



Housing & Human Services Advisory Committee Meeting Agenda

ASHLAND HOUSING & HUMAN SERVICES ADVISORY COMMITTEE

REGULAR MEETING AGENDA

Thursday, June 27, 2024

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.

I. CALL TO ORDER - 4:00 p.m.

II. APPROVAL OF THE AGENDA

III. CONSENT AGENDA

1. A. Approval of May 23, 2024, Minutes

IV. PUBLIC FORUM (4:05-4:10 p.m.)

1. A. Public Forum

V. NEW BUSINESS

1. Wildfire Community Risk Reduction Protection Plan Presentation (4:10-4:40 p.m.)
2. CDBG Allocation Adjustment Update (4:40-4:50 p.m.)
3. Homeless Services Master Plan Subcommittee Closeout Process and Schedule (4:50-5:15 p.m.)
4. Education and Community Engagement Planning (5:15-5:45 p.m.)

VI. UNFINISHED BUSINESS

1. None.

VII. INFORMATIONAL ITEMS

1. Liaison Reports
2. General Announcements.

VIII. AGENDA BUILDING - FUTURE MEETINGS

IX. ADJOURNMENT: 6:00 PM

Next Meeting Date:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email linda.reid@ashlandoregon.gov. 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

Draft Minutes

Community Development Building

51 Winburn Way

May 23, 2024

Draft Minutes

Commissioners Present:	Council Liaison:
Echo Fields (Chair)	Bob Kaplan
Crystal Munoz (Vice Chair)	Dylan Bloom (Zoom)
Jonah Linden	Staff Present:
Brittney Bass	Linda Reid; Housing Program Specialist
Rich Rohde	Kendall Escuin; Admin Support
Commissioner's Absent:	SOU Liaison:
Deb Price	Tiana Gilliland
Jason Mendoza	

I. **CALL TO ORDER:** 4:00 p.m.

II. **APPROVAL OF THE AGENDA**

III. **CONSENT AGENDA**

A. Approval of April 25, 2024, Minutes

Gilliland/Bass. M/S. Voice Vote: **ALL AYES**

IV. **PUBLIC FORUM** (4:05-4:10 p.m.)

A. Public Forum.

N/A

V. **NEW BUSINESS**

A. Rogue Planning Annexation and Affordable Housing Overview (4:10-4:30 p.m.). [Memo to Housing Commisison.pdf](#)

Ms. Amy Gunter gave the Committee an exciting update on the future development of a new subdivision which would provide 21 residential lots (with potential for two family dwellings on each lot) off Clay St.

- Ms. Gunter will submit for her pre-application conference with the Planning





Housing And Human Services Committee

Draft Minutes

department between mid-end of June 2024.

- 25% of this development will be affordable housing units.
- Ms. Gunter went over how the subdivision would be laid out and the process behind each phase of the construction.

B. Rural Development Home Loan Program Presentation–Jacob Ghena, Realtor (4:30–4:55p.m.). [Jacob Ghena Slideshow.pdf](#)

Mr. Ghena gave an educational presentation which touched on the following topics.

- House Hacking
- Grants
- Land Trust
- Vouchers
- Subsidies

C. Long Range Planning Update–Brandon Goldman, Community Development Director (4:55–5:10 p.m.).

Mr. Goldman updated the Committee on the short- and long-range planning projects the Community Development Department is currently working on.

- Accessory Dwelling Unit guide is in the works.
- Land Trust
- Working with the Legal Department on tax exemption for nonprofit affordable housing.
- Climate Friendly area designation and code analysis.
- Croman Mill District to rezone to allow for a greater amount of residential.
- Manufactured house zone, the process will start ideally now, and should go through December of this year. The city will be working with the Department of Land Conservation and Development, which is a state agency under the Governor's office.
- Economic development for future business growth for our community. The goal is to create housing above business buildings, mixed used buildings.

D. Middle Housing Development Presentation–Derek Sherrell (5:10–5:25 p.m.).

Mr. Sherrell gave an exciting presentation on ADU's (Accessory Dwelling Units) and how obtainable they are for every homeowner in the city of Ashland.

- Deciding which ADU is right for you and your property.
- How to save on costs by the homeowner taking on the role as the project manager.
- Setting expectations on costs and the process.
- Infrastructure costs.



Housing And Human Services Committee Draft Minutes

E. Homeless Services Masterplan Subcommittee Update (5:25–5:40 p.m.).

- Reschedule the next meeting for later in June as opposed to July. The draft report needs to be completed so it can be presented to Staff at the next City Council meeting. July 18th will be the next meeting.

