

Agenda

1. Call to Order and Roll Check

Presenter: Board Chair Rebecca Dyson

2. Land Acknowledgment

Presenter: Board Chair Rebecca Dyson

3. Adoption of Agenda (*At this time Board members are provided the opportunity to amend the Regular Session agenda.*)

Presenter: Board Chair Rebecca Dyson

4. Consent Agenda (*All items may be adopted by a single motion unless pulled for special consideration.*)

Presenter: Board Chair Rebecca Dyson

A. Approval of Minutes 3

5. New Business

A. Collaborative Presentation by the Ashland School Board and the 21

Sunstone Housing Collaborative 45 minutes

Presenter: Board Member Daniel Ruby, Vice Chair Jill Franko, & Sunstone

Executive Director Krista Palmer

6. Public Comment 30 minutes 84

Presenter: Board Chair Rebecca Dyson

7. ACTION ITEM: Approval of Development Partners 10 minutes

Presenter: Board Chair Rebecca Dyson

8. Adjourn

1. Call to Order / Roll Check

Chair Dyson called the meeting to order and a roll check confirmed that all directors were present.

2. Land Acknowledgment

Chair Dyson read the Land Acknowledgment

3. Adoption or Adjustment of Agenda

Vice Chair Franko moved and Director Skuratowicz seconded the approval of the agenda as presented. The motion carried by unanimous vote of the members present.

4. District Staff Updates

4.A. Superintendent Update

Superintendent Hattrick reported that the high school held a successful lockdown drill that included first responders, including police and fire department representatives. He continues to work on the budget and his presentation planned for the November 21 board meeting. Board members were invited to schedule individual meetings with him for deeper briefing.

5. Board Policy Updates

5.A. EBC Emergency Plan and First Aid - NEW

EBCA Safety Threats - NEW

EBCB Emergency Procedure Drills and Instruction - REVISED

EBC/EBCA (old) Emergency Procedures and Disaster Plans – DELETE

Dr. Hattrick explained the rationale for separating the existing emergency procedures into separate policies. The new policy EBCB is focused on emergency procedure drills and instructions. Some drills are mandatory but among the optional topics was evacuation for wild fires. Director Skuratowicz asked if this might be a priority for Ashland, given our experiences with wild fire and evacuation challenges. Dr. Hattrick said that the school district works closely with emergency management officials in Ashland to review options for this.

There was a discussion about some conflicting expectations on fire drills between the fire and police departments. District Safety Coordinator Rebecca Bjornson explained that police are concerned about a bad actor pulling the fire alarm in order to get people into hallways where they become easy targets. This has happened in other locations. Police are advising a pause before automatic evacuation responding to a fire alarm. They encourage a quick check to confirm any indication of actual fire before evacuating, seeing either smoke or fire.

Fire department personnel believe that rapid evacuation in response to a fire alarm is the safest course of action for schools. Ms. Bjornson said that the district asks people to shelter in place

when they hear the fire alarm unless they perceive signs of smoke or flame, in which case they should rapidly evacuate.

The district emergency management personnel are staying in constant communication with first responders about this issue, as well as working to program newly installed fire suppression and alarm systems in buildings.

These policies will be brought forward for a formal “first read” at a future meeting.

5.B. JBA/GBN - Sexual Harassment – REVISED

Dr. Hattrick explained that revisions to these policies result from Oregon SB231, which established a new centralized reporting system including DHS and law enforcement that districts are required to use. It also reflects a change to the definition of sexual harassment to be “without consent” and clarifying what that means. There was a discussion about whether the district wished to evaluate complaints using a “preponderance of evidence” standard versus a “reasonable person” standard when conducting its investigations into complaints. The District will seek legal counsel on this question, as advised by OSBA. Director Skuratowicz recommended that we also ask SART to review the new policies.

There was a request to clarify the language in the sexual harassment policy regarding communicating with a third party's employer in the event of a complaint lodged against an employee. It is the Board's preference that any complaint lodged against an employee of an outside party result in immediate removal of that person from district property until the complaint is investigated and resolved. Director Skuratowicz said that our policies should make clear that any form of sexual conduct involving elementary grade children should be deemed “without consent.”

5.C. GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements – REVISED

Superintendent Hattrick said that these updates to the policy on reporting suspected abuse of a child include procedural changes and the requirement for employees to inform their supervisors. If the complaint involves a direct supervisor, then an employee should proceed up the chain of command to the next level.

Board members emphasized the importance of clear reporting procedures and the need for flexibility in reporting chains. The process for reporting up the chain of command should be specific and clear to all staff. Dr. Hattrick said that the district would draft administrative regulations for board review on the process. He also clarified that this policy does not supersede other mandated reporter responsibilities of both staff and board members, and emphasized the importance of internal reporting.

5.D. JGE Expulsion – REVISED

Dr. Hattrick explained the updates to the expulsion policy, including clarifying the board's delegation of authority to the superintendent to serve as the hearings officer. He outlined the process for appeals to the board and the need for a formal process for board deliberations.

Director Skuratowicz mentioned that the Board has an established format for hearing appeals and this would essentially be the same. There was a question about reasons for expulsion. Dr. Hatrick said that an incident posing a physical threat to anyone would be a clear reason. The second listed reason could result from a series of multiple violations that might fall short of an egregious incident, but would cumulatively call for taking the action to expel a student. There is also an option for declaring an expulsion that is held in abeyance as a “final warning” that one more infraction would trigger that expulsion.

Board members discussed the importance of clear procedures and the need for a unified approach across the district to ensure an equity treatment of students. Dr. Hatrick said that the board will receive the administrative regulations spelling out the process of implementation.

Action Items

- Reach out to the Sexual Assault Response Team to get their input on the sexual harassment policy revisions.
- Provide a response from legal counsel on the options for the "preponderance of evidence" or "reasonable person" standard in the sexual harassment policy.
- Clarify the language in the sexual harassment policy regarding communicating with a third party's employer.
- Revise the language in the suspected child abuse reporting policy to clarify the process for reporting up the chain of command if the immediate supervisor is the concern.
- Draft Administrative Regulations for all of the policies under consideration.

6. Other Items of Interest that Directors May Wish to Bring Forward

Vice Chair Franko announced that Sunstone Housing Collaborative is expected to release a Request for Proposals on November 6 soliciting partners for the next planning steps towards an affordable housing project. She expects that the school board will host a special session on Thursday, December 19, to report the Sunstone recommendation for contractors and other partners.

7. Adjourn

There being no further business, Chair Dyson adjourned the meeting at 8:05 pm.

Submitted by:

Jackie Schad, Board Secretary

Dated for Board Approval: December 19, 2024

Board Chair Rebecca Dyson

Superintendent Joseph Hatrick

MINUTES

1. Call to Order and Roll Check

Chair Rebecca Dyson called the meeting to order and a roll check confirmed that all members were present.

2. Land Acknowledgment

Student Representative Owen Taylor read the Land Acknowledgment.

3. Adoption of Agenda *(At this time Board members are provided the opportunity to amend the Regular Session agenda.)*

Vice Chair Jill Franko requested an amendment to the agenda, moving the Sunstone item earlier following the Consent Agenda. Vice Chair Franko moved the agenda change and Director Ruby seconded this motion, which carried by unanimous vote of the members present.

4. Consent Agenda *(All items may be adopted by a single motion unless pulled for special consideration.)*

Director Skuratowicz asked questions about the Personnel Report:

- What is the peer-to-peer mentor program? Assistant Superintendent Michelle Cuddeback explained that these are stipends given to an experienced teacher who agrees to mentor a new teacher.
- Why do we have some high school counselors listed as temporary? Ms. Cuddeback said these are counselors who are awaiting full licensure until they fulfill all of their requirements. The positions are permanent, but the occupants are temporary until they are certified.

Director Ruby asked about what appears to be an unusually long list of personnel actions? Ms. Cuddeback said that some of these were missed from earlier spring reports, some were positions that moved from permanent to temporary, and quite a few are corrections. Director Franko suggested they might consider a way to let the Board know a bit more detail on the monthly report to help directors understand the differences. Ms. Cuddeback agreed and Dr. Hatrick suggested adding a column that just said “corrections” that could be checked.

Director Skuratowicz moved and Director Hatch the approval of the consent agenda as presented. The motion carried by unanimous vote of the members present.

4.A. Minutes of Previous Meetings for August 8 and October 10, 2024, regular sessions and September 9 and October 3, 2024, special sessions.

4.B. Personnel Report for November 2024

4.C. Enrollment Report for November 5, 2024

4.D. ASD-AEA Memorandum of Agreement: AHS Head Coach Boys Volleyball

4.E. Pinehurst Tuition and Transportation Agreement-Annual renewal for 2024-2025

[Moved from **New Business**:

Update on Sunstone Housing Collaborative Project

Sunstone Executive Director Krista Palmer reported on the Collaborative's work towards developing an affordable housing project on District-owned property. They issued a Request for Proposals (RFP) for a development team and have nearly completed a draft master plan working with a local architect. They released the RFP on November 6 with assistance from the Housing Development Center in Portland. A pre-proposal meeting was held on Tuesday, November 12, with 38 people participating. There was a high level of interest and many questions. Responses to the RFP are due on December 2. There will be a scoring and interview process, followed by a tentative selection of developer partners. The Sunstone recommendations will come to the Board at its December 19 special session.

Krista and Sunstone board members did community engagement by doing door-to-door visits to neighbors, during which 95 homes were visited. They hosted information tables at public events like the Growers Market. They did a press release and a survey of school district staff. About half of staff respondents said they are interested in access to attainable housing in Ashland.

Sunstone has also developed potential partnerships. The Oregon Child Development Coalition operates out of the former Briscoe school building. They have additional child care capacity and could enroll more children. Child care services are planned in the new development. The HDC, Ashland Supportive Housing, and the district's Inspire Program are all interested in potential partnerships. One Sunstone goal is to bring together community helpers in a location that could serve many in order to honor the land, the school district, and the Ashland community supports.

Director Skuratowicz said that teachers have asked that housing goes to district employees or families moving in who would have children that could be potential students. Ms. Palmer said that Sunstone is doing its best to target these families while complying with Oregon fair housing laws. District families will be a priority and family income will be a determinant in selecting buyers and occupants. Property managers will establish priorities but the details are still being worked out. Keeping prices affordable for the long term is the goal.

People interested in their progress can sign up for the Sunstone newsletter or email Info@SunstoneHC.org.

5. School Report - Willow Wind Community Learning Center

Willow Wind Principal Debbie Pew and teacher Charles Henry presented works written by students in Mr. Henry's 4th and 5th grade poetry unit. Mr. Henry explained that students learned about poetry and then each one was given a prompt and asked to write a poem beginning with that phrase. This group of students read poems that all began with "I am..." The creativity and diversity of student experiences came through in some impressive work. The Board members thanked the students, Mr. Henry, and Principal Pew.

6. Recurring Reports

6.A. AHS Student Report

AHS Co-president Ella Robinson was attending her soccer banquet and student representatives Owen Taylor Azaleah Davis-Powell reported. Mr. Taylor said that homecoming activities included a fabulous dance and an all-school assembly. A record number of students have participated in one or more activities, including the game. This is reversing a trend of several years with low participation. The student leaders want to promote student engagement.

Ms. Davis-Powell is coordinating the upcoming blood drive with Red Cross for community members and students that AHS leads semi-annually. Students need to be 17 years of age and older. The annual scavenger hunt – in which students search for answers to academic questions – is just finishing. AHS DECCA teams did well in a recent competition held in Klamath Falls, with several teams placing. Winter sports are starting with teams in early training. They are entering a quieter period during which students prepare for first semester final exams and student leadership is holding smaller events to keep students connected.

6.B. AEA Report

AEA representative Alan Parowski read site reports from Ashland Connect, AMS, Bellview, Helman, Walker, and Willow Wind. Holiday related festivities like the Halloween carnival at Bellview and Walker's Fall Festival were big successes. The AMS cross country girls team won a state championship. The Willow Wind Pumpkin Festival was attended by many families. Helman is focusing on gratitude and giving. Ashland Connect is happy to be back at the TRAILS site and students are interacting well.

6.C. OSEA Report

OSEA member James Johnson reported that classified staff worked with AMS students to help create sets and props for a play. A new volunteer coach has taken Karl Pryor's place as the scavenger coach. Jen Marsden at AHS is the Aspire Coordinator and helps students complete the FAFSA application for financial aid. She had great success this year, as AHS was one of the top schools for completion of the application.

7. Board Reports

Director Skuratowicz reported that she attended the annual OSBA road show held in Ashland. They met the new OSBA executive director, heard about bylaws amendments being proposed, and had discussions about contacting state legislators regarding school funding needs. Ms. Skuratowicz is working with Jackson County Systems of Care on a project to address chronic absenteeism in schools. She is conducting interviews with families and administrators around the county to identify the reasons for absent students and work on solutions. Chronic absenteeism is defined as missing 10% or more of school attendance.

Director Ruby attended the annual OSBA conference in Portland and said there were some great sessions. School board members talked about the need to advocate legislatively for better school funding. Vice Chair Franko is enjoying the high school basketball season. She convened the final meeting of the Innovation Committee on Enrollment, where members did a wrap-up of their findings and recommendations. She thanked the volunteers who served over the year.

She commented on a California school board association that supports school districts with surplus property and by building affordable housing. She said that schools across Oregon need help increasing enrollment to secure more revenue. Director Hatch also spoke to the urgency of communicating with state legislators for school funding. Our legislators are not always as aware as they could be about the financial challenges that schools face and the mandates that draw down money we were using for instruction and student supports. The more people we have carrying these messages the better. He also attended the Willow Wind Pumpkin Festival and had a great time.

Chair Dyson echoed the support for school funding. She both ran and volunteered for the recent Ashland Community Foundation Monster Dash. This year they had 1,300 runners, a record level of participation. ACF netted about \$40,000. The blood drive at the high school is open and students held the first band concert of the year. AHS is performing *The Crucible* as its fall theater production and she plans to take in a performance.

8. Report from Student Board Representatives

AHS student representatives Taylor and Davis-Powell got a tour of the bond construction work that has been done at the high school. Mr. Taylor commented that it was enlightening to see how much work has been done on the Humanities building especially. They gave thanks to the bond team and said students will get great benefit from the changes. Ms. Davis-Powell said very few students have actually seen the interior changes yet, and she appreciated the new classrooms and enhanced security.

9. Hear Public Comments (*The Ashland School District Board of Directors reserves this time for individuals to relay comments in writing to the Board regarding topics, not on the printed agenda.*)

AEA President and Helman teacher Tia McLean shared comments of gratitude for school officials and community.

Marie Caballero Uhtoff, the girls' soccer coach, spoke about the need for a practice field at Mountain and East Main.

Nathan Van de Graaff, a Bellview parent and board member of the Ashland Soccer Club, spoke about the need for a practice field at Mountain and East Main.

Abdiaziz Guled, AMS Youth Advocate and soccer coach, spoke about the need for a practice field at Mountain and East Main.

Kaiko'o Victor, a JV AHS soccer coach, spoke about the need for a practice field at Mountain and East Main.

10. District Staff Updates

10.A. Superintendent Report

Superintendent Hattrick reported that our school board meetings coincide with the monthly Ashland Rotary Club's celebration of the AHS Student of The Month and that day's lunch meeting honored 12th grade student Dutch Linerud who carries a 4.0 GPA, plays football and

golf, and is a member of student leadership. He is an outstanding student athlete with a great work ethic and a positive attitude.

Dr. Hattrick also said he has been doing a deep dive into the school district's budget. Next Thursday the board will hold a special session on the budget to share some of his findings. He has taken a 5-year look back and is in the process of review, looking at systems, the history of our current situation, the current state of the budget, and short and long-term plans. He stated his commitment to finding ways to avoid a repeat of this history. Fiscal stability for the school district is the goal. That meeting will begin at 7:00 pm in the City Council Chamber, 1175 E. Main Street.

Dr. Hattrick acknowledged the successful Monster Dash, which was his first, and thanked the Ashland Schools Foundation and the community for their steadfast support. He reported that the district continues its bargaining with AEA and is hoping to finish by winter break. The group is engaging with a collaborative spirit. He plans to attend a performance of *The Crucible* at the high school.

10.B. Enrollment Report 2024-2025 School Year

Director of Student Services April Harrison presented the district enrollment and exit counts as of October 2024. Her data covered both full-time and part-time enrollment trends across the past three school years by site. The 2024-2025 enrollment snapshot shows enrollment by school and grade. The also displayed a snapshot by graduation cohorts. Data from grades 6-12 still include students who entered the district during the open enrollment period and grades 1-5 are after the end of open enrollment.

Director Skuratowicz observed that enrollment fall-off starts when students reach the end of the elementary grades. Ms. Harrison suggested that older students have more options and families may choose that time to move for various reasons.

Data showing enrolment by race and ethnicity do have students who are double counted. Data by special programs shows that our IDEA specific student count is somewhat low compared to other districts in the region. 504 plans are for students who need accommodations and supports in classrooms. IDEA students need specially designed instructional approaches.

The report on student exits combines students who move and those who departed to other schools. Ms. Harrison will work on getting this data cleaned so those categories are reported separately. We are getting better data now about where Ashland students are going to attend other public schools. She is continuing to evaluate the reasons that families choose to send their students to other schools and whether Ashland could take steps to retain them?

Ms. Harrison next reviewed class sizes in the elementary schools. Director Skuratowicz asked if they could see a comparison with other schools in our surrounding area in Jackson County and Director Hatch requested some historical data comparisons. Director also asked about data pre-COVID compared with post-COVID.

Similar data charts were presented for AMS class sizes, trimester section sizes, semester section sizes, and trimester teacher student loads. The high school data showed Semester 1 class sizes by subject over three years and the Semester 1 section sizes. She also presented Semester 1 teacher student loads over three years.

