

City of Ashland- Housing Committee Meeting Notice

A meeting of the **Ashland Housing Committee** will be held on **January 8, 2019**, at **8:30 AM** in the **Ashland City Hall Council Chambers (601 Main St. West)**.

Agenda

- 1) Consent Agenda
- 2) Approval of Minutes
 - a) Approval of minutes from the December 11, 2019 Housing Committee Meeting
- 3) Citizen Comments
- 4) Old Business
 - a) Updates on property maintenance, HIP and CDBG
- 5) New Business
 - a) Discussion of revisions to Accessory Dwelling Unit specific use standards: Owner occupation requirement and number allowed on property
- 6) Announcements
 - a) Updates on Conditional Use Permit for drop-in center/warming shelter at 419 3rd Avenue East on the January 7, 2020 Plan Commission agenda
- 7) Adjournment

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

The City of Ashland does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

NOTE: *Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Megan McBride (715-682-7041).*

City of Ashland- Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **December 11, 2019 at 8:30 a.m.** in the **City Hall Council Chambers (601 Main St W).**

Committee Members Present: Sam Ray, Kathy Beeksma, Eric Lindell, Liz Franek, and Megan McBride

Committee Members Absent: Ana Tochterman

Staff Present: Chris Luebben, Mayor Lewis

Mayor Lewis opened the meeting at 8:30 a.m.

Agenda

1) Consent Agenda

Motion to approve the agenda by Eric Lindell. Seconded by Sam Ray. Passed unanimously.

2) a.) Approve minutes from the October 9th, 2019 Housing Committee meeting

Motion to approve minutes from October 9th, 2019 Housing Committee meeting, after correction to paragraph 4) b). The word "homeliness" should be replaced with "homelessness". Motion made by Kathy Beeksma, seconded by Eric Lindell. Passed unanimously.

b.) Approve minutes from the November 13th, 2019 Housing Committee meeting

Motion to approve minutes from November 13th, 2019 Housing Committee meeting by Eric Lindell, seconded by Kathy Beeksma. Passed unanimously.

3) Citizen Comments

Kevin Porter, Ashland citizen, local realtor, owner of former music center building and landlord, stated he has had very positive experiences working with City officials. He enjoys owning property in Ashland. He expressed some concern among landlords regarding water rates.

4) Old business

a) Updates on property maintenance, HIP and CDBG

Chris Luebben provided updates on the process of property maintenance and provided "Before and After" photos of completed property repairs during the previous month. Eric Lindell commented that he hears feedback at Kwik Trip regarding Property Maintenance. Most people are unhappy until they hear an explanation regarding why they received a violation letter and tend to understand after an explanation. Sam Ray noted that she was contacted by someone who was given a year to do maintenance to bring a house into compliance but doesn't want to do a CDBG loan and have the financial burden later passed to their kids. Chris Luebben responded that extensions of time are granted to give a property owner more time to save money to comply.

Kathy Beeksma asked if people are required to divulge sensitive private information in order to get an extension and if so voiced concern. She expressed that she wants people to feel free to state they have issues complying with the given deadline without being required to go into details. She commented that the City needs to be respectful of property owner's privacy.

The Mayor commented that the City's goal is progress and not perfection.

Kathy Beeksma suggested we think about communication and messaging around property maintenance with emphasis on available resources.

Chris Luebben assured the Housing Committee members that every case is handled with the utmost care and concern and that residents are not required to divulge private information in order to obtain extensions but do often share this information without prompting.

Kathy Beeksma inquired if the City Council has done any work on the snow removal policy, specifically related to the City clearing sidewalks.

The Mayor responded that they did not change the ordinance but Council has directed Public Works to pay particular attention to 11th Street and Beaser as these are Safe Routes to Schools.

Chris Luebben mentioned that 13 buildings (including garages) were demolished in the City of Ashland to date in 2019, and provided "Before and After" photos of the projects. Chris noted that property owners are always given the choice to repair the property to comply with City ordinances or to demolish.

Megan McBride noted that the majority of the residential demolitions were accessory structures, with 4 of the demolitions being principal structures including one property which the City assisted with in cost. Additional funds have been budgeted in 2020 for additional strategic demolition as recommended by the Comprehensive Plan and Strategic Housing Plan.

Chris Luebben noted that a check would be issued that week through the HIP program to a property owner for reimbursement of garage siding so projects still wrapping up. Marketing materials for the HIP program will be created this winter to advertise in the spring to both potential applicants and donors.

Megan McBride discussed the CDBG-Revolving Loan program, which has slowed down during the winter so Northwest Regional Planning Commission will work with Megan to notify property owners who have moved out of the subject property that their loan is due to be repaid if owner-occupation was a condition of the loan.

b) Discussion of Housing Strategic Plan implementation

Megan McBride updated the committee about work being done to update the rental registration database as is outlined in the strategic plan. Chris Luebben has taken over management of the database and contacting non-registered rental property owners. .

