

**ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, August 20, 2024**

5:30 p.m. Executive Session

Mayor Graham and Councilors Hyatt, DuQuenne, Bloom, Dahle, Kaplan, and Hansen were present. Acting City Attorney Doug McGearry, Interim City Manager Sabrina Cotta, Community Development Director Brandon Goldman, and Housing Program Manager Linda Reid were also present. Attending from the media was Morgan Rothborne of Ashland.News and Susan Hiland from the Grants Pass Daily Courier.

1. To conduct deliberations with persons designated by the governing body to negotiate real property transactions pursuant to ORS 192.660 (2)(e).

6:00 p.m. Regular Business Meetings

I. CALL TO ORDER

Mayor Graham called the meeting to order at 6:00 p.m.

- a. Land Acknowledgement**

Councilor Bloom read the land acknowledgement.

II. PLEDGE OF ALLEGIANCE

Councilor Kaplan led the pledge of allegiance.

ROLL CALL

Mayor Graham, Councilors Hyatt, Dahle, Bloom, DuQuenne, Kaplan, and Hansen were present.

III. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

IV. APPROVAL OF MINUTES

- a. Minutes of the July 15, 2024, Study Session
- b. Minutes of the July 16, 2024, Business Meeting
- c. Minutes of the August 5, 2024, Study Session
- d. Minutes of the August 6, 2024, Business Meeting

Hansen/Bloom m/s to accept the minutes of July 15, July 16, August 5, and August 6 as presented in the packet.

Roll Call Vote: Councilor DuQuenne, Hyatt, Bloom, Dahle, Kaplan, and Hansen. YES. Motion passed.

V. SPECIAL PRESENTATIONS

VI. CITY MANAGER REPORT

Cotta reported street closures for road resurfacing are scheduled for August 21, 2024, near Glenview and Almond streets; and August 29 near on East Main, Walker, and Tolman. The Fall play guide for Parks and Recreation is out. The new OLCC registration process is outlined on the Record's page of the City's website. Cotta gave special thanks to Jason Wegner, Innovation and Technology Director, who is retiring September 1, 2024.

VII. PUBLIC FORUM

Paul Mozina/Ashland- Mozina obtained the Emergency Communications data from 2018 through 2022 through a records request and sent the information to Council in June of 2023. This shows a rise in EMS calls of 41 percent which he broke down by age groups in his e-mail. Mozina expressed concern that he did not receive a response and that nothing is being done.

VIII. CONSENTAGENDA

Bloom asked to remove item e. due to a conflict on interest.

- e. Ashland's Ad Hoc Committee on Affordable Childcare and Early Learning: Early Childhood Grant Recommendation
- a. Approval of Liquor License for Lovejoy's Tea Room of Ashland
- b. Acceptance of the Homeless Services Assessment Report
- c. Climate and Environment Policy Advisory Committee Appointment
- d. Housing and Human Services Advisory Committee Appointments
- f. Letter of Support: ODOT Wildlife Crossing Pilot Program

Councilor Dahle/Kaplan m/s to approve the consent agenda items a, b, c, d, and f.

Roll Call Vote: Councilor DuQuenne, Bloom, Hyatt, Dahle, Kaplan, and Hansen. YES. Motion passed.

Councilor Hyatt spoke about item e. stating the Ad Hoc Committee on Affordable Childcare followed the process outlined at the May 7, 2024, Council meeting. The timeline for this award will ensure funding can be in the hands of partners in September. Applications were reviewed with a critical eye by the committee with thoughts for the future. Hyatt spoke of positive impacts these programs have by improving affordable programming.

Hyatt/DuQuenne m/s to approve consent agenda Item e. as outlined in the packet.

Discussion: DuQuenne spoke this is needed in our community and supports this. Hansen thanked the providers for expanding their programs and hopes for more next year.

Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Kaplan, and Hansen. YES.

Bloom Abstain. Motion passed.

Graham spoke that the Consent Agenda included appointments to serve on various advisory committees. Graham thanked and welcomed: Jenny Christofferson to the Climate and Energy Policy Advisory Committee. Ashley Lau and Vincent Tufts to the Housing and Human Services Advisory Committee.

