



General Meeting Agenda

ASHLAND GENERAL
REGULAR MEETING AGENDA
Tuesday, November 12, 2024

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- I. CALL TO ORDER
- II. BUSINESS SESSION I
 - 1. Minutes of October 30, 2024
- III. PUBLIC FORUM
- IV. BUSINESS SESSION II
- V. RECAP & NEXT STEPS
- VI. ADJOURNMENT
- VII. ANNOUNCEMENTS





2200 Ashland St. Ad Hoc Committee Meeting

Tuesday, November 12, 2024

3:00-7:00 p.m.

2200 Ashland Street

AGENDA

I. CALL TO ORDER (3:00-3:05 p.m.)

Welcome & Review Agenda & Timeline

November 18 Study Session with City Council, 5:30 p.m.

December 3 Recommendations on City Council Agenda, 6:00 p.m.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
10	11	12 meeting	13	14	15	16
17	18 Council study session	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3 Council mtg.				

II. BUSINESS SESSION 1

1. Minutes of October 30, 2024 (3:05-3:10 p.m.)
2. Feedback from Local Providers (3:10-3:20 p.m.)
3. Draft Report Overview (3:20-3:30 p.m.)
4. Recommendations (3:30-4:45 p.m.)
 - a. Day Services
 - b. Transitional Housing
 - c. Severe Weather Shelter
 - d. Training, Meetings, and Administrative Offices
 - e. Maintenance and Amenities
 - f. Other Allowed and Prohibited Uses
 - g. Site Management

III. PUBLIC FORUM – Up to 5 minutes for public comments (4:45-4:50 p.m.)

IV. BREAK (4:50-5:00 p.m.)

V. BUSINESS SESSION 2

1. Carry-over items from Session 1 (5:00-5:30 p.m.)
2. Additional Information and Recommendations (5:30-6:00 p.m.)
3. Cover Memo (6:00-6:15 p.m.)
4. Presentation at Study Session (6:15-6:30 p.m.)
5. Work Plan for Ad hoc Committee v2.0 (6:30-6:50 p.m.)

VI. RECAP & NEXT STEPS (6:50-6:55 p.m.)

VII. ANNOUNCEMENTS (6:55-7:00 p.m.)

VIII. ADJOURNMENT (7:00 p.m.)



2200 Ashland St. Ad Hoc Committee Meeting October 30, 2024 Minutes

	Name	Role	Attended 10/2/24
1	Matthew McMillan	Member	x (on Zoom)
2	Bob Kaplan, City Councilor	Non-voting Member	x
3	Allison Wildman	Member	x
4	Jason Houk	Member	x
5	Rachel Jones	Member	x
6	Tonya Graham, Mayor	Non-voting Member	x
7	Debbie Neisewander	Member	x
8	Avram Sacks	Member	x
9	Gina DuQuenne, City Councilor	Non-voting Member	x
10	Trina Sanford	Member	x
	Jan Calvin	Facilitator	x
	Vanessa Houk	Public	x
	Alex Reid	Public	x
	Morgan Rothborne	Media/Public	x

AGENDA REVIEW

The agenda was reviewed. Jan apologized for not yet reaching out to Debbie for ideas on how to get feedback from local providers (thus, not completing that task yet).

MINUTES OF OCTOBER 16, 2024

Minutes were reviewed and approved, with the following revision:

The group spent the remainder of the meeting discussing the idea of temporarily placing the city-owned Pallet houses at the site. Members of City Council want to hear from this group; is there something compatible – something workable – for this winter? Discussion resulted in ~~the following agreement:~~ a preliminary concept for a pilot program:

- *Pilot program for the 2024-25 winter*
- *Sunset unless there is neighborhood agreement that everything went well*
- *Have an “exit plan” for the residents (and the structures) prior to starting*
- *Apply all of the management recommendations*
- *Population to be seniors and/or medically fragile*
- *Individuals or couples*

BUSINESS

Pallet Houses. Extensive discussion around the use of the City’s Pallet houses included the following information:

- A site visit/meeting occurred earlier in the week with the Committee’s three members of Council and key staff (Fire Marshall, Director of Community Development, City Manager, and Emergency Manager).
- State law supersedes local zoning and requires that residents of micro shelters have access to bathrooms, kitchen, and showers. Honoring the Committee’s preliminary recommendations that there be no porta-potties or shower/laundry trailers on the site, informal discussions have begun

about other locations for the Pallet houses, including OHRA (first, to provide this local shelter option) and Rogue Retreat (if OHRA declines).