Megan distributed City of Ashland Emergency Resources Guide which was a directive of both the Housing Committee and City Council and also aligns with goals about the City's goal in addressing homelessness.

Mayor Lewis suggested the Police Chief be contacted to get additional information about the vouchers they offer.

Megan McBride said she would follow up on this and add to the list.

5) New business

a) Review and discussion of possible ordinance revisions and other creative methods for increasing affordable housing stock.

Megan McBride discussed ADU (Accessory Dwelling Unit) issues. Distributed Part 5: Specific Use Standards page 5-4. AARP and APA Recommended Standards – specifically Section F. Standards were discussed. There are three (3) types of ADU's: Internal, Attached, and Detached. She stated that she is looking for input on the specific use standards as they will shape what is allowed and what types of housing needs they can address.

The Mayor stated that standards are also very important to clearly communicate to neighbors what to expect.

Eric Lindell commented that public education is needed, but that ADU's could benefit older community members who want to age in place.

Liz Franek voiced support for streamlining the approval process, and for allowing detached ADU's as well as internal and attached.

Kathy Beeksma agreed that the process should be as streamline as possible and information about building codes should be included in the standards to ensure people are aware of what is needed.

The committee agreed that the goals of allowed and promoting ADU's are to keep the people we have who would like to remain in the community and also bring in younger people. Goals: keep people we have and bring younger people in. The new construction activity would also be a benefit to the City overall.

Sam Ray commented that this type of housing facilitates multi-generational connections and she can see the convenience and needs it serves. She said that ADA accessibility is important and that extra rent could benefit a lot of seniors.

The Mayor stated that a lot of people doing this informally already. Also, the second story requirement is a minor issue for many people who would want to take advantage of this.

b) Discussion of 202 City-hosted forum focus and goals

Megan McBride stated that a number of forum topics have been suggested including a landlord appreciation forum, a tenant forum, and a forum to bring together local providers around the topic of homelessness. She would like direction from the Housing Committee on what type of forum would be most valuable for staff to spend time developing.

It was noted that tenant forum may not be a good idea as many of their questions/concerns would be legal in nature and outside of the City's scope to address.

A landlord appreciation event would center around celebrating people who support housing in the community. It should be positive and less formal than other forums, to show that City support landlords and bring in outside resources to help educate as well.

Eric Lindell suggested that a packet for new tenants moving into town would be very helpful to give landlords to distribute to new tenants.

Other committee members supported this idea, which could have basic information about switching utilities and other City resources, as well as highlighting local amenities. It was suggested that this could be a good partnership with the Chamber of commerce.

Kevin Porter voiced support for an information packet as described on behalf of the Bay Area Landlord Association, as well as from the perspective of a local realtor.

Kathy Beeksma suggested that the City get feedback from landlords on what types of information needs they would have and should be included in the packet.

There was discussion about the benefits that a tenant association could have for local tenants, though this would not be organized by the City.

6) Announcements

Kathy Beeksma announced that there is a grant through the County Health Department related to lead paint where people can be certified as lead paint supervisors. They will actually do a project in town as part of this program.

7) Adjournment

Motion to adjourn by Kathy Beeksma. Seconded by Eric Lindell. Passed unanimously.

Meeting was adjourned at 10:00 am. Minutes by Chris Luebben.

Accessory Dwelling Unit Standards Discussion

January 8, 2020

Owner-occupation requirement

Benefits:

- A central purpose of ADU's is to help property owners obtain additional income while providing affordable housing. This requirement would ensure this intent is being met.
- Assumed by many communities that this helps ensure better property and tenant management

Drawbacks:

- Could limit the number of ADU's we see go up if landlords are not able to do this at rental properties.
- Can be difficult to enforce owner-occupancy requirements—How does the City find out if owner is not living there? How is it enforced? Could this result in displacement of people from their housing if owner moves from the property with an ADU on it?

(Source: Study about ownership requirements from Nashville:

https://www.nashville.gov/Portals/0/SiteContent/MHZC/docs/DG%20Consolidation/Ownership_Accessory_Dwelling_Units%20Revised.pdf)

Standard: Most communities do have a requirement that at least one of the structures on the property be owner-occupied, or occupied by a member of the owner's family.

Options to consider:

(Pages 26- 27: <http://mrsc.org/getmedia/54c058a5-4d57-4192-a214-15f2fa5ac123/Accessory-Dwelling-Units.pdf.aspx?ext=.pdf>)

- No occupancy requirement
- Occupancy requirement with flexibility for temporary absences (less than 1 year)
- Require affidavit or deed restrictions related to occupancy requirement to ensure property owners comply and are aware of this requirement

Density of units

Number of units allowed on a property

Examples from other communities:

- Only 1 allowed
- 2 allowed if one is internal or attached

- 2 if one of them is ADA compliant

Standard: Most communities only allow 1 ADU per property.

