



Housing & Human Services Advisory Committee Meeting Agenda

ASHLAND HOUSING & HUMAN SERVICES ADVISORY COMMITTEE

REGULAR MEETING AGENDA

Thursday, November 14, 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.

<https://zoom.us/j/92519098753?pwd=Cxx3e072EZGjWLQjY9WsS35MF77Xjs.1>

- I. **CALL TO ORDER - 4:00 p.m.**
- II. **APPROVAL OF THE AGENDA**
- III. **CONSENT AGENDA**
 - A. Approval of October 24, 2024, Minutes
- IV. **PUBLIC FORUM (4:05-4:15 p.m.)**

15 minutes – Public input or comment on City business not included on the agenda

 - A. Public Forum.
- V. **NEW BUSINESS**
 - A. Rent Burden Public Hearing (4:15-4:35 p.m.)
 - B. Sunstone update and AHTF request and recommendation (4:35-5:00 p.m.)
 - C. Update from the Ashland Community Land Trust Organizing Committee (5:00-5:20 p.m.)
- VI. **UNFINISHED BUSINESS**
 - A. Education and community engagement planning discussion continued (5:20-5:45 p.m.)
- VII. **INFORMATIONAL ITEMS**
 - A. Liaison Reports
 - B. General Announcements.
- VIII. **ADJOURNMENT: 6:00 PM**

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

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.

October 24, 2024

Draft Minutes

Commissioners Present:	Council Liaison:
Echo Fields	Bob Kaplan
Brittney Bass	Dylan Bloom - Absent
Vincent Tufts	Staff Present:
Crystal Munoz	Linda Reid; Housing Program Specialist
Rich Rohde	Kendall Escuin; Admin Support
Ashley Laube	
Commissioner's Absent:	SOU Liaison:
Montana Hauser	Tiana Gilliland - Absent

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

II. APPROVAL OF THE AGENDA

Voice Vote: ALL AYES. The agenda is approved by the committee as presented.

III. CONSENT AGENDA

A. Approval of September 26, 2024, Minutes

Bass/Munoz M/S. Voice Vote: ALL AYES. The minutes from September 26, 2024, have been approved as presented.

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

A. Public Forum.

V. NEW BUSINESS

A. Schedule for November and December, Retreat Planning? (4:15-4:45 p.m.)

- The Committee has agreed that our November meeting date will be moved from November 28, 2024, to November 14, 2024, from 4:00-6:00 p.m. The location is TBD.
- The Committee agreed that this year's goal setting retreat will be on December 12, 2024, from 4:00-7:00 p.m. The location is TBD.
- December retreat plan around the City Council study session on Dec. 16. At 5:30 p.m. Council will be looking for recommendations from HHSAC for city goal setting





Housing And Human Services Committee

Draft Minutes

for the 2025 year.

VI. **UNFINISHED BUSINESS**

A. Education and Community Engagement Planning Discussion Continued (4:45–5:45 p.m.).

- Our annual Rent Burden event will now take place on the fourth Thursday in February which makes the event date February 27, 2025, from 5:00–7:00 p.m. Location of event is TBD but the Committee is leaning towards the Unitarian Church because of its favorable location.
- Krista Palmer with Sunstone has confirmed that they will be there for the event.
- Utility information table. The Committee would like to invite Bryn Morrison, Deputy Director of Finance to host this table.
- Energy Efficiency Table. The Committee would like to invite Dan Cunningham, Residential Conservation/Energy Analyst to host this table.