The transfer analysis reports showed attendance in the district by non-resident students as we slowly phase out students who entered in the open enrollment period. School districts are tending to be generous in authorizing inter-district transfers for employees to enroll their kids in the districts where they work. There is more variation with general inter-district transfers.

Projected enrollment losses coming up show continuing erosion as the last of the open enrollment students move up and out of the Ashland school system.

11. Unfinished Business

11.A. Capital Bond

11.A.1) Monthly Bond Report - October 2024

Executive Director of Operations Steve Mitzel said that as the bond work approaches the finish line there is less to report each month. HMK Program Director Mike Freeman reported that some of the classrooms and other spaces in both Humanities and Science buildings are being turned back over to the high school. The Science building is also receiving security upgrades, IT infrastructure improvements, and HVAC systems. Third floor finishes are happening in Humanities. The elevator tower and new accessible rest rooms are the big projects being completed there. The guard rails are in place. There are fire alarm upgrades in other buildings.

The English building rest room upgrades are completed but Mr. Mitzel reported that they cannot be used until the fire alarms for the building are activated. The elevator is coming soon, once they finish the third-floor work and complete an inspection. He acknowledged that temperatures are still fluctuating in some spaces because they have not yet been able to install thermostat controls. As those are installed and programmed the temperatures will become more stable. There may be a period of time during which the HVAC options are balanced to accommodate different conditions, including weather conditions, occupancy, etc. We are building the system as we are occupying the buildings.

11.A.2) ACTION ITEM: HMK presented an amendment to the arkitek contract for the AHS seismic design

Mr. Freeman presented the HMK recommendation to award Design Services Contract Amendment 6 to arkitek:design&architecture for the Science and Humanities Modernization Project at Ashland High School, in the amount of \$290,000.00 for Science Building Seismic Design Services. Vice Chair Franko moved to approve this recommendation and Director Skuratowicz seconded. The motion carried by unanimous vote of the members present.

11.A.3) ACTION ITEM: HMK recommends a contract to Outlier Construction to serve as the CM|GC for Seismic Strengthening to the AHS Science building.

The planned seismic work on the Science building will be on the exterior primarily, with a couple of exceptions on some corners. This will not impact the new roof or finished interior spaces. The goal is to do the work during summer break. The team plans to start early so work can begin immediately when students are gone. Director Ruby asked if this improvement would impact insurance costs and Mr. Freeman said that this is unknown at the present time.

HMK recommends that the Board award the CM|GC Contract for the Science Building Seismic Rehabilitation Project at Ashland High School to Outlier Construction and that the Board authorize a Pre-Construction Services contract in the amount Not to Exceed \$75,000.00. Director Skuratowicz moved to approve this recommendation and Director Hatch seconded. The motion carried by unanimous vote of the members present.

12. New Business

12.A. Update on Sunstone Housing Collaborative Project 10 minutes
THIS ITEM MOVED EARLIER IN THE AGENDA. Please see above.

12.B. ACTION ITEM: Integrated Guidance/ Student Investment Account (SIA) Summative and 4th Quarter 2024 Reports.

TRAILS Principal Ericka Beck-Brattin presented an update on the Integrated Guidance/Student Investment Account grant programs. The areas of focus are:

- Mental health services
- Behavioral support
- Academic Improvement
- Support for English learners

Major activities were identified for each of these areas and funding allocated for them.

Challenges in meeting all of the goals included:

- Staffing shortages
- Funding
- New legislative mandates with associated new costs
- Expenses related to new Paid Leave Oregon

Director Skuratowicz asked about the new requirements under SB819 which require school districts to limit the use of abbreviated days for SPED students. This has required adding staff to safely support students who spend a full day in the schools so compliance costs have been significant. The state did not provide resources to districts for compliance with the new rules.

Overall, Principal Beck-Brattin said that the integrated plan is a great tool in helping districts identify and articulate goals with associated strategies. A future goal is to increase engagement across all constituencies in both setting goals and monitoring compliance.

Director Ruby thanked Principal Beck-Brattin for the reporting. Some districts are minimally compliant and he was glad to hear that we are focused on prevention action and a holistic approach. Students going through prevention trainings is very helpful.

Superintendent Hattrick said that the reports do require Board approval and recommended a motion to approve both the Student Investment Account and Integrated Guidance Quarter 4 and Summative Reports. Director Skuratowicz moved this approval and Director Hatch seconded. The motion carried by unanimous vote of the members present.

12.C. ACTION ITEM: Assessment Program and Instructional Materials

Assistant Superintendent Cuddeback requested that the Board authorize the beginning of a process for reviewing our student assessment tool iREADY and the supplemental instructional materials embedded within it. A group has been assembled to review other current options with the intention of describing a process and criteria for evaluating them. We currently pay \$78,000 for software to assess skills in Reading and Math only for K-8. The district believes we can obtain other products that could do more at a lower cost.

Director Ruby said that he appreciates the idea of getting better tools at lower cost. Director Hatch said that he has not been satisfied with the iReady data. He would like to see products that give the Board a “live snapshot” of the performance of our students, potentially integrated with Khan Academy type AI approaches to see in real time how our students are responding. Is there potential for integration of these tools into our online offerings?

Vice Chair Franko supports any options for consolidating or integrating with other software. Ms. Cuddeback noted that this approach would also meet our dyslexia requirement. Chair Dyson said that she would like an approach that was not as event dependent (a single point-in-time test), but more of a real time learning assessment?

Ms. Cuddeback proposed doing some pilot testing of approaches this year. These will have a temporary impact on our assessment scores. Students doing a pilot of a new system would not be required to do iREADY at the same time. Director Skuratowicz asked if iREADY would essentially serve as our control? Testing a new approach for a short time frame may also restrict SBAC improvement in that period. The eleventh-grade summative data is SBAC. We want students committing to that so that the data acquired will be robust. The efficacy of the assessments we use are important and the products should be trusted by teachers. AHS is also looking at some interim assessment tools.

Superintendent Hattrick recommended that the board approve a motion to authorize the process to begin researching and implementing new tools for student assessment. Director Hatch moved and Director Skuratowicz seconded the authorization of this motion. The motion carried by unanimous vote of the members present.

12.D. ACTION ITEMS: OSBA annual board election and Bylaws amendments

The Board acted on one candidate and three recommendations submitted by the Oregon School Boards Association (OSBA)).

Ms. Dawn Watson of the Phoenix-Talent School Board was the sole candidate running to represent the Southern Region on the OSBA Board. Vice Chair Jill Franko moved the nomination to elect Ms. Watson and Director Eva Skuratowicz seconded the nomination. The motion carried by unanimous vote of the members present.

Resolution 1 submitted by OSBA outlined a new dues structure and a schedule by which dues would be annually and predictably increased for all member school boards. Director Daniel Ruby moved and Director Skuratowicz seconded the approval of the new dues structure as proposed. The motion carried by unanimous vote of the members present.

Resolution 2 would act on the recommendation from the Oregon LGBTQIA2S+ School Board Members Advisory Committee to create the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee for that Caucus. Its goal is to promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

Director Skuratowicz moved and Director Russell Hatch seconded the approval of Resolution 2 as proposed. The motion carried by unanimous vote of the members present.

Resolution 3 proposed amendments to the OSBA Bylaws submitted by the OSBA Board of Directors. These changes update language and definitions in a variety of areas. They amend the OSBA Board to include a representative of the OSBM PRIDE caucus on both the Board and the OSBA Legislative Policy Committee, joining similar representatives of the Board Members of Color Caucus and the Rural School Board Members Caucus. The majority of OSBA Board of Directors are members elected from defined geographic regions across the state. The Ashland School District is in the Southern Region.

Director Ruby moved and Vice Chair Franko seconded the approval of the OSBA Bylaws Amendments as submitted. The motion carried by unanimous vote of the members present.

13. Announcements and Appointments

Chair Dyson read the announcements of upcoming meetings.

14. Adjourn

There being no further business, Chair Dyson adjourned the meeting at 9:50 pm.

Submitted by:
Jackie Schad, Board Secretary

Dated for Board Approval: December 19, 2024

Board Chair Rebecca Dyson

Superintendent Joseph Hatrick

DRAFT

1. Call to Order / Roll Check

Chair Dyson called the meeting to order and a roll check confirmed that all directors were present.

2. Land Acknowledgment

Chair Dyson read the Land Acknowledgment.

3. Adoption or Adjustment of Agenda

Director Hatch moved and Director Skuratowicz seconded the adoption of the agenda as presented. The motion carried by unanimous vote of the members present.

4. Meeting Overview

Chair Dyson opened by saying that when the board began its search for a new superintendent last year, directors were aware that the district needed a leader who would help the school community understand our true financial picture and put us in a position to move forward. The purpose of this presentation and next steps are to foster community and trust, providing a focus on the future for the children of our district. Board members will have some deliberation time with the presenters and time will then be allowed for public comment.

5. Presentation on District Fiscal Status

Chair Dyson introduced Superintendent Joseph Hatrick, Executive Director of the Oregon Association of School Business Officials Jackie Olsen, and ASD Director of Business Services Scott Whitman.

Dr. Hatrick thanked the audience for attending. Following his arrival in July, he described the beginning of his review of the district budget. He reviewed financial statements and dug into fiscal systems including purchasing and personnel practices. Following early interactions with his administrative team, he initiated a spending and hiring freeze in September. His first goal was to stop the financial bleed of spending beyond our resources. He did a line item budget review of the last year by function code, then studied the department and school cross analysis that went into building the FY24-25 budget. In October he set aside ten full days to do budget reviews. He realized he needed help from someone who could bring an informed, objective lens. He called Jackie Olsen and she offered to help. She will present her findings, and she has supported other districts across the state that were wrestling with fiscal challenges. She brings deep expertise and he pledged that he would provide her with complete transparency about our records and practices.

Dr. Hatrick said that today we are where we are. He does not plan to spend time identifying scapegoats. There will be ways to repair our situation and it will require team collaboration across the district. Ms. Olsen invited questions from the board as she presented a new view of the ASD financial data.

She then went through the District financial circumstances in great detail. By way of overview, she stressed the importance of understanding our current financial data. She explained the difference between the budgetary fund balance and a cash balance, with a focus on the General Fund. She outlined key financial metrics, including the negative fund balance and the importance of understanding cash flow. She also clarified the inclusion of various other special funds in her financial analysis. She recommended that the district adopt her more detailed format of presentation going forward to help develop a detailed understanding of its fiscal picture and see the changes within it.

She covered the following points:

- Enrollment changes and corresponding staffing levels, highlighting the mismatch between enrollment revenue and staffing expenditures.
- Explained the various revenue sources, including the state school fund, local revenue sources, and the fund balance.
- Gave a breakdown of spending categories including salaries, benefits, purchased services, and transfers.
- Reviewed the cumulative impact of prior budget decisions including overspending in certain areas and the need for adjustments.
- Emphasized the importance of understanding the flow of funds and the need for regular monitoring.
- Explained the need for transfers among special funds, including food service and transportation. Pulling funds out of some of these to meet cash flow needs in the general fund requires replenishing those dollars and the district is in arrears in that return transfer.
- Recommendations for future budgeting include the need for complete transparency and regular monitoring.

Cash Flow Projections and Potential Challenges

- Ms. Olsen presented cash flow projections, highlighting the need for additional cash to cover expenditures until the next revenue influx that will come from property tax revenue in November 2025.
- She discussed the potential need for a short-term tax anticipation note (TAN) to cover cash flow shortfalls. The district is projected to run out of cash in the Fall of 2025 based on current numbers.
- She emphasized the importance of planning and preparing for potential future financial challenges.
- She stressed the need for regular monitoring and adjustments to ensure the district's financial stability.

Board and Community Responsibilities

- Ms. Olsen then talked about the importance of the board's role in monitoring and approving the budget.
- She also discussed the community's role in supporting the financial health of the district.

- She highlighted the need for a collaborative approach to budgeting and financial management.
- Ms. Olsen emphasized the importance of transparency and regular communication with all stakeholders.

Cash Flow and Bond Ratings

- Ms. Olsen explained the importance of cash flow projections for determining loan needs, emphasizing that the district may not need the anticipated \$7 million if their cash flow is sufficient next fall.
- Director Skuratowicz asked about the impact of cash flow on future bond ratings, and Ms. Olsen clarified that a healthy fund balance or a negative fund balance are key factors affecting ratings.
- She again stressed the need for monthly cash flow reviews to ensure accurate projections and prompt reconciliation of bank records each month.
- Her immediate recommendations include implementing a hiring and spending freeze, cleaning out supply closets to use available supplies, and reducing general fund expenditures by \$2.2 million to address a projected negative balance.

Operational Decisions and Board Involvement

- Director Franko expressed concerns about the board's role in operational decisions, questioning the effectiveness of recommendations without clear processes.
- Ms. Olsen advised against making unilateral decisions from the top down and emphasized the importance of community and staff input in the budget reduction process.
- Dr. Hattrick discussed the need for a phased approach, including immediate decisions to stop practices causing rapid financial loss, and gathering community feedback before proposing long-term solutions.
- He outlined plans for five listening sessions to engage with community members, parents, and staff, aiming to present a proposal to the board at its December 12 regular meeting.

Long-Term Financial Planning

- Ms. Olsen recommended developing a plan to eliminate all negative fund balances within three to five years, emphasizing the need for a balanced budget with a contingency reserve for the following fiscal year.
- She suggested ongoing staff and board training on financial processes to ensure everyone is on the same page and reviewing budgets correctly.
- She recommended changing district financial reports to include general fund revenue and expenditures, appropriations, and cash flow on a monthly basis.
- Director Ruby asked about the budget development process moving forward, and Dr. Hattrick said that he plans to evaluate and potentially change the process based on feedback and learning from the current situation.

Action Items

- Implement a hiring and spending freeze.
- Reduce general fund expenditures by a minimum of \$2.2 million.
- Review cash flow on a monthly basis and determine if a short-term tax anticipation note is required.
- Develop a plan to eliminate negative fund balances in special revenue accounts within 3-5 years.
- Develop a balanced budget for 2025-26 with an appropriate contingency.
- Provide staff and board training on financial processes and reporting. Include all administrators.
- Implement a new format for monthly financial reporting, including general fund revenue and expenditures, appropriations, and cash flow.
- Hold a series of listening sessions to gather feedback from staff and the community on potential budget reduction strategies.
- Present a recommendation and action plan to the school board at the December 12, 2024, meeting.

Dr. Hattrick announced a series of sessions he will hold to gather feedback and ideas. He welcomes suggestions from all constituent groups throughout the district, which are necessary to develop a comprehensive plan for restoring the district to fiscal stability and a sustainable future.

6. Hear Public Comments *(The Ashland School District Board of Directors reserves this time for individuals to relay comments in person or in writing to the Board.)*

Ms. Jane Kellum, a Helman parent and PTA member, highlighted the need to make evidence-based decisions, preserve the continuity in student learning, measure our circumstances against school districts of similar size and enrollment, and continue to call upon broad expertise to avoid future financial issues.

7. Announcements of Upcoming Meetings

Chair Dyson announced several upcoming listening sessions on the budget designed for staff, students, parents, and the public.

8. Adjourn

There being no further business, Chair Dyson adjourned the meeting

Submitted by:

Jackie Schad, Board Secretary

Dated for Board Approval: December 19, 2024

Board Chair Rebecca Dyson

Superintendent Joseph Hattrick

1. Call to Order / Roll Check

Chair Rebecca Dyson called the meeting to order and a roll check confirmed that all directors were present.

2. List Price for Sale of Land Parcel cited in Request for Proposals offered by Sunstone Housing Collaborative.

The Board had a discussion of establishing a range of value for the property at the corner of Mountain and East Main Street in Ashland with which to assess responses to the RFP issued by Sunstone Housing Collaborative for possible development of that property. They referenced an appraisal done in March 2024 by Sunstone which gave an estimated valuation of \$1,745,000. The appraisal cited publicly available comparisons, the majority of which were located in Medford. There have been no site studies or other deep evaluations of the site, as these would be the responsibility of one or more developers awarded contracts on their bids. These details were included in the Request for Proposals issued by Sunstone. There was apparently a mill pond located on this site at one time in the past.

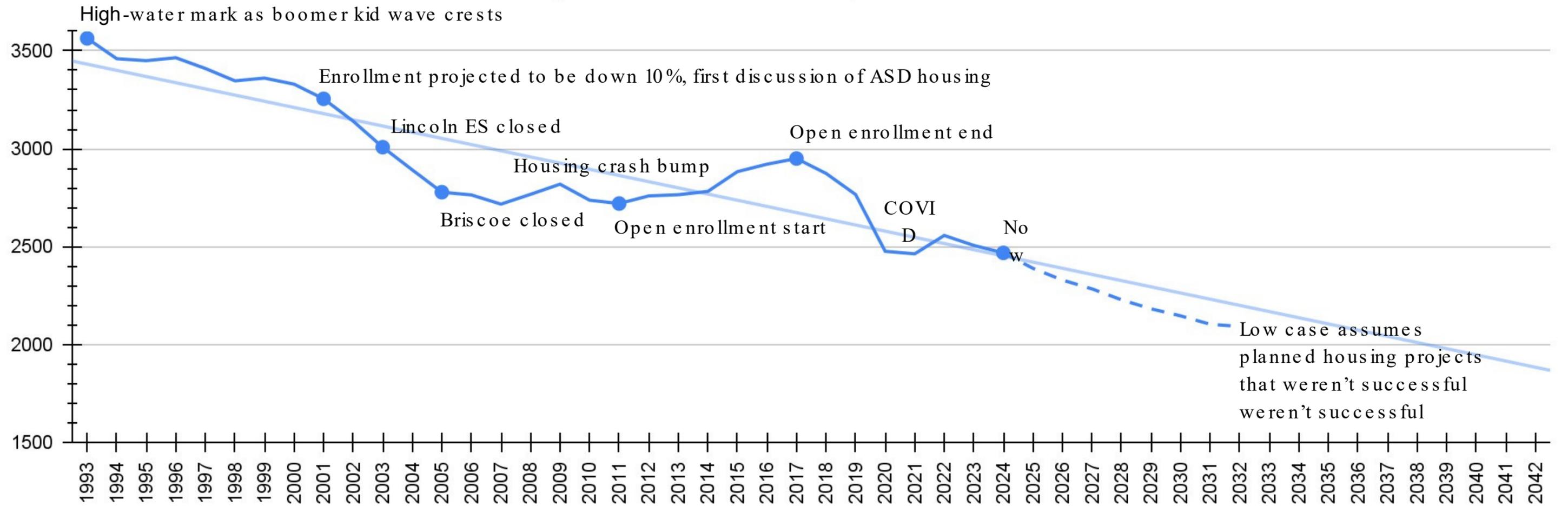
The Board discussed the need to keep this project and negotiations separate from ongoing conversations about the District's budget challenges, so as not to establish a false equivalency between two very different processes. The project before the Board is to put forward its best estimate of the potential value of the land parcel.