VI. **UNFINISHED BUSINESS**

A. None

VII. **INFORMATIONAL ITEMS**

A. Liaison Reports

Councilor Kaplan gave the committee a detailed report on the happenings with the city council.

- The Ad hoc committee for the site plan at 2200 Ashland Street has been created. There are 12 committee members who are a mix of local business owners in the neighborhood, local service providers, and residents of the area. Mayor Tonya Graham and Councilors Duquette and Kaplan will be liaisons to the committee.
- Building Official Steven Matiaco and Community Development Director Brandon Goldman presented the new updated building code to the City Council.
- The city has a new website which went live on May 22, 2024.
- Development Services Coordinator, April Lucas, who represented the DPMAC (Development Process Management Advisory Committee) presented the DPMAC report which gave the city councilors great insight into the city's development process. [DPMAC Report_final_05082024.pdf](#)

B. General Announcements

VIII. **AGENDA BUILDING – Future Meetings**

- **Consolidated plan updated needs to be on the agenda for June's meeting.**
- **Planning for our rent burden event.**
- **CDBG item.**

IX. **ADJOURNMENT: 6:00 p.m.**

Next Meeting Date: June 27, 2024

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).



Memo

DATE: June 27, 2024

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Community Risk Reduction Protection Plan Presentation

Ashland Fire and Rescue and the City of Ashland were awarded a \$3 million Federal Emergency Management Agency (FEMA) grant as a part of its Pre-Disaster Mitigation Grant Program. This grant aims to create wildfire-defensible space around 1,100 homes throughout the city. The objective of the Pre-Disaster Mitigation (PDM) program is to reduce overall risk to the population and structures from future hazard events as well as reduce reliance on federal funding from future disasters. Specifically, the purpose of this proposed PDM project is to slow the spread of wildfire within the City of Ashland and reduce the likelihood of wildfire impacts on people and property.

Ashland's setting, history of wildfires, and increasingly long, hot, and dry summers put us at high fire risk each year. In 2018, the entire City of Ashland was designated as a Wildfire Hazard Zone.

Project Goal Statement

Develop a strategy/framework/plan to motivate and enable citizens who have not been engaged so far for whatever reason to reduce the risk of wildfire where they live in and around Ashland.

Desired Future Conditions

1. Minimize wildfire-caused property losses in Ashland.
2. Renters, low-income, housing-insecure, limited mobility (e.g., disabled, elderly, single parent, or vehicle less), and non-English speaking residents are empowered to do what is necessary to have a home to return to when wildfires occur in Ashland.

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

Measurable Outcomes/Deliverables for the CWPP Development Process:

- Form a focus group to formulate a project plan before June 2024.
- Significantly improve understanding of the culture and constraints experienced by renters, "underserved" and historically marginalized residents relating to wildfire risk reduction.
- Integrate existing and collect new community risk assessment data that represents the needs, concerns, and issues of the target populations and communities.
- Formulate strategies based on the best available information that are humanizing, empowering, effective, and meaningful for resident low income, housing insecure, mobility limited, and non/minimal-english speaking populations to reduce their wildfire risk.
- Integrate renters interests from a sampling of that population who rent from landlords who don't use property management companies. Develop a strategy to educate renters and motivate landlords to reduce wildfire risk on residential properties based on objective data and humanizing techniques.
- Develop forward-looking customized framework(s) and pathway(s) to progressively address the needs of these populations for at least the next five years. Identify the means to support follow-through.
- Incorporate findings in the Ashland's updated CWPP and make recommendations to address needs for from 1-10 years.

Assumptions:

- Addressing the needs of the unhoused is not part of this project. Reducing the risk of the unhoused starting wildfires is a separate project.
- Everybody is "vulnerable" to the impacts of extreme wildfire.
- "Underserved and historically marginalized" residents are not necessarily co-located but embedded throughout the city.

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

- Language matters. To meet equity, diversity, and inclusivity goals we need to focus on listening in preference to simply “educating” and be respectful and cautious of the words we use to communicate.
- To engage populations with limited resources, we will strive to interact with them on their terms. We anticipate using individuals and organizations who are trusted to represent the interests and needs of these populations (called “community navigators”?) to contact and work with willing residents.
- Due to limited AF&R capacity, the work will be done primarily by volunteers. All volunteer contributions (i.e., hours and mileage) will be tracked.
- We are not limited to partnering with organizations that are located in Ashland or that only serve Ashland’s interests.
- The project has no funding; however, if we need to compensate key “community navigators” for their time, we will seek funding for stipends.
- Volunteers will assess identified properties for wildfire risk using approved customized protocols.