VII. **INFORMATIONAL ITEMS**

A. Liaison Reports

- Councilor Kaplan shared updates from the City Council –
 - Energy poverty program is in the works which will save our local businesses money by providing more efficient equipment such as HVAC systems. This will reduce the cost of energy. City council will discuss this new ordinance on November 20, 2024.
 - City Council approved the second reading to a mapping error in the urban growth boundary.
 - City Council will hold a special meeting on October 30, 2024, from 5:30–6:30 p.m. The topic is the appointment of the city municipal judge, which is a part time position. The appointed person will serve in this position until November 2026.
 - Pioneer Hall renovations to be completed end of Feb./March of 2025.
 - There is a new management advisory committee to make recommendations for the Community Center.
- Linda Reid shared her Staff Liaison report–
 - The city of Eugene has a rental deposit ordinance. Reid will investigate it and report back to the committee. The ordinance caps application fees to \$10.
 - Reid attended a conference organized by The Continuum of Care, (COC). Organizations Jackson Care Connect and All Care presented on the topic of behavioral health preventions. The Housing Urban Development, (HUD) has a program with volunteers that help houseless people get in touch with their lost family members. Reid was inspired by this program and would like to do something similar here in Ashland.



Housing And Human Services Committee Draft Minutes

B. General Announcements

- Rohde shared that he has been working with Southern Oregon Housing for All, (SOHFA). SOHFA has been working with the night lawn community down at the Police station. The biggest issue is storage for the night lawn community. They do not have a storage space for their belongings during the day which is an issue. SOHFA has come up with a storage space plan based off a plan implemented by the city of Costa Mesa, California. The idea of using a palette shelter for storage is also being considered by City officials.

VIII. **AGENDA BUILDING – Future Meetings**

- Invite the COC (JCC and All Care) to present to our committee.
- Updates from both The Greater Community Land Trust of Ashland and Sunstone.

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

Next Meeting Date: November 14, 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: November 14, 2024
TO: Housing and Human Services Advisory Committee
FROM: Linda Reid, Housing Program Manager
DEPT: Planning
RE: Annual Rent Burden Public Hearing Meeting

HB 4006 was passed in 2018 and required Cities with a population over 10,000 whose residents that experience severe rent burden at a rate greater than 25% annually hold a public meeting to discuss the issue of rent burden, and opportunities for addressing and reducing rent burden. Oregon Housing and Community Services annually evaluates and provides data on the percentage of residents within a City that experience severe rent burden. The information provided by Oregon Housing and Community Services is provided as an attachment to this memo.

Severe rent burden is defined by the Department of Housing and Urban Development as those who pay 50% or more of their income toward rent costs.

Year	# of Severely Renter Burdened HH	# Severe Rent Burdened	Total Renter Households	Total Population
2018	35%	1,472	4,178	21,002
2019	33.6%	1,416	4,217	20,815
2020	31.7%	1,475	4,256	20,960
2021	32.3%	1,360	4,216	21,105
2022	32.2%	1,299	4,032	21,554
2023	31.0%	1,230	3,962	21,642

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

2024				
------	--	--	--	--

813-112-0000

Purpose and Objectives

OAR chapter 813, division 112 establishes the responsibilities of Oregon Housing and Community Services (OHCS) for the assessment and identification of cities with populations greater than 10,000 experiencing severe rent burden. These rules provide guidance pursuant to House Bill 2003 of the 2019 Oregon Legislative Assembly and section 1, chapter 47, of the Oregon Laws of 2018.

Statutory/Other Authority: Section 1, chapter 47, Oregon Laws 2018 & HB 2003 (2019)

Statutes/Other Implemented: Section 1, chapter 47, Oregon Laws 2018 & HB 2003 (2019)

History:

[OHCS 2-2020, amend filed 01/27/2020, effective 01/27/2020](#)

[OHCS 18-2018, adopt filed 10/25/2018, effective 10/25/2018](#)

813-112-0010

Definitions

Terms used throughout OAR chapter 813, division 112 may be defined in Oregon Revised Statute (ORS) or in the OHCS General Definitions (OAR 813-005-0005). Terms used within this division observe those definitions except as defined below:

(1) "Governing body" means the individual or group of citizens or employees, most senior administrative employee(s), or the delegate(s) thereof, who formulate(s) the policy and direct(s) the affairs of 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

(2) "Severely rent burdened households" means those households that spend more than 50% of the household income on gross rent for housing.

