

HOUSING ADVISORY COMMITTEE
Meeting Minutes – September 21, 2018 at 9:00 AM
Courtyard Conference Room

Committee Members

Loree Arthur
Duward Brown
David Corsi
Jason Elzy
Sam Engel
Pamela Hurlburt - Absent
Andrew Luther - Absent
Teresa Santucci - Absent
Mary Tillery - Absent
Doug Walker (Chair)
Kelly Wessels (Vice Chair) - Absent

Staff/Council Liaisons:

Lora Glover – PCD Director (Staff Liaison)
Taylor Garybehl - Planner
Roy Lindsay – City Councilor (Council Liaison)

Guests:

Linda Reid – Housing Programing Specialist for the City of Ashland

AGENDA:

1. Roll Call:

a. Chair Walker opened the meeting and took roll.

2. Items from Public: (opportunity for citizens to share information with the committee regarding items that are not on the agenda) – None

3. Consent Agenda:

a. Minutes: August 17, 2018 Regular Meeting

- Member Engel commented on page 3, where it states ‘Member Engle said he thinks we are still looking at some Exclusionary Zoning and Definition of Terms’. He wanted to clarify that he thinks we have some language in the code that restricts the delivery of social services to the homeless people in the downtown areas from 2015. If he misunderstood that, then that’s good.
- Lora said she is not aware of that. She knows we have some restrictions on panhandling from cars.
- Member Engel understood it was part of the language that converted the soup kitchen into a mobile delivery as opposed to the fixed delivery.
- Lora said we do have transient services that are available in the Business Park and Industrial Zones, but not in the Commercial so that might be what you are referring to.
- Member Engel said yes that is. He wasn’t sure how extensive that was.
- Chair Walker asked if he wanted the minutes to reflect something different.
- Member Engel said no, he wanted to explain what that comment was.
- Lora asked if he wanted clarification about what is allowed in different zones.
- Member Engel said yes, maybe he would just like a better understanding of what that is.

MOTION/VOTE

**Member Engle moved and Member Brown seconded the motion to approve the minutes from August 17, 2018. The vote resulted as follows: “AYES”: Chair Walker, Members Brown, Corsi, Elzy and Engel. “NAYS”: None. Abstain: Member Arthur. Absent: Vice Chair Wessels, Members Hurlburt, Luther, Tillery and Santucci.
The motion passed.**

4. Work Session Items:

- a. Linda Reid, City of Ashland & Angela Durant, City of Medford – Housing Specialists
 - Chair Walker said this committee will likely ask City Council to create a Housing Advisory Specialist position. They are hoping that Linda can give them the scope of her job, how it gets paid for and anything she might suggest.
 - Linda talked about her roll with the City of Ashland. She said her role is comprised of two main pieces. One piece is the actual Housing Program. Unlike any other city in Jackson County, the City of Ashland has a Housing Program. This program consists of deed restricted units throughout the city that are restricted primarily through planning actions. There are a variety of planning requirements that can trigger an affordability requirement from a developer. Some of these are incentives and some are driven by land use code. The City of Ashland defers System Development Charges for affordable housing. That is defined as housing that is targeted to people earning below 80% of the area median income for ownership or 60% for rental.
 - Linda said part of her job is working with developers and to complete the deed restrictions and income qualify the purchaser and renters of those units.
 - Linda said there are also several land use related incentives to promote affordable housing. They have an annexation ordinance for properties coming into the city. Developers can choose a sliding scale from 60% of AMI to 120% AMI.
 - Linda said they also have a zone change ordinance, which is the same as the annexation ordinance. If you want to up-zone you would provide a percentage of affordable housing.
 - Linda said they have a condominium conversion ordinance because several rental units converted to ownership units and they wanted to disincentives that process. In certain circumstances, condominiums are required to provide affordability.
 - Linda said they also have a bonus density. If you are density, for every unit provided as affordable, they can get another unit that is market rate.
 - Linda provided information from her brochures. She stated that she oversees about 80 units of affordable housing.
 - Linda said the other big piece of her job is administering the Community Development Block Grant Program. This program works in conjunction with the other housing programs. She stated that she works with Jason Elzy and Duward Brown.
 - Linda asked for questions.
 - Chair Walker asked her if she did a lot of code changing or writing.