X. PUBLIC HEARING

- a. First Reading of Ordinance 3242 - Amending the Customer Accounting Policies of the Utility Systems of the Ashland Municipal Code Chapter 14.02

Finance Director Mariane Berry and Deputy Finance Director Bryn Morrison called upon the City Council in its role as Utility Board and Trustee of Ashland Public Utilities. Berry spoke that since the Utility Billing department began delinquency processing in March, the City's total past-due accounts have decreased by 20 percent totaling \$405,000 which also represents a decrease of 34 percent, or \$262,000, for delinquent accounts over \$5,000. Berry spoke that primary changes to this ordinance will establish an Appeals Committee, solidify the appeals process should disconnection occur, and update the language of assistance programs. Morrison reviewed ways the department

engaged delinquent accounts with options for payment plans and assistance. Morrison spoke that the ordinance change clarifies the need to adhere to a payment plan for those who demonstrate a physical need for electricity through a physician's letter and changes the appeals process to a committee for review instead of the City Council. Hyatt confirmed with Berry that changes to the appeals process would protect personal information.

Hyatt/Bloom m/s to approve the First Reading of Ordinance 3242 – AMC 14.02 Utility Systems Customer Accounting Policies and advance to second reading.

Discussion: Hyatt thanked Berry and Morrison for finding what needed to be improved, suggesting changes, and balancing needs amongst rate payers. Bloom agreed and would like to pick up discussions about expanding assistance programs in the future. Kaplan spoke that utilities are tied to affordability, especially in houses that are old or inefficient. Kaplan spoke that the City has the lowest cost electric utility in the valley but would like to do even better for lowest income households. DuQuenne confirmed with Berry the assistance programs are not just for seniors. Hansen thanked the department for these changes.

Public Hearing opened. No comments. Public Hearing closed.

Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Kaplan, Bloom, and Hansen. YES. Motion passed.

- b. First Reading ORD 3243 Amending AMC Chapter 9.08.170.D.6 and 9.08.170.D.11
Unnecessary Noise

Interim City Manager Sabrina Cotta spoke that this ordinance adjusts hours for work from June through September to 5 am to 7 pm weekdays and 6 am to 6 pm weekends due to heat, with leaf blowers allowed from 6 am to 9 pm weekdays. Kaplan asked if this would be limited to City Staff. Cotta replied that Recology wants to begin trash pick-up earlier during the hotter months. Kaplan asked if this would be a conversation or if this ordinance would open that up. Cotta replied that Recology hoped to begin this next year. Hansen spoke about receiving many communications from citizens about banning leaf blowers and while this ordinance does not address that, he wanted listeners know they have been heard. Cotta clarified that the leaf blower allowance in the ordinance is specific to City Staff and is not universal.

Open public hearing. No comments. Closed public hearing.

Bloom/Hansen m/s approval of first reading of Ordinance #3243, "An Ordinance Amending AMC Chapter 9.08.170.D.6 and 9.08.170.D.11 Unnecessary Noise to Accommodate Working Conditions in Extreme Heat Between June and September," and move it to Second Reading on September 17, 2024.

Discussion: Bloom spoke appreciation for this coming forward in support of worker protections. Hansen spoke this is helpful as OSHA has a whole new list of protections with heat and AQL. DuQuenne reiterated having heard from residents who want to ban leaf blowers and emphasized this is only allowing extra hours with blowers for City Staff. Graham spoke this may pose some inconvenience with noise earlier than before but is part of the reality with changing climate conditions taking place across the nation.

Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Bloom, Kaplan, and Hansen. YES. Motion passed.

XI. UNFINISHED BUSINESS

a. City Attorney Job Description & Process

Human Resources Director Molly Taylor asked if Council had any edits to the City Attorney job description. Hyatt recommended removing the residency preference from the description and to add a preference for parliamentary procedure under essential job functions.

Hyatt/Kaplan m/s to amend the job description for the City Attorney to remove residency preferred and add parliamentary procedure preferred in essential job functions as it relates to attendance at meetings.

Discussion: Hyatt spoke that these changes will open the applicant field while highlighting the expectations around parliamentary procedure. Kaplan agreed.

Roll Call Vote: Councilor Bloom, DuQuenne, Hyatt, Dahle, Kaplan, and Hansen. YES. Motion passed.