Director Dan Ruby made and Director Eva Skuratowicz seconded a motion that the Board set the value of the vacant parcel located at Mountain and East Main as between \$1,745,000-\$2,250,000. This motion carried by a unanimous vote of the members present.

3. Adjourn

There being no further business, Chair Dyson adjourned the meeting at 8:00am.

50-year ASD Enrollment, 1993 to 2043



Ashland is #1?

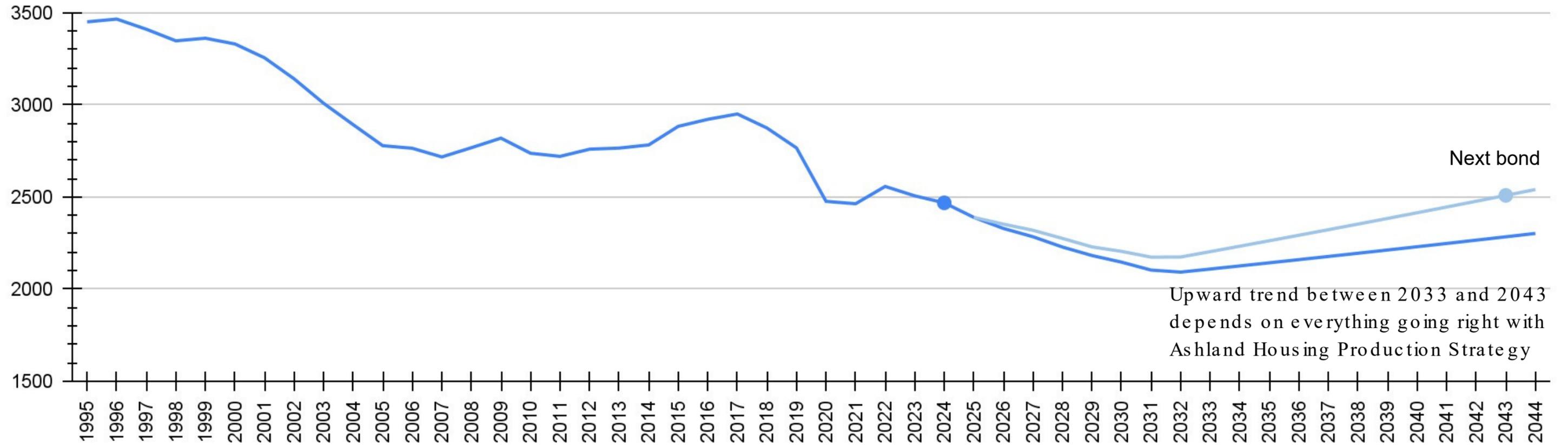
- **Ashland** has a median home price 10.3x the median household income.
- **Central Point** is about the same population as Ashland but has nearly double the number of students. Home prices are 4.7x household income.
- **Medford** is 4x the size of Ashland, but has 5x the number of students. Home prices are 6x household income.
- **Phoenix/Talent** is half the size of Ashland, but with nearly as many students. Home prices are 7.4x household income.

- **Ashland** will grow 0.4 -0.5% per year for the next 50 years, but the % of K -12 students will drop.
- **Central Point** will grow by 24% in the next 50 years, and the % of students is increasing.
- **Phoenix/Talent** will grow by 33%, and the % of students is increasing.
- **Medford** will grow by 44%, and the % of students is increasing.

In each of these communities/districts demographics are shifting to be younger and more diverse, attainable housing is being addressed, and there are growing services to support families.

Projected Sunstone Effect on ASD Enrollment

■ Ashland Housing Production Strategy alone
 ■ w/ ASD housing through AAHP parternship





DEVELOPER TEAM SELECTION

● PRESENTATION TO ASHLAND SCHOOL BOARD OF DIRECTORS

Telephone
541-210-8675

Address
1467 Siskiyou Blvd #79
Ashland, Oregon 97520

Website
www.sunstonehc.org

December 19, 2024

TIMELINE

DEVELOPER SELECTION PROCESS



- 01 Master Plan Draft
- 02 RFP
- 03 Selection Committee

- 04 Recommendation
- 05 Community Engagement
- 06 Development Plan



01

MASTER PLAN

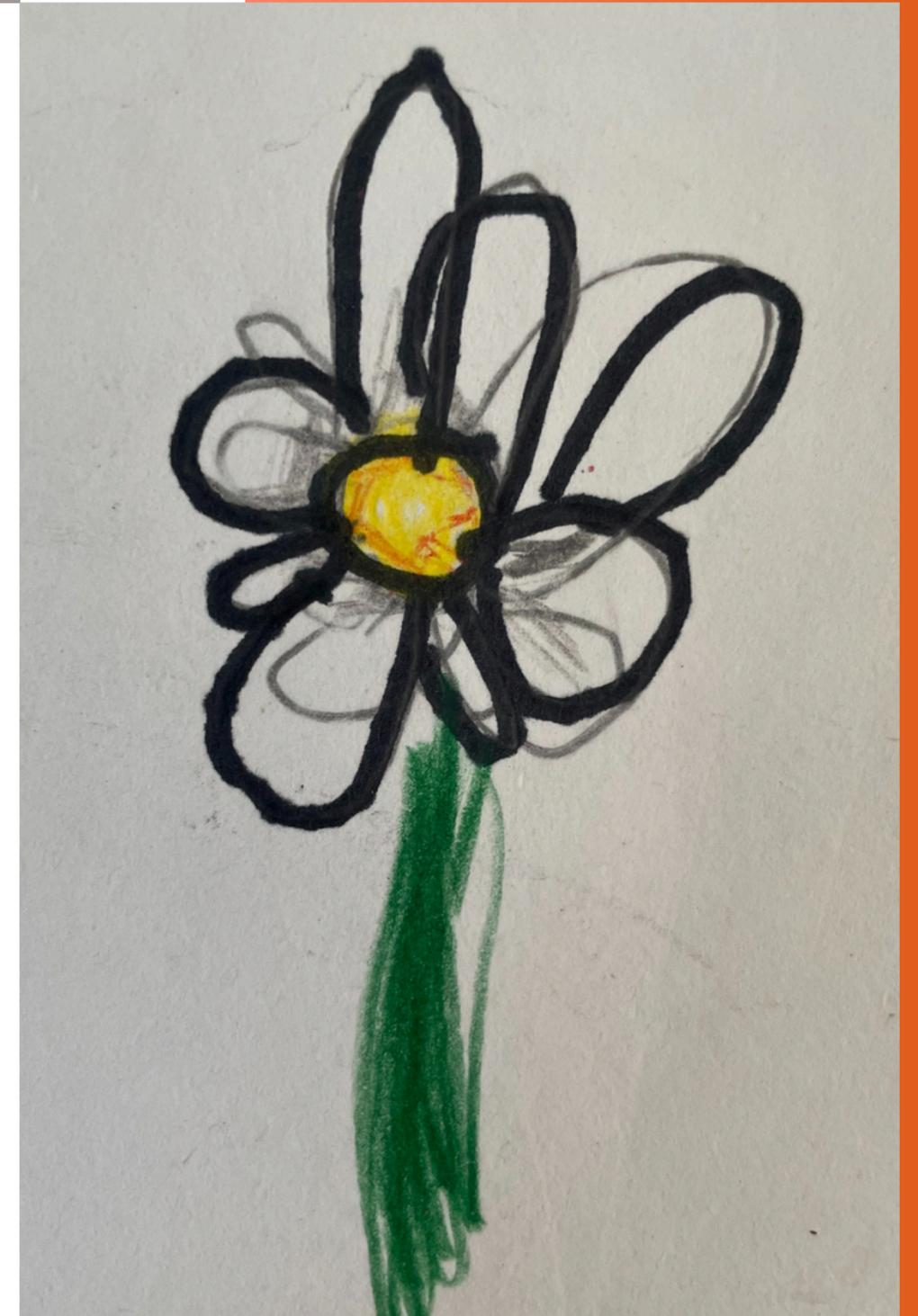
- Hire Architect
- Facilitate Initial Surveys
- Reinforce Primary Goals
- Inclusion in RFP



02 REQUEST FOR PROPOSALS

A COLLABORATIVE PROCESS

- Technical assistance provided by HMK Co and Housing Development Center
- Solicitation
- Review
- Interviews



03 SELECTION COMMITTEE

Volunteers

- ASD Certified teacher and athletics coach
- City Council representative
- ED, Oregon Child Development Coalition
- ED, Ashland Supportive Housing
- SHC Board members
- ASD Classified staff & union leader

ED, Sunstone Housing Collaborative

Advisory

- Housing Development Center: Executive Director, Director of Housing Development, and Associate Project Manager



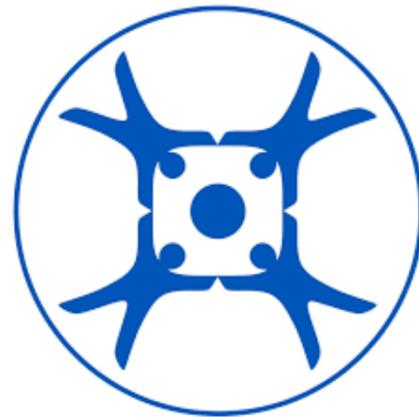
Four days of review

**Consensus given to approve
3 selections for interview**

RFP RESPONSES



- Dream Development, LLC
- Greater Ashland Community Land Trust
- Commonwealth Development Corporation
- CASA of Oregon
- Adroit Construction
- Geller Silvis & Associates
- Outlier
- Arkitek
- Rogue Housing and Development
- Turning Point Program



OCDC
Oregon
Child Development
Coalition

RUBRIC

- Comparable Project Experience
- Firm Background
- Key Personnel Experience & Capacity
- Inclusionary Practices
- Project Approach
- Average Cost for General Conditions and Overhead and Profit
- Administration of Work, Project Scheduling and Coordination
- References
- Discussion of Project Goals

04

RECOMMENDATION

TWO STRONG FINALISTS

EDLEN & CO+OUTLIER+ARKITEK+ GACLT

DREAM DEVELOPMENT, LLC

- Northwest Housing Alternatives
- Walsh Construction
- MWA Architects
- 10 Over Studio
- Greater Ashland Community Land Trust

PRIMARY RECOMMENDATION

Edlen & Co + Outlier Construction Co. + arkitek Design & Architecture

STAND OUT FEATURES



Internships & Apprenticeships



Childcare



Community Connection

05 COMMUNITY ENGAGEMENT

Listening and Feedback Sessions



Surveys and Newsletter



Focus Group Meetings

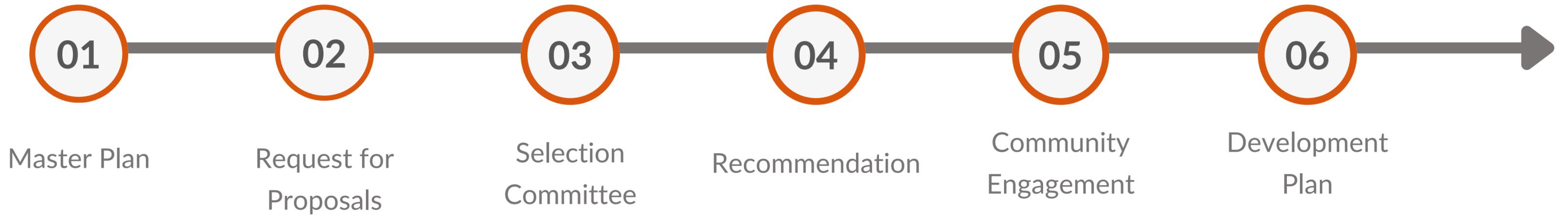


06 Begin Development Plan

- MOU to determine mutually agreed upon path to:
- Determine Roles and Responsibilities
- Hold Public Process
- Solidify Design
- Pursue Capitalization
- Facilitate Disposition and Development Services Agreement



QUESTIONS



Sunstone Housing Collaborative

Request for Proposal for
Development Team
for the
Ashland Attainable Housing Project
79 Lincoln Street,
Ashland, OR 97520

Issue Date: November 6, 2024

Mandatory Pre-proposal Meeting: November 12th, 2024,
3:00PM (local time)

Questions Due: November 25th, 2024, 2:00PM

Due Date/Time: December 2, 2024, 10:00AM

LATE PROPOSALS WILL NOT BE ACCEPTED

INTRODUCTION

Sunstone Housing Collaborative (“Sunstone”) is a nonprofit organization assembled to develop the Ashland Attainable Housing Project (“Project”). 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 creating community partnerships to develop mixed-income housing targeted to district staff as well as families with children. Sunstone is committed to providing housing and services for low-median income households of the Ashland community.

Sunstone Housing Collaborative issues this Development Team Request for Proposal (“RFP”) to obtain funding, design, permit, and construct a residential community that provides attainable, income-restricted rental and homeownership options. The selected development team will be expected to participate in an integrated process including but not limited to the assembly of funding applications, architectural plans (schematic designs, bid sets and final construction plans and specifications), project scheduling, value analysis, construction sequencing and the procurement of subcontractors, suppliers, project architect, engineers and inspectors. The development team will include a project architect, project manager, construction manager and general contractor at minimum.

Interested parties should provide a response as indicated below by **10:00 AM local time on Monday December 2, 2024**. This RFP includes a brief project description, prequalification requirements, as well as submission information below. We understand that this is a complex project and welcome any questions to assist interested parties in submitting a qualified proposal.

Project Goals

Sunstone is seeking a developer who will generate a Development Team to create an attainable housing project that meets the goals Sunstone has for Ashland’s community. Sunstone is looking for a developer with a vision for the project, and that understands or is interested in integrating a community, uplifting low-moderate income teachers, and families with children. We want our Developer to be experienced, open to answering questions and be collaborative as this is our first housing project. We want to keep our residents at the top of mind in all the work that we will do to create and build this project and having a Developer that understands that is important to us. The Developer will advise the team during the pre-development phases and coordinate and manage the construction of the project as a member of the Project Development Team. The Developer should be familiar with teacher or other occupationally-preference housing.

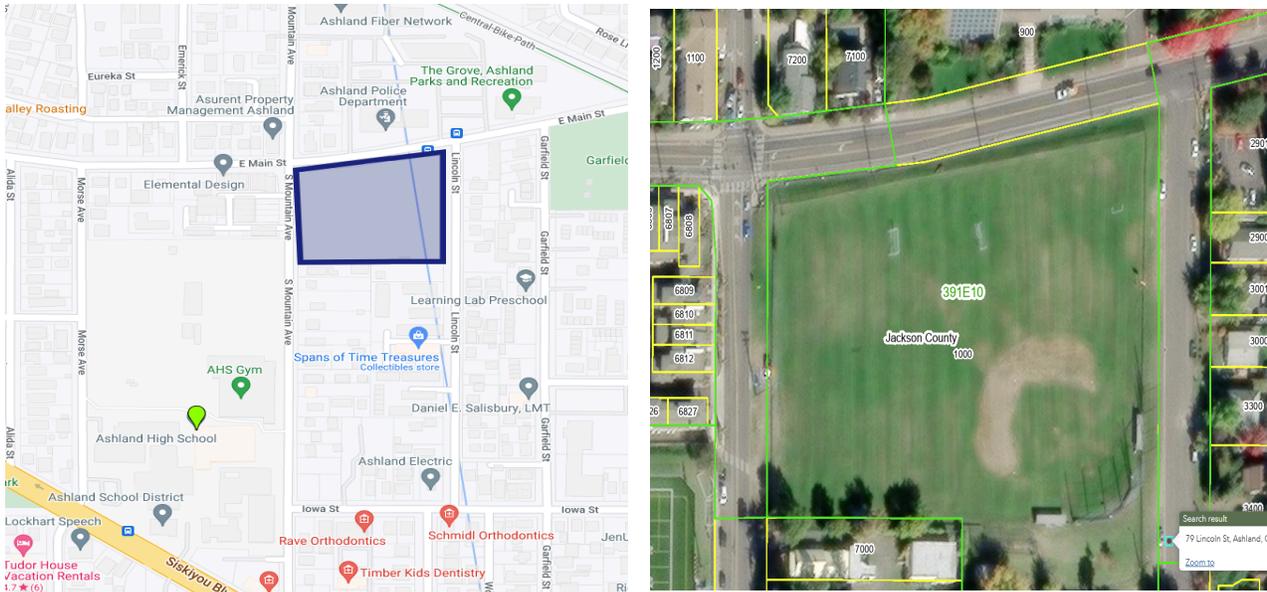
This unique project is intended to serve multiple purposes, including, but not limited to developing ninety units minimum of varying multi-family housing types (apartments, townhouses, cottages), sized from studio to three bedrooms. The Project intends to serve residents with income restrictions and families. Unit affordability will be split with <80% AMI

(area median income) and 80-120% AMI. The Project will offer community spaces as presented in the Master Plan to include, but are not limited to childcare, playground, classrooms/community space, community garden, offices, resident services, and rooftop gardening. The development will be fully fire sprinklered. Site and landscape work will include keeping as many trees as possible.

