

**AFFORDABLE HOUSING BOARD  
MEETING MINUTES  
December 13, 1993  
Council Liaison: Gina Janett  
Staff Liaison: Ken Waido**

The December 13, 1993 meeting of the Affordable Housing Board began at 4:10 p.m. in the Central Conference Room, 281 North College Avenue. Board members present: Robert Browning, Mary Cosgrove, Susan Fogue, Joanne Greer, Cliff Kight, Ann Sanders, Christa Sarrazin, Tom Sibbald and Craig Welling. Staff members present: Heidi Phelps, Ron Phillips [partial attendance], Jon Ruiz and Ken Waido. Guests: Libby Glass, Bill Reynolds, Mike Segelquist, Eldon Ward and Chris Zell.

**I. WATERGLEN PUD**

Representatives from the Waterglen PUD housing project gave a presentation to the Board. The Waterglen development proposal is being submitted to the City as an affordable housing project. Bill Reynolds, Libby Glass and Eldon Ward addressed questions and received input from Board members.

Board members urged the developer to be as specific as possible in presenting facts and figures on the project -- especially in terms of profit margins in comparison to other projects, and in showing how the development proposal addresses affordable housing needs.

Ken Waido introduced Jon Ruiz, a City employee who has transferred from Streets to Community Planning and Environmental Services (CPES) for the next year. Mr. Ruiz will be working to assist on the Waterglen development review. Steve Olt is the project planner, and will handle the land use review of the project. However, due to the size of the project and the nature of some of the "concessions" being requested, Jon will coordinate some of the more specialized review.

**II. MINUTES**

Member Welling moved to approve the October 27, 1993 Minutes as submitted. Member Browning seconded the motion. The motion passed, 9-0.

Member Sibbald noted two corrections to the November 29, 1993 Minutes:

- 1) Page 1, DRAFT CHAS, paragraph 2:

"Member Greer provided corresponding statistics, highlighting units which accommodated Section 236 and Section 8 program participants, as well as tax credit projects developed by other for-profit developers."

2) Page 6, Planning Fees, fourth new paragraph:

"Member Sibbald cited research done in other cities. He shared that he was told that the City of Longmont has a software program that helps determine actual development ~~cost~~ benefit to the community on a project-by-project basis."

Member Cosgrove moved to approve the November 29, 1993 Minutes as amended. Member Greer seconded the motion. The motion passed, 9-0.

### III. OTHER BUSINESS (PART ONE)

#### 1. Planner Position

Mr. Waido informed the Board that the Planning Department was reviewing applications for the "affordable housing" contractual planner position. He asked for Board member volunteers to assist on the interview panel. Board members urged selection of a quality candidate, even if it involved seeking funding for a permanent position and re-advertising.

### IV. WORK PROGRAM

Mr. Waido distributed a preliminary work program time line for 1994-1995 and asked the Board for some initial comments. He stated that the work program still needed to be "fleshed-out".

Member Sibbald indicated that he believed that the RFP Process for the Housing Trust Fund needed to be in a two-part format: 1) developing the allocation plan; and 2) administering the allocation process.

Member Browning expressed concern about the work program being "cast in concrete" and stated the need to revisit some of the implementation strategies.

Mr. Waido clarified that the work program was in a state of flux, that it included additional items developed by the Board, and that it could be changed.

[Ann Sanders left the meeting at this point.]

There was considerable Board discussion on taking timely action on some of the easier implementation strategies. It was the Board's consensus to review the following implementation strategies at the January meeting:

1. Development Fee Collection Delay
2. Reduce Local Street Rights-of-Way
3. Reduce Collector Street Rights-of-Way

## **V. BY-LAWS**

The Board reviewed the draft by-laws as prepared by staff and provided input.

### **Article III, Section 2.**

Board members agreed to set the annual meeting in October.

### **Article IV**

Board members agreed that a majority vote of the Board was appropriate for amending the by-laws.

### **Article II, Section 1.**

The Board reviewed options for a permanent meeting day/time. Members decided against meeting during a Monday timeframe, due to busy work schedules and conflicts with holidays.

**Member Sibbald moved that the Board set its permanent meeting day/time on the second Thursday of each month, from 4:00 to 6:00 p.m. Member Welling seconded the motion. The motion passed, 8-0.**

### **Article II, Section 4.**

Member Sibbald noted that Article II, Section 4 of the by-laws states that all Board meetings be open to the public, and suggested adding that public input/participation be by Board invitation.

Mr. Waido shared with Board members that a standing agenda item allowing for public input at the beginning of each meeting was also an option. The Board agreed that a ten-minute time slot would be functional.

Board members emphasized the need for the Affordable Housing Board to facilitate an open atmosphere for public participation.

Member Browning suggested that persons wanting to address the Board for a longer time frame might obtain agenda item approval two weeks prior to the meeting.

**Member Sibbald moved to adopt the by-laws and rules of procedure as amended, including: the permanent meeting day/time, the public participation additions and the annual meeting. Member Sarrazin seconded the motion. The motion passed, 8-0.**

## **VI. BY-LAWS**

Mr. Waido opened the floor to nominations for the offices of Chair and Vice-Chair.

**Member Kight moved to nominate Member Mary Cosgrove as Chair and Member Craig Welling as Vice-Chair.**

The floor was closed to nominations.

**Member Greer seconded the motion to nominate Member Cosgrove as Chair and Member Welling as Vice-Chair.**

**The motion passed, 8-0.**

## **VII. OTHER BUSINESS (PART TWO)**

### **1. Role of Housing Authority**

Mr. Waido shared that he had contacted the City Manager's Office regarding clarification on the role of the Housing Authority and had not received a definitive response. He added that he had also spoken with Gina Janett, Council Liaison to the Board, who said she would pursue a more concrete direction from Council on the request.

### **2. Joint Meeting with CDBG and Other Entities**

Mr. Waido stated that he had not yet been able to schedule a joint meeting with the CDBG Commission. He explained that the CDBG Chair and Vice-Chair, however, had agreed to meet with the Affordable Housing Board to discuss overlapping concerns. Mr. Waido continued that

he had also spoken with Shelly Stephens, Fort Collins Housing Authority Director, in regard to having the Chair or Vice-Chair from the Housing Authority Board speak with the Affordable Housing Board.

**3. Planning Fees**

Mr. Waido said that he had also spoken with Council Member Janett regarding planning fees. He relayed that City Council was under the impression that it gave specific direction to staff regarding provisions for affordable housing in the planning fees increase project.

There was Board discussion regarding the need for communication between all parties regarding planning fees and related issues (fee waivers, sliding scale fees, etc.).

With the departure of the staff person working on the planning fees project, the Board asked staff to provide information on the new City staff person responsible for the project. Ms. Phelps said she would follow up on the request.

**4. N-C-M Zone**

Members Cosgrove and Welling provided the Board with an update on Council action on the N-C-M Zone change. Mr. Waido shared that City Council chose to go with the staff recommendation [vs. P & Z Board or Affordable Housing Board recommendations]. He stated that the Council had, in fact, "upped" the minimum square footage for lots to 5,500 square feet [staff recommendation had been an increase to 5,000 square feet].

Mr. Waido noted that there might be some emergency Council action on the N-C-M Zone change, since there was a sudden increase in building permit applications in the wake of the pending increased minimum lot size.

The meeting adjourned at 6:20 p.m.

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