- Prompted by Debbie, the Committee asked that the specific requirements (particularly for showers) be confirmed.
- It was noted that, if the Pallet houses were placed at OHRA, their use would be under the purview of OHRA, with none of the Committee's management recommendations. If it is possible that the Pallet houses can be placed at 2200 Ashland St. (pending further information), and the Committee recommends a pilot program, that recommendation would include use and management.

Pace and Process. Committee members had expressed concerns about not having enough time to complete the Committee's task and wanted to know the factors driving the November deadline for recommendations. Jan noted three overarching factors:

1. needs for services that are "on hold"
2. the expectations of the State
3. a June 30, 2025 deadline for expenditure of certain funds that could be used for 2200 Ashland St.

Tonya affirmed these factors and offered more information about State expectations, noting that, just as the use of the property for the extreme weather shelter was always part of the plan, so is the use for **more** than just severe weather sheltering. The State is aware of the City's process with the Ad hoc Committee, has been flexible in allowing time for this, and is awaiting the City's plan.

Tonya also described what would happen once the Committee provides its recommendations, stating that the next step is an analysis of what is possible on the site. This step will involve architects, engineers, and the development of a "facilities plan."

The Committee discussed the idea of providing solid recommendations for a Master Plan and also recommendations for a "next phase" of Committee work, which could include more details around the management recommendations, such as a framework for management policies and procedures, criteria for selection of providers, as well as guidelines for interim use of the property.

Approval of Preliminary Recommendations. The Committee walked through the preliminary recommendations and affirmed the ones to include in the final report, and also identified the ones that needed more discussion. *See attached document.*

[Members of City Council excused themselves at 5:00 p.m. to attend a special Council meeting, and the Committee extended its meeting time to 5:30 p.m.]

Next Steps. The Committee agreed to add meeting time to its process, with the specific date/time to be confirmed through a Doodle Poll.

COMMUNITY FORUM – none, due to lack of time

ANNOUNCEMENTS – none, due to lack of time

MEETING ADJOURNED at 5:35 p.m.

Attachment: Draft plan updated 10/31/24 based on agreements made at 10/30/24 meeting.

TO: Ashland City Council
FROM: 2200 Ashland St. Master Plan
Ad hoc Committee
DATE: November 12, 2024
SUBJECT: 2200 Ashland St. Master Plan Recommendations

