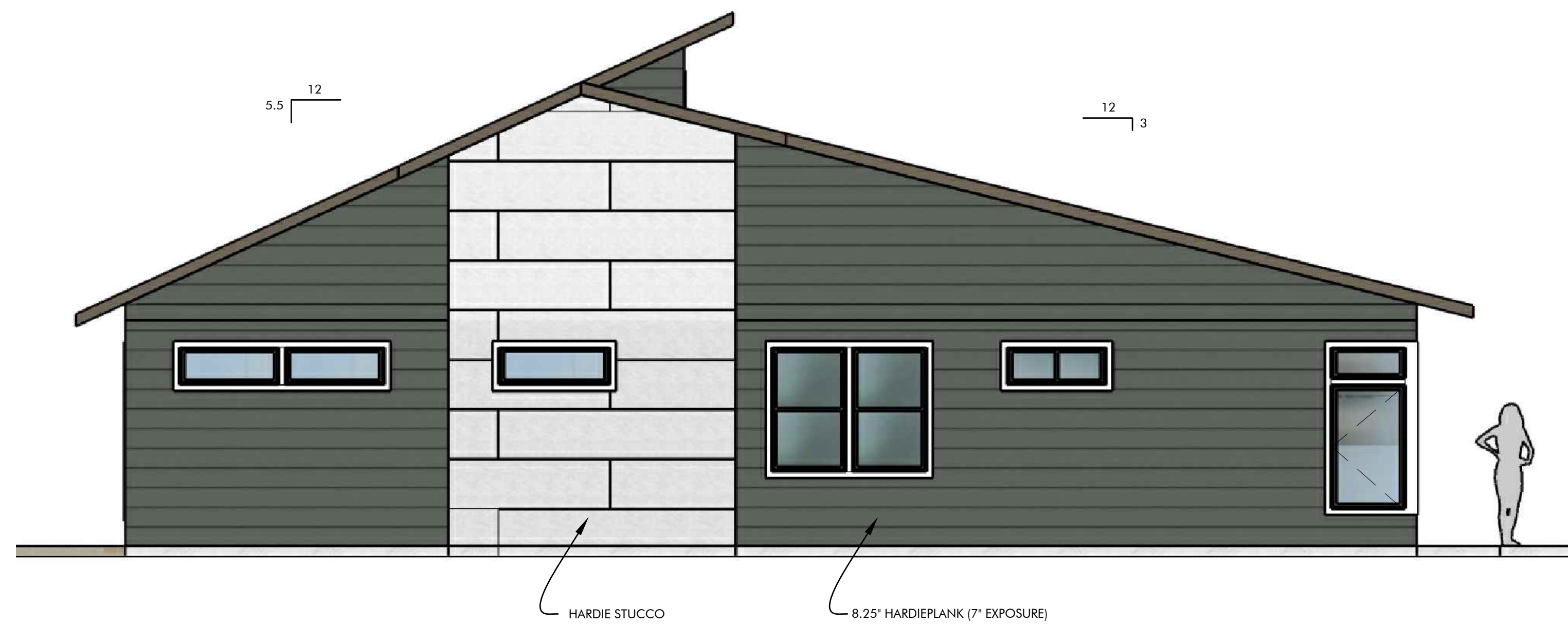
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1208 Hagen Way
ASHLAND, OR 97520
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OWNER:
KDA Homes
plan, develop, build
541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com (541) 202-0169

DRAWING TITLE:
WINDOW SCHEDULE

DRAWN BY:
Adam Miller | 541.513.8957
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Cassandra del Nero | 541.905.5134

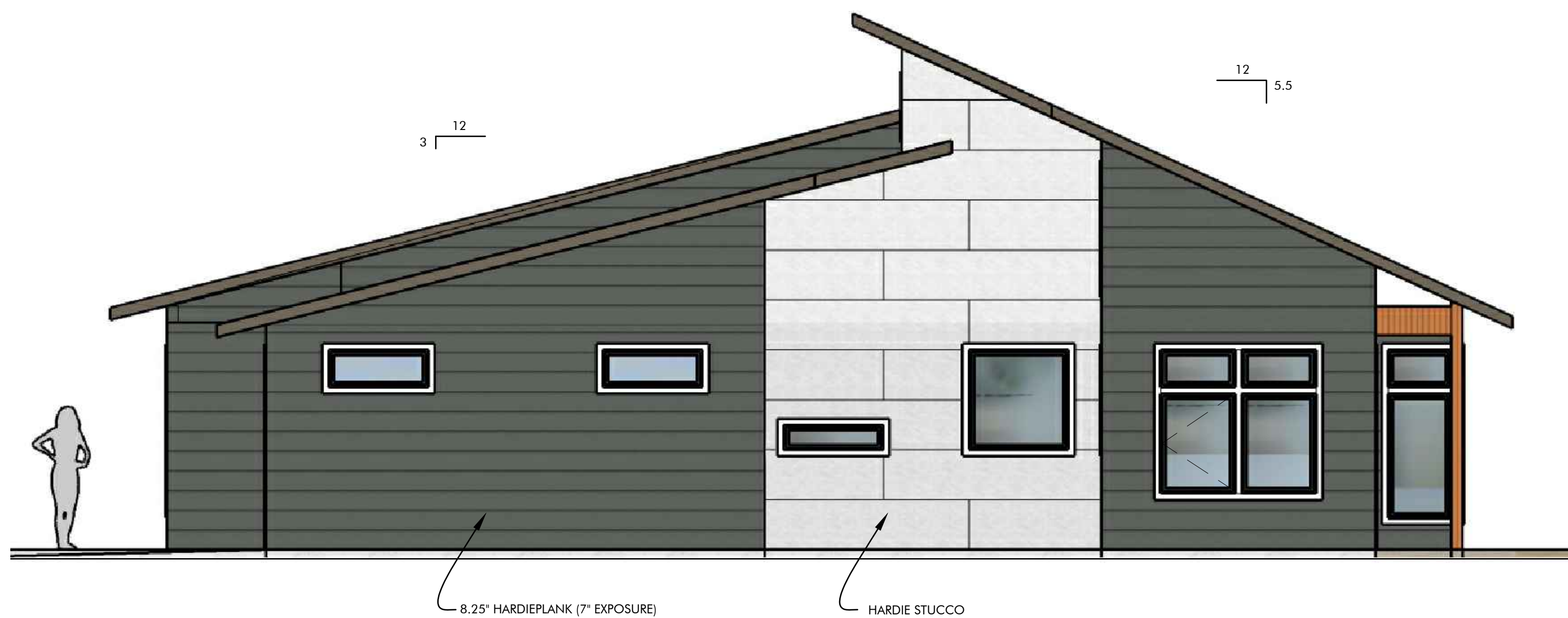
SHEET NO. A3.2
5 OF 7 SHEETS



4 East Elevation
Scale: 1/4"=1'-0"



3 North Elevation (Rear)
Scale: 1/4"=1'-0"



2 West Elevation
Scale: 1/4"=1'-0"



1 South Elevation (Front)
Scale: 1/4"=1'-0"

***WILDFIRE HAZARD MITIGATION NOTES:**

Roofing (Per ORSC Section R327.4.3):
Roofing shall be asphalt, slate, metal, tile, clay, concrete, or equivalent minimum Class B. Wood, Shingle, or shake materials are prohibited. Cap off or fire block spaces between roofing and roof deck to prevent flame and ember intrusion and provide galvanized valley flashing where valley flashing is installed.

Exterior Wall Covering (Per ORSC Section R327.4.5)
Wall covering materials shall be noncombustible, ignition-resistant, heavy timber, log wall, or wall assemblies tested in accordance with ASTM E2707. Alternatively, one layer of minimum 5/8" exterior grade type X applied behind the exterior wall covering or cladding or 1-hour fire resistive exterior wall assembly. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2" nominal solid wood blocking between rafters at all roof overhangs, or in case of closed eaves or soffits, shall terminate at underside of enclosure.

**PRELIMINARY
DO NOT BUILD**



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



REVISIONS

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OWNER:
KDAHomes
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541-821-3752 Mark Knox
604 Fair Oaks Court, Ashland, Oregon 97520
kda-homes.com o2 #20149

DRAWING TITLE:
ELEVATIONS
DRAWN BY:
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO. A4.0
6 OF 7 SHEETS



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



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304 S. Holly Street
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www.kasinc.com

REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

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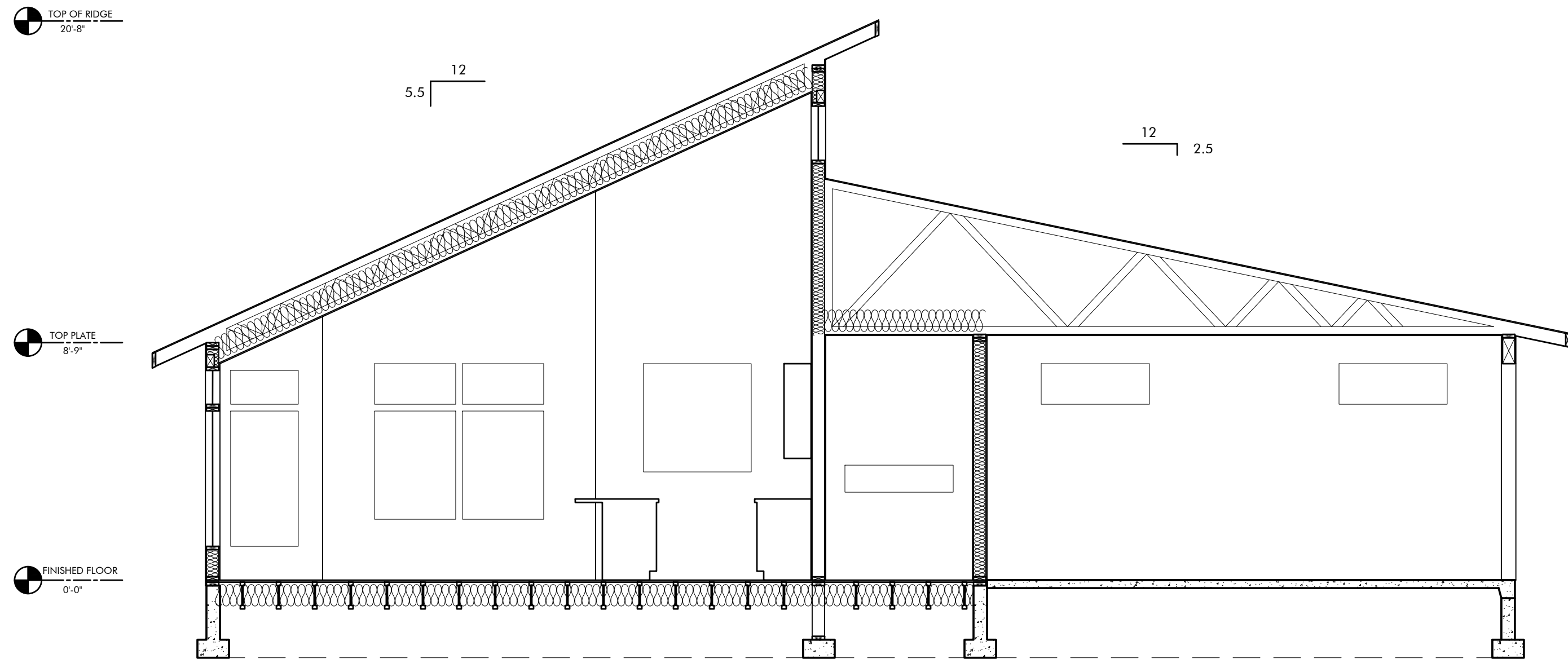
604 Fair Oaks Court, Ashland, Oregon 97520
kda-homes.com

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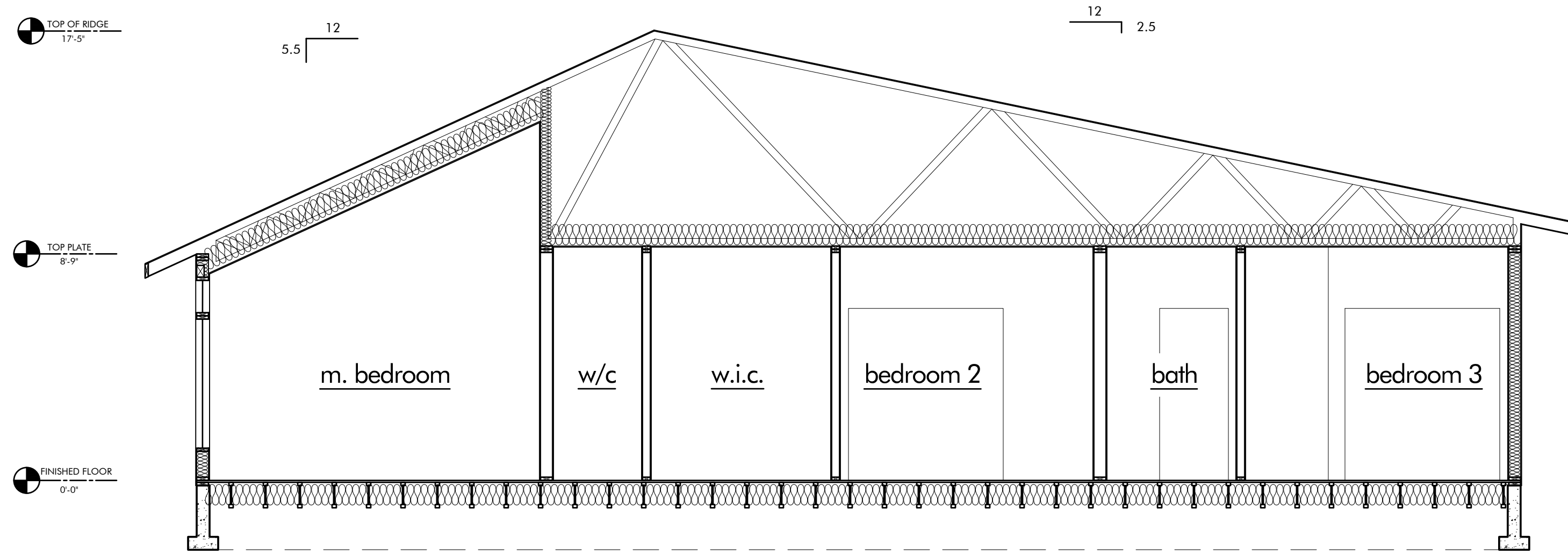
SECTIONS

DRAWN BY:
Adam Miller | 541.513.8957
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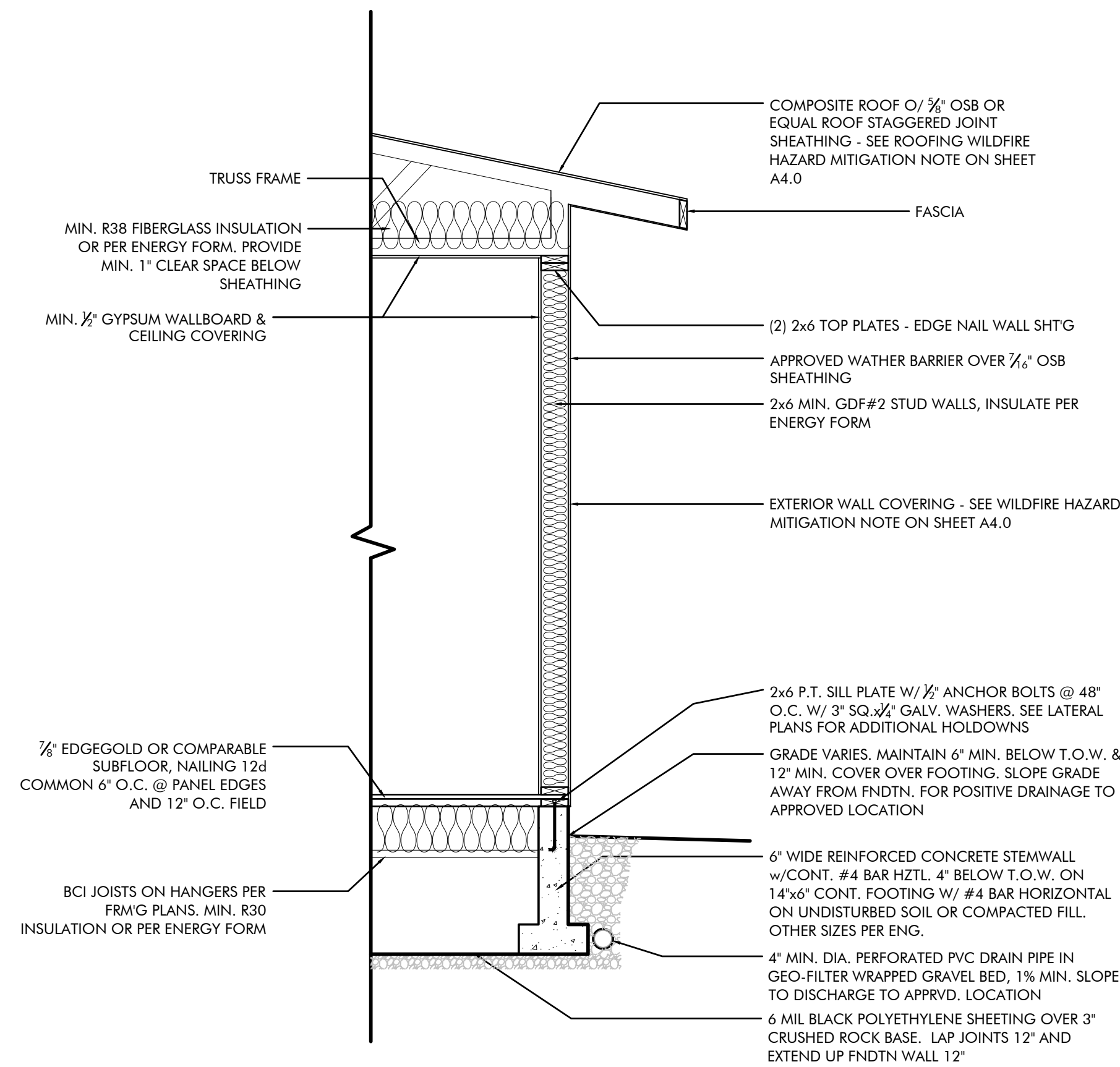
SHEET NO.
A5.0
7 OF 7 SHEETS



2 Section One
Scale: 1/4"=1'-0"



1 Section Two
Scale: 1/4"=1'-0"



3 Typical Wall Section
Scale: 1/2"=1'-0"

WILDFIRE HAZARD MITIGATION NOTES:

Rain Gutters (Per ORSC Section R327.4.3.1):
Non-combustible materials with provisions to prevent the accumulation of leaves and debris in the gutters (Non-combustible corrosion resistant metal screening).

Attic Vents (Per ORSC Section R327.4.4):
Eave, Soffit, and Cornice Vents less than 12' above grade or surface:
All vents shall have screening made of corrosion resistant metal mesh with minimum 1/16" and maximum 1/8" grid and be designed to resist flame and ember intrusion (ASTM E2886).

Overhanging Projections (Per ORSC R327.4.6.1, R327.4.6.2, R327.4.6.3)
All enclosed roof eaves, soffits, cornices, exterior patio/porch ceilings and floor projections less than 12' above grade or the surface below shall be covered with either non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" ext. type X applied behind the exterior covering, or 1-hour fire resistive exterior wall assembly (Gable and overhangs are exempt).