- Linda stated that she did not. She is not a planner so she ends up working more on long range planning reports. She doesn't work on code updates, but she sometimes helps with the research on those.
- Linda said she is the staff liaison to the Housing and Human Services Commission.
- Linda said she is rewriting the Housing Element and doing the research and community outreach and public participation for that. She has updated the housing need for the city.
- Member Corsi asked where she was in the hierarchy of government.
- Linda said she is a division of one, and she is in the planning division in the community development department.
- Member Corsi asked how often she updated the housing needs analysis.
- Linda said it was most recently updated in 2012, but she would like to update it more often. It was done in house. Ideally they would like to do this every three to five years.
- Councilor Lindsay asked what 'Deed restricted' was.
- Linda said for example, if they were going to waive \$10 or \$12 thousand on SDC's and they want the builder to rent or sell that unit to a homeowner or renter that is in the 80% or 60% AMI, they write a resale restriction covenant and a trust deed and promissory note. When the property is sold, this will come up in the title report and they will make sure those requirements are made.
- Linda explained Ashland's Zone Change ordinance, which is an affordable housing trigger. She discussed a transfer of density, but said they do not have an ordinance on that at this time.
- Chair Walker asked if any of these ideas seem to bear the most fruit.
- Linda said annexation and zone change have been the biggest drivers of affordable housing for Ashland. She gave examples.
- Chair Walker asked how developers got word of Linda's job and how she marketed changes.
- Linda said during the planning process, the planners would let them know of triggers that meet affordable housing requirements and direct them to meet with her. She also does presentations and community forums.
- Linda said with the Affordable Housing Trust Fund, this is available to private market developers. She said that they realized too late that they should have marketed it more to private market developers.
- Member Corsi asked what the Affordable Housing Trust Fund was and how it is funded.
- Linda said this fund was created to address some of the shortfalls Ashland had in attracting affordable housing developers or the development of affordable housing by private market developers. She stated that predevelopment costs can be very expensive, only to get to the point of finding out that the developer can't move forward. They wanted to make funds available for that purpose. They also wanted to be responsive as the need arose. The marijuana tax came along, so the City Council designated the first \$100,000.00 of marijuana tax proceeds to the Affordable Housing Trust Fund. They also received a donation of land as well as some payoffs from early CDBG rehab loans that were de-federalized.
- Member Corsi asked about the Land Trust.

- Linda said the City of Ashland created their own Land Trust, which was a volunteer board made up of community members. That board dissolved, so they gave all of their properties to Access. The Ashland Land Trust received four or five CDBG grants over the years so they had a pretty good portfolio.
- Councilor Lindsay asked about the impact of deferring the SDC's.
- Linda said they don't have a lot of large scale multi-family development, so they don't defer that much in a given year. She did say that they do get spread out throughout the community if one organization is not paying those SDC's then others are absorbing that cost.
- Member Corsi asked if they were using the Real Property Tax Abatement Program.
- Linda said they have not explored that at this time that she is aware of. She said the schools have a Construction Excise Tax that developers can ask to be waived, as well as Community Development and Engineering fees in certain circumstances.
- Member Arthur asked how much land they have left in the UGB and would that effect availability for this kind of housing.
- Linda said she doesn't know how much land is left. She said Ashland has preference for infill. She said there are a couple of big tracts of land in the UGB that have infrastructure issues. They are looking at how to make that land more affordable.
- Lora said they you are giving away SDC's, that's the struggle.
- Linda talked about the limited parking they have. They talked about EFU land being annexed.
- Member Arthur asked when they require annexations.
- Linda said people ask for it.
- Chair Walker asked if Linda had any suggestions or recommendations for this committee.
- Linda said their program evolved over time. She doesn't think they would get any affordable housing development if they didn't have the programs to help offset the higher cost of land.
- Lora asked if they had any transient services or programs.
- Linda said they have community volunteers working with the churches to create emergency shelters. Their Housing and Human Services Commission has prioritized that work due to the increase in the transient population. They are working to identify a semi-permanent shelter location for five months out of the year. They are working through a county planning process to get that approval.
- Linda said they do not have a homeless services provider anymore, so the City worked with Access to form a new committee. They receive social service grant funds and CDGB funds as well as other private foundation funds. They are hoping to run the shelter with their new shelter coordinator position.
- Council Lindsay asked if they had ordinances that allow ADU's and/or tiny houses.
- Linda stated that they have a lot of those things.
- Member Elzy asked when they do the housing needs analysis, how do they count the homeless population.