Statutory/Other Authority: HB 2003 (2019) & Section 1, chapter 47, Oregon Laws 2018

Statutes/Other Implemented: HB 2003 (2019) & Section 1, chapter 47, Oregon Laws 2018

History:

[OHCS 2-2020, amend filed 01/27/2020, effective 01/27/2020](#)

[OHCS 18-2018, adopt filed 10/25/2018, effective 10/25/2018](#)

813-112-0020

Designation and Reporting

No later than the March 1 of each year, OHCS must:

(1) Gather the most current data available from the United States Census Bureau, or any other source OHCS considers at least as reliable, to determine the percentage of severely rent burdened households for each Oregon city with populations greater than 10,000; and

(2) Provide a report of the data described in subsection (1) to each applicable city's governing body.

Statutory/Other Authority: HB 2003 (2019) & Section 1, chapter 47, Oregon Laws 2018

Statutes/Other Implemented: HB 2003 (2019) & Section 1, chapter 47, Oregon Laws 2018

History:

[OHCS 2-2020, amend filed 01/27/2020, effective 01/27/2020](#)

[OHCS 18-2018, adopt filed 10/25/2018, effective 10/25/2018](#)

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

813-112-0030

Public Meeting

(1) The governing body of each applicable city identified by OHCS, as determined by the data and analysis described in OAR 813-112-0020, must conduct at least one public meeting no later than December 31 of the year in which OHCS provided the qualifying data. The purpose of such public meeting shall be to discuss:

- (a) The causes and consequences of severe rent burdens within the city;
- (b) The barriers to reducing rent burdens; and
- (c) Possible solutions to reduce the number of severely rent burdened households within the city.

(2) In order to conduct the public meetings as identified in subsection (1) above, each governing body must:

- (a) Act in accordance with Oregon's public meeting laws (ORS 192.610 through 192.690).
- (b) Provide notice of the public meeting in accordance with ORS 192.640 and to at least the city's local housing providers; local service providers; and households experiencing severe rent burden, or their representatives, including the city's local Public Housing Authority (defined in ORS 456.005), Community Action Agency (described in OAR 813-230-0000), and nonprofit housing and service providers.
- (c) Submit the public meeting agenda, together with a list of attendees and their affiliation and geographic location within the city, to the Public Affairs Division of OHCS by February 1 of the following year.

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

Statutory/Other Authority: HB 2003 (2019) & Section 1, chapter 47, Oregon Laws 2018

Statutes/Other Implemented: HB 2003 (2019), Section 1, chapter 47, Oregon Laws 2018, ORS 192.610 - 192.690, ORS 456.005 & OAR 813-230-0000

History:

[OHCS 2-2020, amend filed 01/27/2020, effective 01/27/2020](#)

[OHCS 18-2018, adopt filed 10/25/2018, effective 10/25/2018](#)

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: November 14, 2024
TO: Housing and Human Services Advisory Committee
FROM: Linda Reid, Housing Program Manager
DEPT: Planning
RE: Sunstone Housing Collaborative AHTF Award Transfer Request

Sunstone Housing Collaborative has submitted a request to transfer the \$55,000 Affordable Housing Trust fund award, from the subsidizing of land acquisition to predevelopment services for architectural costs related to developing a masterplan for the site and to a housing development organization to develop a Request for Proposals. Both activities continue to be in support of the goal of developing affordable housing on School District owned land. Staff directed Sunstone to draft a letter requesting time on an upcoming City Council agenda because staff felt that the activity which was originally awarded differs substantially enough from the activity sunstone is proposing that Staff could not approve such a change internally.

Sunstone Housing Collaborative's original application requested AHTF funding to subsidize the cost for an affordable housing provider to acquire a parcel of School District owned land. Sunstone's intention at the time of application was to offer the land through an RFP process to an affordable housing provider at a reduced price for the development of affordable housing. The Request for affordable housing trust funds was to help buy down the cost of the land for the affordable housing provider while ensuring that the Ashland School District received the full market value for land. At the time of application, the school district was facing a budget shortfall and was unwilling to sell the land for less than full market value.