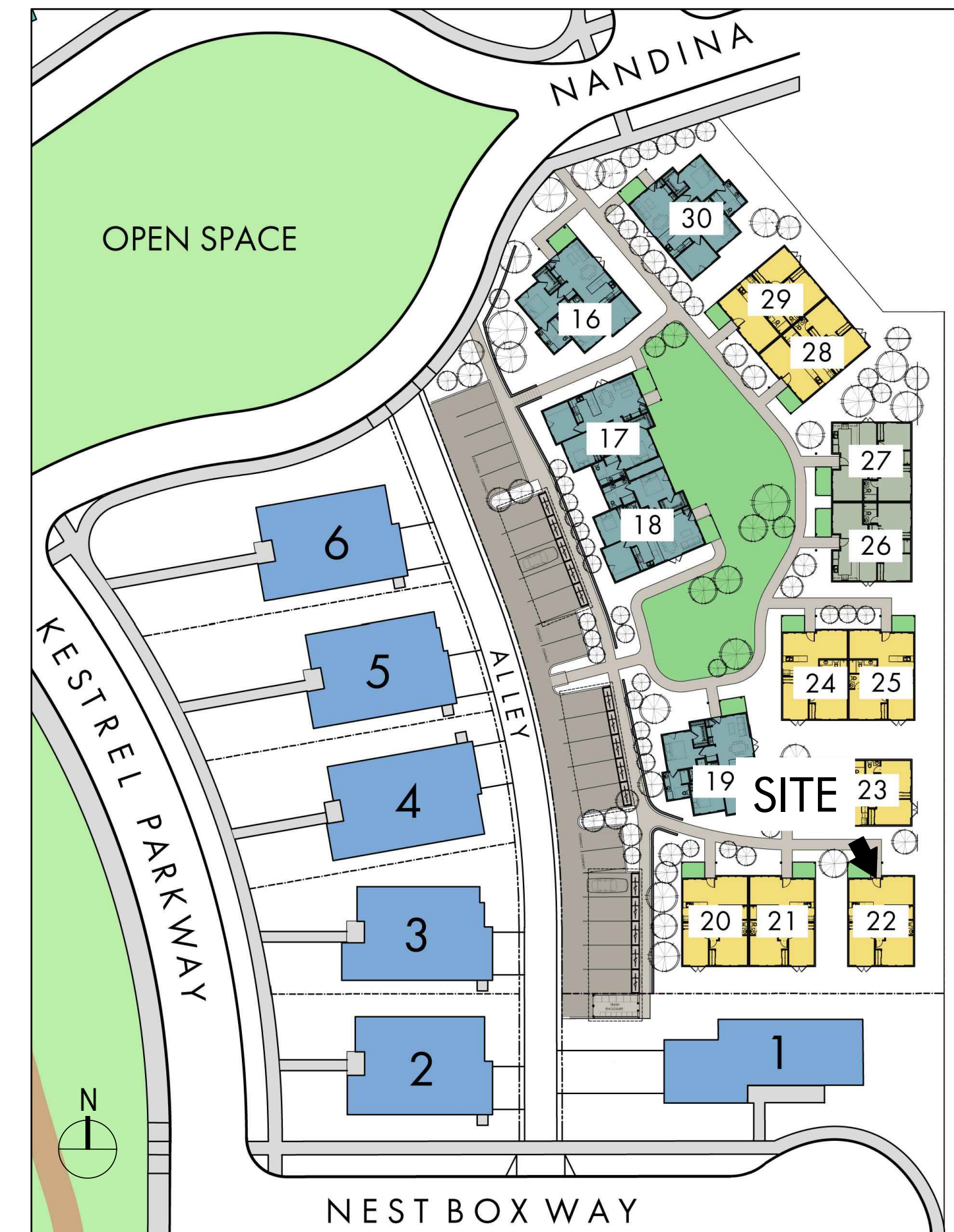
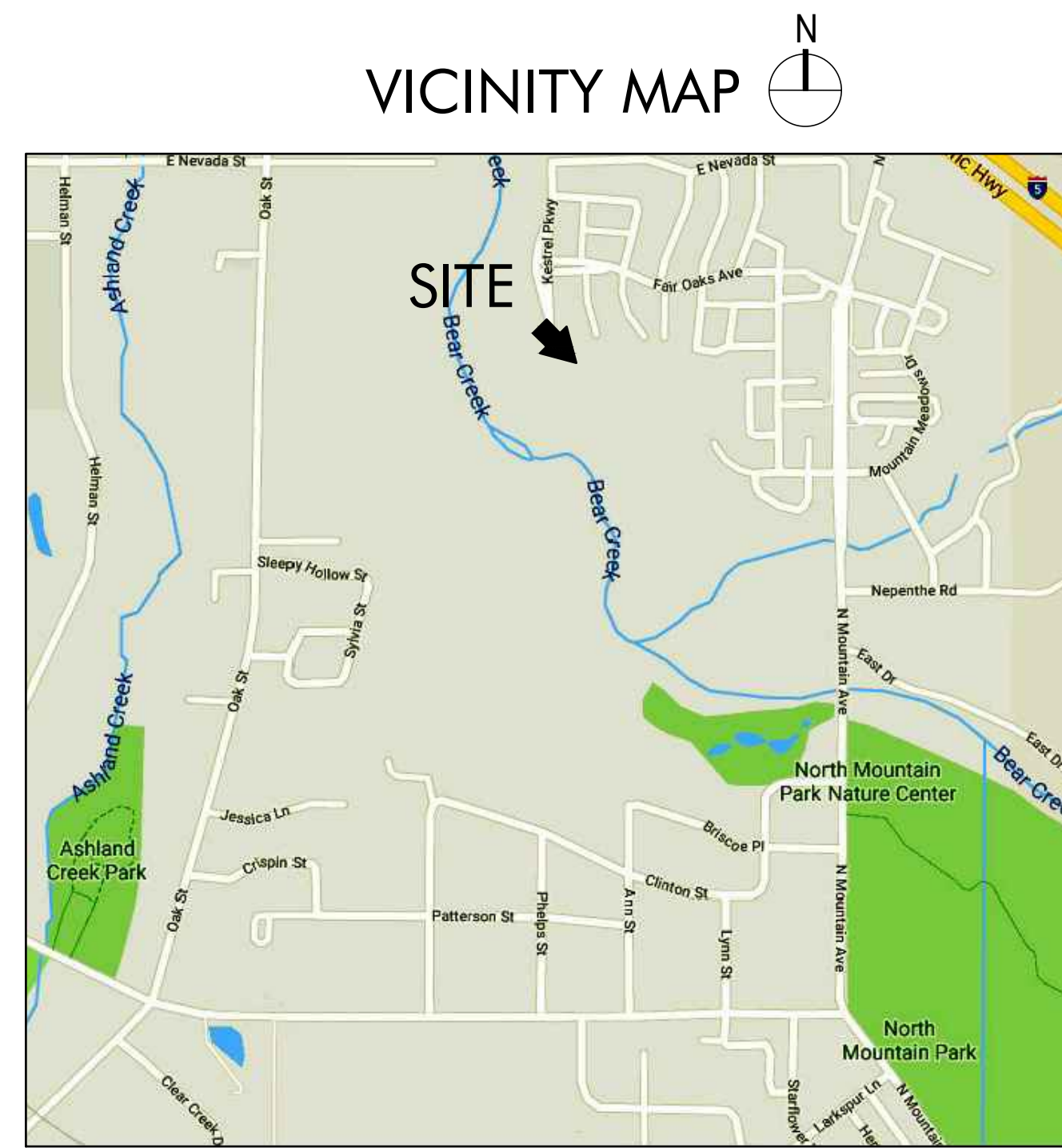
**PRELIMINARY
DO NOT BUILD**



424 Nandina, Ashland OR 97520

Kestrel Park Cottages Lot 22

SEE NOTATION FOR ACTUAL SIDING TYPE AND COLOR ON SHEET A4.0



PROJECT INFORMATION

ADDITIONAL CONTACTS:

Surveyor: Polaris Land Surveying (541) 482-5009
 Civil Engineer: KAS & Associates, Inc. Scott Pingle (541) 479-5801 kas@kasinc.com

SITE & BUILDING DATA:

Location: MAP 39 1E 04 AC TAX LOT 2000
 Lot Size: See Below
 Zoning: NM
 Occupancy: Single Family Residence
 Elevation: Approx. 1757.5 ft.
 Seismic: Design Category D
 Wind: Basic Wind Speed = 96 MPH
 Frost Line: 12"
 Soil: Assumed 1500 PSF bearing pressure

BUILDING FLOOR AREA (Lot 22):

Total Heated: 837.5 s.f.
 Front Porch: 77.29 s.f.

LOT 23 COVERAGE:

Lot Area: 2420.39 s.f.
 Impervious Surfaces: 1006.86 s.f. (41.6%)
 Landscape Area: 1413.53 s.f. (58.4%)

IMPERVIOUS AREA:

House Footprint: 837.5 s.f.
 Front Porch: 77.29 s.f.
 Walkway/Pavers/Steps: 92.07 s.f.
 TOTAL IMPERVIOUS: 1006.86 s.f.

BUILDING REQUIREMENTS & SPECS:

ENERGY EFFICIENCY:

BASELINE (minimum) VALUES (see add'l. values per energy form):
 Exterior Walls: R-21 Advanced Framing
 Flat Ceilings: R-49
 Framed Floors: R-30
 Windows: U-0.30
 Exterior Doors: U-0.20
 HVAC: Ductless Mini-split Heat Pumps (head units to locate in conditioned space)

BTU REQUIREMENTS:

EACH UNIT:
 Range/Oven: 65,000 BTUs
 On Demand Water Heater: 200,000 BTUs
 TOTAL: 265,000 BTUs

DESIGN LOADS (PSF):

	LL	/	Bol. Snow	/	Unbal. Sn.	/	D.L.	/	Total
Floor	40						15		55
Roof	40	25		40			15		55
Decks	40	25		40			15		55

GENERAL NOTES:

- CODE BASE:
 This project is to be built in accordance with applicable Oregon Building Codes:
 • General: 2017 ORSC (Oregon Residential Specialty Code)
 Note: Chapters 12-24 of the 2017 ORSC governs Mechanical.
 Note: Chapter 11 of the 2017 ORSC governs Energy Efficiency.
 • Plumbing: 2014 OPSC (Chapters 25 - 33)
 • Electrical: 2014 OESC (Chapters 34 - 42)
 • Also see sheet structural engineer's design data

Confirm dimensions in the field. Dimensions shown are to rough framing unless noted otherwise. Written dimensions take precedence over scaled dimensions. Verify scaled dimensions with the designer. Any discrepancies or omissions shall immediately be brought to the attention of the general contractor and the designer.
 If any sealed structural drawings and details are added to these plans, those structural drawings and specifications take precedence over architectural drawings and details. Any discrepancies shall immediately be brought to the attention of the structural engineer, the general contractor and the designer.
 Provide blocking as required for hand rails, equipment, shelving, built-ins or other attachments shown on drawings.
 See Specifications on Sheet A2.2 for additional requirements.

SHEET INDEX

A 0.0	COVER / PROJECT DATE
A 1.0	SITE PLAN
A 2.0	FOUNDATION/ROOF PLAN
A 3.1	FLOOR/LATERAL PLAN
A 3.2	WINDOW SCHEDULE/SECTIONS
A 4.0	ELEVATIONS



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



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 304 S. Holly Street
 Ph: (541) 772-5887
 Fx: (541) 618-7189
 • kas@kasinc.com • www.kasinc.com •

REVISIONS

NO.	DATE	EVENT / NOTE
A	1/21/2021	PRELIMINARIES
B	3/8/2021	SUBMIT FOR PLAN CHECK

424 Nandina (Lot 22)

ASHLAND, OR 97520

SINGLE FAMILY DWELLING
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OWNER:



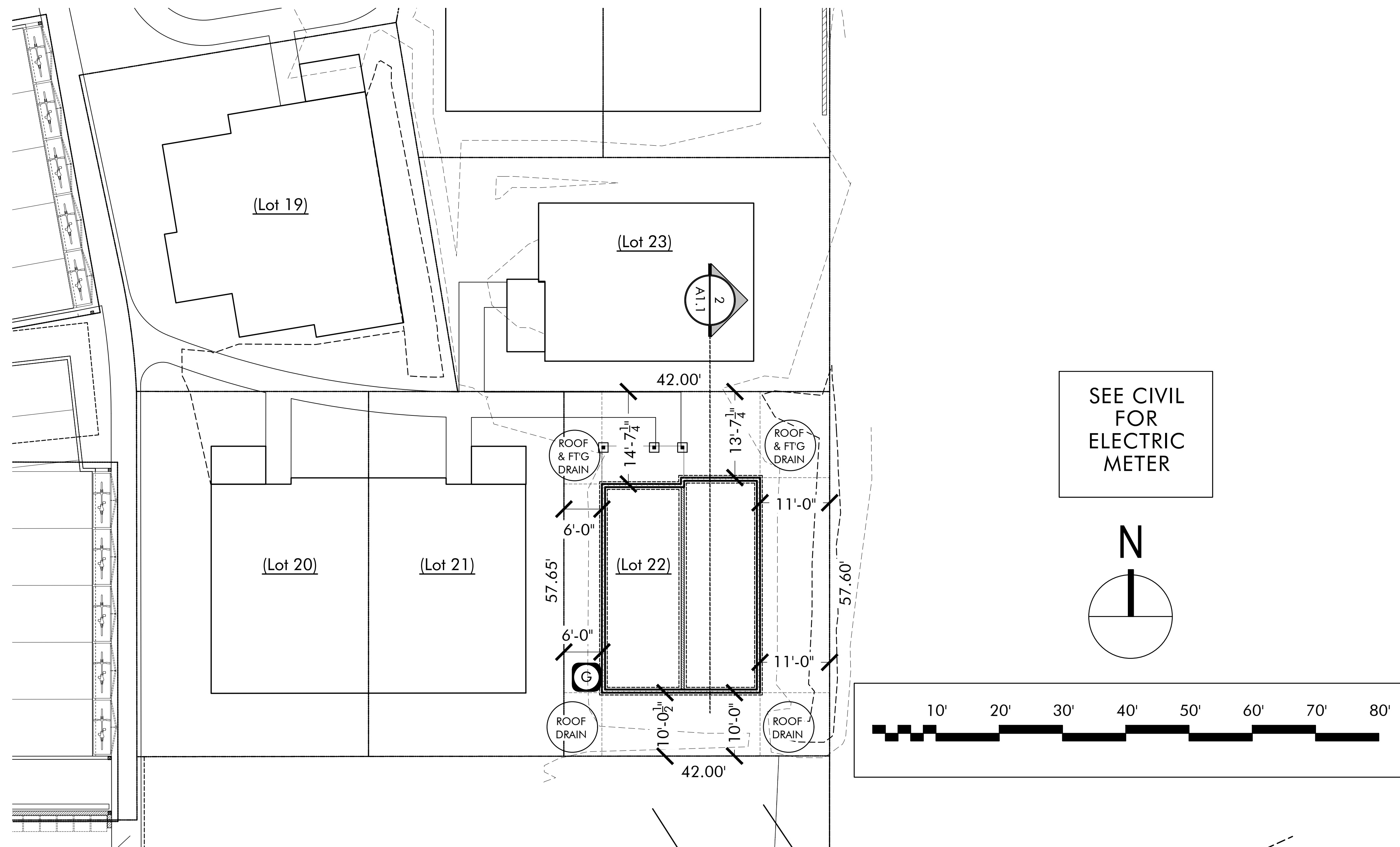
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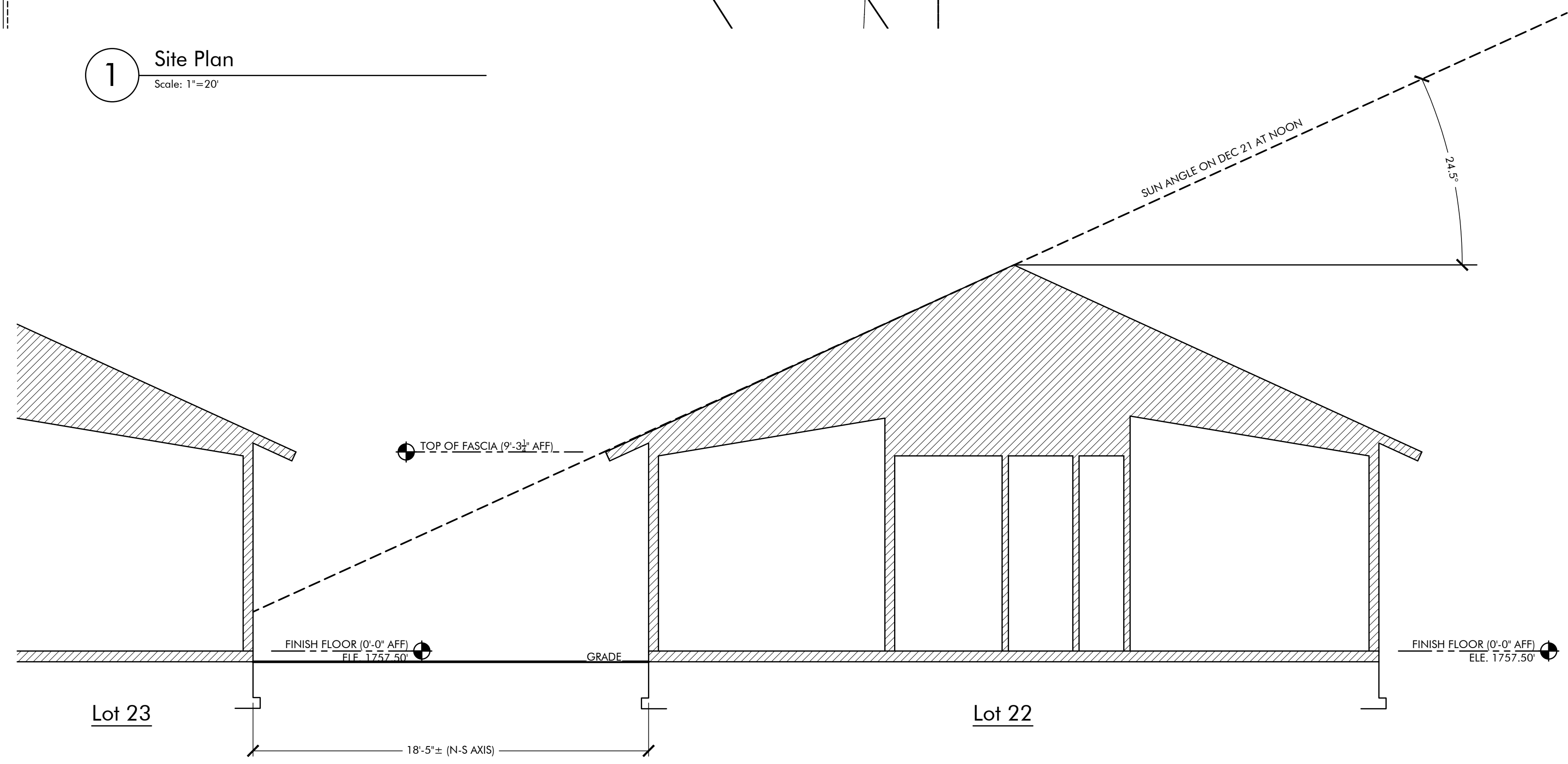
DRAWN BY:
 Rick Lindemann | 503.866.4742
 Adam Miller | 541.513.8957
 Richard Anderson | 541.301.1497