Updated 10/31/24. Text in light blue has not been agreed upon

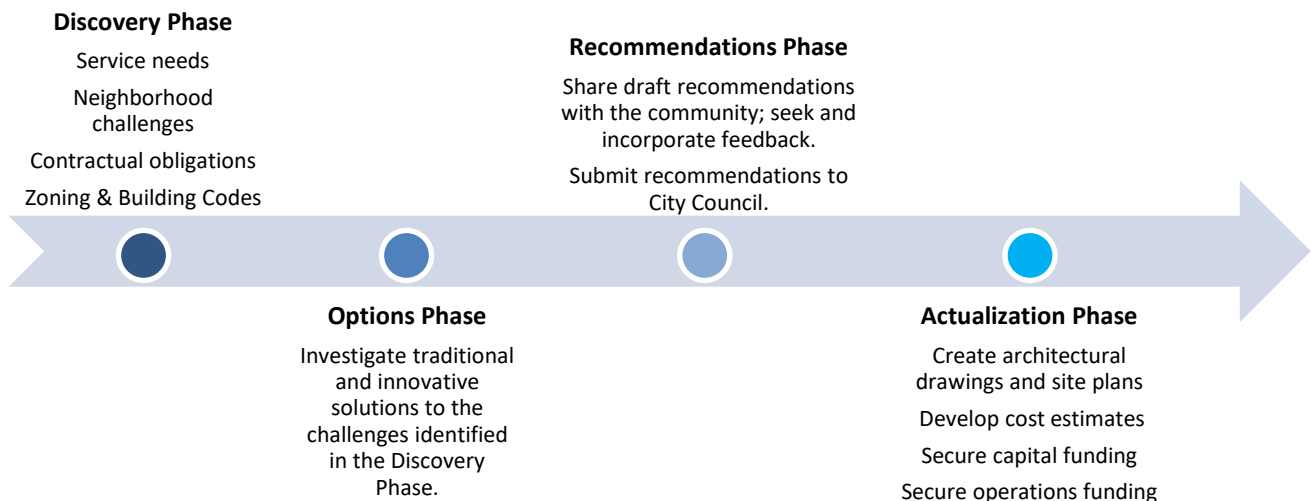
The Committee

The 2200 Ashland St. Master Plan Ad hoc Committee was charged with developing a future oriented Master Plan for the property, which can serve as the basis for cost estimates and as a tool to leverage new funding for renovations and operations. The Committee was comprised of neighbors, people who have lived experienced with homelessness, advocates, and three non-voting members of City Council.

2200 Ashland St. Masterplan Ad Hoc Committee	
Jason Houk	Member
Rachel Jones	Member
Matthew McMillan	Member
Debbie Neisewander	Member
Avram Sacks	Member
Trina Sanford	Member
Allison Wildman	Member
Tonya Graham, Mayor	Non-voting Member
Gina DuQuenne, City Councilor	Non-voting Member
Bob Kaplan, City Councilor	Non-voting Member
Jan Calvin	Facilitator

Timeline

The Committee began its work in June 2024, which concludes with recommendations to Ashland City Council on November 19, 2024.



Starting with the End in Mind

The “end” in this case, is a master plan for the use of the 2200 Ashland St. property that

1. aligns with contractual obligations to provide services to people experiencing homelessness,
2. furthers the community’s goals regarding homeless services and affordable housing, and
3. enhances the experience of the surrounding neighborhood.

This End is Not The End

Having a property master plan is the foundation for seeking funding for site improvements and operations.

Prioritizing certain aspects will likely (and practically) mean a phased approach to implementing the master plan.

Some components of the master plan will be immediate. For example, the site will continue to be used as a Severe Weather and Smoke Shelter, and it will be available as a community space in case of emergencies. These uses are supported within the current City Budget.

One other way in which the 2200 Ashland St. Master Plan is not “the end” is that it is only a small part of what is needed to address and prevent homelessness in Ashland and the surrounding region. The need is much greater than can be met on this property.

The recommended services at 2200 Ashland Street are intended to complement and not duplicate or compete with other services, as each plays a different role in addressing community needs.

Acknowledging the Challenges

As individuals, families, and interconnected sectors of the greater Ashland community, we recognize that the condition we call “homelessness” has many challenges. It is through the transparent examination of steps – and mis-steps – that the 2200 Ashland St. Master Plan Ad hoc Committee believes well-planned and well-managed efforts can create positive outcomes for everyone.

Recommendations for How the Site will be Managed

First and foremost, the Committee recommends the following parameters for how the 2200 Ashland St. property, facilities, and services be managed.

1. The City of Ashland must provide strong and continuous contract management for program providers, including approval of program and site management policies and practices prior to commencing services, that include, but are not limited to standards for client services, security, exit planning, and staff training.
2. The City of Ashland appoint a 2200 Ashland St. **Management Advisory Council** with representatives from the neighborhood, as well as people with lived experience of homelessness. The advisory council must be integral in developing provider expectations and supporting strong management of the site.