Staff recommended funding the Sunstone Housing Collective proposal at \$55,000 as this activity would reimburse the acquisition costs for an affordable housing provider to purchase the land. This both ensures that the housing that is built will

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

meet the City's long term affordability goals and benefit households with a documented need, as well as to ensure a timeline for use of the funding to produce affordable housing.

At the regular business meeting on April 16, 2024, the City Council approved the award of \$55,000 to Sunstone Housing Collective towards land acquisition.

I have attached the grant transfer request letter as well as the original grant application. Staff is looking for a recommendation from the Housing and Human Services Advisory Committee regarding the revision to the awarded activity.

Planning Department

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

Tel: 541.488.5300
Fax: 541.552.2059
TTY: 800.735.2900



Ashland Housing Trust Fund Application

Sunstone Housing Collaborative

1. Introduction: Describe organization and what is unique about the firm, its goals, and objectives.

Sunstone Housing Collaborative was established in December 2023 to support the educational mission of Ashland School District and the associated Housing Production Strategy of Ashland by facilitating the transfer and sale of district owned land to develop affordable housing intended for district staff and low to moderate income families with children in order to increase long term sustained enrollment and retain staff members. To achieve this goal, Ashland School District has identified a parcel of land within city limits and approved that land to be sold to one or more nonprofit low income housing developers. A working agreement will be made with ASD for Sunstone Housing to facilitate the sale of the land with the expectation that market value will be received by the district upon transfer. It is highly likely that a nonprofit housing developer will seek to purchase the land BELOW market value, therefore it is the focus of this application that Sunstone Housing Collaborative seeks funding through the Ashland Housing Trust Fund to offset a lower sale price and ensure that Ashland School District receives expected revenue for the land.

2. Project Description

- **Describe the program/activity for the respondent organization is seeking funding.**

This initial project of Sunstone Housing Collaborative is focused on partnering with Ashland School District in facilitating the sale and development of district owned land in order to build affordable multifamily housing. This project serves ASD in creating accessible housing for families to live in as their children attend Ashland public schools and it also meets the needs for affordable housing stated in the City of Ashland's Housing Production Strategy. As the number of households with children declines, the need for creative solutions to ensure Ashland remains a community of all ages, becomes more imperative.

- **Describe the target population expected to benefit from the program/activity.**

Families with children, and individuals earning between 50-120% AMI

- **Provide the number of individuals, or households, expected to benefit from the program/activity.**

An estimated 100 households will benefit from the development of housing on the determined 4 acres of land.

- **If applicable provide the number and type of housing units to be created or made habitable.**

Exact data to be provided in response to RFP, however we will require that the RFP respondents include approximately 100 units of housing that may include a combination of apartments, townhomes, manufactured homes or cottages.

