



Housing And Human Services Committee Agenda

Siskiyou Room of the Community Development and Engineering Building

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

Zoom Link:

January 23, 2025 REGULAR MEETING AGENDA

- I. **CALL TO ORDER:** 4:00 p.m.
- II. **APPROVAL OF THE AGENDA**
- III. **CONSENT AGENDA**
 - A. Approval of November 14, 2024, Minutes
 - B. Approval of January 2, 2025, Minutes
- IV. **PUBLIC FORUM** (4:05–4:15 p.m.)
 - A. Public Forum.
- V. **NEW BUSINESS**
 - A. Review of the Annual HHSC Grant Schedule and Workplan (4:15–4:35 p.m.)
 - B. Beach Creek Request for Proposals Review and Recommendation (4:35–5:05p.m.)
- VI. **UNFINISHED BUSINESS**
 - A. Community Engagement Planning Event Workgroup Report and Event Finalization (5:05–5:40 p.m.)
- VII. **INFORMATIONAL ITEMS**
 - A. Liaison Reports
 - B. General Announcements
- VIII. **AGENDA BUILDING – Future Meetings**
- IX. **ADJOURNMENT:** 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email linda.reid@ashland.or.us. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102–35.104 ADA Title I).





Housing And Human Services Committee

Draft Minutes

City Council Chambers

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November 14, 2024

Draft Minutes

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

I. CALL TO ORDER: 4:06 p.m.

II. APPROVAL OF THE AGENDA

Bass/Munoz m/s. Voice Vote: ALL AYES. The agenda has been approved as presented.

III. CONSENT AGENDA

A. Approval of October 24, 2024, Minutes

Laube/Tufts m/s. Voice Vote: ALL AYES. The Minutes from October 24, 2024, have been approved with one minor correction.

IV. PUBLIC FORUM (4:05–4:15 p.m.)

A. Public Forum.

N/A

V. NEW BUSINESS

A. Rent Burden Public Hearing (4:15–4:35 p.m.)

- 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.
- Severe rent burden is defined by the Department of Housing and Urban





Housing And Human Services Committee

Draft Minutes

Development as those who pay 50% or more of their income toward rent costs.

- The location of the Committees Rent Burden Event will be at the Unitarian Church on Thursday, February 27, 2025, and will take the place of that month's meeting.

B. Sunstone Update and AHTF Request and Recommendation (4:35-5:00)

- Krista Palmer with Sunstone gave a presentation on the progress of their plans since being awarded their grant money.
- Palmer also explained their revised plans to the committee in hopes of receiving recommendations which will be presented to City Council.
- Sunstone is requesting a transfer of the use of the Ashland Housing Trust Fund Grant that they were awarded. The grant was originally approved for land acquisition, they 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.

Tufts/Munoz m/s. Voice vote: All AYES. The committee unanimously voted that the revised reallocation of grant funds be approved by the City Council as presented.

C. Update from the Ashland Community Land Trust Organizing Committee (5:00-5:20)

- Jessica Therkelsen with the Ashland Community Land Trust Organizing Committee (ACLTOC) gave a presentation on what a land trust is and their process.
- 2024/25 objectives include-
 - Establishing a high functioning & representative board and committee structure.
 - Creating a vision & plan for sustainable growth.
 - Determining first project(s) in their pipeline.
 - Developing partnerships & community awareness to ensure equitable access to future GACTL projects.

VI. UNFINISHED BUSINESS

A. Education and Community Engagement Planning Discussion Continued (5:20-5:45 p.m.).

- Committee member Montana Hauser has been elected as chair of the Rent Burden Event working group.

VII. INFORMATIONAL ITEMS

A. Liaison Reports

- Councilor Bob Kaplan reported that City Council will be looking at the 2200



Housing And Human Services Committee Draft Minutes

Ashland Street Master Plan Ad Hoc Committees recommendations at the Study Session on Monday, November 18, 2024.

B. General Announcements

- Chair Echo Fields shared that the city of Medford will be holding their rent burden event on Tuesday November 19, 2024, from 5:30-7:30 p.m. in the Prescott Room.

VIII. **AGENDA BUILDING – Future Meetings**

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

Munoz/Bass m/s/. Voice Vote: ALL AYES. The meeting was adjourned at 6 p.m.

Next Meeting Date: December 12, 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).