Taylor spoke about the process for selecting a recruiting firm. Hyatt asked if the available recruiter met all the appropriate procurement process standards which Taylor affirmed. Graham affirmed with Taylor that she can move forward with the recruitment process.

XII. NEW BUSINESS

a. City Manager Appointment

Mayor Graham spoke of bringing this item to appoint Sabrina Cotta as the City Manager and to obtain Council confirmation. Graham summarized Cotta's history with the City of Ashland. . Graham spoke that Cotta has unanimous support from all department heads and received a recent positive performance review from Council. After finalizing the City Manger job description, Graham spoke of not being able to imagine anyone else better suited to lead the City's operation. DuQuenne asked why the City would not use the money budgeted for the City Manager search to consider all options. Graham spoke of starting with the City over five years ago and experiencing five different people in the lead administrative position for the City. Graham spoke that the City has been in a constant state of transition and that Cotta was best suited for the position. Hansen spoke of his support adding if the Council feels Cotta is the right person, it would not be genuine to go through a hiring process and could instead save the tax payers the time and money.

Hyatt/Dahle m/s to appoint Sabrina Cotta as the permanent City Manager and authorize the Mayor, the City Attorney, and appropriate contacts to negotiate a contingent employment agreement with Sabrina for future Council consideration.

Discussion: Hyatt spoke of Cotta's recent positive performance review and understanding of the City's top priorities. Hyatt listed many of Cotta's accomplishments and spoke that Cotta has the credentials and experience, trust of staff, and a vision for the future to succeed in her role. Dahle spoke this is an important decision and the success of the City depends on its chief executive. Dahle spoke that even in the best hiring circumstances there usually exists the unknown of how a candidate will adapt and integrate with existing staff. In this case, the Council knows exactly how Cotta will perform and referred to Cotta as the ideal candidate. Bloom spoke of hearing from many municipalities about the difficulty of recruiting quality candidates and that he is excited about Sabrina's vision for the City. Kaplan spoke that Cotta is already serving the City well as City Manager with vision, experience, and the skills needed to work with staff and the community. DuQuenne clarified that she appreciates what Cotta has done for the City but feels the residents of

Ashland deserve to see all possibilities. Graham spoke that the Council has done its due diligence with this process.

Roll Call Vote: Councilor Bloom, Hyatt, Dahle, Kaplan, and Hansen. YES. DuQuenne No. Motion passed.

b. Beach Creek Phase III Final Plat Dedication of Affordable Lots

Brandon Goldman, Community Development Director, and Linda Reid, Housing Program Manager, provided a presentation. (see attached) Goldman spoke that KDA Homes has offered the City of Ashland six affordable housing units in the Beach Creek subdivision that began as an annexation approved by City Council in 2021. KDA Homes subdivided the property and installed infrastructure for 52 residential lots. Eight of these lots were required to be affordable as criteria for annexation. Two of those lots were dedicated to Habitat for Humanity and are well into construction. Dedication of the six remaining lots to the City as deed-restricted lots for affordable housing development would allow the developer to move into phase three of developing the market rate lots. Goldman continued that accepting these lots at zero cost or encumbrances would allow the City to land-bank them until the time is right for affordable housing developers. Hansen asked about liabilities in accepting these lots. Goldman clarified that in addition to weed abatement, the lots would be within the subdivision's Homeowners Association (HOA) and dues for those lots would be the City's responsibility until transferred. Hansen asked for that cost and Goldman spoke of an estimate at \$58 per unit. Kaplan asked if this cost seems in line with other affordable housing developments that have HOA's. Reid spoke this subdivision's HOA dues seems either low or in-line DuQuenne asked when the City would be able to submit a Request for Proposals (RFP) for development. Reid responded sometime early next year. Graham asked if this timing would work for developers who need federal grant dollars, and Reid responded it could be helpful for developers that need to demonstrate land access.

DuQuenne/Hansen m/s to accept the proposed dedication of six lots to fulfill the remaining affordable housing requirements associated with the Beach Creek annexation and authorize the City Manager to execute all necessary agreements to acquire the property titles.