SHEET NO.
A0.0

1 OF 6 SHEETS



1 Site Plan
Scale: 1"=20'



2 Solar Setback
Scale: 1/4"=1'-0"

SPECIFICATIONS

1.0 GENERAL REQUIREMENTS

- 1.1 Contractor(s) shall perform his (their) work in conformance with locally current edition of all building codes, ordinances, laws and other regulations and standards of each and every governmental agency and bureau having jurisdiction over project. Contractor shall obtain and pay for all permits, licenses, and fees required by city, county, and state regulations. All laws, ordinances and regulations shall be complied with and necessary expenses for compliance shall be included in the contract.
- 1.2 Contractor shall be responsible for all conditions and dimensions affecting their work prior to commencing construction. Contractor shall notify the Designer and/or Engineer immediately of discrepancies found within the construction documents. Contractor is solely responsible for accuracy of lines and levels, for accuracy of constructed details, for confirming and coordinating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly and performance of all work in a safe and satisfactory manner.
- 1.3 Contractor shall be responsible for the coordination of all work, including that of its subcontractors. Contractor agrees to bind every subcontractor to these requirements by terms of their contract as such terms are applicable to subcontractor's work.
- 1.4 Contractor shall be responsible for the daily removal of all debris accumulated as a result of their operation. All scrap, debris, and other excess material shall be lawfully removed from the site, and shall at no time allow accumulation to become a hazard to normal construction activities, nor a barrier to access by the building official and any other parties entitled to enter the site for official business.
- 1.5 Contractor shall guarantee all work, materials, and products for a minimum period as required by Oregon state law after date of acceptance of work. Furthermore, all guarantees and warranties shall conform to the applicable requirements of the codes and laws of the State of Oregon.
- 1.6 The following may be included at the Owner's option in the Contact for Construction as agreed between the Owner and Contractor:
 1. Contractor shall arrange for and secure any required tests and/or inspections, and arrange for payment of required fees as requested by Owner.
 2. Contractor shall provide and maintain bonds and insurances as required by Owner.
 3. Contractor shall protect and hold harmless the Owner and/or Owner's agent from any liability whatsoever from any injury resulting from the project, including loss of property, until the completion of the project.
 4. Any proposal for substitutions by Contractor contrary to drawings and specifications shall be submitted to Owner for approval or denial.
 5. Contractor shall provide supervision of the work during construction. A skilled superintendent shall be on job regularly to verify that all work is done properly and according to drawings and specifications. It shall be his responsibility to meet with each trade or subcontractor before work is to begin and review the job to be done. Before any work proceeds into the next phase, superintendent shall inspect work to see that it is in readiness for next phase or trade.
 6. Contractor shall review and approve all product data and samples prior to submission to Owner and/or Designer, and shall determine and review for accuracy: field measurements, field construction criteria, conformance with specifications, jurisdiction requirements, and coordination with construction documents as is customary and prudent.
 7. Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract (sum/fee/amount) being adjusted to the mutual satisfaction of Owner and Contractor.
- 1.7 Contractor shall provide to the Owner certified properly executed waivers of liens by Contractor and all subcontractors and suppliers as required by statute.
- 1.8 SHOP DRAWINGS: Contractor shall review all shop drawings and affix his/her signature to such documents prior to submitting them to Designer; Designer will review shop drawings for conformance to the design intent of the Drawings as to installed appearance and utility only, not for dimensional accuracy nor structural integrity.
- 1.9 Designer will not be responsible for not have control nor charge over the acts or omissions, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs of the Contractor, subcontractors, nor any of their agents or employees, nor any other persons performing any of the work.
- 1.10 Work shall be constructed according to these working drawings and specifications and addenda as agreed upon between Owner and Contractor. The term "Contractor" refers to any contractor licensed to perform their services in the State of Oregon who may enter into a legal contract directly with the Owner. "Subcontractor" refers to those having a legal contract for the work with the General Contractor, or hired by any other subcontractor.
- 1.11 Drawings and specifications are intended to show and describe details for a complete construction. Parts and details not fully shown or described shall be executed according to standard first class trade practices, and in similar manner and spirit of details which are shown on drawings or described in specifications. If contractor finds any details which in his opinion are unsound or not waterproof, it shall be his/her duty to notify the Designer in writing of his opinion. If work is performed as detailed, it will be assumed that there has been no objection to the detail.
- 1.12 Figured dimensions shall be followed in preference to scale, and detail drawings in preference to small scale drawings. Contractor shall check accuracy of all dimensions in field prior to any work being constructed or materials or products fabricated or installed. Specifications and written notes and schedules on drawings shall be followed in preference to information furnished in the form of line drawings.
- 1.13 Detailed drawings furnished by Designer during construction to be approved by Contractor or Owner are to be considered explanatory and not as modifications of drawings and specifications unless specifically noted as such by the Designer. Notes, figures and details on said detail drawings shall be followed and executed as part of these general notes.
- 1.14 Contractor shall erect and properly maintain at all times as required by conditions and progress of work, all necessary protective devices, and other safeguards for the protection of workmen and the public. Barricades shall be constructed and located as shall be determined by local authorities and codes. Drainage shall be controlled to mitigate any off-site erosion or migration of silt onto adjacent public or private property.
- 1.16 At all times during construction or erection of project or its component parts prior to completion of the structural frame or placement and permanent connection of component members to the structural frame, Contractor shall provide, or require framing and fabrication contractor to provide, install and maintain properly designed and constructed temporary bracing of adequate strength to prevent dislocation, distortion, cracking, detachment or any other damage to the work or any of its component parts due to normal and foreseeable wind and seismic forces.
- 1.17 Contractor shall insure that all glass, tile, plaster, painted surfaces, and floors are thoroughly cleaned of adhesive, staining, or corrosive materials, and left in a broom clean condition for acceptance by Owner.
- 1.18 All work and installations shall be as per the currently adopted version of the Oregon Residential Specialty Code.

- ### 2.0 SITE WORK
- 2.1 No soils report has been provided; the Designer has not reviewed any such report, and has assumed that standard code minimum bearing values apply. Contractor making excavations shall obtain a copy of any existing report, and shall prepare excavations and footings in strict conformance with its recommendations. If drawings do not reflect such conformance, Contractor shall immediately notify the Designer and Structural Engineer of changes required.
 - 2.2 Where excavations are made to depth greater than indicated in drawings, or by a soils report, such additional depth shall be filled with concrete as specified for footings.
 - 2.3 Fill materials shall be free from debris, vegetable matter and other foreign deleterious substances. Conform to current applicable state and local codes.
 - 2.4 Compact back fill for trenches in accordance with any applicable soils reports recommendations and civil drainage or dewatering plans.
 - 2.5 Water shall be removed from foundation excavation prior to placing of concrete. Care shall be taken and schedule planned so as not to dry out underlying natural soils.

3.0 CONCRETE

- 3.1 Concrete mixes, formwork, reinforcing, and placement of inserts and bolts shall be as shown, described or detailed on structural drawings, general or engineering notes, and these specifications.
- 3.2 All bolts, inserts, reinforcing steel, wire mesh, holdown anchors and other inserts shall be secured in place and inspected by the building official prior to securing delivery of or placing concrete. During placement of concrete, ensure securement and accurate location of bolts, inserts, reinforcing, anchors and other hardware until hardening of concrete.
- 3.3 Work concrete into all forms, into all corners, around reinforcement and embedded items.
- 3.4 Mix and Placement:
 - 3.4.1 The minimum ultimate strength of concrete at 28 days shall be $f'_{c} = 2500$ PSI unless otherwise noted on Structural Engineering plans.
 - 3.4.2 Cement: ASTM C150 (Type I) unless alkaline soils are present (refer also to Structural Drawings, Specifications, and Calculations).
 - 3.4.3 All concrete unless otherwise noted in the Structural Drawings, Specifications, and Calculations shall be regular weight hard rock type (150 #CF). Aggregates shall conform to ASTM C33 with proven shrinkage characteristics of less than .005.
 - 3.4.4 Concrete shall not free fall more than six feet. Pump or place as directly within forms as possible.
 - 3.4.5 Concrete shall be maintained in a moist condition for a minimum of ten (10) days after placement, or per alternate proven curing methods used as specified in the current edition of the Manual of Practice of the American Concrete Institute.
 - 3.4.6 Bolts embedded in concrete to be ASTM A307.

4.0 METALS

- 4.1 Structural steel shall conform to ASTM A36 and shall be fabricated and erected in accordance with the AISC Specifications and Code of standard Practice as amended.
- 4.2 Bolts shall conform to ASTM A325 unless noted otherwise (Use A307 for bolts embedded in concrete or masonry).
- 4.3 Reinforcing Steel:
 - 4.3.1 Reinforcing steel shall be deformed steel conforming to the requirements of ASTM A615, (deformations shall be in accordance with ASTM A305) as follows: Grade 40 (#3 and #4 bar) unless otherwise noted on plans.
 - 4.3.2 Bars shall be clean of rust, paint, grease or other materials likely to impair bond. Bends shall be made cold.
 - 4.3.3 Prior to placing concrete, reinforcing steel and embedded items shall be well secured in position.
- 4.4 All lumber connectors attached to structural steel shall be as per Simpson Strong-Tie, or approved equal of equal or greater load carrying capacity. Connectors shall be shop welded per manufacturers recommendations.

5.0 CARPENTRY AND LUMBER

- 5.1 Framing lumber: Conform with provisions of the West Coast Lumber Inspection Bureau, No. 16 Standard Grading Rules for West Coast Lumber, and each piece shall bear the grade stamp of approved grading agency.
- 5.2 Framing lumber species: Unless otherwise noted below, any approved species may be used. Manufactured members of equivalent rating may be used; provide certification.
- 5.3 Framing lumber grades: The following grades shall be the minimum acceptable grades, unless otherwise noted herein or on drawings:

Item	Minimum Grade
Studs:	Stud Grade
Structural Joists and Planks:	2 inches to 4 inches thick, nominal, No. 2 (Douglas Fir)
Beams and Stringers:	5 inches and thicker; No. 1 (Douglas Fir)
Posts and Timbers:	5 inches by 5 inches and larger; No. 1 (Douglas Fir)
- 5.4 Plywood sheathing shall be APA grade stamped, including panel index where applicable. Use exterior type, min. CC grade where plywood is to be exposed to weather during construction. All plywood shall be manufactured with exterior type glue. All plywood shall conform to U.S. product standard PS 174.
- 5.5 Nailing, pattern, connectors, and location shall be as specified in the structural engineering drawings. Sheathing grades and nailing shall be approved by building inspector prior to covering.
- 5.6 Miscellaneous materials:
 - 5.6.1 Wood in contact with concrete or masonry within 6 inches of earth: Pressure treated D.Fir.
 - 5.6.2 Framing Hardware: Provide Simpson Timber Company "Strongtie" connectors or other approved. All substitutes shall bear ICBO approval. All hardware shall be galvanized or rust inhibitive shop painted. Nails for connectors be as recommended by the manufacturer.
 - 5.6.3 Nails shall be common. Nailing shall be per Chapter 23 of the Uniform Building Code unless noted otherwise on the plans and details. All nails exposed to weather shall be galvanized.
 - 5.7 Maximum moisture content for all structural members shall not exceed 19% unless noted otherwise herein or on plans.
 - 5.8 During construction, ensure that materials and assemblies are installed in such manner that there is complete retardation of active, direct and indirect moisture and weather elements from entering interior inhabited and uninhabited spaces through, around, over and under building components. Sequence construction activities to allow for installation of waterproofing and dampproofing materials and products specified or shown on drawings as necessary to provide a watertight, moisture-tight, and weathertight building envelope.
 - 5.9 All lumber permanently exposed to weather shall be fully treated with an anti-fungal and water repellent formulation; use only galvanized nails, fasteners, and connectors except as otherwise provided herein.

- ### 6.0 ELECTRICAL DESIGN REQUIREMENTS
- 6.1 All 15 and 20 amp receptacles to be tamper resistant per OESC 406.12.
 - 6.2 Arc fault circuit interrupters shall be provided for all circuits described in OESC 210.12 (A)(1)-(6).
 - 6.3 Ground fault circuit interrupters shall be provided for all circuits described in OESC 210.8 (A)(1)-(10).
 - 6.4 Convenience outlets shall be spaced along walls (generally 6' from any point) and kitchen countertops (generally 24" from any point) per spacing requirements of OESC 210.52.



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



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REVISIONS

NO.	DATE	EVENT / NOTE
A	1/21/2021	PRELIMINARIES
B	3/8/2021	SUBMIT FOR PLAN CHECK

424 Nandina (Lot 22)

ASHLAND, OR 97520
SINGLE FAMILY DWELLING
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541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com 03 #23860

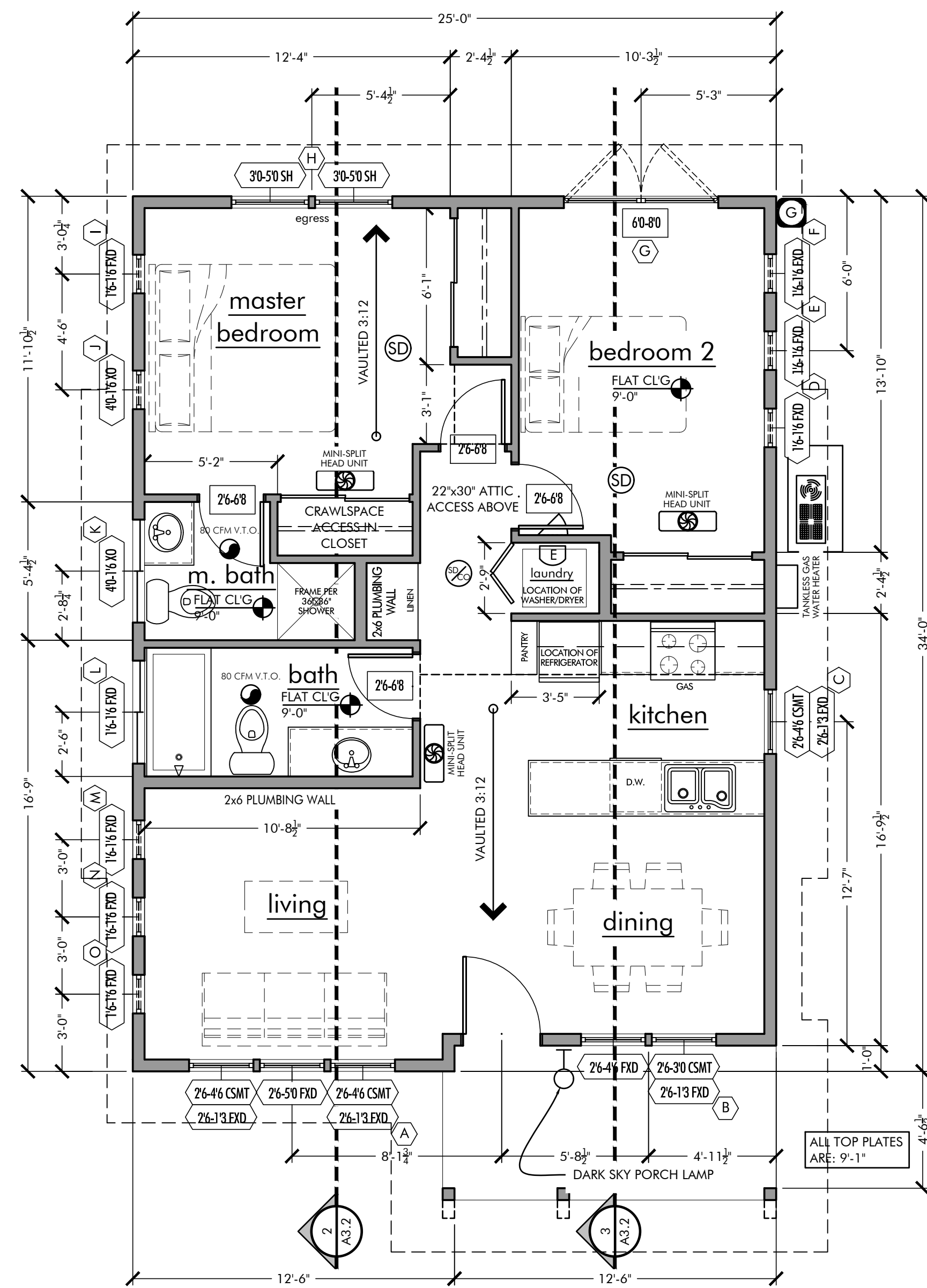
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SITE PLAN

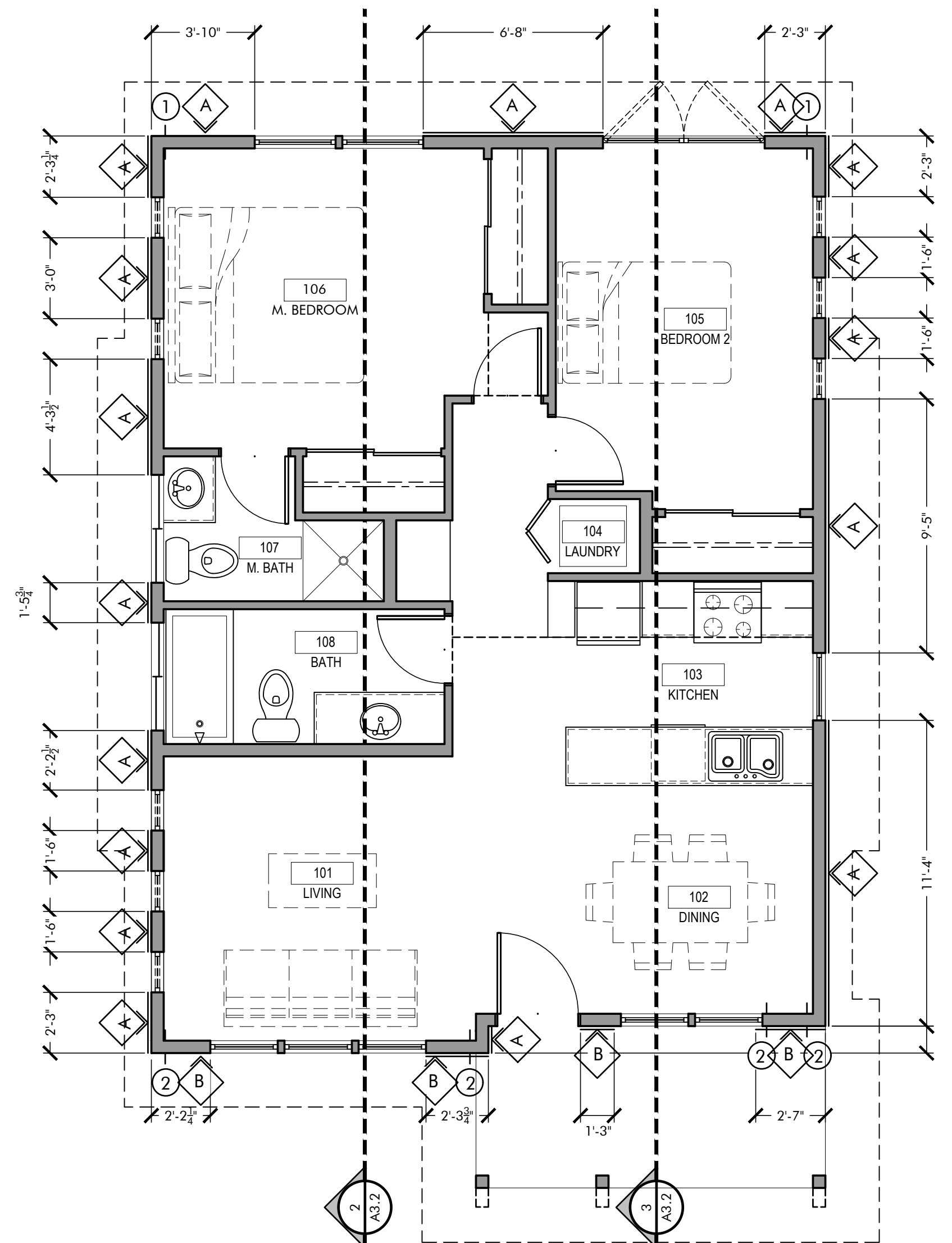
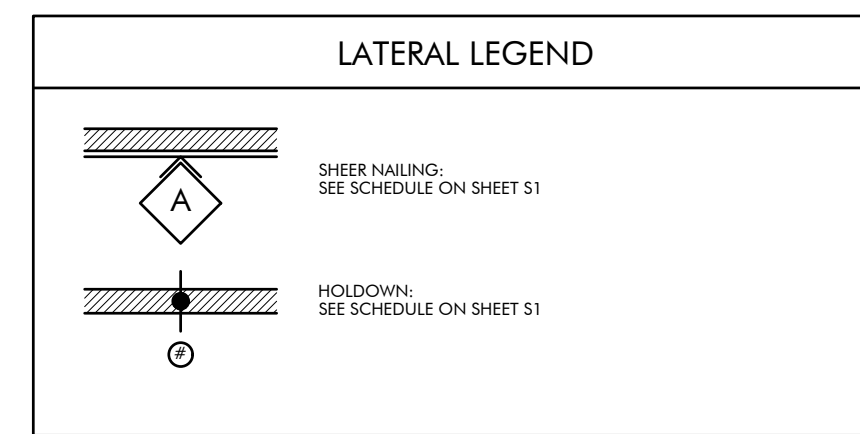
DRAWN BY:
Rick Lindemann | 503.866.4742
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497