The City Council extend or otherwise re-charter the Committee ~~urges the formation of the **Management Advisory Council** as soon as possible,~~ to address development of policies and procedures for the effective management of the site, an interim use plan for services/uses prior to implementing the Master Plan, as well as ongoing communications with the surrounding neighborhood and the potential clients to be served on site.

3. Expectations should be laid out in seeking service providers who will work with the City and neighborhood to deliver high-quality services and mitigate any concerns that arise.
4. Except for the Severe Weather/Smoke Shelter, any classes or services provided on site be by appointment or pre-registration.
5. The services at this location should not be suited to high-needs individuals (e.g., people in active addiction or with severe or persistent mental health disorders). The population to be served should be well on their way to self-sufficiency and identified as such through an assessment of their vulnerability and needs.
6. The resources at this location should serve people from Ashland and not draw people from beyond the local community.
7. Clients must agree to a code of conduct and sign a behavior contract that describes expectations and protocols for completing or terminating services.
8. Residents should be engaged in activities to increase their ability to be self-sufficient in stable housing. Clients should be supported with best practices in social services and coordination with other community resources to help them achieve self-sufficiency.
9. Residential stays should be for a duration sufficient for individuals to prepare for self-

sufficient living; likely no longer than 24 months.

What Should Not be at this Property

The Committee recommends the following uses not be permitted at the 2200 Ashland Street property:

1. Tent camping
2. Car camping
3. ~~Drop-in services Resource center~~
4. ~~Day center~~
5. ~~Urban rest stop~~
- 6.4. Permanent Pallet houses
- 7.5. Flea markets
- 8.6. Maker space

And, except for the Severe Weather/Smoke Shelter, that there be no

1. Low-barrier sheltering,
2. Congregate sheltering, or
3. Walk-up services.

Services Appropriate for this Property

As noted in the management recommendations on page 3, except for the Severe Weather/Smoke Shelter, any services provided on site should be by appointment or pre-registration, and clients must be screened prior to engaging in services.

The Committee recommends the following indoor services ~~by~~ appointment as appropriate for this property:

1. Laundry
2. Showers
3. Day storage
4. Offices for social service providers to meet with clients

~~Shared Space~~ for Administrative Offices, Training, and Meetings

The Committee ~~further recommends~~ that the City of Ashland explore exploration of the need for and interest by organizations with aligned missions to ~~be co-located~~ have office space on this property (e.g., organizations addressing affordable housing, homelessness, or related issues).

~~The Committee encourages this type of "mixed use," where administrative offices co-exist with scheduled daytime services and residents in transitional living. The Committee~~

Transitional Housing and/or Bridge Housing

The Committee recommends that the property be used to help meet the need for Transitional Housing and/or Bridge Housing.

Purpose/Definitions:

- The purpose of Transitional Housing is to provide up to 24 months of training, counseling, and support for clients to then move into a subsidized housing program with ongoing case management or housing without subsidy.
- The purpose of Bridge Housing is to provide short-term housing for individuals who can be self-sufficient (e.g., they have a housing voucher or are enrolled in a subsidized housing program) but are seeking a rental unit.

Facilities for Transitional Housing and/or Bridge Housing

The Committee recommends one or more of the following facilities to be used for Transitional Housing and/or Bridge Housing.

1. Boarding Rooms in the existing building.
2. Tiny Home Village, where individuals or couples can reside in self-contained tiny homes, complete with bathrooms and kitchens.
3. Multi-floor Efficiency Apartments, also for individuals or couples, but making for more efficient use of the space.



A Pilot Program

The Committee recommends that the City of Ashland, abiding by all of the Management Recommendations on page 3, implement a pilot program for the 2024-25 winter season to use the City-owned Pallet houses to shelter seniors and medically fragile adults at the site. The pilot program would include an “exit plan” for the residents (and the structures) prior to starting. The pilot would “sunset” at the end of the season unless the assessment and recommendation of the Advisory Council stated otherwise.

Further, the Committee recommends that the Pallet houses be located on the north side of the building, pending any unforeseen siting issues.

