

**HOUSING ADVISORY COMMITTEE**  
**Meeting Minutes – August 18, 2023 at 9:00 AM**

**Committee Members**

Doug Walker – Chair  
Tom Bradbeer - Vice Chair  
Holly Fifield  
Tammy D’Amico (Absent)  
Steve Gulliford  
VACANT  
Molly Nichols  
Jason Elzy  
Duward Brown  
Craig Dent  
Josh Balloch (Absent)  
Ralph “JR” Wheeler (Absent)  
Kathleen Foster

**Staff/Council Liaisons:**

Dwayne Yunker – Council Liaison  
Amber Neeck – Housing and Neighborhood Specialist  
Mark Trinidad – Principal Planner

**Guests:**

**1. Roll Call:**

- a. Chair Doug Walker opened the meeting at 9:02 am and took roll.

**2. Introductions:**

- a. None

**3. Public Comment:** (opportunity for citizens to share information with the committee regarding items that are not on the agenda)

- a. None

**4. Consent Agenda:**

- a. Minutes: July 21, 2023

**MOTION/VOTE**

**Vice Chair Bradbeer moved, and Member Gulliford seconded the motion to approve the minutes from July 21, 2023, with corrections. The vote resulted as follows: “AYES”: Chair Walker, Vice Chair Bradbeer, Members Fifield, Gulliford, Nichols, Elzy, Brown, Dent, Wheeler, and Foster. “NAYS”: None. Abstain: None. Absent: Members D’Amico and Balloch  
The motion passed.**

**5. Action Items:**

- a. Annual Marketing Plan
  - Reviewed the draft Housing Incentive and Initiative Marketing Plan
    - Feedback
      - a. Add real estate agents as a target audience
      - b. Add a funding section
- b. CDBG Fall Applications
  - 2022 Successes
    - We received 72 applications.
    - Completed work on 17 homes.
  - 2023 Program Year Changes
    - Application Period
      - a. Shortened open application period from two months to one month. Opening September 1, 2023

- Marketing Frequency
  - a. Newspaper
    - i. Only posting once – Submitting August 22nd
  - b. Social Media
    - i. One post required, follow up as needed based on volume of applications received.
- Program Requirements
  - a. Owner Occupied Units only
  - b. No Mobile or Modular Homes
- Subcommittee Meeting
  - Seeking three volunteers for the CDBG subcommittee
    - a. First meeting will be in the end of October
    - b. Follow up meetings will be scheduled as needed until funds run out.
      - i. Members Gulliford, Brown and Nichols volunteered for the subcommittee.
- c. Minimum Lot Size Review
  - Current Requirements
  - Proposed Requirements Under Middle Housing Code Update
  - Existing Code Tools
    - Lot Size Averaging
    - Lot Size Reductions
    - Middle Housing Land Division
  - Comparisons to other cities
    - Eugene
    - Newburg
    - Klamath Falls
    - Ashland

**6. Matters from Committee Members and Staff**

- a. Surplus Land Evaluation For Housing
- b. CEDC September Meeting Topic – ADUs and Vacation Rentals

**7. Future Agenda Building for Next Meeting**

- a. Height Limit Code Amendment
- b. Collaboration with CEDC on Urban Growth Boundary Schedule
- c. Strategic Planning
- d. Urban Renewal
- e. Short Term Rentals
- f. MUPTC Scheduling sooner than HPS recommends.

**8. Adjournment**

- a. Chair Walker adjourned the meeting at 10:40 am.

**Next scheduled meeting: September 15, 2023, in the City Council Chambers.**

Minutes prepared by Amber Neeck, City of Grants Pass Community Development.