SHEET NO. A1.0

2 OF 6 SHEETS



1 Floor Plan
Scale: 1/4" = 1'-0"



2 Lateral Plan
Scale: 1/4" = 1'-0"



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

ALM DESIGN Adam L. Miller Design

RLA Design LLC

KAS Associates, Inc. CIVIL & STRUCTURAL ENGINEERING SERVICES PLANNING

Medford, OR 97501 1887 Williams Hwy, Suite 222
 541.772.5887 P: 541.478.3881 F: 541.618.7188
 • kas@kasinc.com • www.kasinc.com •

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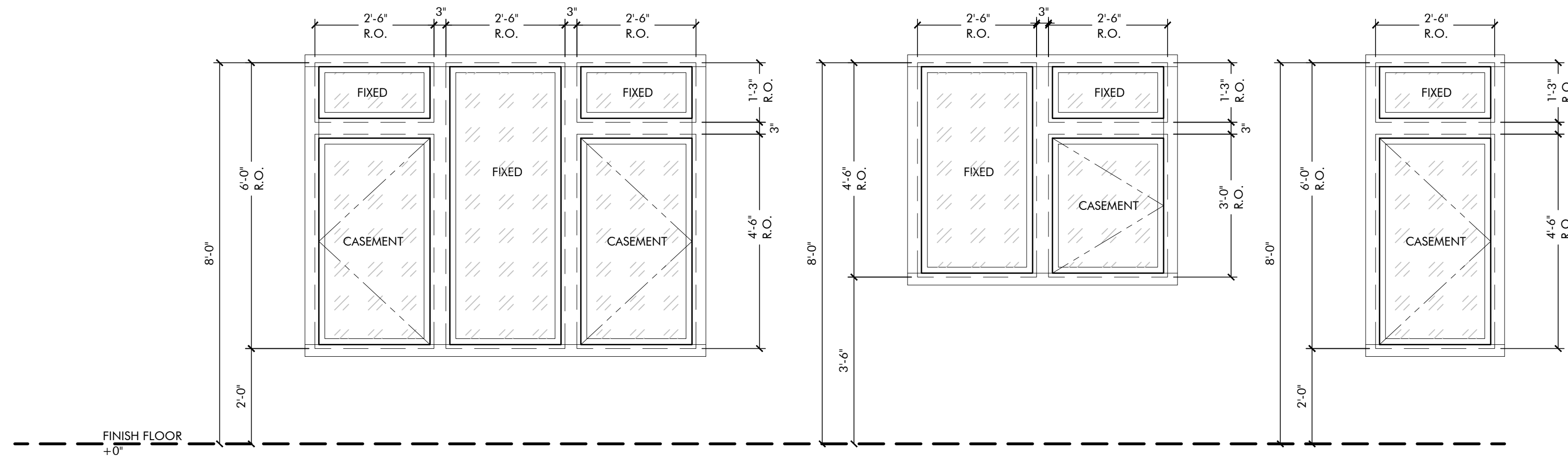
424 Nandina (Lot 22)
 ASHLAND, OR 97520
 SINGLE FAMILY DWELLING
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OWNER:
KDA Homes
 plan, develop, build
 541-944-1921 Dave Decarlow
 541-821-3752 Mark Knox
 604 Fair Oaks Court Ashland, Oregon 97520
 kda-homes.com 03 #28160

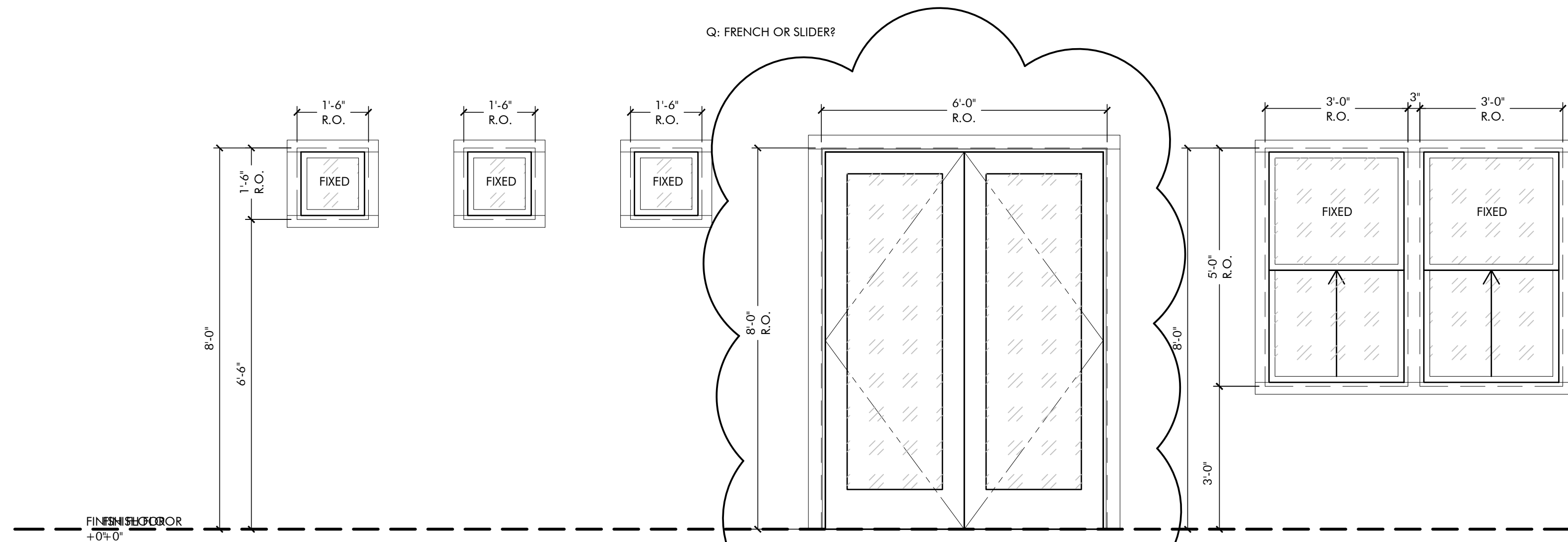
DRAWING TITLE:
FLOOR/LATERAL PLAN

DRAWN BY:
 Rick Lindemann | 503.866.4742
 Adam Miller | 541.513.8957
 Richard Anderson | 541.301.1497

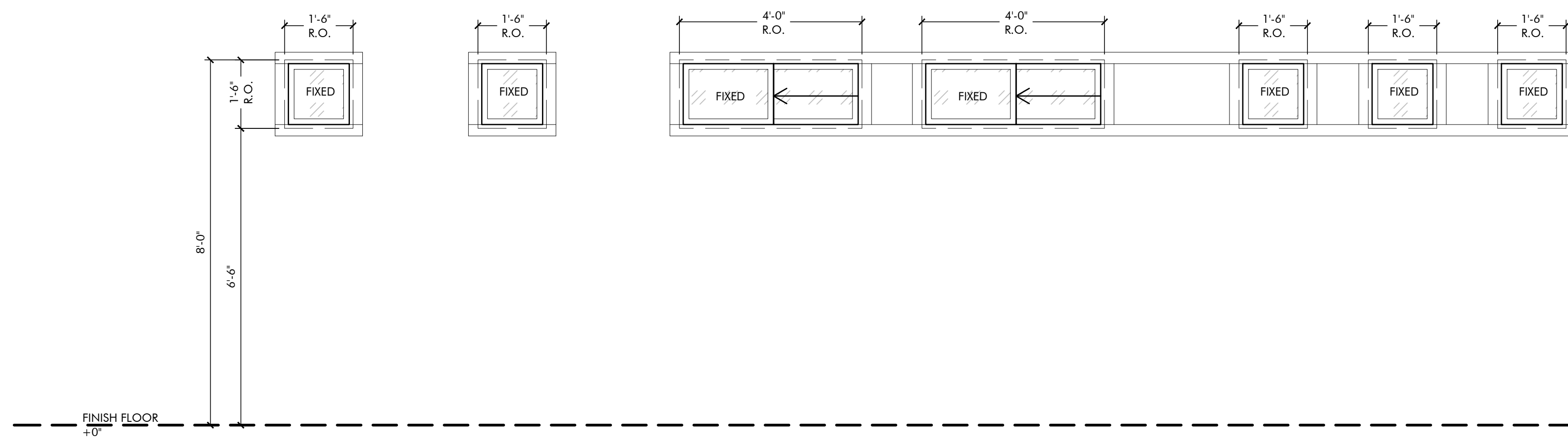
SHEET NO. A3.1
 4 OF 6 SHEETS



A B C

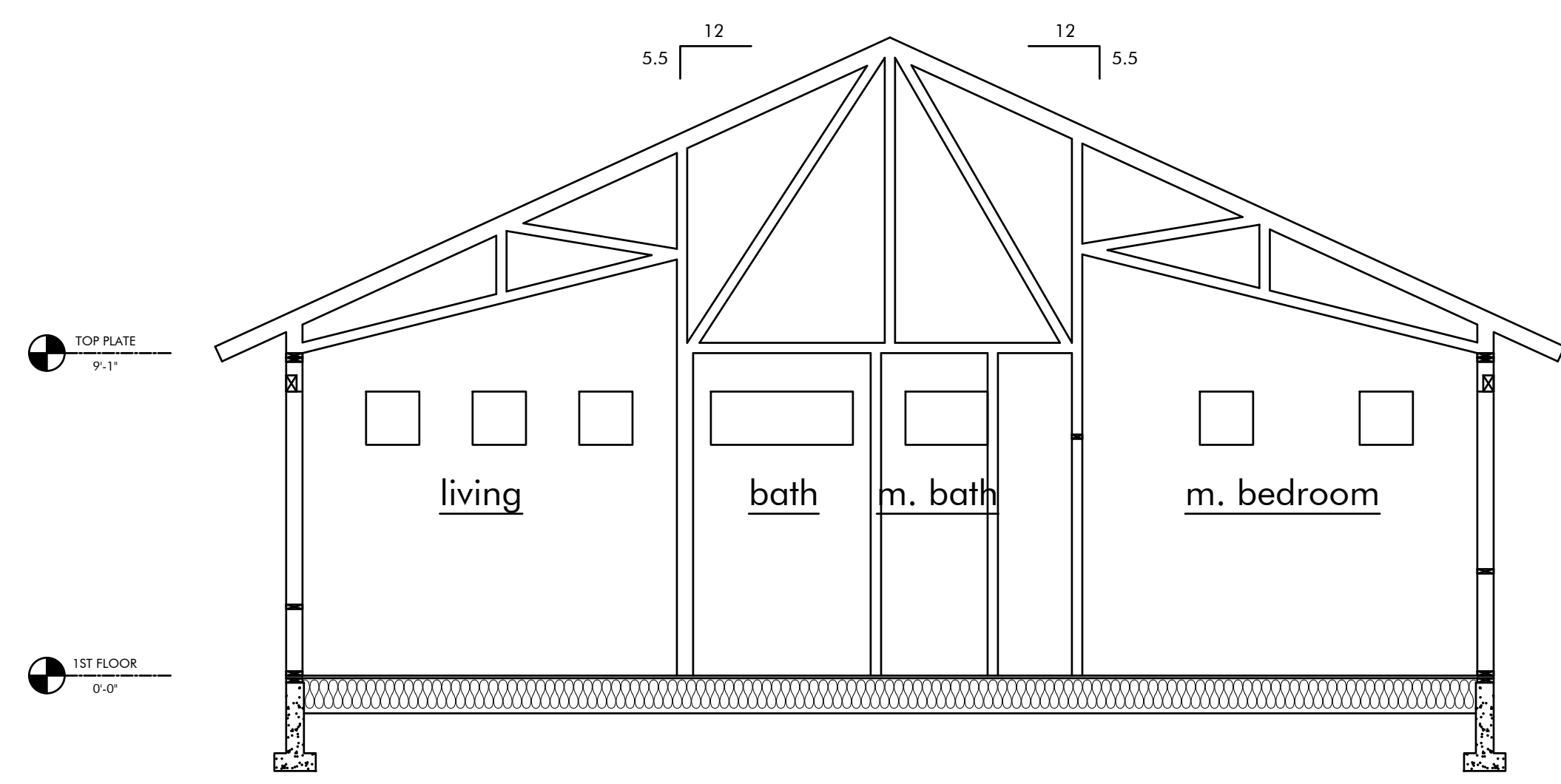


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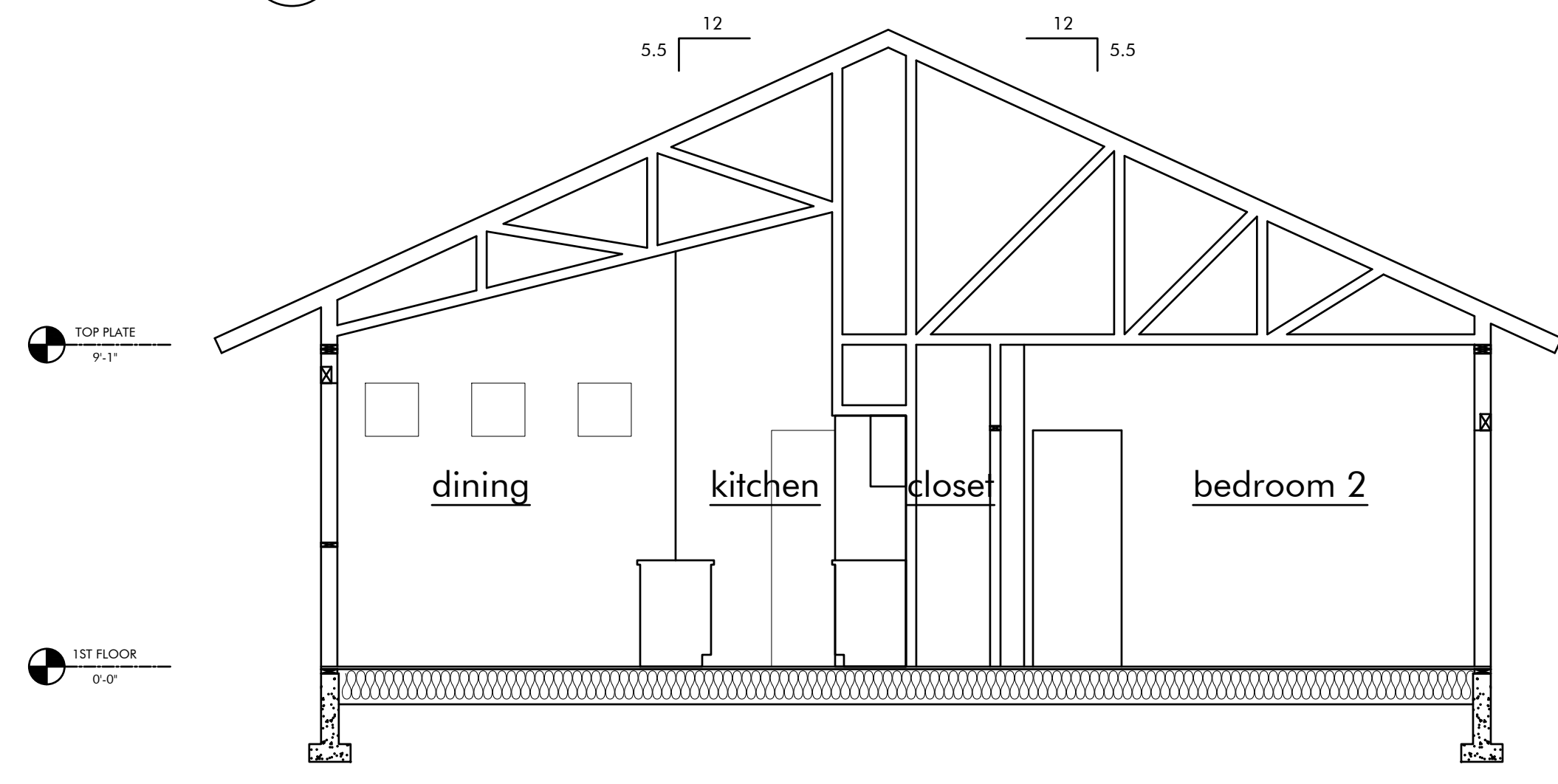


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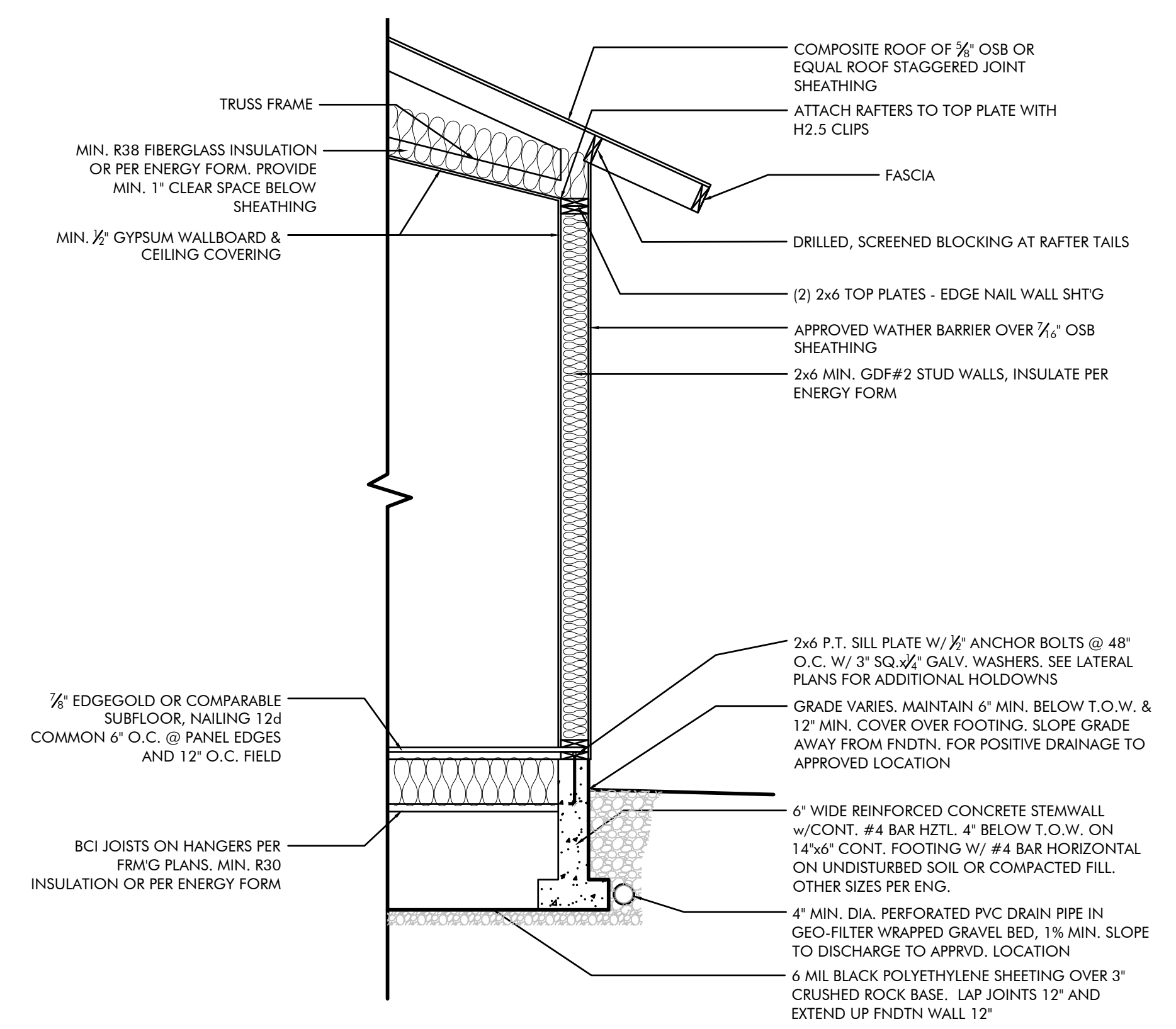
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2 Section
Scale: 1/4"=1'-0"