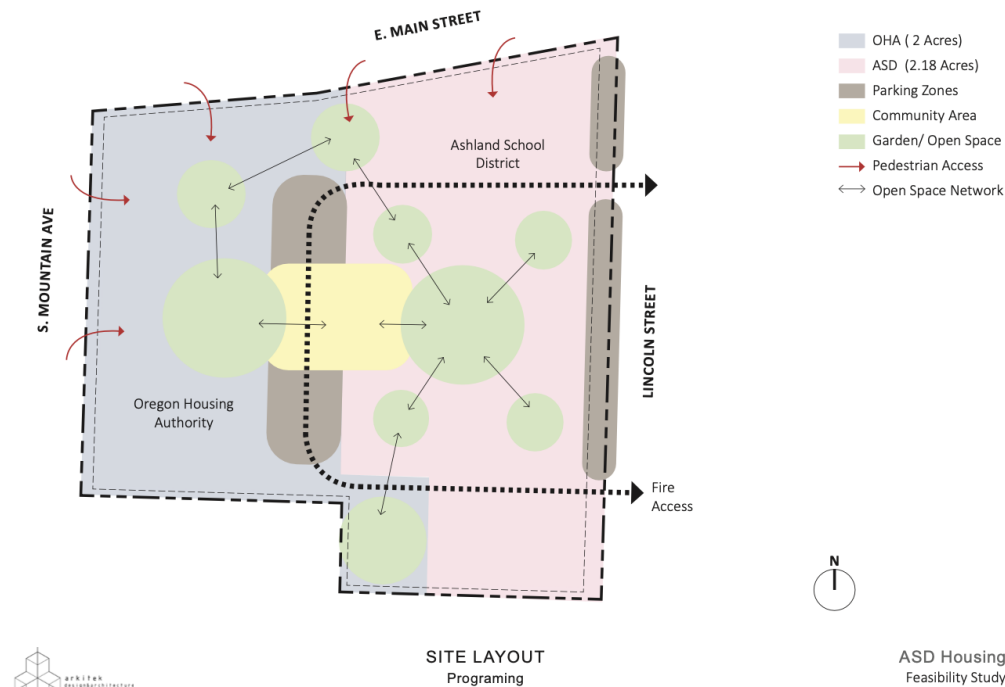
Provide a detailed timeline leading to the completion of the proposed program/activity.

March 2024: RFP Release with 60 day response window

May-June 2024: Evaluate and choose developer

July-August 2024: Community engagement initiatives
September-December 2024: Break ground

- Provide a map showing the project's location. If the project will serve a specific area, proposed project boundaries should be shown.



3. Project Experience

- Describe the respondent's organizational framework, special resources, and any other information to demonstrate that the City of Ashland Ashland Housing Trust Fund RFP 2024 respondent can effectively and efficiently complete the proposed program/activity.

Sunstone Housing Collaborative has built a partnership with the Ashland School District to secure an initial build site on the property currently owned by the district at E. Main and S. Mountain Ave in Ashland. This location ensures the opportunity for future residents to benefit from living in housing that is affordable, in proximity to public transportation, schools, and local employment; all factors that promote a thriving community.

While the advisory board for Sunstone Housing Collaborative is currently in process of being assembled, there remains oversight by the Ashland School District board of directors in order that their interests are being met throughout this process.

The executive director is an individual with experience in community organization working with churches and city government to streamline services for people experiencing homelessness, is trained as an Occupational Therapy practitioner, as well as having a passion to pursue partnerships which establish and

nurture housing justice.

- **Describe the respondent's organizational experience in completing programs or activities similar to the proposal outlined in the RFP.**

The sale and development of this initial 4 acres of ASD land will be the inaugural project for Sunstone Housing. We will integrate and apply the experience and expertise from the consultancy and collaboration with other well established organizations who have completed similar projects with success.

- **List other organizations involved with this project and their level of involvement.**

Ashland school board is fully supportive of the sale and development of the land at E. Main and Mountain, as it supports the goal of potentially increasing enrollment as well as providing reliable affordable housing for ASD staff.

4. Funding Request

- **Provide the requested amount of Ashland Housing Trust Funds.**

\$100,000.00

- **Provide the amount of any Community Development Block Grants requested under a separate application (if applicable).**

Applied for but not yet approved for \$143,660 CDBG

- **Provide a detailed project budget that includes all other funding sources anticipated to support the program/activity.**

Estimated market value of 4 acres of land at E. Main and Mountain: \$3million

Minimum estimated purchase price by developer/ RFP respondent: \$2million

Estimated difference in revenue to be raised by grants, including CDBG, Ashland SS Grant, Allcare grant, Wells Fargo community development grant, Ford Foundation Grant and Ashland Housing Trust Fund: \$1million

- **Provide the proposed percentage of matching funds, including the estimated value of donated land or labor, demonstrating that the Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost.**

Given other sources of grant monies received and applied for, as well as volunteer/donated time to facilitate the coordination of this project, the Affordable Housing Trust Fund contribution will at most contribute 10% total required cost.