Discussion: DuQuenne spoke in support referencing previous council discussions about land banking. Hansen spoke of beginning the City's land banking with these lots and its community model of sustainability. Dahle spoke this comes right after discussions about the Housing Production Strategy (HPS) and thanked staff for their work on this. Bloom agreed and spoke of the continuum of homelessness related to the need for a continuum of housing stock. The opportunity to land bank these lots will allow the City to continue its involvement in promoting affordable housing moving forward. Kaplan spoke that this solution seems like a good one for everyone involved and reflected on previous work by the community regarding inclusion and rezoning that has allowed for this opportunity. Graham spoke of the growing need for affordable housing and is pleased to see the City has this option.

Roll Call Vote: Councilor DuQuenne, Hyatt, Bloom, Dahle, Kaplan, and Hansen. YES. Motion passed.

c. LOC Member Vote Review and Decision

Cotta spoke that the League of Oregon Cities (LOC) asked each of its member cities to provide input on its top five issues to the LOC board of directors who will adopt a legislative agenda. Cotta arrived at the following recommendations through discussion with all department heads: (Full recommendations included in the packet)

- 1) Behavioral Health Enhancements
- 2) Cybersecurity and Privacy
- 3) Building Decarbonization, Efficiency and Modernization
- 4) Infrastructure Funding
- 5) Full Funding Alignment for Housing Production

Cotta noted an error of duplication of language in the Infrastructure and Decarbonizing sections of her council communication. The correct wording for the infrastructure sections is in the LOC section of the packet on page four. Cotta spoke that she will take feedback from this body and submit the City's vote for its top five priorities by September 27, 2024. Graham noted the City could only pick five and that while homelessness is not referred to explicitly, the thinking was that the Behavioral Health and Housing Production elements address the driving forces behind the homelessness issue.

Bloom/DuQuenne m/s to adopt the five recommended legislative priorities and direct the City Manager to submit these priorities to the League of Oregon Cities.

Discussion: Bloom spoke that there are many advocacy organizations that will continue working on the other issues. DuQuenne spoke in support of these priorities that go together. Dahle spoke about how these fit with the recent discussion about strategic planning and that all of these priorities contribute to economic development and a vibrant community.

Roll Call Vote: Councilor DuQuenne, Hyatt, Dahle, Kaplan, Bloom, and Hansen. YES. Motion passed.

XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS

XIV. Other Business from council members/reports from Council Liaisons

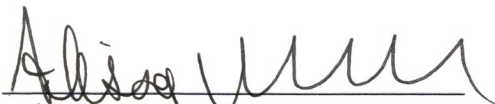
Graham spoke of a need for a liaison to the utility billing appeals process and asked any councilor interested in serving as such to reach out to her. Graham reminded everyone there is no meeting the first week of September and the next meeting is mid-September.

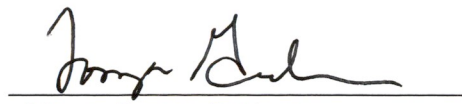
XV. Adjournment of Study Session

Bloom/DuQuenne m/s to adjourn. All in favor. The meeting was adjourned at 7:31 p.m.

Respectfully Submitted by:

Attest:


City Recorder Alissa Kolodzinski


Mayor Tonya Graham



Beach Creek Affordable Housing Land Dedication

City Council
August 20, 2024

Beach Creek Subdivision – KDA Homes

- PA #: PA-T3-2021-003
- **Project Description:** Annexation of 7.91 acres of a ten-acre property at 192 North Mountain Avenue into the City of Ashland.
- **Total Number of Units:** 54 residential lots.
- **Zoning:** R-1-5-P Single Family Residential zoning for the annexed area.