The Role of the Advisory Council

The Committee recommends the following as the role of the Advisory Council:

1. To advise City Council on all aspects of the 2200 Ashland St. Master Plan, including implementation and any future revisions.
2. To advise staff on the development of policies and procedures related to the site.
3. To be integrally involved in developing provider expectations and Requests for Proposals related to the site.
4. To monitor and support the City of Ashland's strong management of the site (e.g., develop measures to monitor the effectiveness of the 2200 Ashland St. management practices).
5. To advise staff on an "exit plan" for residents and Pallet houses, should the City implement the recommended winter 2024-25 pilot program.
6. To assess the impacts of the winter 2024-25 pilot program on the surrounding neighborhood and make recommendations to City Council regarding any possible extension of the program.
7. To support the City of Ashland to communicate with area residents and businesses regarding plans and activities related to the 2200 Ashland St. property.
8. To support communication and coordination among service providers at the site, with particular focus on addressing emerging issues and maintaining communication with area residents and businesses.



Land: 52,272 sq. ft. (1.20 acres)

Additional Insights

The members of the 2200 Ashland St. Master Plan Ad hoc Committee recognize that their purview related to the use of one City-owned property with contractual obligations to serve the needs of people experiencing homelessness. The location of this property and the existence of a major homeless services center within one mile of the site were major factors in shaping recommendations. **The Committee is unanimous in its agreement** that this site cannot meet all needs, or even the most critical needs, of people experiencing homelessness.

In closing, **the Committee recommends** that the City of Ashland use the expertise of staff and the Housing and Human Services Advisory Committee, along with the framework provided in the August 2024 Homeless Services Assessment Report to continue to address issues related to homelessness.

Additional Note 10/31/24:

The Committee recommends that the 2200 Ashland St. services for people experiencing homelessness be coordinated with other services throughout the region to facilitate effective access to a network of resources.

TO: Ashland City Council
FROM: 2200 Ashland St. Master Plan Ad hoc Committee
DATE: November 12, 2024
SUBJECT: 2200 Ashland St. Master Plan Recommendations

11/4/24
DRAFT
REPORT,
Pages 12-18

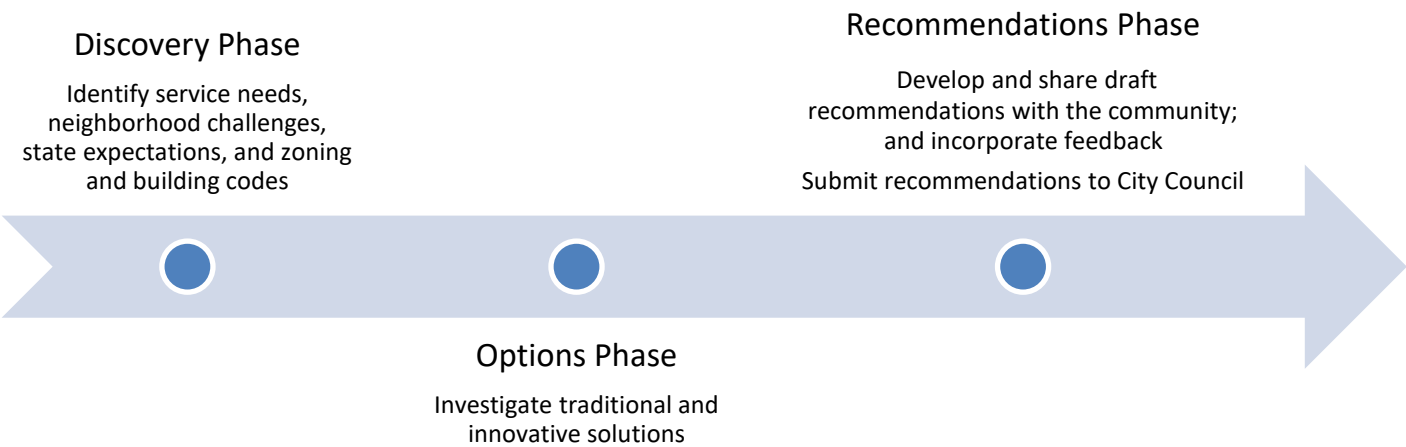
The Committee

The 2200 Ashland St. Master Plan Ad hoc Committee was charged with developing a Master Plan for the property, which can serve as the basis for cost estimates and as a tool to leverage new funding for renovations and operations. The Committee was comprised of neighbors, people who have lived experienced with homelessness, advocates, and three non-voting members of City Council.