Project Background

The proposed building site located between Mountain Avenue and Lincoln Avenue has historically been used as the Ashland High School athletic field. Due to the intermittent nature of its use, a potential opportunity to address the growing needs for community and District housing is being discussed. This innovative and important project is intended to be a public-private partnership wherein Sunstone and the selected developer shall collaborate to develop a residential project that provides much needed attainable housing for prospective year-round residents. Imbalanced housing costs limit the options for households with children, our local workforce, and Ashland residents are often marginalized. As a result, Sunstone, supported by the Ashland School District, seeks to partner with a developer and other local government entities to develop an innovative model of housing that meets the needs of those impacted by the attainable housing void.

SITE INFORMATION



Basic Property Information

Client/Owner: Ashland School District 885 Siskiyou Boulevard, Ashland, OR 97520

Map & Tax lot: 39-1E-10-1000

Authorities Having Jurisdiction (AHJ): City of Ashland

Acreage: 4.18 AC (182,081 SF)

Zoning: R-3 (Multiple Family)

Notable Overlay Zones: Hillside lands – slopes >25%

Land

The District owns 4.18 acres of land along Main Street, between South Mountain Avenue and Lincoln Street near Ashland High School, located at 79 Lincoln Street. This is one lot but could be divided into any combination that would mix housing of 80-120% AMI and 80% and below.

Development

Located at 79 Lincoln Street, Ashland, the Ashland Attainable Housing Project will develop safe and attainable housing and support to individuals and families in Jackson County. On 4.18 acres, the proposed development will be located on an underutilized athletic field and will include housing, community spaces, offices, and parking. The integration and continuity of the community is important to Sunstone in developing a welcoming inclusive space that addresses multiple needs.

Attached in the addendum is the Master Plan created by Ashland Architect, Chris Brown from Arkitek. Our intention is to find a partner(s) that can follow, as closely as possible, the general plan outlined in the plan.

Additional Project Objectives

- Property can be developed by one or more developers at mixed income for the entire four acres, or in part according to Master Plan requirements.
- Phased implementation plan
- Innovative models given preferential consideration such as land trust homeownership, co-housing, long-term lease and other suggested forms of housing from the [City of Ashland Housing Production Strategy](#).
- Project is required to meet Oregon sustainability standards. Innovative building methods and other sustainability upgrades and features should all be explored (LEED, Earth Advantage, solar, stormwater, greywater, local materials, climate readiness).
- Options for community spaces on site as presented in the Master Plan (childcare, playground, classrooms/community space, community garden, offices, resident services, rooftop gardening).
- Ashland Attainable Housing development will include various housing types, community spaces, playground, childcare center, and gardening plots.

- Site improvements such as utility extensions, new sidewalks, parking, driveways, greenspace, courtyard, on-site storm detention and additional landscape work are included in this development.
-

SCOPE OF SERVICES

Developer

Ashland Attainable Housing Project seeks a developer to provide full services including concept development, recruitment, and coordination of the design team; securing project funding; and project management during construction through close out. There is flexibility regarding when work needs to start, but Sunstone wants the project to be ready to submit competitive funding applications in early 2025.

A successful Development Team, either through in-house or sub-consultants, shall provide Sunstone with professional services in the following areas:

- Architecture
- Civil Engineering
- Cost Estimating
- Construction Administration
- Electrical Engineering
- Geotechnical
- Landscape Architecture
- Mechanical and Plumbing Engineering
- Site Planning
- Structural Engineering
- Survey

The sale of the property is expected to be conducted using a Disposition and Development Agreement negotiated with Ashland School District through Sunstone, which will describe the conditions for releasing the Property for construction of the proposed housing. It is envisioned that the Project will purchase the entire property from the Ashland School District at Fair Market Value, although Developer(s) may propose alternate sale conditions for Sunstone and Ashland School District consideration.

Overview of Required Services

The Developer(s) will procure a development team that will include, but is not limited to, a construction project manager (CM), general contractor (GC), project architect (PA), finance project manager (FM), and other consultants as necessary (collective, "Development Team").

Construction Project Manager/General Contractor (CM/GC)

The CM/GC will be skilled in developing schedules, preparing construction cost estimates at the schematic design, design development and construction document stages, performing value engineering, analyzing alternative designs, costs and constructability issues, studying labor conditions, understanding construction methods and techniques, and coordinating and communicating these activities throughout the design and construction phases to all members of the Development Team. In addition, the CM/GC shall be familiar with the local labor and subcontracting market. Depending on the funding sources obtained, the Project may be subject to prevailing wages and/or workforce hiring, apprenticeship, and training requirements. The CM/GC should be familiar with BOLI, Davis-Bacon and other prevailing wage requirements and procedures. Union labor may also be applicable to this project.

The following provides an outline of services to be provided by the CM/GC:

Pre-Construction Services: Pre-Construction services will be performed by the selected CM/GC anticipated to be under an AIA-based agreement to be negotiated with the Owner utilizing an AIA A133 Contract Form including AIA A201. During the Pre-Construction Phase, the CM/GC will work with the Development Team to analyze the design and recommend modifications for improving constructability and saving construction time and cost. It is anticipated that the CM/GC will join the Development Team at the Schematic Design phase.

The CM/GC will review the design and construction documents for constructability and prepare a formal list of comments to be reviewed and coordinated with Sunstone and the Development Team. The sequence of construction and efficient use of construction materials and labor will be considered. The CM/GC will enlist Subcontractor participation to determine material lead times and tolerances. As the CM/GC will review the documents for constructability, conformance to the estimate and readiness for bid, efforts should be made to identify potential errors and omissions, and to communicate these concerns to the Project Architect.

A problem resolution procedure with clear responsibility assignments must be developed by the Development Team. Review of documents by the CM/GC as they evolve is a highly valuable means of detecting design errors. Since the CM/GC will be reviewing the documents for constructability, conformance with the estimate, and readiness for bid packaging, design errors and/or omissions should also be caught during these reviews.

Scheduling: The Development Team, led by PA, will produce an initial Scope of Work which will include a preliminary design and development schedule. This schedule will show each of the programming and design phases, identify critical milestone dates, and note what decisions are needed to be made by Sunstone. The CM/GC will work closely with the Development Team to finalize the schedule to show activities necessary to complete all aspects of the design requirements and all construction activities through the issuance of a final certificate of occupancy. The CM/GC will utilize their experience and available Subcontractor input to determine long lead items and critical path tasks for completion of the Project in the allotted time frame. The CM/GC will implement a computerized, cost-loaded scheduling system for use during the pre-construction and construction phases.

Cost Estimating: At a minimum, the CM/GC will provide full Project cost estimates at the end of the Schematic Design, Design Development phase, and at 50% Construction Document completion. The CM/GC will provide recommendations to the Development Team for keeping costs within the Project budget, value engineering recommendations, life cycle costs, and periodic updates to the cost estimate throughout the pre-construction phase. The CM/GC will utilize their experience and available Subcontractor input to verify the CM/GC's estimates for major building systems and will establish budget line items for portions of Work for which the design is not complete.

Constructability Review: The CM/GC will review the design and construction documents for constructability and prepare a formal list of comments to be reviewed and coordinated with Sunstone and the Development Team.

Bidding and Contract Negotiation: In cooperation with Sunstone and the Development Team, the CM/GC will establish a GMP for the construction contract. The CM/GC will establish and implement a process to solicit competitive Subcontractor bids for all the Work in conformance with local and state requirements. Any savings the CM/GC realizes in performing the public improvement contract will accrue to Sunstone unless the contract provides otherwise. The bid process will be designed to encourage maximum participation by Minority-, Women-owned, and Emerging Small Businesses (MWESBs), Service Disabled Veteran Business Enterprises (SDVBEs), or local business enterprises, subcontractors, vendors, and labor resources. The CM/GC is expected to meet or exceed funding requirements for MWESB/SDVBE participation, such as goals included in Oregon Housing and Community Services' MWESB Compliance Manual.

Construction Period: The CM/GC will complete the Work according to the construction documents. The schedule for the Project will be guaranteed by the contract between Sunstone and the CM/GC. The subcontracts will be between the CM/GC and the subcontractors. The contract and/or subcontracts will contain liquidated damages provisions, in the event of late completion. The CM/GC shall be required to document and track construction waste management, CM/GC will be responsible for ensuring that Subcontractors document and track the required information.

The CM/GC shall hold construction meetings and shall prepare Progress reports, including but not limited to photos, construction schedule, and financial summaries that are to be distributed to all recipients on a schedule agreed upon by Sunstone and Development Team.

The CM/GC shall prepare a comprehensive permitting management schedule to support the administration of the project's "critical path" schedule. The CM/GC shall also be responsible for obtaining and administering necessary Permits and Testing and Inspections for project Work outlined in the Scope of Work.

Project Close-Out: Before final inspections, Sunstone and Project Architect will create a punch list that will be provided to CM/GC. The CM/GC will maintain all relevant Project archive records on behalf of Sunstone including but not limited to, as-built drawings, specifications, submittals, inspection reports and related information. Upon completion of construction, the CM/GC will provide Project record drawings, field order, and change order records, technical submittals,

testing and inspection reports and operating manuals to Sunstone. The CM/GC's submittals will be assembled in an organized fashion and turned over to the appropriate Sunstone representative. Where commissioning requires operating performance of the completed facility to specified levels, these shall be measured and documented with Sunstone and appropriate Development Team members present.

The CM/GC will prepare an Operations and Maintenance Manual that outlines the Owner's responsibilities to ensure that the Warranty remains valid. The Maintenance Manual is an invaluable asset to the property's maintenance personnel and will assist in the development of a preventive maintenance program. It is also an opportunity to clarify manufacturer and vendor warranty provisions as well as the CM/GC's responsibilities.

The GC will be expected to:

- Be skilled in developing schedules.
- Provide pre-construction cost estimating services. Cost estimates are anticipated due at 100% Schematic Design for funding submittals, 100% Design Development, 50% Construction Documents, and an update at 100% Construction Documents.
- Perform value engineering.
- Analyze alternative designs, costs, and constructability issues.
- Be familiar with the labor laws, the local labor and subcontracting market and prevailing wage requirements.
- Understand construction methods and techniques.
- Coordinate and communicate these activities to the Project Team through the entire project.
- Coordinate with Owner's consultants, such as Geotech, fenestration testing, structural special inspections, etc.
- Ensure public safety throughout construction.
- Be familiar with and understand funding requirements during all phases of a project.
- Meet or exceed MWESB/COBID and Workforce training, apprenticeship, and training goals, as determined by funding sources.
- Participate in weekly or bi-weekly meetings, in person and remote.

Additional Requirements

- No Proposal for CM/GC services related to this Project shall be received or considered by Sunstone unless the Proposer has a current, valid certificate of registration issued by the Construction Contractors Board.
- Contract format is anticipated to be:
 - The pre development phase will be an agreement between the general contractor and Sunstone.
 - A (modified by agreement) A101-2017 / A201-2017 for the remainder of the project.

Project Architect

Experience and Expertise

The successful Project Team, with a preference for in-house or sub-consultants with a physical presence in the Ashland and/or Jackson County area, shall exhibit recent and relevant experience and expertise in the following areas:

- Multi-family and/or single-family new construction
- Assessment of existing conditions for the site.
- Working in a team configuration with Sunstone's Developer, the Construction Manager/General Contractor, and Owner.
- Mechanical and electrical design.
- Green building and sustainable practices with a focus on building and energy performance.
- Experience with completing work in phases.
- Expert knowledge of current applicable codes, including, and not limited to:
 - Oregon Residential, Structural, Energy, Mechanical and Plumbing Specialty Codes
 - Jackson County requirements.
- Cost estimating.
- Preparation of necessary design and construction documentation to facilitate the cost estimating by the Construction Management/General Contractor
- Construction Administration.

Specific Services Requested

Project Architect will be responsible for providing the following services, while ensuring the project stays on schedule and within budget. Typical services include, but are not limited to:

A. Programming Phase

The Project Architect will confirm the project program, scope of work and schedule for Sunstone's approval. In addition, the Project Architect will advise Sunstone of the scope and nature of any laboratory or field tests, inspections, or investigations which the Project Architect recommends for proper planning and design of the project. Sunstone will work in conjunction with the Developer and Project Architect to procure the necessary services to complete the agreed upon tests, inspections, and investigations. After written approval from Sunstone of the project design and Schedule, the Project Architect will commence the development of the Schematic Design package.

B. Schematic Design Phase

Upon written approval of the Programming Phase, the Project Architect will provide a Schematic Design package including but not limited to:

- Site Plan showing existing site and infrastructure, parking, circulation (both pedestrian and vehicular), site drainage and landscaping.
- Analysis of existing conditions including infrastructure systems, landscape, and drainage.
- Summary of all tests, inspection, and investigation reports.
- Outline specifications sufficient to define quality of materials intended.
- Preliminary cost estimates covering all work designed or specified by the Development Team.
- Code and regulation analysis.

- Necessary documentation required by Sunstone to facilitate applications for funding.

C. Design Development Phase

Upon written approval from Sunstone of the Schematic Design package, the Project Architect will commence with the preparation of a Design Development package including but not limited to:

- Drawings and specifications sufficient to illustrate project scope including site, building, landscape, and engineering drawings.
- Additional documentation required for cost estimate analysis by Construction Management/General Contractor.
- Preliminary recommendations for construction phasing.

D. Construction and Contract Documents Phase

After written approval from Sunstone of the Design Development Documents, the Project Architect shall prepare Construction and Contract Documents. These documents shall include but not limited to:

- Plans and drawings
- General Conditions
- Technical Specifications
- Additional documentation as required by the CM/GC to update cost estimation.

E. Construction Administration and Post Completion and Warranty Phase

After written approval from Sunstone of the Construction and Contract Documents, the Project Architect will review schedules, product submittals, shop drawings for conformance with the Construction Documents, monitor quality, progress of the work, and advise Sunstone on project related issues. After execution of the Certificate of Completion by Sunstone, the Project Architect shall consult with and make recommendations to Sunstone during the warranties period and perform inspections as scheduled after construction is complete.

F. Capital Replacement Planning

Project Architect may be asked to work with Sunstone to prepare a capital replacement plan, including design and specifications for future replacements and improvements to the property.

Minimum Requirements

To be qualified to respond, firms must possess at least five (5) years of recent and relevant experience. In addition, the selected firms must not be debarred, suspended, or otherwise ineligible to contract with Sunstone, and must not be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Non-Procurement

Programs” or the Department of Housing and Urban Development’s “Limited Denial of Participation” list.

DEVELOPMENT PROCESS

Sunstone, subject to approval of the Ashland School District Board, will be the sole judge in determining award of contract and reserves the right to reject any or all Proposals including the requirements and will access applications based on requirements outlined in this RFP. Upon selection of a qualified developer, Sunstone intends to negotiate a development agreement within 45 days of developer selection based on approval of the Ashland School Board of Directors. Although the final scope of work will be negotiated in the executed development agreement, the selected developer shall be responsible for performing the following scope of work which shall include, but not be limited to:

- Develop a plan for the acquisition, at fair market value, of the subject property from the District.
- With the assistance of Sunstone, acquire grants and funding for the development of the Project.
- Obtain all required approvals, permits and entitlements necessary to design, construct, and develop the Project, including necessary infrastructure, in line with the goals described by Sunstone and presented in the Master Plan.
- Develop the design of scope, structural design, design documents as required, design coordination, vendor solicitation, sequencing, scheduling, budgets, including value engineering, and communication for the Project.
- Report to Sunstone on Project status on a regular basis throughout the course of the Project. Prepare and present status reports to Sunstone, any committees, and the District, as applicable.
- Retain architects, construction managers, program managers, project inspectors, and other specialty technical consultants as needed.
- Manage compliance with environmental and other regulatory requirements, as well as with applications for grant or funding sources available for development of affordable housing.
- Develop and maintain an overall cost and schedule reporting system for the Project.
- Review the Project with Sunstone to define and refine the Project scope with Sunstone staff and consultants. Sequence and schedule construction work for the Project with design architects, construction managers, project managers, and Sunstone staff.
- Submit necessary reports to funders, as well as federal, state, and local authorities. Ensure that all other Project participants submit necessary documentation.
- Coordinate and maintain schedules that document the sequence and time frame for the Project.
- Work with Sunstone to develop criteria for residential occupancy, in accordance with applicable law.

SUBMISSION REQUIREMENTS

Developer Prequalification Requirements

It is expected that an interested developer or development team shall meet the following minimum requirements and provide proof of satisfaction of such requirements:

- Developer(s) must have a minimum of five (5) years of experience with single-family and multi-family residential development.
- Developer(s) must have experience negotiating development agreements and navigating through municipal entitlements and incentives, including:
 - Zoning Modifications
 - Planned Unit Developments
 - Tax, grant, and other incentive programs
 - Restrictions on assignment and transfer
- Developer(s) must illustrate recent experience with development of successful residential projects, which include affordable housing projects.
- Developer(s) must demonstrate financial resources and capital accessibility.
 - Developer(s) should provide enough information so Sunstone can determine that the developer has the financial ability to develop the proposed project. The precise information provided should be determined by the developer.
- Developer(s) must indicate experience partnering with public entities on development projects.
- Developer(s) must demonstrate the capacity to meet the overall deadline for the Project considering permitting, marketing and sale/rental of the properties.
- As part of the proposal, the Developer should clearly identify the developer(s), including all members of a team, roles, and background experience of members, including identification of comparable successful projects completed by team members.