Housing And Human Services Committee

Special Meeting Draft Minutes

Siskiyou Room of the Community Development and Engineering Building

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Zoom Link: <https://zoom.us/j/99735891106?pwd=eKNNTW2qaG0RSMXqMZPbKLY8AKelTr.1>

January 2, 2025

SPECIAL MEETING

Draft Minutes

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

I. CALL TO ORDER: 3:30 p.m.

II. ACTION PLAN SUBSTANTIAL AMENDMENT OVERVIEW

- Linda Reid gave a brief overview on the amendment proposed by City Council. This entails the reallocation of \$112,112 in Community Development Block Grant Funds from a provisional allocation to Sunstone Housing Collective, to public facilities improvements to a city owned emergency shelter located at 2200 Ashland Street.

III. PUBLIC HEARING

A. Public comment on substantial amendment to the 2024 Action Plan

- The City received six public comments via email.
- No public comments were submitted at the meeting.
- HHSAC members requested that staff provide information about the proposed work that needs to be done on the 2200 Ashland Street, to make that building suitable for use as an inclement weather shelter in the minutes. Staff referenced two documents from the 2200 Ad Hoc Committee minutes that provided information about the potential changes to that building.
 - Please reference page 5 of the agenda packet from 2200 Ashland St. Ad Hoc



Housing And Human Services Committee

Special Meeting Draft Minutes

Committees meeting on September 4, 2024.

<https://ashlandor.portal.civicclerk.com/event/249/files/agenda/613>

- 2200 Ashland St. Building Code Requirement Spreadsheet.

[Copy of 2200 Ashland St Building Code Requirement Based on Use Final Draft \(version 1\) \(002\).xlsx](#)

IV. **REVIEW AND APPROVAL OF ACTION PLAN AMENDMENT**

- The committee members reviewed the public comments submitted to the Housing Program Manager prior to the meeting which were included in the packet materials. The Committee accepted the proposal to reallocate the provisional award of \$112,122 originally made to Sunstone Housing Collective, to a new eligible activity, needed health and safety updates to the City owned emergency shelter building located at 2200 Ashland Street. With the condition that the Committee receive a detailed list of the updates needed, the urgency of each item, and the total budget amount for each item.

Fields/Gilliland. M/S. Voice Vote: ALL AYES.

V. **ADJORNMENT** 4:00 p.m.

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Memo

DATE: January 23, 2025

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Annual HHSC Grant Schedule and Workplan

Below is a spreadsheet that outlines the various timelines for CDBG and Affordable Housing Trust Fund Grants for the 2025 grant year, as well as the other scheduled workplan items scheduled for the year.

MONTH	H&HS MEETING	CDBG	AHTF	Workplan items
January		RFP Issued-first week of January	RFP Issued Last week of January	Review Beach Creek RFP
February	Regular meeting (receive CDBG and AHTF apps for review)	RFP Due- February 14 th	Proposals Due- February 21 st	Community Resource Event Beach Creek RFP issued
March	CDBG App. Review and Recommendation Consolidated Plan Review and Recommendation	March 27 th -Public Hearing/presentations/Recommendations	March 27 th Review and Make Recommendations	Update on Beach Creek Timeline
April	Officer Election	April 15 th Council review and final allocation/Annual Action Plan Public Notice	April 15 th -Review and final allocation by Council	Review Beach Creek Applications and make recommendations
May	Review and Approval of the CDBG Annual Action Plan	May 22 nd -Annual Action Plan Public Hearing/Approval		*Manufactured Home Park Ordinance Open House
June				*Review Draft Manufactured

Planning Department

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Memo

				Home Zone Ordinance
July				Equitable Housing Plan Public-Joint SERJAC meeting?
August	Rent Burden Event Planning Kick-off			Equitable Housing Plan Kick-off
September	Review and Approval of the CDBG CAPER	September 25 th Consolidated Annual Performance Evaluation Report Review and Approval		
October	Finalize Rent Burden Event Details			Finalize Equitable Housing Plan Event Details
November	Rent Burden Public Hearing			Equitable Housing Plan Public Engagement Event
December	Goal Setting Retreat Annual Presentation to the Council			Review Draft Equitable Housing Plan

*Subject to change.

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Memo

DATE: January 23, 2025
TO: Housing and Human Services Advisory Committee
FROM: Linda Reid, Housing Program Manager
DEPT: Planning
RE: Review of the Draft Beach Creek RFP

Attached to this memo is a draft Request for Proposals (RFP) for the six lots in the Beach Creek subdivision that were recently dedicated to the City. The Housing and Human Services Advisory Committee members will review the draft and make recommendations regarding any changes or clarifications. A draft of the RFP along with a memo outlining the HHSAC recommendations will be forwarded to the Council for review and approval in February.

Planning Department

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Memo

DATE: January 23, 2025

TO: Housing and Human Services Advisory Committee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Community Resource Event Workgroup Update and Finalization

The Community Resource Event Workgroup will provide a final update on the Community Resource Event Planning.

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