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Tonya Graham, Mayor	Non-voting Member
Gina DuQuenne, City Councilor	Non-voting Member
Bob Kaplan, City Councilor	Non-voting Member
Jan Calvin	Facilitator

Timeline

The Committee began its work in June 2024 and concludes with this report presented for a City Council Study Session on November 18 and Council action on December 3, 2024.



The Charge

The Committee was charged with developing a master plan for the use of the 2200 Ashland St. property that

4. provides services to people experiencing homelessness,
5. furthers the community's goals regarding homeless services and affordable housing, and
6. enhances the experience of the surrounding neighborhood.

The Role and Limitations of the 2200 Ashland St. Master Plan

Having a property master plan is the foundation for seeking funding for site improvements and operations.

Prioritizing certain aspects will likely (and practically) mean a phased approach to implementing the master plan.

Some components of the master plan will be immediate. For example, the site will continue to be used as a Severe Weather and Smoke Shelter, and it will be available as a community space in case of emergencies. These pre-determined uses are incorporated into the master plan and supported within the current City Budget.

However, the 2200 Ashland St. Master Plan is only a small part of what is needed to address and prevent homelessness in Ashland and the surrounding region. The need is much greater than can be met on this property.

The recommended services at 2200 Ashland Street are intended to complement and not duplicate or compete with other services, as each plays a different role in addressing community needs.

Acknowledging the Challenges

As individuals, families, and interconnected sectors of the greater Ashland community, we recognize that the condition we call "homelessness" has many challenges. It is through the transparent examination of steps - and mis-steps - that the 2200 Ashland St. Master Plan Ad hoc Committee believes well-planned and well-managed efforts can create positive outcomes for everyone.

Recommendations

Attached, as one indivisible document, please find

- 2200 Ashland Street Master Plan Recommendations (pages 3-4)
- 2200 Ashland Street Site Management Recommendations (page 6)
- Additional Recommendations (page 7)

2200 Ashland St. Master Plan Recommendations

1. Day Services

Except for the Severe Weather/Smoke Shelter (see next page), any services provided on site shall be by appointment or pre-registration, and clients must be screened prior to engaging in services.

The following indoor, daytime, by-appointment services shall be provided at this property:

- a. Laundry
- b. Showers
- c. Day storage
- d. Offices for social service providers to meet with clients

2. Transitional Housing

The property shall be used to help meet the need for Transitional Housing, including Bridge Housing, as defined below:

- Transitional Housing provides up to 24 months of training, counseling, and support for clients to then move into a subsidized housing program with ongoing case management or housing without subsidy.
- Bridge Housing provides short-term housing for individuals who can be self-sufficient (e.g., they have a housing voucher or are enrolled in a subsidized housing program) but are seeking a rental unit.

One or more of the following facilities shall be used for Transitional Housing and/or Bridge Housing at the site.

- a. Boarding Rooms in the existing building.
- b. Tiny Home Village, where individuals or couples can reside in self-contained tiny homes, complete with bathrooms and kitchens.
- c. Multi-floor Efficiency Apartments, also for individuals or couples, but making for more efficient use of the space.



3. Severe Weather/Smoke Shelter

2200 Ashland St. shall be used to provide shelter from severe weather and smoke. Persons shall be allowed to access this service without screening or pre-appointment and shall agree to abide by City-approved shelter rules.