3 Section
Scale: 1/4"=1'-0"



4 Typical Wall Section
Scale: 1/2"=1'-0"



ASSOCIATE DESIGNERS:
ALM DESIGN Adam L. Miller Design
RLA Design LLC

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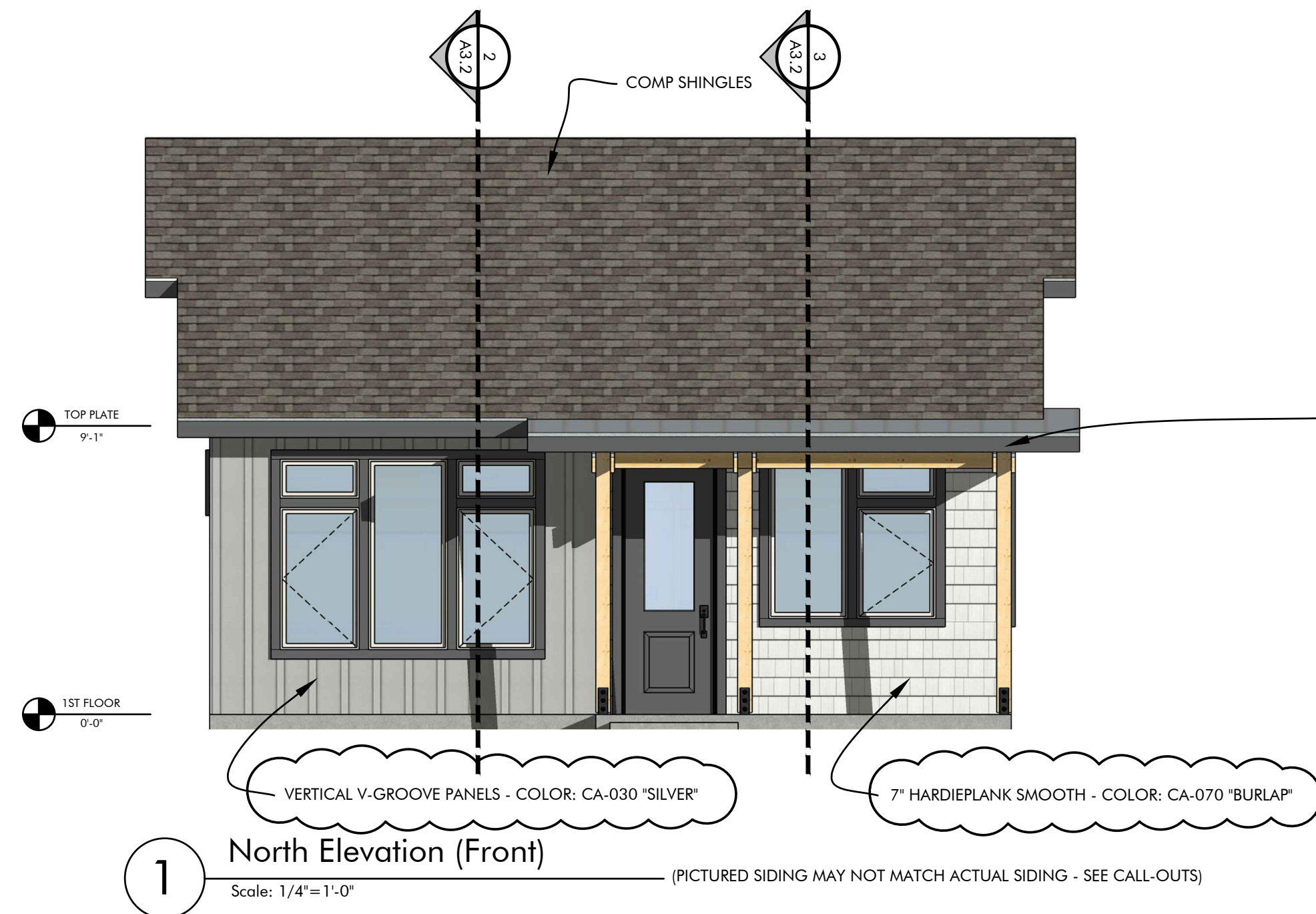
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424 Nandina (Lot 22)
 ASHLAND, OR 97520
 SINGLE FAMILY DWELLING
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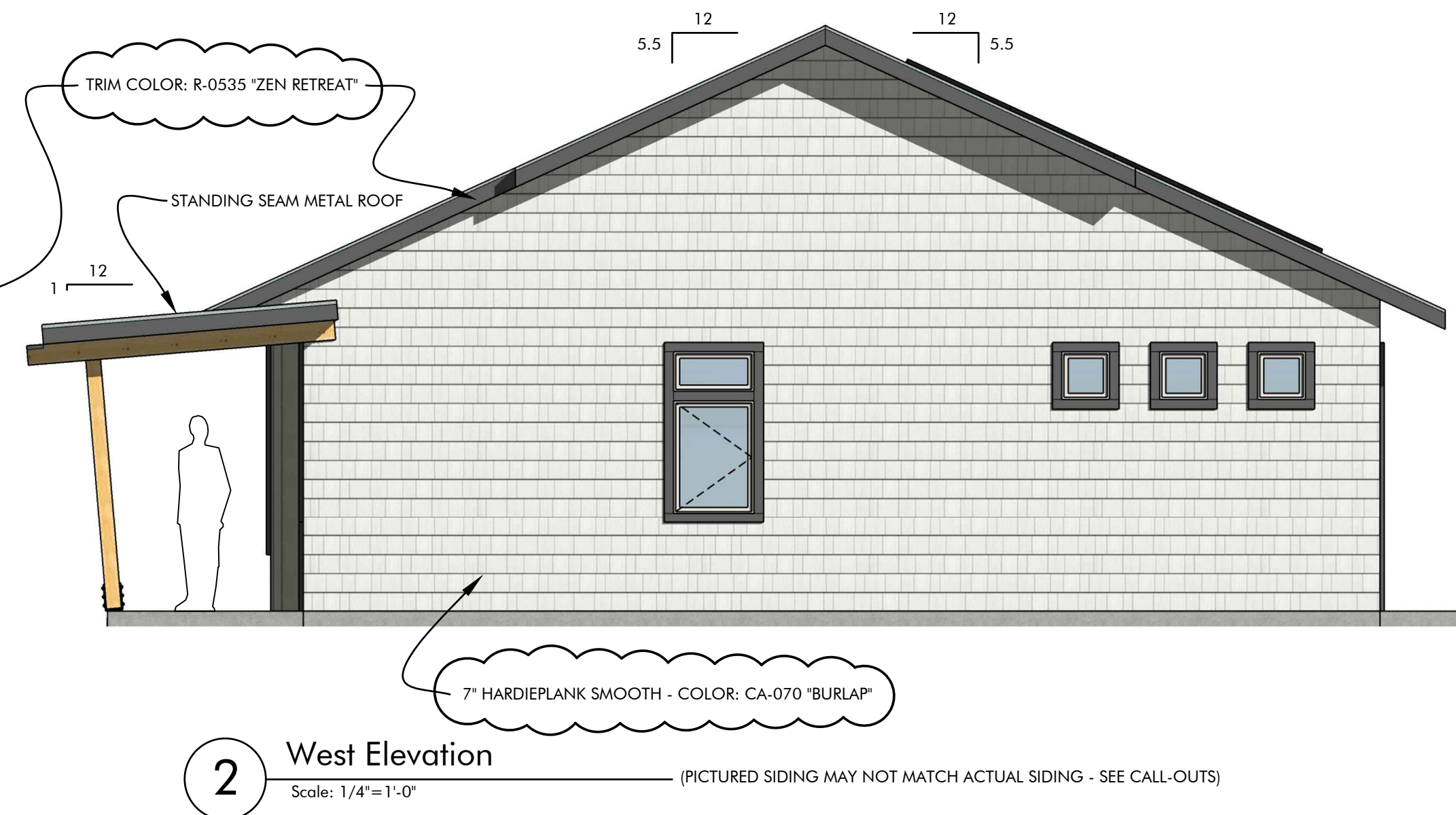
OWNER:
KDA Homes
 plan, develop, build
 541-944-1921 Dave Decarlow
 541-821-3752 Mark Knox
 604 Fair Oaks Court Ashland, Oregon 97520
 kda-homes.com 03 #28960

DRAWING TITLE:
WINDOW SCHEDULE/ SECTIONS
 DRAWN BY:
 Rick Lindemann | 503.866.4742
 Adam Miller | 541.513.8957
 Richard Anderson | 541.301.1497

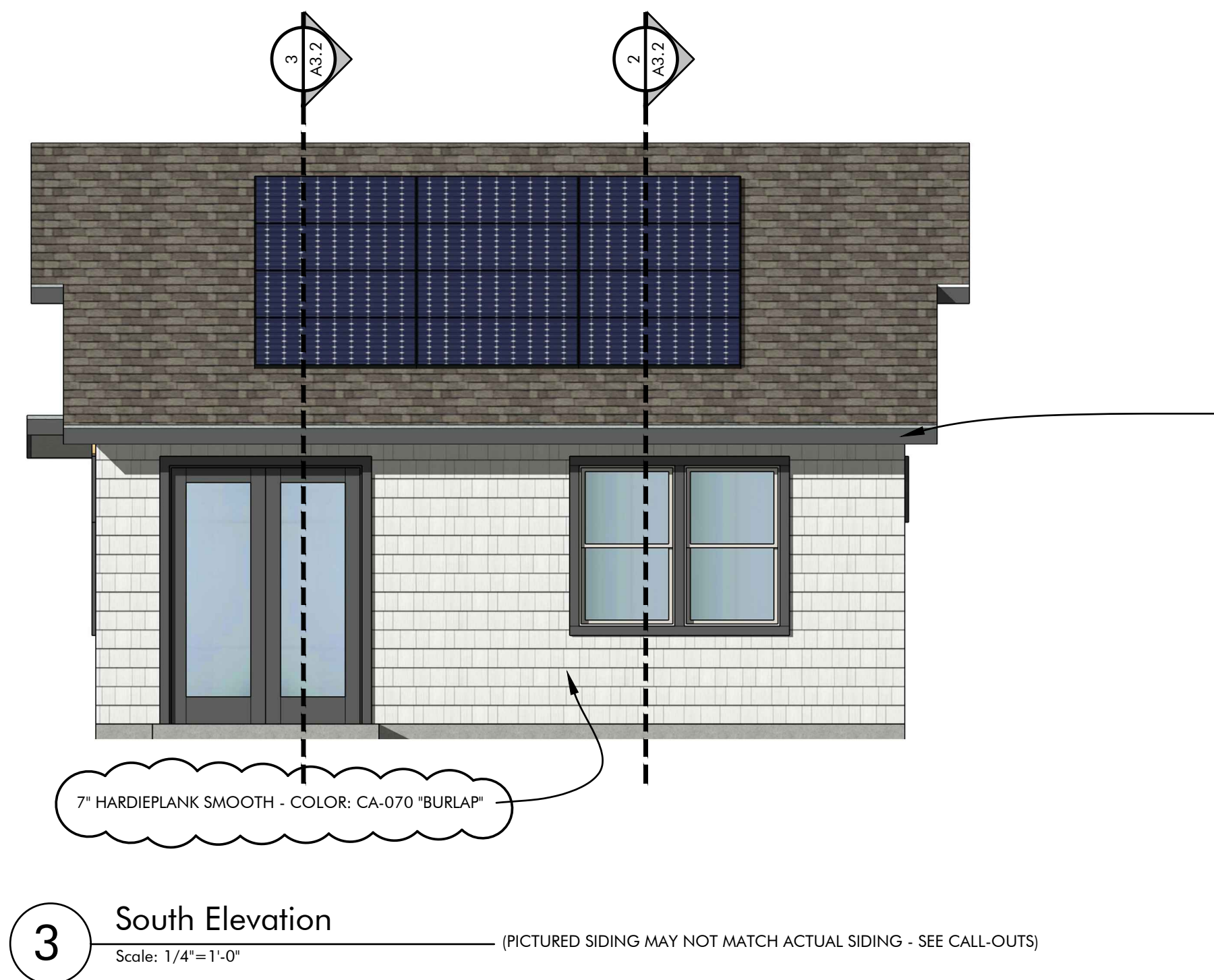
SHEET NO. A3.2
 5 OF 6 SHEETS



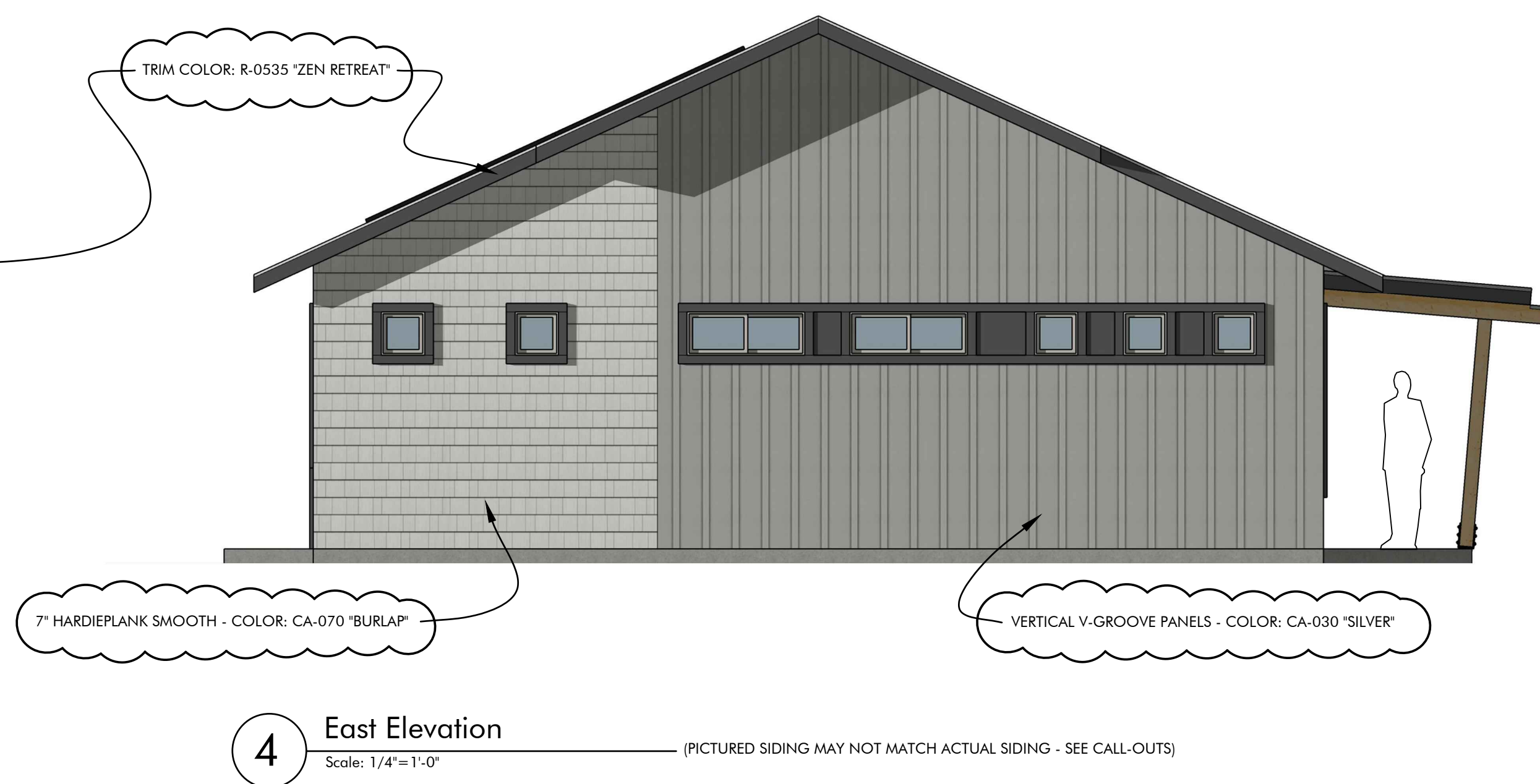
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2 West Elevation (PICTURED SIDING MAY NOT MATCH ACTUAL SIDING - SEE CALL-OUTS)
Scale: 1/4"=1'-0"



3 South Elevation (PICTURED SIDING MAY NOT MATCH ACTUAL SIDING - SEE CALL-OUTS)
Scale: 1/4"=1'-0"



4 East Elevation (PICTURED SIDING MAY NOT MATCH ACTUAL SIDING - SEE CALL-OUTS)
Scale: 1/4"=1'-0"



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



REVISIONS

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424 Nandina (Lot 22)

ASHLAND, OR 97520

SINGLE FAMILY DWELLING
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OWNER:



541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com 03 #23860

DRAWING TITLE:

ELEVATIONS

DRAWN BY:
Rick Lindemann | 503.866.4742
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497

SHEET NO. A4.0
6 OF 6 SHEETS

Evaluation Criteria

Project Proposal

Max Score 35 Pts.

Period of Affordability (the longer the period of affordability the higher the score)

The Project addresses an unmet or under met housing need as identified in adopted City documents.

Renumeration for property transfer?

Energy Conservation measures.

Project Funding Sources

20 Pts.

Includess a project pro-forma, idendifid all secured and potential funding sources for development.

Identified Local State or Federal housing assistance and specific periods of affordability and/or target income requirements.

Development Schedule

15 pts.

A developoment schedule through completion is provided

Project benchmarks are well-defined and realistic

Contingencies are planned and realistic

The timeline is thorough and fully considers all requisite steps

The project is ready for implementation

Organizational Capabilities & Resources

25 pts.

Does this entity have the organizational capacity and resources to successfully implement the activity?

Consider the management and organizational structure of the organization

Has this entity successfully completed a project of similar size and scope

Applicants have the demonstrated the ability to secure funding

key members of the applicant team have the experience needed to successfully complete the proposed project.

Has other on-going projects

Is the applicant ready to proceed

References

5 pts.

Identify any similar projects the developer has completed, how did those projects go?

Applicant Score

Memo

DATE: June 26, 2025

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Community Resource Event Planning Continued

Community Resource Fair discussions to include:

- Choosing date/dates in Late August early September
- Brainstorming service providers to attend,
- Volunteers to work on the planning work group.
- Review of previous feedback forms (attached)

Planning Department

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900



Community Partner Feedback

# of Individuals Spoken To	Main Point of Interest/Questions Asked	Event Timing	Good Atmosphere To Discuss Topics?	Any Suggestions For Future Events?
8	Rentals, Homeownership	Just Right	Yes	Can tablers help publicize in the future?
12	"What is a land trust"	Just Right	Yes	Publicize more to larger community
10	N/A	Just Right	Yes	N/A
60	Housing, Food, Energy, New Home Purchases	Just Right	Yes	More Food
60	Housing & Food Assistance	Too Long	Yes	Maybe 1.5 Hours
24+	Homelessness, Food, Housing in General, Healthcare	Just Right	Yes	Great to connect with individuals. More marketing. 211 Info can post on their socials. We would love to attend again.
24	"How can you guys help me?"	Just Right	Yes	A bigger place, but overall great event
3	N/A	Just Right	Yes	Ashland Food Project should be here
20	Interest in BIAS hotline, may did not know about it.	Just Right	Yes	N/A
20	What does NAMI offer	Just Right	Yes	N/A
15	About products & services	Just Right	Yes	Was nice to network with other community partners to gather referral services.
13	Entry level home loans & mobile homes in park	Just Right	Yes	It was nice sharing resources with others. More marketing the event so more people are aware.
10-15	General medicaid info, HRSN housing benefit	Just Right	Yes	Venue with more adequate parking is helpful, but i understand that is difficult to come by while still keeping the event cerntally located and easily accessible.
23	Seniors w/ Oregon State	Just Right	Yes	Earlier in day.
23	Programs & services through ODHS	Just Right	Yes	N/A
55	What do you do?	Just Right	Yes	Right size. Bigger venue like the Medford Armory. Maybe handout or website listing all presenting organizations.
10	General information		Yes	N/A
17	Housing Assistance Funds. Case Work Support Navigation.	Too Long	Yes	Well done! Publiiti in advance, nice job, good connections.
10	"What is this?"	Too Long	Yes	1.5hrs would have been enough
20+	Housing	Just Right	Yes	N/A
22	General fire safety and awareness	Just Right	Yes	Good to hear from other community services about how to potentially collaborate
14	Good solutions for specific problems and people asking to join.	Just Right	Yes/No	The CoC is an organization of organizations.
10	What do you do?	Too Short	Yes	Maybe [host on] a saturday.