Proposal Requirements

Cover Letter:

- Expression of interest in the project. Describe your understanding of the project, public-private partnership and why your firm is interested in participating in the Development Team.
- Statement that the construction team members are licensed and registered in the State of Oregon. That your company will comply with all applicable federal, state, and local laws and regulations.
- Contact information including name, address, phone number and email address of the responsible party.

Comparable Project Experience:

- Descriptions and/or photos of at least three comparable completed projects (completed within the last five years). Describe why these projects are relevant to the work described in this RFP (which could include but is not limited to information regarding size, scope, project complexity, property type, etc.).
- Describe experience working on projects that include aspects of low- and median income housing. Provide experience in constructing preferences housing models
- Describe experience working within local or similarly sized jurisdictions.
- Discuss experience as CM/CG on a team that includes the owner, developer, and architect.

Firm Background:

- Describe your firm's history, including the number of years in continuous operation. Include information regarding size and organizational structure. Include names of all persons with ownership interest in the company and their titles/roles. Include MWESB certification, if available.
- Describe your firm's capabilities, identifying the firm's strengths and special capabilities with regards to scope of work.
- Include information identifying annual volume, financial/bonding capabilities, and stability in the marketplace.
- Indicate whether an ownership or significant leadership position in the organization is currently or has been recently vacant (within the last 10 years).

Key Personnel Experience and Capacity:

- Resumes and anticipated roles of staff likely to be assigned to this project. Describe their relevant experience, responsibilities, and approximate amount of time each will devote to this project during each phase.
- Include a list of other current projects and anticipated timeline that each person is responsible for.
- Provide an organizational structure chart that identifies key personnel and their positions.

Inclusionary Practices:

- Describe the process your company will utilize to meet project requirements for COBID and MWESB/SDVE participation. Describe processes your company utilizes to encourage participation by minority, women, and veteran owned businesses.
- Describe your company's experience in establishing, implementing, and administering an apprenticeship program, training programs, or educational opportunities such as those for Ashland School District students.

Project Approach, including

- Public-Private Partnership Arrangement
- Entitlement Strategy, through Final Planned Unit Development
- Project Financing Plan - See Addendum C
- Relevant data if using a phased approach to the project
- Incentive Requirements, such as any tax, permitting, zoning, financing or other incentives provided by public jurisdiction(s)

- Sales Approach for homeownership including any proposed or anticipated partnership with an established community land trust
- Rental Management, Asset Management and Resident Services Strategy
- Estimated all-inclusive cost range for a development meeting the parameters of the example project provided in this document, see Addendum C
- Concept drawings for proposed project at proposed cost with proposed materials

Average Cost for General Conditions and Overhead and Profit

- Provide a range for cost of General Conditions for similar projects. Include the scope of what is included in general conditions and if they are calculated by project size or duration.
- Provide typical Overhead and profit for comparable projects.

Administration of Work, Project Scheduling and Coordination

- Description of your approach to cost estimating: Provide examples from past projects, including explanation of any major variations in estimates on past projects.
- Briefly describe your strategies to provide constructability and value analysis suggestions to the Project Development Team.

References

- Provide a minimum of three references, preferably from clients on comparable projects. Include a reference from an architect.

Discussion of Project Goals

- Be prepared to discuss project goals as outlined in the RFP and how as the Developer you will support the team in the development of the goals.

RFP PROCEDURES

Schedule for Review and Selection

RFP Issued	November 6th, 2024
Mandatory Pre-proposal Meeting (see note below)	November 12th, 2024 3-5pm
Deadline for Questions/Clarifications (see note below)	November 25th, 2024, 2:00PM
Deadline for Proposals (see note below)	December 2nd, 2024, 10:00AM
Scoring of Proposals	December 2nd- 4th,2024

Interviews (see note below)	December 7th, 2024
Notification of Intent to Award	December 20th, 2024

A MANDATORY Pre-Proposal Meeting and Project Orientation will be held at 3:00 PM on November 12, 2024, at the **Rogue Valley Metaphysical Library Meeting Room, 1757 Ashland Street, Ashland Oregon 97520**. Statements made at the Pre-proposal Meeting will not be binding on Sunstone unless confirmed by written addenda. Potential Developers may obtain additional information about the Project and overall Project goals at this time. ATTENDEES MUST BE SIGNED IN AND PRESENT AT THE PRE-PROPOSAL MEETING BY 3:00 PM TO BE CONSIDERED A PROSPECTIVE DEVELOPER. NO EXCEPTION WILL BE MADE. ACCOMODATIONS CAN BE MADE FOR OUT-OF-TOWN RESPONDERS TO JOIN VIA VIDEO CONFERENCE.

Inquiries for clarification or additional information, if any, must be received by 2:00 PM on November 25, 2024.

Responses must be received by Sunstone no later than 10AM, December 2nd, 2024. Responses submitted after this time will be subject to rejection at Sunstone’s discretion.

Developers shall be available for interviews (at Sunstone’s sole discretion) on December 7, 2024. No other dates will be held. Interview format is TBD.

Submission Procedure

Proposers shall provide five (5) paper submissions of their response and one (1) electronic copy of their proposal on a flash drive in a sealed envelope. Share file link will also be an acceptable electronic version. Proposers are responsible for confirming receipt of proposals. The following must be marked in the lower right-hand corner of the envelope:

ASHLAND ATTAINABLE HOUSING PROJECT

[PROPOSER’S NAME]
 PROPOSER’S ADDRESS]
 [PROPOSER’S TELEPHONE NUMBER]

Proposals shall be addressed to:
 Sunstone Housing Collaborative (SHC)
 1467 Siskiyou Blvd. #79
 Ashland, Or 97520

For questions, please contact: Krista Palmer, krista@sunstonehc.org

Each Proposal must be an original copy and signed by an authorized member of the Proposer's firm. Faxed responses will NOT be accepted. Each Proposer is responsible for submission of their Proposal. Proposals or revisions to Proposals received after 10:00 AM local time on Monday, December 2, 2024 may be rejected for consideration by Sunstone. Sunstone is not liable for any delivery delays.

Each Proposer is responsible for all costs incurred (or incurred by others on its behalf) in the preparing or submitting of the Proposal, in otherwise responding to this RFP, or in any negotiation incidental to its Proposal or this RFP.

Proposals submitted early may be modified or withdrawn prior to the submission deadline. Any modified or resubmitted Proposal shall be submitted in the same fashion as required by this RFP. Proposals submitted and not timely modified or withdrawn shall be irrevocable for a minimum period of ninety (90) calendar days following the submission deadline.

Selection Criteria

Eligible proposals will be reviewed by Sunstone Housing Collaborative and merit each of the proposals based on the development team's experience with similar projects, project approach, proposed schedule, and project viability.

Though Sunstone's goal with this Project is to provide affordable housing for the Ashland community, including its employees, Sunstone acknowledges that in compliance with the Educational Instruction Access Act, MCL 123.1041, et seq., NBAS shall not discriminate against educational institutions or private schools by refusing to sell or lease its property to a potential buyer solely because they intend to use the property for lawful educational purposes.

Sunstone will select three finalists, with one recommendation, based on the criteria listed in the selection process. Sunstone will present these finalists at a board meeting to the Ashland School District Board of Directors. The ASD Board of Directors shall vote to approve or deny the selection at the same or subsequent meeting. Upon selection of a successful developer, the Board and the project team will enter into a development agreement.

Appendix A – (PDF Insert) Master Plan

Draft Master Plan

79 Lincoln Street
Ashland, OR 97520



11.04.2024

Draft Master Plan

Table of Contents:

- I. Introduction
- II. Site Analysis
- III. Community Needs Assessment
- IV. Priorities
- V. Climate Resiliency
- VI. Proposed Program
- VII. Design Overview

Attachments:

- A. Site Analysis
- B. 3D Rendering: Northwest View
- C. 3D Rendering: Northeast View
- D. Site Master Plan

I. Introduction

Ashland School District is experiencing a drop in enrollment, and staff is finding it increasingly difficult to afford to live where they work. Availability of affordable housing has become a primary driver in where people choose to live, particularly households with children. The proposed project at 79 Lincoln Street in Ashland is a housing development facilitated by Sunstone Housing Collaborative. This centrally located development will ensure education and opportunity for the next generation, while providing housing that is accessible and affordable to our neighbors.

Initial master planning efforts are dedicated to creating a welcoming and inclusive living environment that prioritizes accessibility and affordability. The designs described and illustrated in this document are conceptual in nature and are intended to guide future design phases, not dictate them. Furthermore, the timeline of the final master plan deliverable is dependent on additional feedback from user groups and project partners. Included in the draft master plan are approximately 91 dwelling units, offering a diverse range of living spaces from studios to three-bedroom units, catering to various household needs. The development will not only provide homes but also foster community through thoughtfully

planned amenities. These features will include energy-efficient appliances to promote sustainability, communal areas that encourage social interaction among residents, secure bike storage to support active lifestyles, gardens for recreation and education, and on-site childcare facilities to assist working families.

II. Site Analysis (See Exhibit A)

Subject Site: 79 Lincoln Street,
Ashland OR 97520

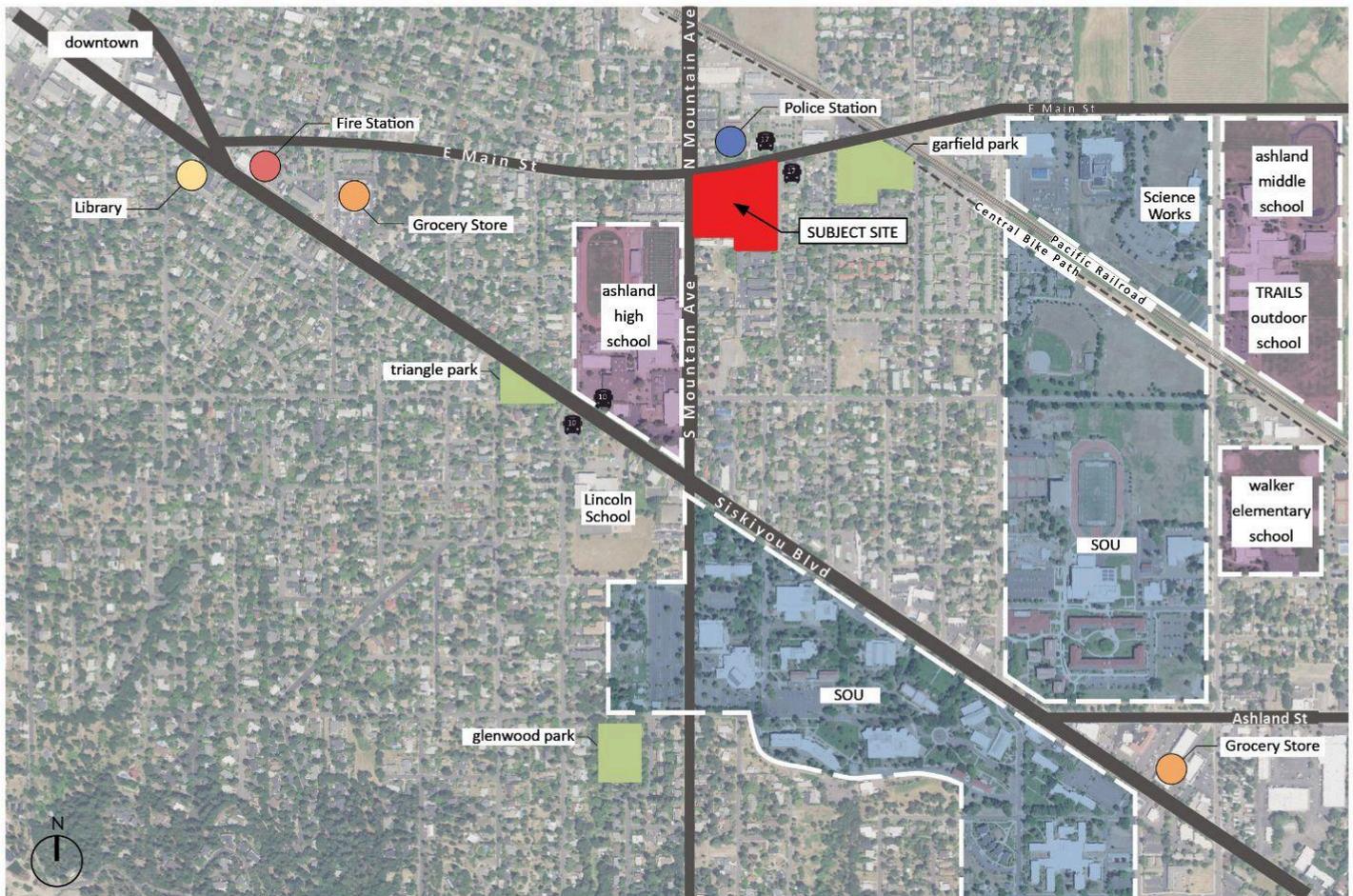
Owner: Ashland School District #5
885 Siskiyou Boulevard
Ashland, OR 97520

Map & Tax Lot #: 39-1E-10-1000

Zoning: R-3 (multiple family)

Overlay Zone: Hillside lands - slopes >25%

Total Acreage: 4.18 AC (182,081 SF)



Above: Map showing the subject site in relation to nearby amenities and transit routes.

The 4.18-acre property owned by the Ashland School District is located at 79 Lincoln Street within the City of Ashland limits, just 1.1 miles from the Ashland Plaza. The site is bounded by Lincoln Street to the east, N Main Street to the north, S Mountain Avenue to the west, and private residences to the south. Historically, the property has been utilized as a practice field for high school baseball and soccer. It falls under the jurisdiction of the City of Ashland and is zoned R-3, which allows for multiple-family housing. Hillside lands overlay zones exist along the northern and southern boundaries, where slopes exceed 25%, while the interior of the site remains relatively flat.

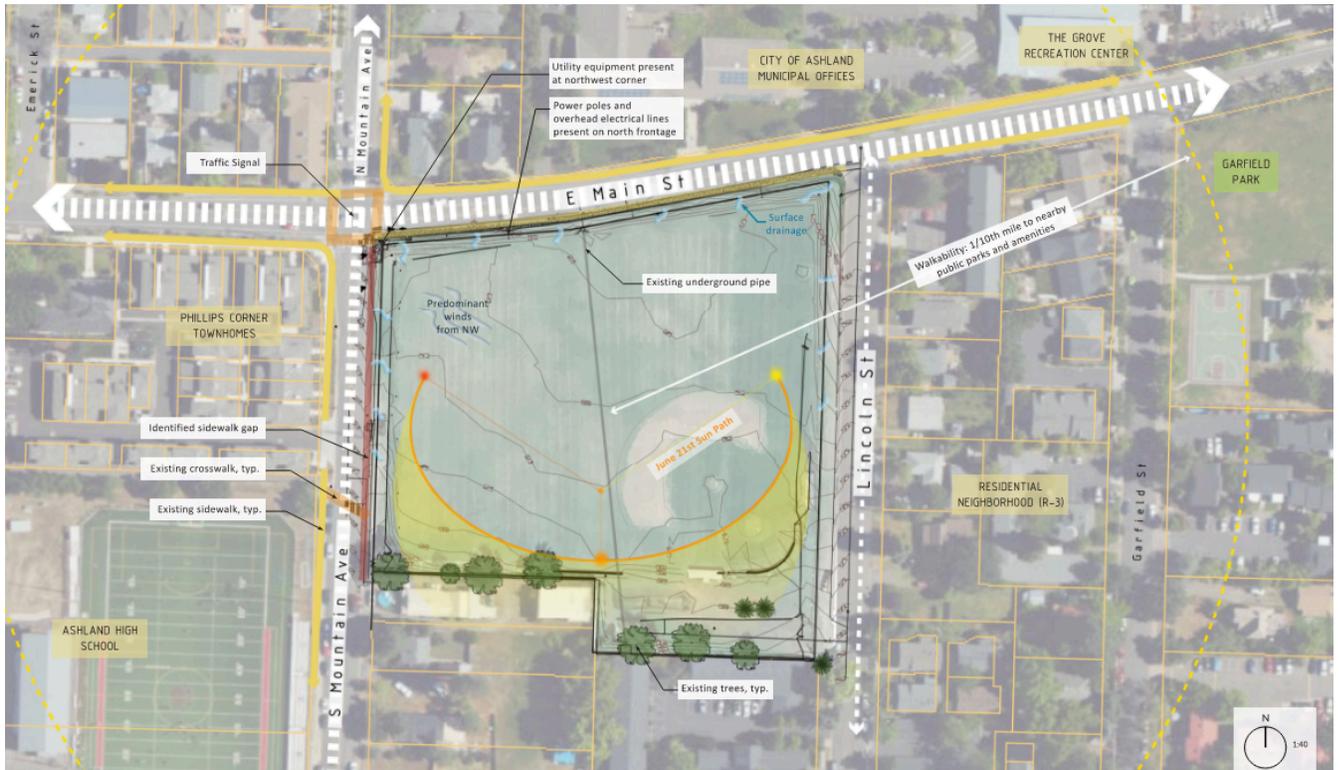
The property offers a quiet, safe neighborhood environment, with adjacency to the Ashland Police Department, RVTB bus stops, the central bike path, and public schools. The sensory experience of the site features picturesque views of Grizzly Peak and the surrounding foothills. However, it also contends with noise from nearby E Main Street and local sports events at Ashland High School. Mature trees provide some shade along the southern property boundary, while the rest of the site experiences full sun.

Infrastructure on the site includes perimeter fencing, a baseball field, dugouts, a restroom building, and a maintenance shed, along with on-street parking. Pedestrian and vehicle access to the site is primarily from S Mountain and Lincoln. There is a traffic signal located at the intersection of S Mountain and E Main due to high traffic volume. It should be noted that a traffic analysis has not been conducted and consultation with a traffic engineer is recommended to look at vehicle loading on existing roadways and potentially hazardous intersections.