4. Space for Training, Meetings, and Administrative Offices

The site shall allow scheduling of appropriate space for training and meetings related to housing and homeless services, free of charge, except for fees to cover the cost of any required supervision or post-use cleaning, described in a Facility Use Policy and Fee Schedule.

In addition, the site shall allow for a limited number of office spaces for administrative use by organizations with aligned missions. The arrangement for such use shall be a lease at rates typical for similar properties, however the City of Ashland shall have the ability to waive or otherwise reduce the lease fee, under a Facility Use Policy and Fee Schedule.

5. Maintenance and Amenities

The property shall be fenced and well-maintained. The detailed Facility Plan shall include placement of additional trees, as well as upgraded fire-safe landscaping. Continuous weed abatement and other regular maintenance shall ensure that the property is visually appealing, in keeping with the standards of other City buildings and properties.

The property shall include a multipurpose space, that can be used for classes and meetings, as well as activities in response to a community emergency (e.g., flood, fire, earthquake).

Additional restrooms shall be added inside the existing building to meet the needs of participants at the Severe Weather/Smoke Shelter. Other amenities shall include bicycle racks, visually appealing screening of any outdoor recycling or garbage bins, informational signage, and low-impact night lighting. In addition, the City of Ashland shall remove the dilapidated shed attached to the west side of the building as soon as possible.

6. Other Allowed and Prohibited Uses

Except for the Severe Weather/Smoke Shelter, low-barrier shelter and congregate shelter shall be prohibited at 2200 Ashland St. In addition, the following uses shall be prohibited:

- a. Tent camping
- b. Car camping
- c. Drop-in services
- d. [Permanent] Pallet houses

Other allowed or prohibited uses shall be in accordance with a Master Plan Amendment to be developed within the next six months (see Additional Recommendations).

2200 Ashland St. Site Management Recommendations

Note: Detailed policies, procedures, rules, expectations, and responsibilities, referenced below should be more fully developed in the next phase of Ad hoc Committee work.

10. The City of Ashland shall provide strong and continuous contract management for program providers, including approval of program and site management policies and practices prior to commencing services, which include, but are not limited to standards for client services, security, exit planning, and staff training.
11. The City of Ashland shall establish an ongoing 2200 Ashland St. Management Advisory Committee with representatives from the neighborhood, as well as people with lived experience of homelessness. The advisory committee shall be integral in ~~developing provider expectations and~~ supporting strong management of the site.
12. Expectations shall be laid out in seeking service providers who will work with the City and neighborhood to deliver high-quality services and mitigate any concerns that arise.
13. Except for the Severe Weather/Smoke Shelter, any classes or services provided on site shall be by appointment or pre-registration. People served at this location must be able to make and keep their appointment(s) and abide by clearly communicated rules and regulations.
14. Clients must agree to a code of conduct and sign a behavior contract that describes expectations and protocols for completing or terminating services.
15. The services at this location shall not be suited to high-needs individuals (e.g., people in active addiction or with severe or persistent mental health disorders). The population to be served shall be well on their way to self-sufficiency and identified as such through an assessment of their vulnerability and needs.
16. [The resources at this location should serve people from Ashland and not draw people from beyond the local community.]
17. Residential stays shall be for a duration sufficient for individuals to prepare for self-sufficient living; likely no longer than 24 months.
18. Residents shall be engaged in activities to increase their ability to be self-sufficient in stable housing. Clients shall be supported with best practices in social services and coordination with other community resources to help them achieve self-sufficiency.

Additional Recommendations

The 2200 Ashland St. Master Plan Ad hoc Committee recognizes that its charge is to make recommendations for the use of just one City-owned property to help serve the needs of people experiencing homelessness. The location of this property and existence of a major homeless services center within one mile of the site were major factors in shaping these recommendations.