Citizen/Attendee Feedback						
Did you find the resources you needed?	Did you find the event helpful?	Would you attend an event like this again?	How did you hear about this event?	Was the timing was accessible?	Was the location accessible?	Suggestions?
N/A	Yes	Yes how about housing	N/A	Yes	Yes	A few more senior oriented services
Yes	Yes	Yes	OHRA	Yes	Yes	It was good information.
Yes	Yes	Yes	Senior Center	Yes	Yes	Classes on eviction process and what to expect
Yes	Yes	Yes	Facebook	5pm-8pm	Yes	Great location. Everyone was very helpful and I found everything easily.
N/A	N/A	N/A	Therapy	Yes	No	Location with more parking would be helpful. Maybe some resources for job/work.
Yes	Yes	Yes	Senior Center	Yes	Yes	Keep on having this type of event
Yes	Yes	Yes	ODHS	Yes	Yes	
Yes	Yes	Yes	Internet	Yes	Yes	
Yes	Yes	Yes		Yes	Yes	
Yes	Yes	Yes	SERJAC	Yes	Yes	
Yes	Yes	Yes	Rogue Retreat	Yes	Yes	
Yes	Yes	Yes	Word of Mouth	Yes	Yes	
Yes	Yes	Yes	H&HSAC	Yes	Yes	
Yes	Yes	Yes	Email or FB Ad	Yes	Yes	Would like to see St. Vincent or Salvation Army. Would love to just see it expand! Ashland Coop Social Services info like scholarships for members, AHS scholarship, financial aid, college application program and markers market.



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 8
 - Main point of interest/question asked by attendees?
rental; homeownership
 - Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
 - Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
 - Any suggestions to make future events better?
Can vendors help publicize in the future?
- *Montana rocks*

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 12
- Main point of interest/question asked by attendees?
"what is a Land Trust"
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT **JUST RIGHT**
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?
publicize more to larger community

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 10
- Main point of interest/question asked by attendees?

- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 60
- Main point of interest/question asked by attendees?
Housing, Food, Energy & New Home purchases
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?
More Food

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 60ish
- Main point of interest/question asked by attendees?
Housing & Food Assistance
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG ^{maybe} _{1.5 hours} SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? over two dozen
- Main point of interest/question asked by attendees?
homelessness, food, housing in general, wa. theme
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: great to connect w/ individuals and community partners
- Any suggestions to make future events better?
more marketing - all info can post on our socials!
We would love to attend again

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? Two Dozen
 - Main point of interest/question asked by attendees?
How can you guys help me?
 - Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
 - Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
 - Any suggestions to make future events better?
A bigger place, but overall great event.
-
-
-

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? WE HAD 3- SHIFTS
- Main point of interest/question asked by attendees? OF PEOPLE

-
- Did you feel the event was too long, too short, or just right? (Circle One):

LONG

SHORT

JUST RIGHT

- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?

YES

NO

THOUGHTS: _____

- Any suggestions to make future events better?

ASHLAND FOOD PROJECT SHOULD BE HERE

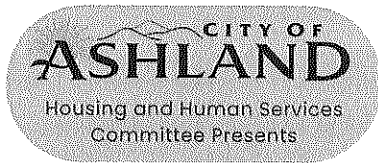
Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 20
- Main point of interest/question asked by attendees?
INTEREST IN BIAS HOTLINE - MANY DID NOT KNOW ABOUT IT
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 20
- Main point of interest/question asked by attendees?
What does NAMI offer
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 15
- Main point of interest/question asked by attendees?
About Products & services
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: Was nice to network with other community
- Any suggestions to make future events better? Partners to gather referral sources

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 13
- Main point of interest/question asked by attendees?
Entry level home loans & mobile homes in parks
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: If was nice sharing resources
- Any suggestions to make future events better? with others
Perhaps more marketing the event so more
people are aware.

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? approx 10-15
- Main point of interest/question asked by attendees?
general medical info, HRSN housing benefit
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?

venue w/ more adequate parking is helpful, but I understand that is difficult to come by while still keeping the event centrally located and easily accessible.

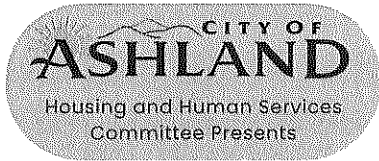
Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 23
- Main point of interest/question asked by attendees?
Services w/ Oregon state
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?
later in day

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 23
- Main point of interest/question asked by attendees?
Programs Services through ODHS
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 55-ish
- Main point of interest/question asked by attendees?
What do you do? Give me your spiel!
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?

- YES NO THOUGHTS: _____
- Any suggestions to make future events better?
Right size, bigger venues like the Medford ARMORY
are best. Convivial, parking was not a problem.
Maybe: handout or website listing all presenting organizations!

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners *OHRA*

- How many individuals/families did you talk to today? 10
- Main point of interest/question asked by attendees?
General Information
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
 YES NO THOUGHTS: _____
- Any suggestions to make future events better?
N/A

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

OHRA

- How many individuals/families did you talk to today? 17
- Main point of interest/question asked by attendees? Housing assistance #, NAVIGATION ^{Case work support}
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT great flow for 90 minutes
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: Well done!
- Any suggestions to make future events better?
publicity in advance
nice job
good connections

Thank you for volunteering your time to help inform community members about your services

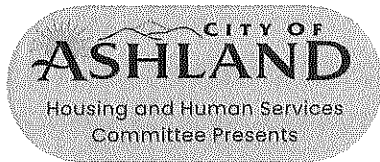


Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 10
- Main point of interest/question asked by attendees?
"What is this?"
- Did you feel the event was too long, too short, or just right? (Circle One):
 LONG SHORT JUST RIGHT 1.5 hrs would have been enough
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
 YES NO THOUGHTS: _____
- Any suggestions to make future events better?

None

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

• How many individuals/families did you talk to today? 20+

• Main point of interest/question asked by attendees?

Housing - Fair

• Did you feel the event was too long, too short, or just right? (Circle One):

LONG SHORT JUST RIGHT

• Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?

YES NO THOUGHTS: _____

• Any suggestions to make future events better?



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 22
 - Main point of interest/question asked by attendees?
GENERAL FIRE SAFETY AND AWARENESS
 - Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
 - Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: GOOD TO HEAR FROM OTHER COMMUNITY
 - Any suggestions to make future events better? SERVICES ABOUT HOW TO POTENTIALLY COLLABORATE
-
-
-

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 14
- Main point of interest/question asked by attendees?
good solutions for specific problems AND people asking to join
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: The Cal is an organization of organizations.
- Any suggestions to make future events better?

Thank you for volunteering your time to help inform community members about your services



Housing and Human Services Advisory Committee Community Resource Fair Feedback Form For Community Partners

- How many individuals/families did you talk to today? 10
- Main point of interest/question asked by attendees?
What do you do
- Did you feel the event was too long, too short, or just right? (Circle One):
LONG SHORT JUST RIGHT
- Did you feel the event provided the right atmosphere to discuss topics you are knowledgeable in?
YES NO THOUGHTS: _____
- Any suggestions to make future events better?
maybe a Saturday

Community Resource Fair Feedback Form For Community Members

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: Yes, how about housing affordability

- How/Where did you hear about this event?

for folks above poverty line

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

A few more senior oriented services

**Community Resource Fair Feedback Form
For Community Members**

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

_____ *Through ODHHS* _____

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

Thank you for spending your evening with us, we hope you found this event helpful

Community Resource Fair Feedback Form For Community Members

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

_____ *internet*

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

Community Resource Fair Feedback Form For Community Members

- *Did you find the resources that you needed/were interested in learning more about, if not what was missing?*

YES NO THOUGHTS: _____

- *Did you find this event helpful/beneficial?*

YES NO THOUGHTS: _____

- *Would you attend an event like this again?*

YES ~~NO~~ THOUGHTS: _____

- *How/Where did you hear about this event?*

- *Did you feel the timing of the event was accessible?*

YES NO PREFERRED TIME: _____

- *Did you feel the location of the event was accessible?*

YES NO PREFERRED LOCATION: _____

- *Any suggestions to make future events better?*

Thank you for spending your evening with us, we hope you found this event helpful

Community Resource Fair Feedback Form For Community Members

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

_____ I'm on the SERJAC

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

Community Resource Fair Feedback Form For Community Members

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

I work with Dogue Retreat and was
told there

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

Community Resource Fair Feedback Form For Community Members

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

Word of Mouth _____

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

**Community Resource Fair Feedback Form
For Community Members**

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

_____ *Ohla* _____

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

_____ *Plz give good information.* _____

Thank you for spending your evening with us, we hope you found this event helpful

Community Resource Fair Feedback Form For Community Members

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

Senior Center

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

- Any suggestions to make future events better?

Classes — on eviction process — what to expect

Community Resource Fair Feedback Form For Community Members

- Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: very helpful

- Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

- Would you attend an event like this again?

YES NO THOUGHTS: _____

- How/Where did you hear about this event?

facebook

- Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: 5pm-8pm

- Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: great location (library)

- Any suggestions to make future events better?

No, everyone was very helpful and I found everything easily.

Community Resource Fair Feedback Form For Community Members

• Did you find the resources that you needed/were interested in learning more about, if not what was missing?

YES NO THOUGHTS: _____

• Did you find this event helpful/beneficial?

YES NO THOUGHTS: _____

• Would you attend an event like this again?

YES NO THOUGHTS: _____

• How/Where did you hear about this event?

_____ *Island Senior Center* _____

• Did you feel the timing of the event was accessible?

YES NO PREFERRED TIME: _____

• Did you feel the location of the event was accessible?

YES NO PREFERRED LOCATION: _____

• Any suggestions to make future events better?

_____ *Keep on having this* _____
type of event _____
_____ *o o* _____

Memo

DATE: June 26, 2025

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Update from Sunstone Housing Collaborative

Krista Palmer, Executive Director of the Sunstone Housing Collaborative will provide the Committee with an update on the activities that non-profit entity is undertaking.

Planning Department

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900



Memo

DATE: June 26, 2025

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: City of Medford Affordable Housing Tool Kit Review and discussion

At the last regular meeting the Committee members expressed an interest in reviewing the City of Medford's Affordable Housing Tool Kit. The tool kit is designed to help address NIMBY (Not In My Backyard) issues in the development of affordable housing. NIMBY has been cited as one of the greatest barriers to the development of affordable and other needed housing types. The City of Ashland Affordable Housing Toolkit is attached to this memo.

Planning Department

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900





CITY OF MEDFORD

AFFORDABLE HOUSING ACCEPTANCE TOOLKIT



CITY OF MEDFORD
HOUSING & COMMUNITY
DEVELOPMENT

541-774-2380 | PLANNING@CITYOFMEDFORD.ORG | PUBLISHED 2022

WHY A TOOL ON THE 6 STEPS TO COMMUNITY ACCEPTANCE FOR AFFORDABLE HOUSING DEVELOPMENT?

The term affordable housing has taken on a host of meanings, many of them negative. In six steps, this toolkit provides a framework to guide community building to increase affordable housing acceptance. Each step includes templates, samples, and expected outcomes to assist affordable housing developers to accomplish the following:

- Community engagement and relationship building;
- Communicate effectively about the project;
- Build a network to increase support for the proposed project.

AFFORDABLE HOUSING ACRONYMS & TERMS

WHAT IS NIMBY?

Not-In-My-Backyard (NIMBY) is an acronym that captures some neighbors' sentiments about a proposed affordable housing project before the neighbors have an opportunity to learn about the project.

WHAT IS YIMBY?

Yes-In-My-Backyard (YIMBY) is a growing movement that establishes the protocols and positive methods of community engagement for a proposed project and how a proposed project can demonstrate being a good neighbor. YIMBY allows neighbors to understand how a proposed project can be a positive addition to their community.



THIS SYMBOL WILL DESIGNATE
KEY CONSIDERATIONS FOR EACH
STEP

HOW DID THE 6 STEPS TOOLKIT ORIGINATE AND HAS IT BEEN EFFECTIVE?

The 6 Steps Toolkit emerged from the housing advocacy work in the San Francisco Bay Area in the late 1990's. The original authors are Tim Iglesias, previous Deputy Director of the former Northern California Housing Association and current Professor of Law at the University of San Francisco; and the masterful late Debra Stein, an attorney and housing advocate.

CSH, a national nonprofit, whose mission is to advance permanent supportive housing (PSH) has promoted and trained on the 6 Steps in academies, seminars and workshops across the country for nearly three decades.

Affordable housing developers, property managers, and other housing advocates have added to the 6 Steps body of knowledge through their own lived experiences. Though not all neighbors become cheerleaders for new affordable housing projects in their communities, the associated community building and positive outcomes that come about has made the 6 Steps Toolkit effective in large and small neighborhoods.

ACKNOWLEDGMENTS

This resource was developed for the City of Medford and Rogue Valley Community with the special help of the following organizations:

- The Medford Housing Advisory Committee
- City of Medford Planning Department
- Housing Pipeline Committee of the Continuum of Care
- Center for Nonprofit Legal Services
- Housing Authority of Jackson County
- ColumbiaCare
- Medford ACCESS
- 1000 Friends of Oregon
- Rogue Retreat
- Southern Oregon Health-E.

TOOLS & RESOURCES

STEP 1

- [Action Planning Template](#)
- [Gantt Chart For Project Management](#)
- [Sample, Medford Land Development Committee Agenda](#)
- [Addressing Housing Needs Through Health Services](#)
- [City Of Medford Pre-Application](#)
- [City Of Medford Municipal Code](#)
- [City Of Medford Comprehensive Plan](#)
- [City Of Medford Land Information Map](#)
- [Glossary Of Affordable Housing Terms](#)
- [Jackson County Continuum of Care](#)
- [Tips For Planning, By Stein](#)

STEP 2

- [Message Worksheet, American Planning Association](#)
- [Sample Project Fact Sheet](#)
- [Sample Project Overview](#)
- [Sample, Talking Points With Elected Officials](#)
- [Economic Contribution Calculator](#)
- [CSH Fuse Initiative](#)

STEP 3

- [Pro-Housing Messages](#)
- [Sample, Project Fact Sheet](#)
- [Sample, Community Supporters](#)
- [Community Support Matrix](#)

STEP 4

- [Addressing Fearful Communities](#)
- [Project Safety Plan](#)
- [Addressing Community Concerns](#)
- [Sample, Good Neighbor Agreements](#)
- [University Of Oregon Implicit Bias Awareness Resources & Activities](#)
- [Debunking Property Value Concerns](#)
- [Assessing The Impact Of Affordable Housing On Nearby Property Values, Urban Land Institute](#)
- [Fact & Fiction Of Affordable Housing](#)
- [Guide For Neighbors, Oregon Fair Housing](#)

STEP 5

- [Guide For Housing Providers](#)
- [Know Your Rights Presentation](#)

STEP 6

- [Press Release Template](#)
- [Consent Form Template](#)
- ["If A Report Calls," CSH](#)
- [Resources On Building Public Support For Affordable Housing](#)
- [Curriculum And Tools For Tenant Leadership](#)
- [Toastmasters Training](#)
- ["Voices For Homelessness" Podcast](#)

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3. BUILD COMMUNITY SUPPORT	14
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THOUGH STEPS CAN BE DEVELOPED SIMULTANEOUSLY, STEP 1 SHOULD BE DONE BEFORE ALL OTHERS.

CORE TEAM & ITS FUNCTIONS

For a new development, the Core Team will be the partners committed to seeing the project through from opening to operations. This team is normally 5 to 8 people, representing a variety of disciplines.

OWNER	The owner of the property in question of being developed, or a representative, should be involved early on in the project.
DEVELOPER	The developer should also be involved early on in the planning process if the project is new construction or will undergo major rehabilitation.
PROPERTY MANAGER	Whether this is a single person or specialty company, the property manager can help address community concerns and may have insight to contribute regarding property design and layout to meet tenant needs.
PROVIDER	If any services are being regularly offered on-site, such as healthcare, therapy, or recovery, a representative should be involved in the planning phase and beyond.
LOCAL CONTEXT EXPERT	This member should understand the target tenant population needs and have experience with Continuum of Care models.
COMMUNITY STAKEHOLDER	This should be a community leader that can assist the Core Team with relationship building and community buy-in.
FUNDING PARTNERS	This may be a local funder; a local government with expertise in leveraging grants and resources for housing (ex: HUD funding); a local public housing authority if rental subsidies are required to make the project financially feasible; or a healthcare organization or authority contributing funds, coordinated care, or behavioral health.

Sometimes a Core Team Member wears several hats and can represent various interests in the proposed project. If this is the case, that Core Team Member must weight their ability to meet the demands of a new development project.

CORE TEAM AGREEMENTS

1. Meet deadlines;
2. Use relationships in a positive manner to move the project forward;
3. Stand with the team while navigating negative community feedback (NIMBY) to get to community acceptance (YIMBY).

CORE TEAM DUTIES

MEET REGULARLY	The frequency will change as the project progresses.
FEASIBILITY STUDY	Complete the early work to determine the potential size and scope of the project, and agree on the targeted tenancy.
RESEARCH PROJECT ELEMENTS	Ensure the proposed project addresses community needs and can leverage existing plans or initiatives for success.

CORE TEAM ROLES

TASK-MASTER	This person will manage team members and deadlines.
SCRIBE	This role tracks meetings, task progress, and creates agendas. See the Gantt Chart Template for managing project deadlines and progress.
TEAM COMMUNICATIONS MANAGER	Regularly send team members reminders or distribute task tracking. This role may be in combination or independent from the Task-Master.



DO NOT ADD PERSONS UNABLE TO MAKE THE TIME COMMITMENT TO THE CORE TEAM. CORE MEMBERS MUST CONSIDER THE TIME INVOLVED IN THE 6 STEPS PRIOR TO COMMITMENT.

RESEARCH & PLANNING

DRAFT A PROJECT SUMMARY TO ANSWER THE FOLLOWING:

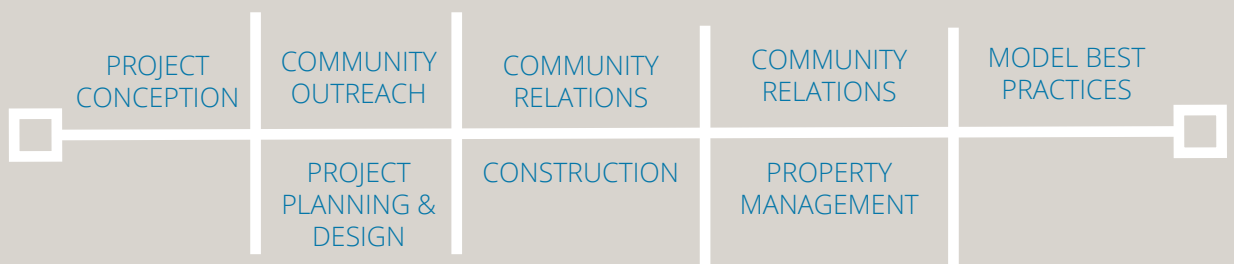
1. Who are the target tenants?
2. How many units are proposed?
3. What types of units are being proposed and in what combination?