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 27, 2024

TO: City Manager, City Council, and the Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Final CDBG Allocation and Award Adjustment

The City of Ashland has received the final formula allocation for Community Development Block Grant funds from the Department of Housing and Urban Development (HUD). The City received a decreased allocation from the previous year, by approximately 10%. Consequently, the awards recommended by the Housing and Human Services Advisory Committee and approved by the City Council will need to be amended. Each year the City issues a Request for Proposals for the use of community development block grant funds in January. This is necessary to meet the timelines for submission of plans required by HUD. HUD often does not release the final formula allocation until later in the spring. Consequently, all grantees estimate the grant amount by looking to the prior years' allocation, which is generally close to the actual allocation. The grant funds are advertised with the caveat that the entity can be awarded based on the actual allocation. When the allocations are released, staff generally adjusts all grantees by the same percentage so that each grantee shares in the loss or gain equally. However, given that for the 2024 program year there were only two grantees, and one of the grantees received a provisional award, staff would rather opt to have the provisional award take to total reduction of funds and leave the activity that will be utilizing the funding right away fully funded to assure the most expedient use of the funding to benefit populations in need right away.

CITY OF ASHLAND

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

Tel: 541.488.6002
Fax: 541.488.5311
TTY: 800.735.2900

Memo

	Anticipated/Awarded	Equal Adjustment	Recommended Adjustment
Grant Amount	\$179,575	\$162,639	\$162,639
City-Administration	\$35,913	\$32,527	\$32,527
Public Services (up to 15%) requests-Maslow	\$18,000	\$16,615	\$18,000
Capital Requests-(up to 100%)	\$125,660	\$113,497	\$112,409

Because this change does not constitute a substantial amendment under the City's public participation plan for the CDBG program, this change is not required to go through a full public hearing process. However, staff will bring this item back before the Housing and Human Services Advisory Committee, to keep that body informed of the change and to provide an additional opportunity for the public to be aware of the changes being made to the way the City is allocating CDBG funding.

CITY OF ASHLAND

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

Tel: 541.488.6002
Fax: 541.488.5311
TTY: 800.735.2900

Memo

DATE: June 27, 2024

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Homeless Services Masterplan Subcommittee (HSMS) Closeout
Process and Schedule

In January the HHSAC established a workgroup to address the City Council's request to create a masterplan report on how the City can best invest limited resources toward addressing homelessness in a more thoughtful and holistic manner. To that end a subcommittee of community volunteers, City Councilors and advisory committee members have been meeting twice a month since February to accomplish this task. The work of that workgroup will culminate in a masterplan report which will need to be reviewed by the HHSAC at the next regular meeting rescheduled for July 18th and a recommendation to the Council will need to be made at that time as well.

Due to the tight timeline, a preliminary draft of the report was emailed to the full HHSAC members prior to having been discussed and revised by the HSMS at their next regular meeting on June 26th. The HHSAC liaisons to the HSMP would like to hear any initial impressions or feedback from HHSAC members to help inform revisions to the report so that the HSMS members can bring back a more complete draft for review and recommendation at the July 18th meeting.

HSMS Draft Review and revisions	06/26/2024
HHSAC Initial thoughts for revisions	06/27/2024
HHSAC Draft review and recommendations	07/18/2024
City Council Review-Study Session	08/05/2024

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

Planning Department

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

Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900



Better Together

Memo

DATE: June 27, 2024

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Education and Community Engagement Planning

Each year the HHSAC is in charge of developing an educational and community engagement event. The event can take place at any time during the year and should include a component that addresses the issue of rent burden to meet the City's obligation to the State regarding the rent burden education to the community. The HHSAC will also have the additional responsibility of incorporating community engagement to help inform the development of the Consolidated Plan for the use of Community Development Block Grant funds, at this or another event. However, both the rent burden and the CDBG events have a lot of flexibility in how the engagement and education can be accomplished.

In previous years the HHSAC has organized education and engagement events that were community forums with panels of experts. Events that included round table/world café types of discussions and prioritization processes. One time the HHSAC organized an affordable housing bus tour with the affordable housing developers providing on site presentations about the projects.

Staff would like the HHSC to begin the process of brainstorming about what the Committee members might like to do/see/accomplish for this year's event.

Planning Department

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

Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900



Better Together