The Committee is unanimous in its agreement that this site cannot meet all needs, or even the most critical needs of people experiencing homelessness. However, the Committee believes that anything the site offers, should be well designed and integrated with other services. Therefore, the Committee makes the following additional recommendations:

1. Services at 2200 Ashland St. be coordinated with other resources throughout the region to facilitate effective access to a network of homeless services.
2. The City of Ashland use the framework provided in the August 2024 Homeless Services Assessment Report to implement the most viable and promising actions to help resolve and/or reduce homelessness.
3. The City of Ashland hire the staff position approved by Council to assist the City in advancing a coordinated and well-articulated approach to homelessness services, including supporting implementation of the recommendations within this document.
4. The City Council extend or otherwise re-charter the Ad hoc Committee for a period of no less than six months and no longer than one year to:
 - a. Develop a master plan amendment for services/uses prior to full Master Plan implementation, including consideration of exceptions for any temporary mobile units,
 - b. Design a framework for program and site management policies and procedures, including but not limited to standards for client services, security, exit planning, and staff training,
 - c. Prepare a list of expectations for service providers,
 - d. Draft a client code of conduct, behavior contract, and "bill of rights"
 - e. Create a set of site rules and regulations,
 - f. Outline a viable client screening process,
 - g. Outline a Facility Use Policy and Fee Schedule,
 - h. Establish objectives for an ongoing 2200 Ashland St. Management Advisory Committee, and
 - i. Identify key components of a communications plan for use with key stakeholders, including the surrounding neighborhood and potential clients to be served on site.

Do not include the rest in the report. Defer to the Ad hoc v2.0 (pg. 7)

7. [The resources at this location should serve people from Ashland and not draw people from beyond the local community.]

The Role of the Advisory Council

The Committee recommends the following as the role of the Advisory Council:

9. To advise City Council on all aspects of the 2200 Ashland St. Master Plan, including implementation and any future revisions.
10. To advise staff on the development of policies and procedures related to the site.
11. To be integrally involved in developing provider expectations and Requests for Proposals related to the site.
12. To monitor and support the City of Ashland's strong management of the site (e.g., develop measures to monitor the effectiveness of the 2200 Ashland St. management practices).
13. To advise staff on an "exit plan" for residents and Pallet houses, should the City implement the recommended winter 2024-25 pilot program.
14. To assess the impacts of the winter 2024-25 pilot program on the surrounding neighborhood and make recommendations to City Council regarding any possible extension of the program.
15. To support the City of Ashland to communicate with area residents and businesses regarding plans and activities related to the 2200 Ashland St. property.
16. To support communication and coordination among service providers at the site, with particular focus on addressing emerging issues and maintaining communication with area residents and businesses.

A Pilot Program

The Committee recommends that the City of Ashland, abiding by all of the Management Recommendations on page 3, implement a pilot program for the 2024-25 winter season to use the City-owned Pallet houses to shelter seniors and medically fragile adults at the site. The pilot program would include an "exit plan" for the residents (and the structures) prior to starting. The pilot would "sunset" at the end of the season unless the assessment and recommendation of the Advisory Council stated otherwise.

The Existing Building

4. All services be provided within the building and not delivered through mobile or temporary units placed outside the building.
5. Additional restrooms be added for people using the extreme weather shelter. To this end, the committee would support placement of a Portland Loo on the north or west side of the building, until such time as interior restrooms can accommodate this need.

Preparing a Work Plan for the Ad hoc Committee v2.0

Assignment	Items to be Included	Sequencing				Should a small group do prep work on this?	
		Q1	Q2	Q3	Q4	Yes	No
1. Develop an “interim plan” for services/uses prior to full Master Plan implementation, including consideration of exceptions for any temporary mobile units.							
2. Design a framework for program and site management policies and procedures, including but not limited to standards for client services, security, exit planning, and staff training.							
3. Prepare a list of expectations for service providers.							
4. Draft a client code of conduct and behavior contract.							
5. Create a set of site rules and regulations.							
6. Outline a viable client screening process.							
7. Outline a Facility Use Policy and Fee Schedule.							
8. Establish objectives for an ongoing 2200 Ashland St. Management Advisory Committee.							
9. Identify key components of a communications plan for use with key stakeholders, including the surrounding neighborhood and potential clients to be served on site.							