Understand where your projects fits within larger community plans. Read local planning documents like the [Comprehensive Plan](#), Urbanization Plan, and [Homeless Systems Action Plan](#). Begin to consider sources that will support your proposed project and how it meets or fulfills a community initiative, or goal. These sources may become part of additional strategies in later steps.

Know the needs, interests, and preferred housing type of your proposed tenants. Access existing surveys and reports in addition to leading your own research through surveys or focus groups. This information will help to ensure your project demonstrates that potential tenants and community members inform the project.

As you search for potential sites, research the immediate and adjacent neighborhoods. Will the proposed site need to be rezoned to accommodate the density and services of your proposed project? Does the community you're looking to develop in have active civic groups that you can engage with to build relationships early-on?

Research and understand what potential funders will want in a proposed project and draft a timetable working backwards from when the project will be operational. Consider major milestones, deadlines, and potential issues. If you're working with federal funders - make sure you know the requirements attached to the funding and any additional deliverables you'll need to meet.



CORE TEAM FIRST MEETING

As a Core Team, assess the following to begin to strategize:

- Your organization's reputation and capacity to attract broad support.
- Any previous experience working with local governments, opponents, and the media.
- The local model of government and decision making processes.
- Expected timelines for project review, approvals, and permitting.
- Local governments current support for affordable and service-based housing.
- Full analysis of the neighborhood surrounding the proposed site:
 - Neighborhood and community history;
 - Contemporary demographics and trends;
 - Contemporary issues or community challenges;
 - Local values and perspectives;
 - How have other projects been received?

Based on these assessments, at a later meeting determine the following:

- Potential community advocates for the project;
- Potential community opponents for the project;
- Potential legal issues;
- Potential media coverage;
- Required staffing to implement strategies.

It's important to conduct scenario planning to understand how community opposition and unforeseen challenges may impact your construction timeline, funding needs, and possibly even site selection. Get to know your elected officials and other key community members early to build relationships and gain support to help keep the project on track.



IMPORTANT CONSIDERATIONS

- 1 Meet deadlines.
- 2 Use relationships in a positive manner to move the project forward.
- 3 Stand with the team while navigating negative community feedback (NIMBY) to get to community acceptance (YIMBY).
- 4 Invite community members early-on to provide feedback on the site and architectural design;
- 5 Invite potential construction managers and developers early-on to listen to community conversations and help develop cost-effective solutions.
- 6 Work closely with local government agencies and other organizational partners to understand any issues that may delay the construction process.



MEDFORD'S **PRE-APPLICATION** PROGRAM ALLOWS DEVELOPING PROJECTS TO MEET WITH CITY STAFF TO IDENTIFY POTENTIAL OBSTACLES AND SOLUTIONS TO DEVELOPMENT. ONCE SUBMITTED, PLANS BECOME PART OF THE PUBLIC RECORD. IT'S ADVISED THAT THE CORE TEAM WORK THROUGH SEVERAL STEPS IN THIS TOOLKIT BEFORE SUBMISSION

EXAMPLES & TEMPLATES

- [ACTION PLANNING TEMPLATE](#)
- [GANTT CHART FOR PROJECT MANAGEMENT](#)
- [SAMPLE, MEDFORD LAND DEVELOPMENT COMMITTEE AGENDA](#)

TOOLS & RESOURCES

- [ADDRESSING HOUSING NEEDS THROUGH HEALTH SERVICES](#)
- [CITY OF MEDFORD PRE-APPLICATION](#)
- [CITY OF MEDFORD MUNICIPAL CODE](#)
- [CITY OF MEDFORD COMPREHENSIVE PLAN](#)
- [CITY OF MEDFORD LAND INFORMATION MAP](#)
- [GLOSSARY OF AFFORDABLE HOUSING TERMS](#)
- [JACKSON COUNTY CONTINUUM OF CARE](#)
- [TIPS FOR PLANNING, BY STEIN](#)

Change is often opposed by communities because it threatens to disrupt daily life and has the potential to change the landscape and character of a community. Activities associated with development can increase project visibility and political awareness. Developing a political strategy prior to initiating any physical development of the project can help ensure overall success and timeliness of the project. Elements of development that may increase visibility and politicization include:

- Demolition of an existing structure;
- Architectural style differing from established forms;
- Zoning change to increase allowed density;
- Required notification to surrounding property owners;
- Requirements regulating workforce, ie: minority builders.

Developing a political strategy prior to initiating any physical development can improve overall project support, acceptance, and keep the project on-time and within budget. It can help you gain access to local government and elected officials to improve support and provide additional insight from key community members or groups, (see Step Three - *Build Community Support*).

WHAT A POLITICAL STRATEGY OFFERS

- Access to local government and elected officials key to supporting your project through either voting, funding, or both;
- The opportunity to identify supporters, uncertain votes, and opponents among the elected body;
- Strategies to keep proponents in support of the project and provide tools to help them educate others, (further explained in Step 3);
- Gain insight from individuals familiar with the community;
- Effective responses to community concerns.

When votes are needed among elected bodies to move your project forward or award funding, work to build relationships and complete an assessment of the voting members, based on how they may vote by: Studying members voting records and opinions shared in previous study sessions or hearings. Identify if any Core Team members have a direct or indirect relationship with elected officials (6 degrees of separation), and engage them to understand what obstacles may need to be addressed to gain their support.

At the time of a hearing, if your Core Team is unsure if the body majority will support your project with their vote, develop a strategy to reach those individuals that may be undecided, neutral, or opposed - while continuing to provide officials in support of the project abreast of any project changes or new issues. Prior to the hearing where votes will be cast, assess members, categorizing them by:

- Likely to vote in favor;
- Unlikely to vote in favor;
- Vote is unknown.

TIMING IS CRITICAL FOR POLITICAL STRATEGY BUILDING.



1. KEEP A CALENDAR OF [LOCAL GOVERNMENT MEETING DATES](#) AND DEADLINES, ESPECIALLY FOR SECURING FUNDING.
2. IDENTIFY ANY UPCOMING CHANGES IN LOCAL POLITICS THAT MAY IMPACT YOUR PROJECT.
3. IS THERE A LOCAL HIERARCHY THAT YOU NEED TO HONOR? EX: SHOULD YOU MEET WITH THE CITY MANAGER OR MAYOR PRIOR TO MEETING WITH MEDFORD PLANNING STAFF?

STEP 1 SHOULD INFORM YOUR APPROACH & PRESENTATION IN STEP 2. DEVELOP TALKING POINTS AND REFINE THE DRAFT PROJECT PARAGRAPH FROM STEP 1.

GAINING POLITICAL SUPPORT

When gaining political support is crucial to moving a project forward, introduce the project to elected officials and city staff early on to improve political support for your project. The following prompts may be elements to highlight in your conversations and presentations:

- Does your proposed project address a need this body supports?
- How does your project support existing planning documents and initiatives?
- Do voting members have a particular interest your project can address?

Economic development - can the project be presented as a positive business investment, such as employing community members or improving street activity downtown? Will it attract new capital and investments to the city? Will your project house vulnerable community members directly saving public funds associated with social services?

Community Development - can the project be presented as a positive community investment? Will a blighted property or underused lot be redeveloped? Will public amenities be provided?

Addressing personal interests - can the project address particular passions of voting members? Will the project support key populations like homeless families, intergenerational families, veterans, or missing middle housing for first responders? Will the project model new green technologies?

CHOOSING A SPOKESPERSON

Selecting a primary point-person or liaison to communicate with local government staff and elected officials is important to build relationships and help advance the project, (in Step 5 the Core Team will designate a spokesperson for media relations). Prior to scheduling a meeting with a government representative or holding a community meeting, steps 3-5 should be completed.

Work to identify skilled supporters that may be connected to local elected officials. Asking that person to advocate the project may be more effective than approaching them yourself, since there is an existing relationship. However, be available to discuss the project in detail if requested.

SITE VISITS

Seeing is believing! An effective method of educating voting bodies is to gain support and address concerns is to host a site visit of an affordable housing project. The operational project should, to the best of your ability, be similar in size and scale, located in a comparable community, and be in excellent condition. One reason communities fail to support affordable housing projects is often neglect and deferred maintenance. Your existing projects should be ready to tour 24/7. This tool will come in handy in steps 3-5.

EXAMPLES & TEMPLATES

- [MESSAGE WORKSHEET, AMERICAN PLANNING ASSOCIATION](#)
- [SAMPLE PROJECT FACT SHEET](#)
- [SAMPLE PROJECT OVERVIEW](#)
- [SAMPLE, TALKING POINTS WITH ELECTED OFFICIALS](#)

TOOLS & RESOURCES

- [ECONOMIC CONTRIBUTION CALCULATOR](#)
- [CSH FUSE INITIATIVE](#)

MEDFORD'S CITY STRUCTURE

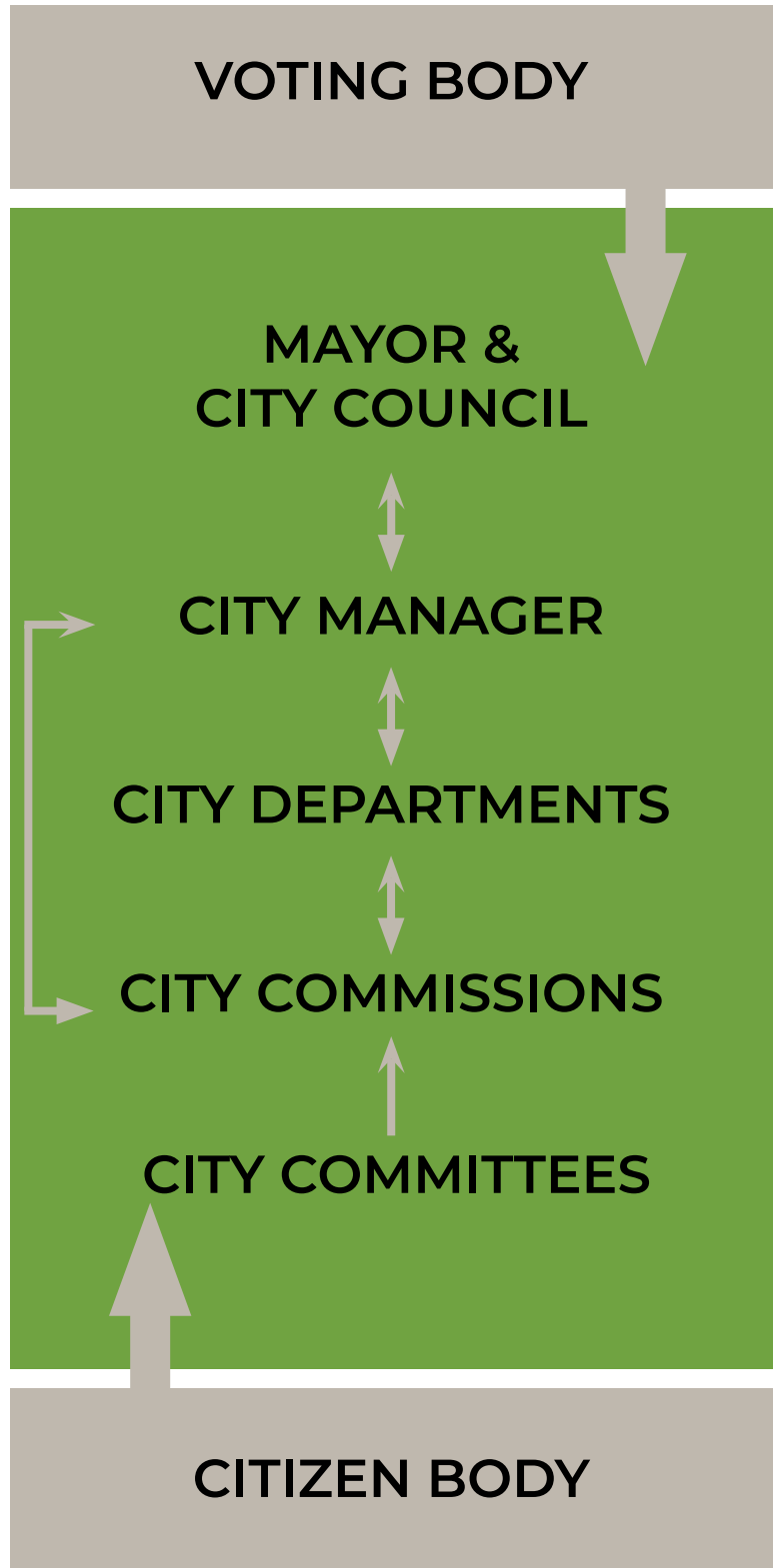
The City of Medford is a Council-Manager structure, where voters elect a mayor and city council, and the city council appoints a city-manager. The City Manager is responsible for drafting and proposing the city budget, amending the city budget, appointing departmental heads, and implementing council policies.

The City Council is responsible for drafting and passing legislation and city ordinances and approving the city budget. City departments are responsible for managing daily tasks and drafting legislation under the direction of citizen committees, citizen commissions, and the city council.

For land use actions, the Planning Department, Planning Commission, and City Council may be responsible for decision making with input from the Site Plan and Architectural Committee, or other citizen committees. All bodies abide by the Medford Municipal Code, which is publicly accessible and explains land use processes and regulations.

An additional body that has less daily decision making power but holds influence over politicians, is the local voting community. Understanding local history, values, and visions can help develop a political strategy.

The media is a powerful tool that can serve or work against all stakeholders. Coordinating any political strategy with a communications strategy can help refine messaging and branding, supporting local adoption of YIMBY (yes-in-my-backyard).



Getting to know the neighborhood and surrounding community must be done to build community support. Developers often look for the most economical property that will be competitive in public fund applications, but should consider the fabric of the neighborhood as well. A neighborhood is both a geographic area and perceived community. When an affordable housing project becomes public knowledge, “neighbors” don’t limit themselves to defined geographic areas but assumed areas or potential impact, (addressed in Step 4).

The City of Medford is divided into four wards that consist of smaller communities and neighborhoods. The Core Team should be familiar with the social geography of an area and it’s neighborhoods. If the neighborhood is not well defined, the Core Team should draw concentric circles radiating out from the potential project site on a detailed map, to study the social and community characteristics of the geography.

Questions to consider when looking at the neighborhood map:

- What is the history of the neighborhood?
- What amenities are around the site?
- What organizations are based-in or are active-in the neighborhood?
- What are potential concerns of neighbors?
- What business interests are there in and around the site?
- What is the mix of home ownership around the project site?
- What are the potential legal or environmental issues?
- What are potential equity impacts to developing in the area?

Keep the answers to these questions in mind when designing elements of the project, such as: building orientation, architectural design, open space, landscaping, security features, parking, and access to transportation. Often a proposed affordable housing project can be designed to address community concerns, needs, and desires. One example may be moving the parking lot to the rear of a building instead of in front to help maintain neighborhood character, or improving the landscaped bufferyard along property lines to maintain residential privacy.

CULTIVATING COMMUNITY SUPPORTERS

Community members that see value in your proposed affordable housing project are an important resource to gaining community support (YIMBY). These individuals, when educated and prepared, can:

- Help present and address neighbors’ concerns;
- Help build broader community support;
- Help raise funds to support the project;
- Acquire resources for the project and larger neighborhood community;
- Help implement the Political Strategy in Step 2;
- Lend moral, economic, or corporate support when challenges arise.

Community supporters represent a wider and different cohort than your Core Team. In Step 3, both play important roles. Consider the characteristics and roles below as you think of who to invite to be a Community Supporter.

3 - BUILDING ACTIVE COMMUNITY SUPPORT

COMMUNITY SUPPORTER	CORE TEAM
Has credibility and influence.	Member of the Project Team.
May have a personal story of success that relates to the proposed project.	Is an expert in an area of the Project and lends that expertise.
Can speak to the quality of your organization, work, or other completed housing projects.	Respects confidentiality of the project's status and progress.
May bring a large constituency with them.	Participates in all regularly scheduled meetings to keep the project on schedule.
May represent an institution of importance in the community.	Completes some of the research and planning in Step 1, and continues to help modify the project as needed.
Provides expert knowledge on issues that commonly arise among neighbors' and may work in a relevant field, such as fair housing.	Provides data, financial information, design, and other materials to the project plan; helps modify the project as needed.
May lend support through public testimony, letter writing, responding to social media, and attending relevant city meetings.	Completes early environmental scans of the project site and neighborhood.
May host community meetings to gain support.	Acts as the point person for the Community Supporter, helping to educate and train them.
Can act as a consultant, providing intel.	Will be the project spokesperson.
Will provide endorsement.	Will attend small community gatherings to share information and build support.

Using the “Matrix of Community Supporters” tool here in Step 3, the Core Team should devote time in confidential meetings to identify potential Community Supporters for the project. Use the tool to guide your discussions. Be frank and honest among your Core Team members when considering the reasons someone may or may not help advance the project in this role.

The Core Team should determine who has a relationship with the community member and is best suited to engage with them. Remember that the Community Supporter may become a liaison to other community members, sharing information about the project to help gain larger community support. Before reaching out to potential Community Supporters, the Core Team should have the following prepared to guarantee consistent messaging:

- The Project Fact Sheet
- Preliminary Architectural Drawings (make sure this is clearly marked as preliminary) -

often projects change in the pre-development and development process and you want to make sure the community member understands this;

- General project talking points;
- Specific project talking points that may be of specific interest to the community member, (these may be prepared in advance by the Core Team member designated to engage the Community Supporter);
- These items if applicable to the Community Supporters interests:
 - Project costs and funding sources;
 - Tenant selection plan;
 - Marketing strategy;
 - Support services plan;
 - Property management plan;
 - Security plan.

Community Supporters will need to be educated and trained on how to best support the project. The Core Team should have a list of potential roles. This list can be developed as your team works through the “Matrix of Community Supporters.” Often, the Community Supporter may suggest roles they can effectively play and devote themselves to, and suggest other community members that have meaningful skills to contribute.

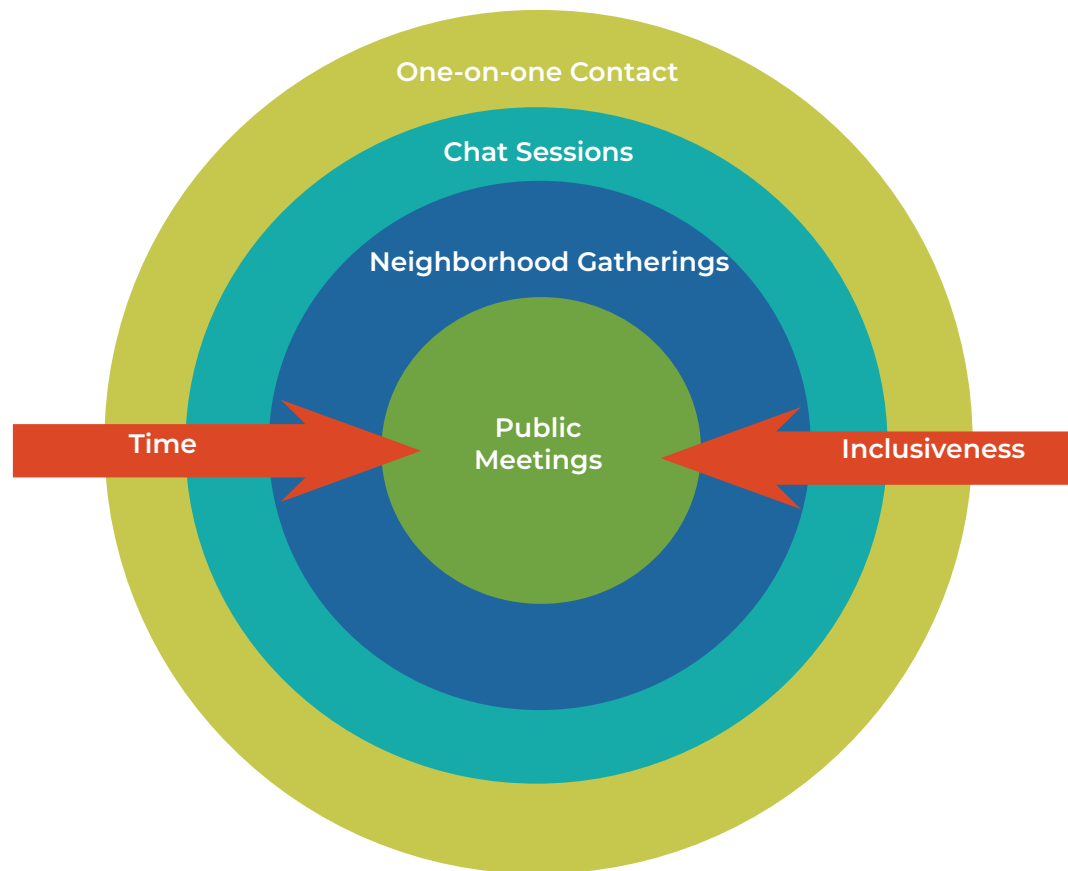
If you plan to ask the individual to do specific tasks immediately, be prepared to provide whatever support the individual needs to carry out that task. For example, a letter of commitment of support may be needed for the Community Supporter to approach a funder. Therefore, the template letter should be prepared in advance.