Options to consider:

- Allow up to 2 ADU's in certain zoning districts or on lots of a minimum size in any zoning district

Number of units allowed within a specific area

Benefits:

- Can be a comfort to neighbors to know that the overall density of their neighborhood has limitations related to ADU's

Drawbacks:

- Could discourage or disallow additional units from being created

Option to consider: Include a density limitation initially which can be reviewed/lifted in the future once the community has more experience and ability to gauge interest in developing additional ADU's

4. The loss of any state license or permit by a community living arrangement shall be an automatic revocation of that facility's use permit.

D. Convent, Rectory, or Monastery

A convent, rectory, or monastery shall be on the same parcel or contiguous to the associated religious institution. If this standard is not met, the convent, rectory, or monastery shall comply with the allowable density, number of units, and other applicable provisions of the zoning district in which it is located.

E. Dwelling: Accessory

An accessory dwelling shall be allowed only in those zoning districts where it is permitted as a conditional use and only after the issuance of a conditional use permit pursuant to [Section 3.9: Conditional Use Permit](#). In addition, the following standards shall apply:

1. An accessory dwelling shall be located above a detached garage that is accessory to a single-family detached dwelling and located within the rear yard;
2. Any exterior changes or additions for an accessory dwelling shall be constructed of similar materials and shall be architecturally compatible with the principal building;
3. The accessory dwelling unit shall not contain more than thirty (30) percent of the total floor area on the subject parcel;
4. There shall be a total of no more than one accessory dwelling on the subject parcel;
5. The minimum parcel area shall be two thousand five hundred (2,500) square feet greater than the minimum parcel area required for the principal building in the subject zoning district;
6. A detached garage with an accessory dwelling shall meet all requirements for accessory buildings;
7. There shall be an unobstructed walkway leading from the public street to the accessory dwelling; and
8. At least one dwelling unit on the subject parcel shall be owner-occupied.

Sustainability Tip.

Accessory dwellings can provide economic and social benefits for the residents of the principal dwelling and the residents of the accessory dwelling.

F. Home Occupation

A home occupation shall be allowed in those zoning districts where they are a permitted use. A person with a home occupation that exceeds any standard listed in [Section 5.1 F.3.: Standards for Permitted Home Occupations](#) shall be required to obtain a conditional use permit pursuant to [Section 3.9: Conditional Use Permit](#). All home occupations shall also comply with all other applicable local, State or Federal regulations.

1. Intent.

- a. Establish criteria for operation of home occupations as a secondary use in all districts permitting residential use;
- b. Permit and/or regulate the conduct of home occupations as an accessory use in a dwelling unit, whether owner- or renter-occupied;
- c. Ensure that such home occupations are compatible with, and do not have a harmful effect on, adjacent and nearby residential properties and uses;

Christine Lagarde Cooper
1300 Chapple Avenue
Ashland, WI 54806
December 8, 2019

City of Ashland
Department of Planning and Development
601 West Main Street
Ashland, WI 54806

Dear Planning Committee,

The purpose of this letter is to identify the increasing homeless problem and the need to address this issue practically and compassionately.

Homelessness is on the increase—throughout the nation and here in Ashland. The problem is complex with many issues factoring into the reasons individuals are homeless. There are no cookie-cutter homeless individuals and our solutions should be developed with this in mind. However, there are basic needs all homeless have and I would like to propose one possible solution to begin addressing this issue.

For this reason, I would like to open a Drop In Center, centrally located on Third Avenue East (just across the street from Carlson's Lumber). The Center would provide the following:

- Beverages, soup and snacks free of charge.
- Assistance obtaining emergency lodging, short or long term housing.
- Provide blankets, sleeping bags and outerwear as needed.
- Provide vouchers for clothing at local thrift stores.
- During inclement or frigid weather, may convert into a temporary warming center.

The Drop In Center, called East Gate, would operate under the support and advice of Crossroads. It is not a direct off-shoot of the organization. It would be staffed by volunteers recruited from local churches, civic organizations etc. after receiving basic training. Soup has been and will continue to be provided by restaurants or individuals preparing it outside the facility. The actual building section has been offered for our use, with the understanding that we will pay for the heat. The vouchers, blankets, sleeping bags and outerwear will be solicited from the general public as needed. A network of motel owners, landlords and charitable organizations is being developed to provide for lodging/housing needs. Much of this was accomplished earlier through Crossroads Outreach prior to their move out of town, leaving a void I would like to rectify.

Thank you for your consideration of my proposal. I look forward to discussing it with the committee in person.

Sincerely,

Christine Lagarde Cooper