- Linda said they do the Point-in-time count. This is primarily the data they use for their homeless population. The schools also do the McKinney-Vento, which they can use as well.
 - Member Elzy asked about section 108 being used to take small amounts of CDGB. He asked if Ashland has a program or project that used section 108.
 - Linda said they have never used section 108, but they are a prime candidate for that. They just need a project to come forward that requests it.
- b. Recommendation to City Council regarding the creation of a Housing Specialist full time position.
- Chair Walker said at the last Council meeting he presented the CET recommendations to City Council. They are going to be going into Strategic Planning which is when they make decisions about things like this position. We are in a bit of a time crunch to make this recommendation.
 - Lora said they can make their motion today and then put this on their goal list that is turn in in December and then they will discuss that in January with the Council.
 - Member Elzy said he talked to Lynn McConnell with the City of Bend. They have two positions and she sent both of the job descriptions over. Bend recommended putting those positions under Economic Development, as that had been a benefit to the City of Bend.
 - Member Corsi stated that he was the one who suggested that it should be an independent department at the director's level so that the person can influence policy at the very highest levels, because we are more than 10 years behind. It is going to take quite a bit of effort at the highest level to get us to a point that Ashland appears to be right now. He feels that if we have a separate housing division in the City with a director and whatever staff is necessary we would be a lot more likely to get concrete and productive results than we will if it's just another person on somebody else's staff.
 - Discussion followed.
 - Chair Walker stated he is at a bit of a loss not understanding quite how the process works for this Committee to get from the concepts here to action by City Council. He asked for some guidance.
 - Councilor Lindsay said what happens is at the goal setting meeting in January, you will be given an hour to make your presentation. Have a packet available for the Council. Then once you make your presentation, Council does a prioritization of the items presented. You want to be able to present to the Council sufficient information and passion.
 - Lora stated that when they discussed Linda being a division of one, she is really .5 for housing because she also does the CDBG. So she thinks the focus should be to have somebody that is handling the housing part of it. She advocates for all of her divisions. The City Manager has been pretty much on a lean program. They did not replace the former Parks and Community Services Director. Those divisions were absorbed. He didn't replace the Assistant City Manager. His divisions were absorbed. So she thinks the strongest point might be to have the division person where she is half time housing, half time CDBG. That might be an easier sell.

- Councilor Lindsay said he would think so because the Council is very cautious.
- Lora said Council has a lot of really expensive decisions to make right now and their focus is on Public Safety and the water and sewer treatment plants.
- Councilor Lindsay said there are other things coming down the road like storm water rates.
- Chair Walker asked how much detail to put in the package.
- Lora said the important part would be advocating for the need. Then it is really the City Manager's decision to figure out how he handles that.
- Chair Walker said as part of that sales pitch, he could go over the long list of ideas that the committee wants to move forward, and then listing the benefits to the community.
- Chair Walker asked if the committee wanted to talk more about that position or the idea of recommending the City Council create a housing specialist position.
- Member Corsi stated that we are shy on members today. He doesn't think the Committee should make any decisions since this is an important initiative and he would prefer to see more of the Committee here.
- Member Engel asked what if this was more like the CET where we assume this is something we want to review and then take a look at it at the next meeting with some more detail and hopefully we will have more members present.
- Lora said they could provide the information from Bend.
- Member Elzy said he would like to learn more about how CDGB is currently being administered.
- Lora said it was being run by Finance and Planning. Tom Schauer was doing all of the action items along with Anne Ingalls. She is now taking over Scott Lindberg's role and making sure everything is organized. She is a temporary, semi-retired employee. We will have to decide if we want to have a permanent FTE in-house and then maybe we could duplicate Linda's position.
- Member Elzy asked how much does the CDGB program allow for administration from the City to pay for a position like that.
- Lora said she thinks it is 15%. It was used for Tom, Scott, Jay and Lora. She said they haven't always drawn all of that down so they are trying to recapture that.
- Member Elzy asked what happens if we are looking at a designation for a position. Does that then create holes on how to fund others?
- Lora said no because her job isn't based on that percentage of funding, neither is Scott's or Jay's. They had been providing those additional services outside of the CDGB so there was more funding for the CDGB program, it's just that they weren't getting drawn down. Now they are scrambling on how they can go back a capture administration costs so they don't get penalized.
- Lora said everybody has their strong attributes and what they are good at, and Anne is very detailed oriented so she is having her do the funding, the document accountability. We will still have the planning side of the world work on the public outreach next year and get our action plan going together.