- **Provide a detailed budget including but not limited to: land acquisition costs, materials, building permit costs, predevelopment costs, professional services, and any other administrative costs.**

Please see attached

	Sunstone Housing Collaborative		Year 1- 2024	Year 2- 2025	Year 3- 2026
Grants	ANNUAL TOTALS:	STATUS	\$2,077,500	\$2,000,000	\$600,000
	AllCare	APPROVED	\$177,500	\$250,000	\$250,000
	State of Oregon	NOT YET APPLIED	\$400,000	\$300,000	\$0
	City of Ashland	APPLIED	\$100,000	\$100,000	\$100,000
	Community Bank Grants	NOT YET APPLIED	\$100,000	\$100,000	\$100,000
	Private Donors/Gifts	NOT YET APPLIED	\$200,000	\$150,000	\$50,000
	Community Grants Other	APPLIED	\$100,000	\$100,000	\$100,000
	Sale of property to builder	PENDING RFP	\$1,000,000	\$1,000,000	\$0
Estimated Expenses			Year 1- 2024	Year 2- 2025	Year 3- 2026
	ANNUAL TOTALS:		\$2,032,500	\$2,022,500	\$522,500
	Real Estate FMV Purchase from ASD to ASD housing nonprofit		\$1,500,000	\$1,500,000	\$0
	Staffing		\$225,000	\$225,000	\$225,000
	-Executive Director		\$120,000	\$120,000	\$120,000
	-Executive Assistant		\$70,000	\$70,000	\$70,000
	-Operation Manager		\$35,000	\$35,000	\$35,000
	Technology - Incl: software, subscriptions, wifi, quickbooks		\$7,000	\$7,000	\$7,000
	Medical Benefits		\$10,000	\$10,000	\$10,000
	Attorney Fees		\$20,000	\$10,000	\$10,000
	Marketing/Fundraising		\$35,000	\$35,000	\$35,000
	Printing, Office Supplies, Etc.		\$5,000	\$5,000	\$5,000
	Professional Services, Misc. Consulting fees		\$25,000	\$25,000	\$25,000
	Insurance		\$500	\$500	\$500
	Travel		\$5,000	\$5,000	\$5,000
	Contingency Fund		\$200,000	\$200,000	\$200,000
Total	Annual totals:		\$45,000	-\$22,500	\$77,500
	Balance Carry Over From Previous Year		N/A	\$45,000.00	\$22,500.00
	Total combined with prior year balance carry			\$22,500.00	\$100,000.00

Memo

DATE: November 14, 2024
TO: Housing and Human Services Advisory Committee
FROM: Linda Reid, Housing Program Manager
DEPT: Planning
RE: Update from the ACLTOC

Representatives from the Ashland Community Land Trust Organizing Committee will be in attendance to provide an update on the status of that organizations efforts to create a community land trust 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



October 21, 2024

Sabrina Cotta
Ashland City Manager
20 East Main St.
Ashland, OR 97520

Dear Sabrina,

I hope this message finds you well. On behalf of Sunstone Housing Collaborative, I would like to formally request a transfer of the use of the Ashland Housing Trust Fund Grant. Originally approved for land acquisition, we now seek to allocate the grant towards covering pre-development services, specifically payable to Arkitek Design and Architecture for creating the Master Plan and to Housing Development Center of Portland for their role as RFP consultant.

This adjustment aligns with our current project needs and will support our efforts in moving forward with a well-defined plan. We believe this use of funds will more effectively contribute to the success of the development.

In order to expedite the process and ensure that our vendors are paid in a timely manner, we request that this matter be added to the November City Council agenda.

Please let us know if there is any additional information or documentation needed to facilitate this request. Copies of contracts and invoices from our vendors can be furnished to the Council to be included in the packet prior to the November meeting. We appreciate your consideration and look forward to your response.

Warm Regards,

Krista Palmer
Executive Director
krista@sunstonehc.org

