

**AFFORDABLE HOUSING BOARD
MEETING MINUTES**

October 13, 1993

**Gina Janett, Council Liaison
Ken Waido, Staff Liaison**

The initial meeting of the Affordable Housing Board began at 6:32 p.m. in the CIC Room, City Hall West, 300 West Laporte 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: Tom Peterson, Ken Waido and Heidi Phelps.

I. WELCOME/INTRODUCTIONS

Tom Peterson, Planning Director, opened the meeting. He introduced Ken Waido, Chief Planner, as staff liaison to the Board.

Mr. Peterson reviewed the purposes for this particular meeting: 1) to allow Board members to meet one another; 2) to discuss "housekeeping" items; and 3) to look at issues and "rough out" some of the priorities for the work program.

Mr. Peterson then turned the meeting over to Ken Waido. Mr. Waido asked each of the Board members to introduce themselves, stating their interest and backgrounds in relation to affordable housing.

Mr. Peterson introduced Rochelle (Shelly) Stephens, Fort Collins Housing Authority Director, who was a guest in attendance. Ms. Stephens informed the Board that a video on affordable housing had just been produced and was available for viewing.

II. GROWTH MANAGEMENT SEMINAR

Mr. Waido told Board members that a Growth Management Seminar featuring nationally recognized speakers would be taking place in Fort Collins on October 21 - 23. Presentation items such as impact fees were noted for the Board's interest.

III. BOARDS AND COMMISSIONS MANUAL

Mr. Waido made reference to the City's Boards and Commissions Manual which had been distributed to members. He shared that it contained information on all of the City's Boards and Commissions -- as well as meeting guidelines, policies on conflict of interest and other items of note.

IV. ORGANIZATIONAL ITEMS

Mr. Waido explained that the evening's meeting would serve to provide a preliminary overview for some of the logistical items noted on the agenda.

Election of Officers: Staff encouraged the Board to wait a meeting or two for election of officers until members had gotten better acquainted and felt more comfortable with one another.

Drafting and Approval of By-Laws: Mr. Waido told members that in addition to rules and regulations outlined in the Boards and Commissions Manual, they had the opportunity to eventually draft additional by-laws and procedures. He offered to have staff prepare a preliminary set for the Board's review.

Selection of Meeting Date: Member Sibbald asked if the Board would initially be meeting more than once a month. Mr. Waido answered that due to the work program at hand, that that would probably be the case. It was an informal consensus that members preferred a day-time meeting slot. Mr. Waido reminded members that permanent meeting times and agendas were matters for publication and once set, were not open to frequent change.

Mr. Waido informed members that the Planning Department was seeking to have an additional planner on board by January, 1994. That planner would be assuming the more technical, day-to-day aspects of housing-related concerns. Mr. Peterson noted that due to the broad charge of issues, that the Board would probably need to form sub-committees to cover necessary items.

Mr. Peterson also reminded the Board that it was a public board, charged to act in an advisory capacity to City Council. He stressed that all Board meetings were open to the public, and that the public was always welcome to attend. Mr. Peterson added that the Board might need to make an unpopular decision/recommendation, and to be prepared to do so.

V. HISTORICAL BACKGROUND OF AFFORDABLE HOUSING

Ken Waido provided the Board with a brief history of the City's involvement in affordable housing issues, noting the Housing Authority, the CDBG Program, and various planning policies and tools. He stated that two years ago, the City Council had made affordable housing concerns a priority. As a result, mini-task forces were mobilized; 24 implementation strategies were developed out of the work of those groups. Additionally, the City adopted an Affordable Housing Policy in October, 1992. The formation of the Affordable Housing Board was a direct result of that policy adoption.

VI. AFFORDABLE HOUSING POLICY - GENERAL DISCUSSION

Mr. Waido shared information on the City's Comprehensive Housing Affordability Strategy (CHAS). He provided an overview of the program and requirements.

Mr. Waido informed the Board that Larimer County (via a consortium of housing related groups) was seeking to contract a comprehensive housing study. The study is geared to provide a substantive, "updatable" information base. The consultant is expected to cost \$30,000. Mr. Waido said it was his recommendation that the City consider contributing \$5,000 - \$10,000 towards that project.

There was Board discussion on the unreliability of Census information and on the benefits of such a housing study.

VII. AFFORDABLE HOUSING BOARD WORK PLAN 1993-1994

Mr. Waido distributed a copy of the Board's 1993-1994 work plan, which was sent to City Council. He noted that the Board should not be limited by the items mentioned.

Mr. Waido also referred to the background information packet distributed prior to the meeting which contained: 1) the City's Affordable Housing Policy and supplements; 2) the 24 implementation strategies developed by the Affordable Housing mini-task forces; 3) mini-task force summary notes; and 4) appointed Board member applications.

Member Sibbald urged the Board to address some of the easier implementation strategies as quickly as possible.

NEXT MEETING:

The Board agreed to meet on Wednesday, October 27th, from 4:00 to 5:30 p.m.

The meeting adjourned at 8:10 p.m.