- Member Brown said it makes sense to him when CDGB priorities are focused around housing, it seems like it is a good fit. But that may not always be the case. There are going to be times in the future when the CDGB focus is pointed enough in other directions and he doesn't know if that creates an odd marriage in positions when that funding is prioritized in other areas or if it still makes sense.
- Member Corsi said it seems to him, she talks about half housing half CDGB. They are ten years ahead of us on programs, and we are starting from scratch. If you are talking about half time position for housing, you are going to get nowhere.
- Lora said she thinks the Council would look at that proposal as potentially three staff people.
- Member Corsi stated that he doesn't see why the director can't do a lot of that work right now.
- Lora said she would be surprised if they would come in at a director level. She said she could see this position being an equivalent to Susan Seereiter's position. Susan is the Business Advocate who reports to Lora, and Lora advocates for those items that go to the Executive Staff.
- Chair Walker said he thinks Member Corsi's position is that the Housing Advocate person needs to be at the table with the directors so they can do the advocating.
- Lora said that is her job.
- Member Corsi said Lora is split in too many directions.
- Lora said she didn't think so.
- Chair Walker said he doesn't know, but he understands and is leaning towards Member Corsi. If we are going to say housing is this important, maybe it needs to be not just you advocating, but you and the housing person who is doing all the work.
- Lora stated that a standalone director would be very unique for our system.
- Councilor Lindsay said he doesn't think the Council would go for it right now considering everything else that is going on.
- Chair Walker stated that as a point of an ask, he would think to ask for more and get granted less, versus asking for a smaller thing.
- Member Brown said he doesn't think they should ask for so much that it gets dismissed.
- Member Corsi asked if the Council was interested in dealing with this issue.
- Lora said yes, right now they are in a perfect framing as they are down a couple staff people. As they adjust everybody's duties in the planning division, maybe as one of the new staff come on board, they can take on those responsibilities.
- Councilor Lindsay said they would have to ask for a change in the essential structure to make that change happen. He doesn't think the Council is open to that at this point.
- Member Engel asked what if we don't get into the level and instead start looking at the course of what the responsibilities would be.
- Lora said ask for what actions they want done, and the City Manager will figure out how they will do that.

- Chair Walker said as long as it gets done. He thinks that is Member Corsi's position that it probably isn't going to get done unless you have a person at the top to advocate for it.
 - Lora talked about the top goals of the work plan. She said if they land in that top position, it will get prioritized. That is what she would advocate for is how you focus on that.
 - There was discussion on how the goal planning process works, as well as the SDC's and CET's.
 - Chair Walker said they will table the recommendation for a Housing Specialist until next month to get more detail.
- c. Review Additional Recommendations Generated From Last Month's Meeting
 - Chair Walker suggested tabling this for the next month or so.
 - d. Review Previously Identified Industry Tools
 - e. Introduction of Potential SDC Reallocation Program

5. Information Sharing:

- a. Items from staff – Presentation Monday August 27th.
 - Lora stated that she and Chair Walker put together a presentation that was presented to Council in August. They focused on the fact that this was phase I. She said they had a few more questions, but the important part was when they talked about potentially developing a fund to help pay for some of the SDC's. The Council is very sensitive about giving away one aspect when we are going to have to double it on the rate payers on another end.
 - Lora said the next presentation is in October. They will be talking about how they can set up some of the funding. She said under Economic Development they have some de-federalized funds that they could potentially take.
 - Discussion followed on rate increases and funding.
- b. Items from committee members –
 - Member Elzy asked about looking forward on review of recommendations to City Council, one of the items that has come up in order to use certain federal subsidies and grants often trigger an environmental review. That cannot be done by a developer but by a municipality like the City of Grants Pass. He is wondering if CDGB dollars were not involved, would the City consider being a responsible entity and would that require Council action.
 - Discussion followed. It was decided to table this until next meeting.
- c. Items from Council liaison –
 - None.

6. Future Agenda Building for Next Meeting:

- a. Further discussion on the needed resources to get the housing position
- b. More conceptual ideas to bring to City Council

7. Adjournment

- Chair Walker adjourned the meeting at 10:33am.

Next scheduled meeting: Friday, October 19, 2018 @ 9:00 am in the CYCR

Minutes prepared by Dianne Phelan, City of Grants Pass Administration.