Historically, a pond was located on the site which appears to have been filled to construct the current sports field. As such, the site likely has disturbed soils present of unknown origin given the prior infill construction. A complete geotechnical report and soil analysis with percolation testing is recommended for this project. The current soil composition influences hydrology and drainage patterns, directing sheet surface runoff northward toward the city storm drain system. A City storm drain currently travels beneath the site running south to north. Utilities on site include city of ashland electric, sewer, and water.

In terms of development standards, any new impervious areas will require stormwater treatment in accordance with the RVSS stormwater manual. The R-3 zoning permits a maximum density of 20 dwelling units per acre, with calculations factoring in both the project area and any public land dedicated. A density bonus of up to 60% may be available for features such as conservation housing, common open spaces, and affordable housing. Additional building requirements include a maximum lot coverage of 75% with a minimum of 25% landscape area, defined setbacks of 15 feet in the front, 6 feet on the sides, and 10 feet for corner and rear setbacks, and a maximum allowable building height of 35 feet or 2.5 stories, which can increase to 50 feet with a conditional use permit. This property presents a

significant opportunity for developing accessible, affordable housing that meets community needs while adhering to local regulations and environmental considerations.



Above: Thumbnail view of the attached 'Exhibit A: Site Analysis'

III. Community Needs Assessment: Sunstone User Group Surveys

Prioritizing community engagement and cohesion enriches the planning process and lays the foundation for a successful development that genuinely reflects and serves the needs of its residents. The following data has been collected by Sunstone Housing Collaborative via online surveys distributed to key target user groups. This summary offers some design insights to inform the final master plan document, although additional input will be sought from the community during future phases of master planning and design.

Sunstone Survey #1: Ashland School District Staff

The survey conducted among Ashland School District (ASD) staff gathered input from 55 respondents regarding their housing needs and preferences. The survey revealed that the staff is nearly evenly divided between those living in Ashland and those commuting from outside the city, with all indicating a desire for housing assistance to live comfortably in town.

Walkability and universal access were significant themes, as respondents expressed the desire to walk to work or have convenient commuting options. Proximity to parks and bike paths was mentioned,

along with a need for ADA accessibility, suggesting that ground level homes would be preferable for older staff members.

In terms of outdoor space and pet accommodations, survey respondents showed a strong preference for adequate private backyards or fenced lawns, with six individuals specifically noting this need. Additionally, twelve respondents indicated a desire for pet-friendly properties. Many expressed a preference towards houses with yards, opposed to apartments, if living with animals.

The survey also showed the importance of family-sized housing and diverse layout options, highlighting the importance of spaciousness for families with children. A preference for single-family homes was expressed with a desire for privacy and quality amenities like in-unit laundry, dishwashers, and reliable maintenance. Overall, the feedback showed a preference for high-quality, family-oriented housing solutions that cater to the unique needs of the ASD staff.

Sunstone Survey #2: ODHS Disability Services Advisory Council

The Oregon Department of Human Services (ODHS) Disability Services Advisory Council Housing Survey gathered insight from six respondents, all of whom live with a physical disability. Among the key findings, respondents noted that wheelchair dimensions typically range from 26 to 28 inches in width and 40 to 53 inches in length, with additional length required when seated with feet extended. Five of the six respondents reside outside of Ashland, coming from areas such as Josephine County, Medford, White City, Klamath Falls, and Central Point, while one participant lives in Ashland.

Half of the respondents reported that their current housing costs 30% or less of their monthly income, while the other half indicated otherwise. Similarly, the responses were evenly divided regarding whether their current housing meets their accessibility needs and whether it comfortably accommodates live-in caregivers, roommates, or family members.

When asked about essential qualities in housing, the top priorities identified were affordability, meeting accessibility requirements, being family-friendly, and having reliable utilities. Additionally, desired features in newly constructed housing included adequately sized bathrooms, wider hallways and doorways, and zero-step home entry. Overall, the survey shows the need for affordable, accessible, and family-friendly housing options for individuals living with disabilities.

Sunstone Survey #3: OCDC Participant Families

A survey has gone out to The Oregon Child Development Coalition (OCDC), and responses will be included in the updated master plan.

IV. Priorities

The members of Sunstone Housing Collaborative have articulated a comprehensive set of goals and priorities for the success of the proposed multi-family housing development, highlighting a strong commitment to inclusivity and sustainability.

Most Important:

- Universal Design
- ECE/Infant + Toddler Care Onsite in collaboration with Oregon Child Development Coalition (OCDC)
- Guaranteed Affordability in Perpetuity - Rentals & Homeownership

Important:

- Outdoor Play Area
- Covered Bike Parking
- All Electric Utilities
- Storage/Garage Space
- Truly Mixed Income (Avoiding Siloed Affordable Units)
- Rental Units 60-80% AMI (School Staff, Service Workers)
- Affordable Ownership via Community Land Trust 60-80% AMI & 80-120% AMI

Moderate Importance:

- All Ground Units VISIBLE
- Certain Percentage of Ground Units Max Accessible
- Certain Number of Family-Sized Units Max Accessible
- Reservation of ± 5 Units (Studio/1BR) for Ashland Supportive Housing for Adults with developmental disabilities (DD)
- Green/Sustainable Building Methods
- Maximum Longevity for Construction Materials
- Community Garden
- Common Indoor Space for Events and Community Resources
- Solar Power
- Rental Units < 60% AMI (Apartments/Cottages for Single Disabled Residents)
- Rental Units 80-120+ AMI (Teachers, Nurses, Dual-Income Families)
- Housing Types: Apartments, Townhomes, Condos, Cottages, Single Family Homes

Lower Importance

- Onsite Property Management

Least Important Goals

- Market Rate Rentals and/or Ownership

V. Climate Resiliency: Design Insights from Ashland’s 2017 Climate Energy Action Plan (CEAP)

Noted Ashland School District (“ASD”) priorities: improve health and safety, prioritize flexibility and adaptability, standardize facility systems, plan for the future, and be more sustainable and energy efficient.

CEAP Buildings + Energy Section:

- **Building energy efficiency (Strategy BE-2):** improve buildings’ energy use through passive heating and cooling
 - Incorporate shade study into building and site design to ensure adequate shade for outdoor common spaces and strategic building design to encourage passive cooling, heat reduction
 - Provide energy-efficient appliances and lighting fixtures for interior design
 - Reduce heat absorption through the use of light-colored materials in hardscape and building design
 - Research solar-powered landscape lighting options
 - Review proposed CEAP strategies to reduce energy efficiency barriers in rent/lease properties as relates to potential Sunstone user demographic (BE-2-3)
 - Work with Ashland’s Affordable Housing Program to identify incentives around minimum energy efficiency standards for affordable housing developments. (BE-2-4)
- **Prepare and adapt buildings for a changing climate (Strategy BE-5):** adapt buildings to better withstand climate impacts such as extreme heat and wildfire and protect residents through improved design and functionality
 - Design heat tolerant building approaches such as cool roofs, green roofs, and passive air circulation breezeways. (BE-5-1)
 - Incorporate fire-resilient building materials and landscape design

CEAP Urban Form, Land Use + Transportation Section

- **Support better public transit and ridesharing (Strategy ULT-1):** expand current transportation network for more efficient and convenient rider options
 - Review current bus routes along Main. St and Mountain Ave. for existing bus stop locations and consider commuter access for circulation design.
- **Make Ashland more bike and pedestrian friendly (Strategy ULT-2)**
 - Consider safe biking designations in on-site roadway design
- **Support more efficient vehicles (Strategy ULT-3)**

- Review potential for revised land use codes requiring electric vehicle (EV) charging infrastructure at multifamily developments (Strategy ULT-3-2)
- Consider providing electric charging stations for vehicles, motorized scooters, and wheelchairs on site
- **Support more climate-ready development and land use (Strategy ULT-4)**
 - Review new development regulations as part of the Wildfire Lands Overlay addition to urban growth boundary as the updated overlay may include more urban parts of the city based on recent risk assessments (Strategy ULT-4-3)
 - Promote walkable neighborhoods and infill density in community development plans (Strategy ULT-4-2).
 - Specific features to consider: walking, biking, transit, parking management, and climate adaptation features which support affordable housing and do not increase housing costs.

CEAP Natural Systems Section:

- **Water conservation (Strategy NS-2):** look for opportunities to reuse water and conserve water on-site
 - Provide water-efficient appliances for interior design
 - Optimize drip irrigation for landscaping (NS 2-2) and consider opportunities to reuse greywater on site (NS 2-1)

CEAP Consumption + Materials Management Section:

- **Support sustainable and accessible local production and consumptions (Strategy CM-2):** reduce GHG emissions from shipping in imported goods
 - Expand community garden and urban agriculture (Strategy CM-2-2)
 - Consider opportunities for on-site gardening as well as possible School District and/or SOU Sustainability Department partnership where foods grown on campuses are shared with Sunstone housing development
- **Expand community recycling and composting (Strategy CM-3)**
 - If the multi-family recycling ordinance is updated to encourage more diversion (Strategy CM-3-2), consider sufficient recycling space and universal access on site.

VI. Proposed Program

*As feasible without affecting affordability

**As feasible without affecting the total number of target units on site

Housing:

- approximately 91 dwelling units
- Studio & 1 br units
- 2 & 3 br units (highest target percentage)
- **Shop / storage space (bikes, house projects, equipment, toys)
- *In-unit laundry
- Flexible spaces
- Accessible
- Climate-resilient housing
- Innovative building methods and other sustainability upgrades and features should all be explored (LEED, Earth Advantage, solar, stormwater, greywater, local materials, CEAP standards, Rogue Re-Imagined, Energy Trust)

Shared use and site features:

- Child care, with outdoor play area
- Social services
- Property management adjacent to community space
- Event / meeting space
- Co-working space / open copy-print kiosks
- 25% min. Landscaped area (per City of Ashland Municipal Code)
- Community garden
- Integrated outdoor play areas
- Lawn/Open space
- Dog relief zone
- Stormwater detention
- Flexible Pavilion(s)
- Wildlife considerations
- Open outdoor gym
- Clothes lines

Infrastructure:

- Trash / recycle services
- Solar panels
- Electric car charging
- Electric wheelchair charging
- Technology amenities - landscape light sensitive sensor lights, smart locks and access controls (might help with property management)
- Streamlined access to internet and technology

Vehicles:

- Visitor Car Parking
- Resident Car parking (Approx. 1.25 spaces per unit)
 - *Covered
 - Uncovered

- *Garage
- Bike parking
 - Storage facility
 - Covered
- Emergency vehicle access



Above: Thumbnail view of the attached 'Exhibit D: Site Master Plan'

VII. Design Overview (See Exhibits B, C, D)

This design overview reflects current goals and priorities, however it is not a complete guide. The general ideas are important, but there is room to adapt and shift with specifics.

Housing Types

Unit sizes and types

- Studio Unit
 - minimum 350 Square feet
 - 1 full bathroom

- One Bedroom Unit
 - Minimum 500 Square Feet
 - 1 full bathroom
- Two Bedroom Unit
 - Minimum 900 Square Feet
 - 1 full bath/1 half bath
- Three Bedroom Unit
 - Minimum 1250 Square Feet
 - 1 full bath/1 half bath

Inclusion and equity in design of units

To create a sense of belonging, a study of housing layouts from various cultures that potential users have come from should be performed and incorporated into the proposed designs. Accessible and adaptable units are to be included at ground level of each building based on community need, not minimum regulatory requirements.

Privacy

Careful consideration of window and door placement is an important aspect of the interior design which creates visual privacy between units and common spaces while emphasizing positive viewsheds. Wall thickness, insulation, and window thickness are to be reviewed thoroughly to reduce sound transfer as much as possible.



Above: sample visuals of adaptable floor plan and interior wall concept

Source: Women's Property Initiative Older Women's Housing Project by Studio Bright



Above: Accessible route from parking to front door and from front door to street

Accessibility

As part of a comprehensive approach to accessible circulation, well-marked interior and exterior routes will be provided to meet users' mobility needs. A universal design focus will be implemented in parking, site circulation, shared community spaces, interior circulation areas, and within the dwelling unit floor plans to ensure all residents can comfortably and safely access amenities across the site.

Travel Throughout the Site and Beyond

Multi-modal access should be integrated into the site to encourage walking, bike use, and public transit use. There is potential for shared bike parking, a covered bus stop with a bench, a multi-use path with integrated exercise stations, and accessible pet-walking pathways throughout the site.

Per code, the fire truck hose is a maximum of 150' in length and needs to be able to reach each home and building. A U-shaped driveway has been included to accommodate emergency vehicle access so that all homes can be reached during emergencies. The U-shaped driveway can accommodate an aerial fire apparatus and is 24' in width, to allow for both perpendicular parking and for cars to have enough space to back up. Sidewalks and crosswalks have been considered for pedestrian safety.

Wayfinding throughout the site should include intuitive, legible signage and indicators. This can be done by increased text size, translation in multiple languages, and consistent color coding. Buildings are placed on the perimeter of the site to increase safety and sense of ownership within the core of the site, where open space is prioritized for community use.

Parking

The number of parking spaces is not dictated by local or regional codes, but determined by the number of units proposed, with the goal of having approximately 1.25 parking spaces for every unit. Additional user input, consultation with the City community development department, and a traffic engineer is recommended to determine the appropriate number of parking spaces.



Above: Integrated recreation & play in the landscape

Community Outdoor Space

Accessible landscaping and recreation areas are to be included throughout the site. These amenities could include shaded pavilions with outdoor lighting features, a fenced space for community gardening, expansive turf lawn for sports and community events, an inclusive play space for children of all ages, exercise and wellness zones, an area for dog use, and a flexible outdoor meeting space adjacent to the community room.

Childcare Facilities

Daycare facilities have specific requirements that will need to be met on this project in order to meet local and state regulations.



Above: Pergola with lighting for after-work evening assembly, accessible wheelchair space and a few seating options.



Above: Private patio and balcony standards

Personal Outdoor Space

As noted in the current user survey feedback, access to personal outdoor space is valued by many when considering desired housing attributes. A designated enclosed patio/yard for level 1 units allows residents to enjoy a private space to customize their outdoor needs based on their personal interests. Private balconies should be included for units on levels 2 and 3 for the same intended purpose. Patios and balconies are intended to be at minimum 6' wide and 8' long to allow for a variety of uses.

Technology

To maximize Wifi usage and access throughout the development, Wifi and Data should be installed during construction, before residents move in. Smart home technology can be considered for ground level universally accessible units. Smart plugs, lighting, and locks can be helpful to residents with disabilities or mobility challenges. Electrically operated doors can also be considered for universally accessible units and common spaces. Along outdoor pathways and parking areas, dark sky lighting should be used with automatic dimming settings to reduce light pollution and energy use, while maintaining a safe and inviting environment at night. Within the landscape, smart irrigation systems should be considered with a controller that can adjust watering times based on weather conditions and with the added capacity to identify watering inefficiencies.

Renewable Energy Sources

To lower electric bills and provide a sustainable source of energy, solar panels should be installed on the roofs of residential buildings. Electric-only power is proposed throughout for heating & cooling, hot water heating, and cooking, without the use of natural gas. The concept of zero energy construction could be considered as a way to lower living costs for residents and increase sustainability on site. Zero energy construction proposes an innovative approach to designing for and constructing enough renewable energy on site to be able to meet all on-site energy needs annually.

Stormwater Management

When planning for stormwater management, several effective techniques can enhance water quality and manage runoff. Rain gardens absorb and filter stormwater, while retention ponds provide storage and wildlife habitat. Water quality swales act as natural drainage channels that filter pollutants, and detention areas temporarily hold water to reduce flooding. Proper soil preparation and application of fire-resilient mulch improve infiltration and moisture retention. Incorporating native plants improves biodiversity and reduces maintenance, while permeable pavers allow water to seep through, decreasing runoff. Filtered vegetated parking strips further treat water as it flows, promoting healthier ecosystems.

Efficient and Mindful Design

Holistic design aims to create integrated, sustainable environments by viewing all project elements—buildings, landscaping, water management, and energy systems—as interconnected parts of a larger ecosystem. A user-centric approach ensures the design supports both social and

environmental goals. Additionally, holistic design considers long-term implications, promoting resilience and adaptability to future climate conditions and community needs.

Sustainable Material Choices

- Using locally sourced materials helps decrease transportation-related pollution because these materials don't have to be transported over long distances. Shorter transportation routes mean less fuel consumption and fewer emissions, contributing to a lower overall environmental impact.
- Sustainable insulation materials to consider include:
 - Cellulose: made from recycled materials and requires minimal energy to produce
 - Sheep's wool: a 100% natural product
 - Cork: harvested from cork oak trees without harming the tree
- Identify building materials, paints, and sealants that are low VOC (volatile organic compounds) and non-toxic.
- Incorporate recycled materials such as recycled concrete or brick to use as a fill material or as a base for hardscaping. Reclaimed wood can be used for building finishes and garden beds.
- Utilize renewable building materials, such as bamboo.
- Permeable pavement could be considered to reduce stormwater runoff and increase percolation on site into the groundwater, thus benefiting the plants on site, reducing the need for detention basins, and reducing the impact that the development will have on the City's stormwater system and the Bear Creek watershed.
- Selecting native, firewise, and climate adapted plant varieties in the landscape will reduce the need for excessive irrigation, improve resilient habitat for local wildlife and pollinator species, and reduce long term maintenance costs.