Community Supporters can support the project throughout the development process. It may be advantageous to invite them to gatherings, speak at community meetings, and provide feedback to the Core Team on how community acceptance is progressing. Plan to communicate regularly with each Community Supporter to inform them of any new opportunities to support the project.

HOW COMMUNITY SUPPORTERS IMPROVE ACCEPTANCE

According to Dr. Kevin Preister from the Center for Social Ecology and Public Policy, advancing community engagement begins with small intimate conversations. Before your Core Team entertains any public meetings, you should meet with Community Supporters in the outer circles of this graduated approach.

A successful model of building active community support for affordable housing are small group gatherings where only three to six people meet informally to learn about the project. Community Supporters may call the meeting, lead the meeting, or be present to lend support. These meetings may take place in the private or public sphere, such as someone's home or a local coffee shop, but are not publicly announced, as they are meant to foster informational conversations only. These informal gatherings may help identify key issues, topics for public communication, and help inform design elements in the project.



DR. PRIESTER'S LESSONS LEARNED



- AVOID SURPRISE AT ALL COSTS;
- LEARN COMMUNITY FIRST, ACKNOWLEDGE THAT YOU ARE A COMMUNITY OUTSIDER AND FUTURE MEMBER;
- LEARN HOW A COMMUNITY PERCEIVES AND MANAGES CHANGE;
- DEVELOP COMMUNITY RELATIONSHIP THROUGH FACE-TO-FACE INTERACTIONS;
- ENGAGE EFFECTED PEOPLE DIRECTLY, DON'T ALLOW COMMUNITY LIAISONS OR REPRESENTATIVES TO SPEAK ON THEIR BEHALF;
- PRACTICE EARLY COMMUNITY ENGAGEMENT TO ADDRESS CONCERNS THROUGH PROJECT DESIGN;
- SEEK OUT COMMUNITY LEADERS FOR INFORMAL CONVERSATIONS, AND ASK "WHO ELSE SHOULD I TALK WITH?"
- IDENTIFY AND RESPOND TO EMERGING ISSUES TO BUILD A "MODERATE MIDDLE" AND AVOID THE DEVELOPMENT OF OPPOSITION GROUPS;
- DON'T ALLOW A PUBLIC MEETING OR THE NEWSPAPER TO BE THE FIRST SOURCE OF INFORMATION ABOUT THE PROJECT, (THE 6 STEPS DISCOURAGES PUBLIC MEETINGS - SEE STEP 4 "ADDRESSING COMMUNITY CONCERNS");
- BE AWARE OF "ISSUE LOADING" IN WHICH UNRESOLVED ISSUES RELATED TO A PRIOR PROJECT ARE ATTACHED TO YOUR PROJECT.

EXAMPLES & TEMPLATES

- [PRO-HOUSING MESSAGES](#)
- [SAMPLE, PROJECT FACT SHEET](#)
- [SAMPLE, COMMUNITY SUPPORTERS](#)

TOOLS & RESOURCES

- [COMMUNITY SUPPORT MATRIX](#)

Addressing community concerns is a critical step, and often the most difficult. The term *community* has broad meaning and may encompass more “neighbors” than the surrounding neighborhood to the site. *Community* may include small groups of individuals, local civic groups, and even your local elected officials. Addressing community concerns is relationship building. It’s important to remember that not everyone who asks a question is an opponent, so respectfully responding to concerns without losing sight of the purpose or mission of your affordable housing project is important.

Often a project team without much experience in a community may think the only method to introduce a proposed project and answer questions is through an open public community meeting. This approach to communication with the neighborhood is often disruptive and not helpful to the project nor the neighborhood.

Open public community meetings often do not provide a positive venue for conversations about project concerns, potential issues, and solutions. Unfortunately, large public meetings can be dominated by a small number of vocal opponents - where misinformation or negative code words can influence attendees who are undecided.



ALTERNATIVES TO OPEN PUBLIC MEETINGS ON YOUR PROJECT ARE STRONGLY ADVISED - ESPECIALLY AS A WAY TO INTRODUCE YOUR PROJECT TO A NEIGHBORHOOD.

APPROACH COMMUNITY CONCERNS AS:

1. An opportunity for mutual education.
2. A chance to identify possible problems and solutions.
3. An opportunity to build relationships.

COMMON COMMUNITY CONCERNS

Concerns are often rooted in fear, a lack of knowledge, general misunderstanding, historical experiences, and/or bias and bigotry. Issues raised by neighbors may include:

- decreasing property values;
- increased crime rates;
- increased traffic;
- impacts on community character
- sentiments that such housing is better suited for other neighborhoods;
- sentiments that there are too many affordable housing project concentrated in the neighborhood.

PUBLIC MEETING ALTERNATIVES

Official Notification	Providing official notification to adjoining properties, potential stakeholders, and local government is a common requirement among public funding sources or even local jurisdictions. Timing of official notification requirements with completion of other tasks in this Toolkit should be seriously considered. Recall that the land use approval process is subject to the public record and will appear on meeting agendas and meeting session recordings. As much as is possible, any official notification process should occur after your Core Team and Committed Community Supporters has built its toolbox of items as discussed in all other steps, and developed a greater community of support.
Small Groups	Recall that relationship building occurs more effectively in small-group settings and can serve to effectively address concerns. Refer to other alternatives in Step 3, <i>Building Your Community of Supporters</i> , for other examples.

A MUTUAL EDUCATION PROCESS

During a mutual education process, the Core Team or Community Supporters may discover issues in the neighborhood that legitimately require attention. An example is siting a project in a neighborhood that lacks sufficient pedestrian infrastructure and concerns of increased automobile traffic generated by the project. The project should consider how to collaborate with the community as a good neighbor to advocate for things like complete sidewalks to mitigate potential impacts to the health, safety, and welfare of existing and future residents.

While being ready with facts and research can help to dispel some community concerns, these perceived issues can elicit emotional responses. Facts and research may be met with skepticism, especially from property owners that may feel they have more at stake economically.

IDENTIFICATION OF POSSIBLE PROBLEMS & SOLUTIONS

It is possible that the project may not have a solution to a perceived problem, be honest and respectful in the discussion of what can and cannot be mitigated. Projects should not make false or misleading promises about what can be changed, and should not void Fair Housing Laws or promise to screen out the tenant base the project is meant to serve, (more on this in Step 5). Possible solutions should be stated as that - *possible*. The Core Team should practice good follow-through and follow-up with concerned community members and community groups.

AN OPPORTUNITY TO BUILD RELATIONSHIPS

When community members are engaged and listened to respectfully, relationships can begin to build across what may initially seem impossible odds. Sharing information about the best practices and informing property management of any legal requirements and restrictions can help to dispel myths and improve communication and trust with neighbors.

TOOLS FOR BUILDING EFFECTIVE RELATIONSHIPS

1. Tours of Existing Projects

Offer to make successful projects available to the community to tour. Provide a list of existing projects with addresses and the assigned property manager, (if applicable). Be aware that skeptical neighbors may attempt to make unscheduled site visits and disturb tenants without your permission or support.

2. Good Neighbor Agreements

Drafted with neighborhood leadership, the Good Neighbor Agreement can identify and make realistic commitments for the project to be a good neighbor. Such agreements must have a communication mechanism between the project and neighbors to be effective. Examples include: regularly scheduled open houses for neighbors to stop by to see how it is operating, established a "Good Neighbor Advisory Committee," or arranged opportunities for future tenants to engage with the neighborhood. Good Neighbor Agreements are also important mechanisms to assure elected officials that neighborhood concerns have been considered.

A skilled neutral facilitator should be hired to assist with drafting the agreement. Periodic reviews of the agreement between neighborhood leadership and the managing authority should be scheduled for regular intervals. Ongoing reviews can create opportunities to address new or ongoing concerns, improving community relationships.

BIAS AND BIGOTRY

The Core Team and community supporters must be prepared to encounter bias and bigotry. It's important to remember that bias is often unconsciously learned and practiced, and that recognizing and changing biased behavior is an educational journey not everyone has been exposed to. Exploring your own learned bias can help you broach the topic with others and prepare meaningful responses when encountering such behavior. Step 5 (Legal), also addresses how the Core Team can prepare to better encounter potential bias and bigotry when presenting project plans to the community.

EXAMPLES & TEMPLATES

- [ADDRESSING FEARFUL COMMUNITIES](#)
- [PROJECT SAFETY PLAN](#)
- [SAMPLE, ADDRESSING COMMUNITY CONCERNS](#)
- [SAMPLE, GOOD NEIGHBOR AGREEMENTS](#)

TOOLS & RESOURCES

- [UNIVERSITY OF OREGON IMPLICIT BIAS AWARENESS RESOURCES & ACTIVITIES](#)
- [DEBUNKING PROPERTY VALUE CONCERNS](#)
- [ASSESSING THE IMPACT OF AFFORDABLE HOUSING ON NEARBY PROPERTY VALUES, URBAN LAND INSTITUTE](#)
- [FACT & FICTION OF AFFORDABLE HOUSING](#)
- [GUIDE FOR NEIGHBORS, OREGON FAIR HOUSING](#)

Preparing a legal strategy in advance, may include:

- Knowledge of fair housing and tenant rights;
- Land use, zoning, and other regulatory requirements;
- Preparing to face discrimination from the community.

FAIR HOUSING

Fair housing laws ensure access to housing opportunities for all, regardless of their backgrounds, beliefs, or abilities. In effect, fair housing laws help identify which issues can be legally addressed when community issues arise and which infringe upon the rights of others not yet living in the neighborhood” – The Fair Housing Council of Oregon’s Guide for Housing Providers: Finding Common Ground Toolkit (2014).

Fair housing laws will be central to your legal strategy. Therefore, the Core Team should have access to an expert in fair housing law for consultation. (make a key point)

When concerns arise about a project, education – not litigation, should be the first approach. Many community members do not realize that fair housing law protects the rights of “protected classes” which may be the projects potential tenants. Though an educational approach takes time and patience, it is important to foster relationships to pave the way for your project and others to come.

PROTECTED CLASSES	
FEDERAL	OREGON
Religion	Source of income
Race/color	Domestic violence survivors
Sex	Marital status
Physical /mental disability	Sexual orientation
Marital status	Gender identity
National origin	
Familial status	



LOCAL EXPERTISE ON FAIR HOUSING

- The Center for Nonprofit Legal Services
- [The Fair Housing Council of Oregon](#)

PREPARING TO FACE DISCRIMINATION

As noted in Step 4, bias and bigotry are real forces that you may encounter in your work. Community members may spread false statements through their media platforms or be confrontational in their actions, such as packing a public hearing with opponents to your project. More sophisticated opponents of affordable housing projects have been known to hire their own legal representation to combat a project. Often these opponents use coded language to avoid appearing biased. Their statements may include:

Families need more safe open space for children to play, this project should be in a more rural area.

Your tenants may be recovering alcoholics, yet there is a bar within a block of your site. It's not fair to put that temptation so near them.

The crime near this site is high. You are putting your tenants at risk of being victimized.

These tactics have been used to gain media attention and spread negative connotations about affordable housing projects and tenants. Sometimes these tactics can persuade an elected official to believe the site is not a good fit. In addition to preparing for this type of opposition, you should also develop a strategy for addressing such comments quickly, (Media Strategy, Step 6).

Laws supporting affordable housing projects include the following:

- Federal Fair Housing Act (Title VIII of the Civil Rights Act of 1968);
- Oregon Fair Housing Act (ORS 659A.145, 659A.421, and 659A.425);
- ORLTA DV/SAV Stalking Survivor Protections (ORS 90.449).

The Federal Fair Housing Act applies to the following housing types with few exceptions. Familiarize yourself with Oregon Fair Housing Laws using the resources provided from local experts.

- Single and multi-family housing;
- Group homes;
- Shelters;
- Migrant housing;
- Assisted living facilities;
- Long-term transient housing.

LAND USE, ZONING, AND REGULATORY REQUIREMENTS

In previous steps your Core Team developed sufficient understanding to know what local, state, and federal regulations may impact your proposed project. Completion of, and/or updating tracking documents and completing the Medford Pre-Application Conference Request will assist your Core Team to address any legal issues regarding land use.

CASE STUDY

In one small Midwest town, a permanent supportive housing project was planned to provide housing to low-income families whose head of households was being treated for a substance use disorder. The proposed project was slated to be 32 apartments with communal space. The site, owned by the developer, was within a block to the addiction treatment and counseling center. The site was also adjacent to the downtown district. The downtown had seen a renaissance in recent years, with a boom in economic development and improvements. An group of citizens opposed to the project had attempted to stop development, adopting sophisticated opposition techniques. Their legal advisors had helped them convince several city officials that the project tenants would be better served if the project was further from the temptations of urban life.

The Core Team recognized this discriminatory approach and invited an official from the Federal Housing and Urban Development (HUD) organization to speak to city leadership. The HUD official presented on fair housing laws, reminding the community that there were no legal barriers that could prevent the city from issuing a building permit, and that any official action to stop the project could put their HUD resources in jeopardy, also raising a red flag to the Federal Department of Justice. After the meeting, city officials sought council from their County Prosecutor and decided to approve the project.

TOOLS & RESOURCES

- [GUIDE FOR HOUSING PROVIDERS](#)
- [KNOW YOUR RIGHTS PRESENTATION](#)

WHY DEVELOP A PR STRATEGY?

1. **Your project will likely receive press coverage;**
2. **It can help neighbors, elected officials, and potential tenants understand your project;**
3. **Your PR strategy can help mitigate misinformation.**

An effective public relations strategy should contain:

- Designation of a spokesperson with public speaking skills;
- Training for any Core Team or community members that may support communications;
- Regularly updated talking points;
- A credentials fact-sheet introducing the owner, developer, and managing organization;
- A project fact-sheet explaining the project;
- Architectural renderings, a site map, and professional photos or artwork of what the project will look like upon completion;
- A list of local media outlets and representatives;
- Prepared press releases adhering to format and content conventions;
- An outreach plan including major contributors to the project who may speak at special events;
- A social media outreach plan including a list of accounts and applications and templates for posting updates and other information;
- If not the spokesperson, an assigned person to respond to misstatements or misinformation regarding the project.

The chosen or hired spokesperson should be responsible for managing written materials and handling media contacts. The spokesperson should work closely with anyone that's been in this position previously, anyone managing marketing materials, and the Core Team.

PUBLIC RELATIONS TRAINING

Few people have experience working with the media. The spokesperson should provide training to all project members to highlight best practices.

- When anyone on the team is contacted by a media representative, greet the call with an enthusiastic and helpful tone, but communicate that the project spokesperson is the best person to answer their questions. Share the spokesperson's contact information with the media representative, and immediately notify the spokesperson of the call. Collect and share the media representatives contact information.
- No team member should ever respond to a question with "no comment." This response translates as avoidance and can leave a negative mark on the image of the project.
- If the public relations team involves Core Team members in addition to the spokesperson, they should be trained on how to receive calls to inquire about publication deadlines and answer questions beyond basic talking points.
- Get back to reporters by their deadlines - even if you need to request additional time

for follow up because the deadline cannot be met (sometimes the deadlines are within the same day as the call.)

- The spokesperson or PR Team should conduct regular media scans and prepare to respond to misprints and misinformation.
- Create a clear and responsive action plan for PR issues that arise after business hours and weekends.
- If questions arise regarding the lack of public meetings on the project, always refer to the positive methods employed to build community support and address community concerns (as determined in Step 3 and Step 4.)
- Follow-up on coverage. Good reporting deserves a thank you! Mistakes on poor coverage should receive a kind and professional correction.
- More information on “when a reporter calls” is listed in the resources below.

TENANT VOICES

Personal stories from tenants can help exemplify the humanity behind affordable housing. Often, a media representative will want to feature this aspect of a proposed project. If your project already has tenants, or there is a similar project that you can showcase, you should provide a survey to identify tenants willing to speak about their experience.

Interested tenants should be asked to participate in the PR strategy and be part of any on-site tours. Interested tenants should be trained on how to engage with media representatives and any other community members that may be touring the space or acting as informal reporters.

Emotional support should be available to any tenants engaged in PR before, during, and after any PR events. It is advisable to verify any interested tenants history, and work with them to determine what is and is not appropriate to disclose.

Any current or potential tenants participating in the PR strategy should sign a consent form to participate, allowing their name, image, and story to be used. The tenants should be prepared for what can happen once in the public eye, and be informed about accessible supports and services that can help manage stress and contribute to wellbeing.

ONGOING PUBLIC RELATIONS

The PR strategy should continue and evolve even once the project is completed. Any media sites should be maintained to reflect current circumstances – including tenant outcomes and positive relationships in the community. This can serve to help gain affordable housing support for other projects.

Maintaining a 24/7 tour ready project can help tell the positive story of affordable housing. A developers expertise and property managers credibility to maintain the new property should be showcased to community members, including elected officials. Sharing any new affordable housing projects with the supportive housing community you’ve cultivated can help guarantee success in those new communities

PR CONSIDERATIONS BEFORE FEATURING TENANTS

The content contributor of this toolkit has had many opportunities to recruit, train, and support tenants of affordable housing. She has experience providing testimony to elected bodies and engaging media representatives from print, film, radio, and online outlets. Tenants can tell emphatic stories that garner compassion and can improve support for affordable housing projects.

Even with PR training, tenants may be asked or share elements of their stories that are concerning and may confirm the worst assumptions of community members and neighbors. Developing relationships with tenants and working to verify their backgrounds can provide opportunities for the spokesperson to work with tenants to frame their stories in a more positive and reassuring light.

Previous experiences with tenants highlighting the importance of building relationships and verifying tenant backgrounds prior to involving them in PR:

1. A future tenant experiencing housing-insecurity with her children was arrested shortly after her story was aired, due to outstanding arrest warrants.
2. A tenant recovering from previous housing insecurity and mental illness volunteered to provide a recorded interview, but during the session began to discuss a former relationship he contributed to his misfortune. While many abusive relationships can set many individuals on paths of economic insecurity, this unprompted account distracted from his story of supported housing success.

Working to understand tenant stories can help you mitigate potential negative outcomes, like arrest from unknown warrants, and provide you with the opportunity to help tenants learn how to effectively share their stories to improve public image of your project.

EXAMPLES & TEMPLATES

- [PRESS RELEASE TEMPLATE](#)
- [CONSENT FORM TEMPLATE](#)
- ["IF A REPORT CALLS," CSH](#)

TOOLS & RESOURCES

- [RESOURCES ON BUILDING PUBLIC SUPPORT FOR AFFORDABLE HOUSING](#)
- [CURRICULUM AND TOOLS FOR TENANT LEADERSHIP](#)
- [TOASTMASTERS TRAINING](#)
- ["VOICES FOR HOMELESSNESS" PODCAST](#)