



Action Minutes

Housing Advisory Board

Meeting Date/Time: April 14, 2015; 6:30 p.m.

Members Present: Holly Fraccaro (Chair), Nathan Clark (Vice Chair), , Crystal Fisher, Millicent Bowie, and Kimberly Manturuk

Members Absent: Reginald Swinson, Ben Perry, and Laura Cowan

Staff Present: Sarah Viñas

Agenda Item	Discussion points	Motions/Votes	Action
Call to Order/Approve Agenda/Announcements/Petitions	Chair Holly Fraccaro called the meeting to order at 6:35 pm. A quorum was present.		.
Approve March 10, 2015 Action Minutes		Chrystal made a motion to approve the minutes as written; Nathan seconded the motion.	Motion approved unanimously.
Public Comments/Petitions	No public comment or petitions from the public.		
Reports Board Vacancies	Staff reported that the HAB has three vacancies for next year. Applications are being received at this time. Staff are doing targeted recruitment for the non-market rate tenant seat. The HAB will view applications at its May meeting and make a recommendation prior to the May 27		

Agenda Item	Discussion points	Motions/Votes	Action
<p>What to Expect at May Meeting</p>	<p>Council Meeting presentation.</p> <p>The HAB also must make a recommendation about who will serve as the Housing Champion from the Planning Commission prior to the HAB's scheduled May 12th meeting. A special meeting is required so that the Board can make this recommendation.</p> <p>Staff reported that the HAB will consider applications for the AHDR and review applications for the three upcoming vacancies for the coming year.</p>		

<p>Joint Presentation</p> <p>425 Hillsborough Street (Grove Park) – Special Use Permit Modification for proposed multifamily development with 346 dwelling units and 680 parking spaces.</p>	<p>The Historic District Commission, the Environmental Stewardship Advisory Board, and the Housing Advisory Board met together to receive a presentation from the staff and the applicant regarding the Special Use Permit modification application for 425 Hillsborough Street (Grove Park).</p>		
<p>New Business</p> <p>425 Hillsborough Street (Grove Park) discussion</p>	<p>The applicant made a presentation about the target market to be served through their development and the proposed formula for offering a payment in lieu in the amount of \$175,000 to the Town for affordable housing.</p> <p>The HAB discussed various options for providing on-site units at the development and the amount of the payment in lieu proposed by the applicant.</p> <p>The HAB also discussed the need to develop a policy related to payment in lieu amounts.</p> <p>The HAB directed staff to provide the spreadsheet summarizing the payment in lieu amounts offered through other development</p>		

	<p>projects and to consult with the Town attorney regarding this development proposal. The board also asked the applicant to provide their anticipated rent schedule.</p> <p>The HAB will make a recommendation at its upcoming meeting May 7th at 10:30 am.</p>		
<p>Old Business</p> <p>Discussion of Pending Items for Affordable Housing Development Reserve</p>	<p>Staff provided a summary of the Council discussion of the Affordable Housing Development Reserve at the March 23 Business Meeting.</p> <p>The Board discussed various pending items including: the opportunity fund, the range of funding to be allocated at each funding cycle, establishing a minimum score threshold, the income and leverage matrix in the application scoring rubric, and support provided to applicants.</p> <p>The HAB also discussed the need to evaluate the AHDR process after the first year, and to debrief following the first application cycle.</p>	<p>Kim made a motion to reserve 10% of the AHDR in an opportunity fund; Mary Jean seconded the motion.</p> <p>Kim made the motion: "While there is no guarantee of additional funding cycles during any fiscal year, up to two additional (3 total) funding cycles may be available as funds allow." Chrystal seconded the motion.</p> <p>Mary Jean made a motion to establish a minimum score of 70% (115 points) for applications. Chrystal seconded the motion.</p>	<p>The motion was approved unanimously.</p> <p>The motion was approved unanimously.</p> <p>The motion was approved unanimously.</p>

Adjournment and Next Meeting Date	Kim motioned to adjourn the meeting. Mary Jean seconded the motion.		Meeting adjourned at 8:55 p.m. The next regular Housing Advisory Board meeting is scheduled for Tuesday, May 12, 2015 at 6:30 p.m.
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