Sustainable Construction Techniques

- Sediment and erosion control measures shall be well planned and implemented.
- Depending on how funding sources come together, the construction process can be broken up into phases. Each phase would be functional on its own, with the idea that it would be part of the whole plan and system once all phases are completed. Project phasing should be chosen based on site access and existing infrastructure.
- Prefabricated or modular buildings are typically more affordable, and create efficiency in the construction process.
- Establish the proposed finish floor elevations of each structure approximate to existing grade to avoid major site grading. This reduces site disturbance, the amount of fuel and labor required, and reduces the addition or removal of earth that goes into grading a site.

Sustainable building design considerations

- Passive solar design can be created by increasing windows on the south side of the units, and creating an overhang of a specific depth to foster an environment where sunlight helps heat the unit in the winter, while shading from sunlight in the summer to reduce heat gain.
- Solar tube skylights are a strategic way to bring in more natural light into the units, and may reduce electricity usage.

Water conservation techniques

- Select plumbing fixtures that maximize water pressure while limiting water usage.
- Utilize a drip irrigation method for plant watering on site.
- Water conservation in the landscape can be improved through identifying drought tolerant planting materials, reducing the size of traditional lawn areas, and providing adequate soil preparation for landscaped areas to reduce the amount of irrigation plants rely on to survive during summer months.

Waste management and Recycling Solutions

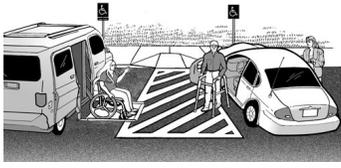
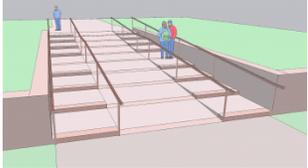
Recology, the local waste management provider, does not have a preference for dumpster versus individual bins. Individual bins should be an option for townhome units, and dumpsters will likely be the primary trash and recycling solution. To promote reuse of materials before recycling, a reuse station could be incorporated into the site, where items like plastic shopping bags, packaging materials, and more could be stored and shared within the community. Additionally, a community-run composting program may be considered either on site or in partnership with an outside organization.

Universal Design

Universal design is an approach for architecture and landscape architecture that creates environments that are accessible and usable for people regardless of their age, ability, cultural background, or status. The resulting design creates spaces that accommodate a wide range of needs, making them universally inclusive. As the proposed Sunstone community is intended to meet the housing needs of a wide range of future residents, adopting a universal design approach to building and site design will help ensure residents are comfortable in both their homes and in accessing the shared site amenities.

Universal design is a priority on level 1, but is not expected to be applied to all levels. The images and parameters included in this section are examples of universal design, not explicit requirements.

Exterior Circulation Design

Parking	Elevation changes	Sidewalks	Entry
			
<p>Min. 96" wide accessible parking spaces with access aisle min. 60" wide, no more than 2.08% slope in all directions with firm, slip resistant surface, and international accessibility symbol sign mounted at least 60" above the ground.</p>	<p>Offer options for different user options. Min. 48" wide ramps and stairs.</p>	<p>Min 6' Sidewalk width. Smooth surface. color and texture guides for directions.</p>	<p>Minimum of 5'x5' clear space in front of exterior door. Covered Entry.</p>
<p>image and text source: https://www.ada.gov/topics/parking/</p>	<p>image and text source: theintertwine.org</p>	<p>image source: flickr.com/photos/8232914@N02/8128451184 information source: planning.org</p>	<p>image source: columbusdesignremodeling.com</p>

Interior Circulation Design

Thresholds	Hallways	Doors	Windows
			
<p>Exterior door threshold no greater than .5". Interior thresholds to be no greater than 0".</p>	<p>Minimum hallway width of 42".</p>	<p>Minimum door width of 36". Hardware that requires minimal effort, lowest cost option is lever handles. To be located 30" - 44" above floor finish grade.</p>	<p>Awning or casement window with crank system to open and close.</p>
<p>image source: udll.com information source: universaldesign.org</p>	<p>image source: homestolove.co information source: simbuilders.com</p>	<p>image source: kolbewindows.com information source: universaldesign.org INSPECTION CHECKLIST DISABLED ACCESS REGULATIONS</p>	<p>image source: hmota.net information source: hmota.net</p>

Typical Details

Cabinet Hardware	Counter height
	
<p>pull style hardware with more than 13/16" inner projection and more than 3.2" inner length, and no overhangs.</p>	<p>The top of the counter to be between 28" - 34" above finish floor</p>
<p>image source: amerock.com information source: theknobshop.net</p>	<p>information source: ICC_A117.1-09</p>

Kitchen

Sink - Stove - Oven	Fridge - Freezer
	
<p>Kitchen sink and stove to have a 27" minimum clearance in height finish floor surface, and 30" minimum clearance in width.</p> <p>Built in wall type oven with side swinging door to be installed at 27" above finish floor surface.</p>	<p>under the counter pull-out style fridge and freezer.</p>
<p>image source: conceptmobility.co.us information source: ICC_A117.1-09</p>	<p>image source: homedepot.com</p>

Bathroom

Shower	Toilet	Sink
		
<p>Roll-in shower minimum of 36" wide and 60" long. Folding seat and grab bars included. Shower head fixture doubles as a grab bar.</p>	<p>grab bars on either side. toilet/bidet combo.</p>	<p>27" minimum clearance in height from finish floor surface. facing the sink, 48" long x 30" wide clear floor space.</p>
<p>image source: bathing.solutions.co.uk information source: INSPECTION CHECKLIST DISABLED ACCESS REGULATIONS</p>	<p>image source: information source: INSPECTION CHECKLIST DISABLED ACCESS REGULATIONS</p>	<p>image source: information source: INSPECTION CHECKLIST DISABLED ACCESS REGULATIONS</p>

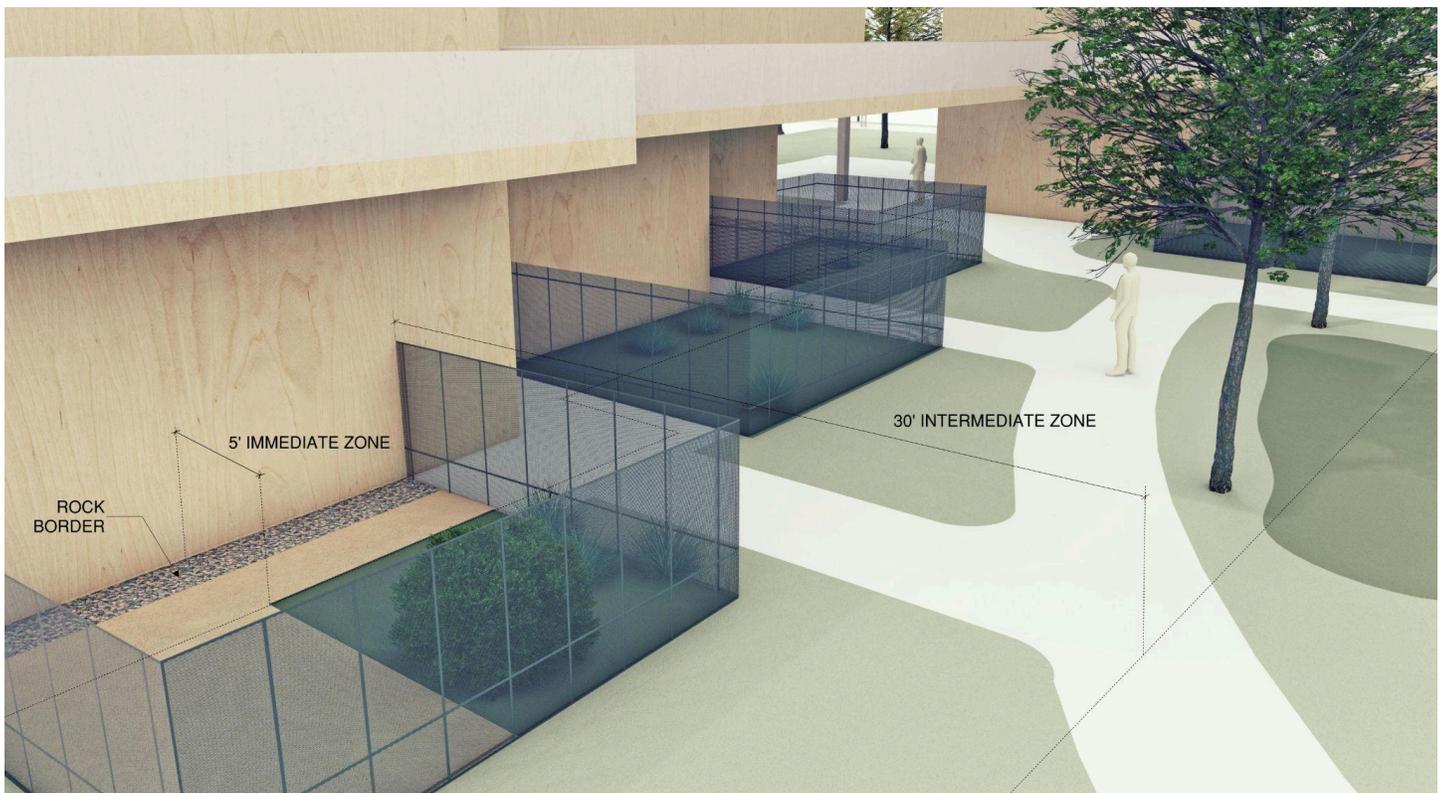
Laundry

HVAC

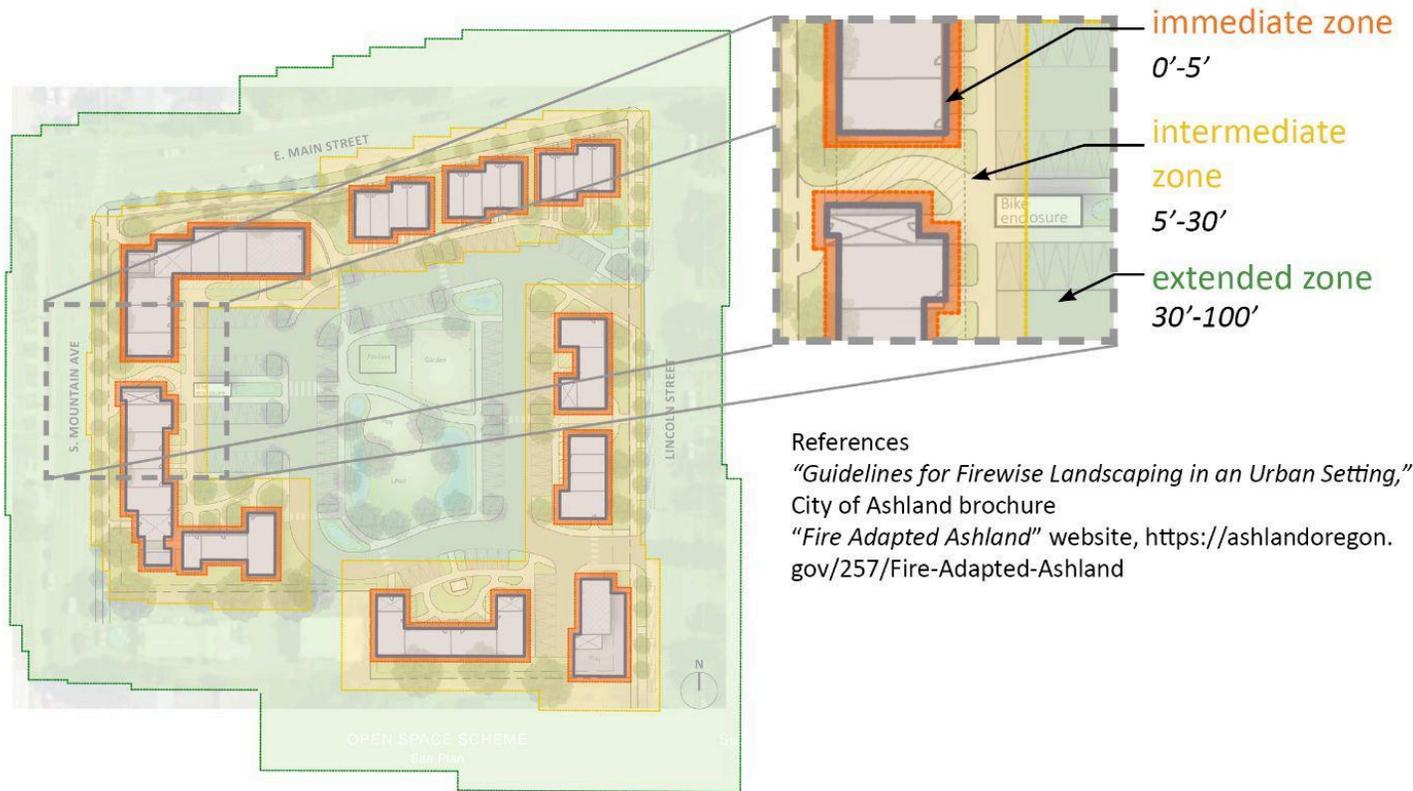
Washer - Dryer	Vent	Heat AC Controls
		
<p>Front loading washer and dryer. raised 6-10" to increase ease of use.</p>	<p>wall mounted return vent for ease of changing vent filter. no taller than 42".</p>	<p>control panel no taller than 42".</p>
<p>image source: p-richard.com</p>	<p>image source: americanwoodvents.com/</p>	<p>image source: bedbathandbeyond.com</p>

FireWise best practices in site design

The units on site are accessible by fire trucks and emergency vehicles via the proposed 24 ft driveway that also serves as the fire apparatus road running through the site with access from Lincoln Street. This allows for the 150 ft hose line access to the proposed buildings. In addition to meeting all fire and life safety building codes and requirements for emergency egress, best practices for hardening the site and proposed buildings to be more resilient against the future potential of wildfires will be addressed as part of the design’s approach to climate adaptation and risk mitigation. As identified in the City of Ashland’s CEAP and noted on the site analysis exhibit, the city faces an increased risk of future wildfires encroaching upon urban areas of town, along with an increase in extreme temperatures and flooding. The proposed site design has been adapted to illustrate currently recommended Firewise fuel mitigation zones within 100’ of a built structure. The first five feet around a building structure should be maintained as a non-combustible zone designed with resilient landscape materials such as stone, decomposed granite, hardscaping, and fire-resilient groundcovers and shrubs. Strategic landscape design incorporating more fire-resilient plant material will be provided in the intermediate and extended zones on site with proposed trees located to maintain necessary clearance from building eaves and avoid creating ladder fuel conditions with understory planting.



Above: Firewise zones example on site, based on CEAP wildfire planning guidance and Firewise USA best practices



Above: Fuel zone representations indicated on current site layout for further design implementation.

References:

- *The Americans with Disabilities Act (ADA)*. <https://www.ada.gov/>. (n.d.).
- 2017 ICC A117.1 Accessibility Standards
<https://codes.iccsafe.org/content/icca117-12017P4>
- 2010 ADA Standards for Accessible Design
<https://www.ada.gov/assets/pdfs/2010-design-standards.pdf>
- *Ashland Climate and Energy Action Plan*. (2017). City of Ashland.
<https://ashlandoregon.gov/DocumentCenter/View/1735/Climate-and-Energy-Action-Plan-CEAP->
- *Best Practices for Fire Resistant Landscaping*. Fire Adapted Ashland. (n.d.).
<https://ashlandoregon.gov/919/Best-Practices-for-Fire-Resistant-Landsc>
- National Fire Protection Association. (n.d.). *Preparing Homes for Wildfire*. Firewise USA .
<https://www.nfpa.org/education-and-research/wildfire/firewise-usa#preparing-homes-for-wildfire>
- <https://www.earthadvantage.org/climate-friendly-housing/building-certifications.html>
- Oregon Fire Code, 2022 ED. <https://codes.iccsafe.org/content/ORFC2022P1>
- <https://www.usgbc.org/leed/rating-systems/neighborhood-development>
- Rogue Valley Stormwater Quality Design Manual
<https://www.rvss-or.gov/sites/default/files/75loads/rvsqdm-revised-july-2024.pdf>

Appendix B – Demographic Data

Demographic Data

Useful demographic and household data has been included below. This information is based on independent research and US Census data and should be validated by the developer, as needed.

AFFORDABLE HOUSING GUIDELINES								
Income Limits by Family Size: \$/year								
May 2024 - May 2025								
Number of Persons in Family/Anticipated Unit Size								
% AMI	1 Person	2 Persons	3 Persons	4 Persons	5	6	7	8
	Studio/1BR	Studio/1BR/ 2BR	1BR/2BR	2BR/3BR	3BR/4BR			
Extremely Low Income (30%)	\$ 18,450	\$ 21,100	\$ 25,820	\$ 31,200	\$ 36,580	\$ 41,960	\$ 47,340	\$ 52,728
Low Income (50%)	\$ 30,750	\$ 35,150	\$ 39,550	\$ 43,900	\$ 47,450	\$ 50,950	\$ 54,450	\$ 57,958
Income at 60% of Median	\$ 36,400	\$ 41,600	\$ 46,800	\$ 52,000	\$ 56,200	\$ 60,300	\$ 64,500	\$ 68,658
Moderate Income (80%)	\$ 49,200	\$ 56,200	\$ 63,250	\$ 70,250	\$ 75,900	\$ 81,500	\$ 87,150	\$ 92,758
Median Income (100%)	\$ 61,450	\$ 70,200	\$ 79,000	\$ 87,800	\$ 94,800	\$ 101,800	\$ 108,850	\$ 115,908
Income at 120% of Median	\$ 73,750	\$ 84,300	\$ 94,800	\$ 105,350	\$ 113,800	\$ 122,200	\$ 130,650	\$ 139,108

Appendix C – Finance Data

SOURCES & USES OF FINANCING		Residential	Commercial/ Community	TOTAL
SOURCES				
LIHTC Equity				
Permanent Loan				
Public Source A (TBD)				
Public Source B (TBD)				
Developer Equity				
Total Sources		-	-	-
USES				
Acquisition				-
Construction				
Soft Costs				
Financing and Other Costs				
Total Uses		-		-

MASTER SERVICES AGREEMENT

Effective Date: July 11, 2024

Parties: Ashland School District (“District”)
885 Siskiyou Blvd
Ashland, OR 97520

Sunstone Housing Collaborative (“Sunstone”)
An Oregon Nonprofit Corporation
1467 Siskiyou Blvd #79
Ashland, OR 97520

RECITALS

- A. The District and Sunstone acknowledge that the District’s service area suffers from a lack of affordable housing.
- B. Sunstone is an Oregon Nonprofit Corporation formed to research, conceptualize, solicit, market, and fundraising for affordable housing projects targeting potential future uses of school-owned surplus property to increase enrollment.
- C. The District desires to engage Sunstone’s services to consult with the District and advocate on the District’s behalf to identify a buyer of certain surplus District-owned real estate (the “Property”), and to facilitate the redevelopment of the Property by the third-party buyer or its affiliate (“Developer”) into affordable housing to increase enrollment (“Project”). Such sale may be conditioned, as the District sees fit, on such post-closing development of the Project. The District shall have no monetary obligation in connection with the Project unless the District elects otherwise in its sole discretion.
- D. The District and Sunstone wish to define the particulars of their arrangements regarding the services and obligations that each will perform in furtherance of the Project.