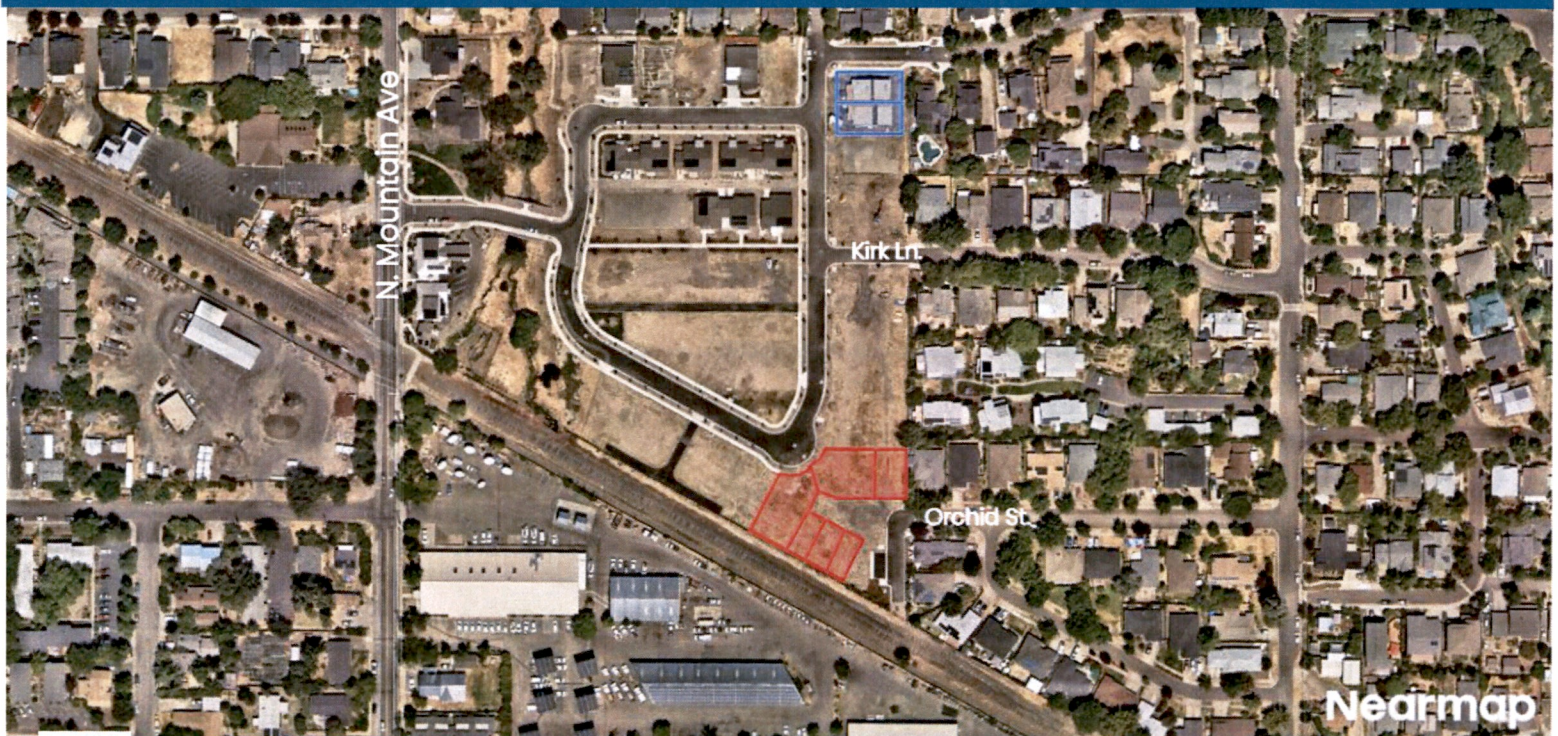


Project Overview

- Affordable Housing Requirement:
 - 25% of base density must be affordable housing.
- Annexed Area Base Density Calculation:
 - Base density: 34.245 units.
 - 25% of base density: 8 required affordable units
 - Affordable Housing Requirement:
 - 8 units affordable to those earning up to 80% of the area median income.



Annexation Requirements & Affordable Housing



Project Overview Beach Creek Subdivision

- **Affordable Unit Distribution:**

- Cottage Cluster: Four 2-bedroom units in the southeast corner.
- Single Family Units: Four 3-bedroom units
- Two units in Phase II (Habitat for Humanity Rogue Valley)
- Six units in Phase III (proposed City dedication).

- **Affordable Housing Characteristics:**

- Deed-restricted 30 years affordability (minimum)
- Earth Advantage® Platinum standards with solar panels.



Affordable Housing Provision Details

- **KDA Request to Council:**

- Accept dedication of six lots to satisfy affordable housing requirements.
- No cost, with infrastructure provided.
- Compliance with Criteria: Dedication fulfills 25% affordable housing requirement from the 2021 annexation.

- **Result if Approved:**

- City will hold title to six deed-restricted lots.
- Final Survey may be signed upon completion of infrastructure – Development proceeds.



Current Request and Result

Additional Discussion?