Now, therefore, the District and Sunstone agree as follows:

1. General Operations and Provisions

- a. The District hereby exclusively engages Sunstone on a volunteer basis to perform the services stated herein and such other services the parties may mutually agree upon in connection with the Project (“Services”). Sunstone will use its best efforts to perform the Services consistent with this goal and other parameters that may be specified by the District from time to time. Sunstone is an independent contractor and shall not act as the District’s agent, but may act as the District’s contractor in furtherance of the Project consistent with the terms of this Master Service Agreement.

- b. Sunstone, on a volunteer basis, shall provide other support for the District as needed as mutually agreed upon by the parties, subject to the parties' respective legal obligations and limitations.
- c. This Agreement shall commence on the Effective Date, and continue for a period of twenty-four (24) months. Notwithstanding the foregoing, the parties may mutually agree to extend this Agreement on an annual basis.

2. Research and Development

- a. In furtherance of the Project, Sunstone will conduct research into issues related to the Project, including identifying models and best practice(s). Research may include: data collection on housing projects generally as well as those operated in conjunction with a school district; meet with experts regarding low income and affordable housing best practices; study existing and emerging research on affordable housing; research contractors capable regarding potential solutions to meet the District's specific needs; develop list of designers/developers/contractors/etc. capable of working on the Project; collaborate with agencies and organizations currently serving BIPOC and marginalized or underrepresented communities; develop needs criteria based on consultations with various constituents including City agencies and elected officials. Sunstone shall report to the District the status of such Services from time to time as requested by the District.
- b. Sunstone has hired at its own cost and for its own purposes an appraiser to assess the market value of the Property intended to be used for this Project. The District shall be an identified third party beneficiary of such appraisal with rights of use.
- c. Sunstone shall use the results of this research and its findings in developing the RFP (defined in 4 below) and presenting to the District plans/proposals/specifications that best meet the goals of the Project.

3. Concept

- a. Sunstone shall, at no cost to the District, engage an architect to develop conceptual designs for the Property, as well as engage with the Planning Department and other City agencies to ensure that development complies with applicable code requirements. Sunstone shall conceptualize the Project and present its concept and the architect's work product to the District for approval.

4. RFP

- a. Sunstone shall develop for District approval and issuance a request for proposal ("RFP") for a Developer to purchase the land and bring the Project (as conceptualized) to fruition.
- b. Sunstone has, at no cost to the District, selected and hired a qualified RFP administrator (HMK) to facilitate a competitive RFP process to select a Developer and property manager to develop and manage the Property.

- c. Sunstone shall collaborate with an RFP administrator to ensure that the RFP meets the District's requirements, including Project goals regarding equity, affordability, and family size minimum and compliance with applicable statutes.
- d. Sunstone shall manage the RFP Process and present comprehensive solutions, based on RFP responses, to the District that maximize property value, best use, and an integrated community.
- e. Based on District approval, Sunstone will advise the District on sale of property and contract negotiations with the District's attorney to handle the real property transaction.
- f. At District request, Sunstone will liaison with the developer both before and after sale to confirm the development is consistent with the RFP and the District's contract with the developer, including without limitation with regard to the compliance of developed housing with District contract requirements. Sunstone need not perform such liasoning after completion of construction of the Project.

5. Relationship Building/PR

- a. With regard to the Project, Sunstone will engage with community partners and surrounding constituents to build support and buy-in from neighbors and community generally; build support and trust among partners, including unions, medical providers, nonprofit, City organizations, media, faith-based organizations and local political figures.

6. Financial Commitment

- a. Sunstone will present to the District regular process updates and financials whenever requested, or in set intervals as requested by ASD Director of Finance.
- b. Sunstone shall be solely responsible for all costs and expenses incurred in performing its services hereunder. Sunstone shall fundraise through all available sources, including, but not limited to grants, donations, and loans, to fund its activities hereunder.
- c. Sunstone will be solely responsible for all fees and costs incurred in hiring the administrator and administering the RFP, Appraiser, Architect, and other consultants and professionals required to facilitate the preconstruction approvals as necessary prior to Developer purchase of land. Notwithstanding the foregoing, the District shall bear its own costs in reviewing all documentations and otherwise cover its own expenses hereunder.
- d. The District intends to sell the Property to an approved Developer at a to-be-determined price and conditions, in furtherance of the Project, and consistent with the selected RFP and resulting contract with the developer.

7. Confidentiality

- a. Sunstone acknowledges that it and its employees or agents may, in the course of performing Services under this Agreement, be exposed to or acquire information that is confidential to the District. Any and all information of any form designated as confidential obtained by Sunstone or its employees or agents in the performance of this Agreement (including without limitation any appraisal, any draft RFP, and any materials regarding or negotiations with any potential Developer), shall be deemed confidential information of the District (“Confidential Information”). Sunstone agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Sunstone uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third Parties or use Confidential Information for any purposes whatsoever other than in the performance of the Agreement, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Sunstone agrees that Sunstone will not at any time during or after the Term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement, or at the District’s request, Sunstone will turn over to the District all documents, papers and other material in Sunstone’s possession which contain Confidential Information. Upon termination of this Agreement, or at the District’s request, Sunstone shall turn over to the District all documents, papers, and other materials in Sunstone’s possession that contain Confidential Information. In the event Sunstone is required to disclose Confidential Information pursuant to a subpoena or other legal process, Sunstone shall immediately notify the District of such subpoena or other legal process, provide the District with copies of all related documentation, including the subpoena or other request for disclosure, and otherwise cooperate with the District. In the event the District decides not to oppose such subpoena or other legal process or the District’s decision to oppose the subpoena or legal process has not been successful, Sunstone shall be excused from the requirements of this provision to the extent necessary to meet the demands of the subpoena or other legal process requesting disclosure of Confidential Information. The District, and not Sunstone, shall make any determination that Confidential Information is subject to disclosure under the Oregon Public Records Act or otherwise will be disclosed.

8. Liability

- a. Sunstone shall indemnify and hold the District harmless from its actions hereunder, including, but not limited to any claims arising from its fundraising efforts, consulting services, RFP process, or claims from any vendors.
- b. Sunstone will obtain and maintain reasonable insurance for its work upon the District’s request, and prior to any entry onto the Property shall provide to the District a commercial general liability certificate with coverage of at least \$1,000,000 identifying the District as additional insured.

9. Termination

- a. If this Agreement is terminated without the Project proceeding and another potential project with a similar objective is not developed by Sunstone in the vicinity using the grant or donor funds, the District and Sunstone will work collaboratively to return unused funds to donors and/or grant-making institutions.
- b. If the District determines, in its reasonable discretion, that it needs appropriations to proceed with the Project for any reason, the District may terminate this Agreement if it fails to receive sufficient such appropriations.

10. Miscellaneous

- a. Notice. All notices and other communications under this Agreement must be in writing and will be deemed to have been given if delivered personally, sent by facsimile (with confirmation), mailed by certified mail, delivered by an overnight delivery service (with confirmation), or email provided that the sender does not receive an out of office or similar automatic response indicating that the message was undeliverable or that delivery may be delayed, to the parties at the following addresses or facsimile numbers (or at such other address or facsimile number as a party may designate by like notice to the other parties):

Sunstone: Sunstone Housing Collaborative, an
Oregon Nonprofit Corporation
1467 Siskiyou Blvd #79
Ashland, OR 97520
Attention: Krista Palmer
Phone: 949.278.7665
Email: sunstonehousingcollaborative@gmail.com

District: Ashland School District
885 Siskiyou Blvd
Ashland, OR 97520
Attention: Scott Whitman
Phone: 541.482.2811 x1120
Email: scott.whitman@ashland.k12.or.us

- b. Amendments. This Agreement may be amended only by an instrument in writing executed by all the parties.
- c. Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement may be assigned by any party without the prior written consent of the other parties. There are no third-party beneficiaries of this Agreement.
- d. Entire Agreement. This Agreement (including the documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes

all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

- e. Arbitration Required. Any dispute or claim that arises out of or that relates to this agreement, or to the interpretation or breach thereof, or to the existence, validity, or scope of this agreement or the arbitration agreement, shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above-written.

Sunstone Housing Collaborative, an
Oregon Nonprofit Corporation

Ashland School District

By: _____
Its: _____
Title: _____
Date: _____

By: _____
Its: _____
Title: _____
Date: _____

Jacqueline Schad

From: Susie Lutz [REDACTED]
Sent: Wednesday, December 18, 2024 9:51 AM
To: Jacqueline Schad
Subject: [EXTERNAL] PUBLIC COMMENT: Lincoln Field

This Message originated outside your organization.

Dear Board Secretary,
Please include the following letter in PUBLIC COMMENTS.

Thank you,
Susie

Dear Ashland School District Board,

Please do not sell Lincoln Field. It is a valuable resource. If the board meets its goals to increase enrollment, then this high school campus space becomes even more critical. The reasons we are strongly opposed to the sale of the land are multifaceted and detailed below.

For the past 3 years trying to secure field space for sports in this community has been a nightmare. The tension between users escalated to multiple disagreements. Tensions got so high over field space, a frustrated coach told her players to hit softballs at youth soccer players because she errantly thought they were encroaching on her scheduled field time. Ashland youth sports (Ashland Grizzlies baseball, softball and the Ashland Soccer Club) spent \$20,000 renting field space in Medford in the past 3 years because Ashland fields could not accommodate them. The closest city park and only current place that can host soccer, North Mountain Park, is overcrowded and cannot harbor more teams.

The coordination of sending student athletes off campus to practice and play games is problematic and dangerous, especially if you plan to significantly increase neighborhood traffic due to the construction and habitation of high-density housing. Students have to carry 2 backpacks to school-one for their books and a second one for their sports equipment/clothes. By not having a field adjacent to campus, they will have to walk to an off-campus site. Forcing fifty high schoolers to walk or bike off-campus every day for practice (JV 2 Boys-18, JV Girls-18 and JV2 Girls-14) is not prudent.

In addition to the proposed housing, the new housing development down the street (in between NMP and AHS off of Mountain Ave) has 52 new units still under construction. Once those homes are sold, we will have even more traffic and parking issues. Research shows that inexperienced drivers (such as high school students) in high density traffic areas increases accidents. Auto and pedestrian accidents statistically will increase in this area due to construction traffic and the resultant increase in population density. Adding 90 units and increasing student foot traffic in this same area feels negligent to the welfare of the students. Injuries to our children due to increased traffic/accidents is distressing.

Student athletes require a safe space to change clothes and need bathrooms. Lincoln is currently the only district owned field that has a bathroom. If athletes need to play off site, they will not have access to the Athletic Trainer- another safety and well-being concern. Parents might not want their kids commuting to fields for these reasons. As a result, kids might not play sports or request to transfer to another

district. The Athletic Director would also have to drive back and forth instead of being located at one central site. First aid kits and equipment will not be readily available to coaches, and they will be required to transport these needs daily. Spectators who want to watch multiple games due to children on different teams will not be able to easily shift back and forth between fields.

Off campus games make the coordination for visiting schools also complicated and undesirable. These visiting students will need access to locker rooms and bathrooms as well as water. We are wondering how the school district plans to accommodate this need.

Revenue from the soccer "Snack Shack", which raises money for Athletics, would diminish. Due to our (girls soccer team parents) volunteer efforts, we raised over \$ 1000 over events, with the highest sales being when both JV/Varsity had games on campus.

Next year, the high school will need to accommodate more teams. Based on current numbers in youth sports, there will be an additional girls' soccer team and a JV baseball team that will need space to practice and play games. If girls' softball numbers also increase, they will also need space.

We would like to be informed as to where the Ashland School Board plans to place these teams for practice and games. When the question was presented to the Athletic Director/Vice Principal, he said with compassion, "we will figure it out." We are unaware of any feasible athletic field options aside from Lincoln Field. Board members have also stated- Lincoln field was not in use. This is incorrect. The field has been in use. Director Dyson stated the school district has better alternatives for students to practice. Please enlighten the athletic community of your plan.

Lincoln field has been under-utilized. Impacted by Covid, sports participation at the high school declined. Lincoln field also did not receive the necessary maintenance for multifield use. The Ashland Soccer Club was informed that they could no longer utilize Lincoln field because of the high school construction and plan for modular classroom placement on it. Baseball teams were prevented from using the field, despite multiple requests to the former Superintendent and Robby Moles. Organizations offered to pay for rehabilitation and maintenance of the field and were also denied.

It feels as if the current School Board school does not value athletics at AHS, evidenced but the elimination of an Athletic Director position and for a period, the Athletic Trainer and now destroying an essential field for our student athletes.

We have a list of 20 kids who in recent years left the district, for better sports programs at other local public schools. Sunstone pointed to the fact that children left our district for more affordable ones- but they did not ask the critical questions- "Why are they leaving?" A weak athletic program does decrease enrollment.

Athletics is important to our family and is vital to the mental and physical health of our vibrant community. We, too, will consider moving or transferring to another district if these issues are not addressed.

When one of us attended the Budget Meeting and heard the grim budget issues, it became clear that the ASD is in a dire financial place. However, Board members have stated the solving the budget situation and field sale are separate and unrelated goals. We applaud the objective to create more affordable housing in the community and for staff. However, we respectfully request to build your project on an alternative proposed site. If you meet your goals by increasing enrollment, you will only need this valuable space at Lincoln Field more. If the sale of the field and housing development moves forward, there is a risk for further enrollment reduction.

We were both disheartened by the portion of the survey emailed to parents that seems to refer to the Lincoln Field as "unused land". As detailed above, it is not and will not be "unused ". It may have been underutilized due to lower numbers of AHS athletes, restricted access, and poor maintenance. According to the Board minutes, Sunstone was formed to carry forward a vision of creating affordable housing using **surplus land** that the district owns. This was misinformation and misleading, as Lincoln field is **not** surplus land.

We would like to volunteer to lead the effort and engage other community members in grant writing and fund raising to revitalize Lincoln Field. We want it utilized to its potential and work to meet the needs of the youth currently living in our community, as well as future Grizzlies. We would explore opportunities to utilize the field to generate income for the district through rentals and tournaments. Ashland youth sports would much rather pay the City of Ashland or ASD for fields than the city of Medford.

We implore you to **not** sell Lincoln Field to build housing. Please keep it as an essential asset to the high school and health of the School District and community. We feel Lincoln field retention will succor your stated goal of creating and maintaining an environment that is welcoming, supportive, and inclusive to all students.

Sincerely,

Brett and Susie Lutz

Jacqueline Schad

From: Laurie Jovick [REDACTED]
Sent: Thursday, December 19, 2024 11:53 AM
To: Jacqueline Schad
Subject: [EXTERNAL] Public Comment; Lincoln Field

This Message originated outside your organization.

I am the mother of two children, ages 9 and 11, who live in and attend school in Ashland. I am writing to advocate not only for my own children but for all current and future youth athletes in our community. I am asking you to please consider an alternative site for the Sunstone housing development. Specifically, I implore you not to sell the district-owned Lincoln Field.

There is no question that Ashland faces a critical need for affordable housing. However, as representatives of Ashland's students and families, I urge you to weigh the long-term implications of this decision. Providing opportunities for children to play sports is vital to their physical health, emotional well-being, and personal development. Organized sports teach teamwork, discipline, resilience, and community engagement—skills that extend far beyond the playing field. The community opposition to the development of Lincoln Field is evident, as demonstrated by the more than 600 signatures on the Change.org petition opposing this location. This outcry is not about opposing affordable housing but about protecting a resource uniquely valuable to our schools and students. Due to its proximity to the high school, Lincoln Field offers a convenience and synergy that cannot be replicated at another site.

There are those that argue the field is never used, which highlights the disappointing lack of outreach made to the athletic community. As the high school soccer, football, baseball and softball coaches will attest, they already have too many teams with inadequate space for them to practice and have games. They are eager to expand their programs and there is potential for new team sports such as flag football. Losing Lincoln Field would worsen an already challenging space shortage, directly affecting high school teams and indirectly impacting youth sports programs. Youth sports, such as soccer, baseball, and softball, are already struggling for adequate practice and game space. If more high school practices and games are pushed to North Mountain Park, the competition for field access will intensify, leaving even fewer opportunities for younger athletes.

For many families, including mine, the opportunity to participate in sports is an essential part of the childhood and school experience. As you work to increase enrollment in the Ashland School District, please also prioritize retaining and supporting the students already here.

I respectfully ask you to prioritize the well-being of Ashland's youth and protect Lincoln Field for current and future generations.

Sincerely,

Laurie Jovick