

Agenda

Housing & Community Development Commission (HCDC)

**Thursday, January 19, 2017
6:30 P.M.**

Senior Center, Assembly Room

*Please use the Washington Street entrance or
2nd floor skywalk via Tower Place parking garage*

28 S. Linn Street, Iowa City

1. Call meeting to order
2. Approval of the December 15, 2016 minutes
3. Public comment of items not on the agenda
4. Discuss FY2018 Aid to Agencies funding requests and consider budget recommendation to City Council
5. Discuss criteria used in the affordable housing model
6. Overview of housing pro forma template
7. Consider amendments to the HCDC Bylaws to be voted on at February HCDC meeting
8. Update from homebuilder input sub-committee
9. Staff/commission announcements
10. Adjourn

**MINUTES
HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
DECEMBER 15, 2016 – 6:30 PM
HARVAT HALL, CITY HALL**

PRELIMINARY

MEMBERS PRESENT: Peter Byler, Syndy Conger, Christine Harms, John McKinstry, Harry Olmstead, Dorothy Persson, Emily Seiple, Paula Vaughan

MEMBERS ABSENT: Bob Lamkins

STAFF PRESENT: Kris Ackerson, Stan Laverman, Tracy Hightshoe, Sue Dulek

OTHERS PRESENT: None

RECOMMENDATIONS TO CITY COUNCIL:

By a vote of 8-0 the Commission recommended that rooming houses with more than 10 units and dwelling units owned by service providers providing support services to their resident clients shall receive annual housing inspections.

By a vote of 8-0 the Commission recommended hiring a realtor to purchase land for affordable housing. The bonds used to pay for the land will be repaid by future budgeted land banking funds.

CALL MEETING TO ORDER:

Byler called the meeting to order at 6:30 PM.

APPROVAL OF THE NOVEMBER 17, 2016 MINUTES:

Persson moved to approve the minutes of November 17, 2016. Vaughan seconded the motion. A vote was taken and the motion passed 7-0 (Conger not present for the vote).

PUBLIC COMMENT FOR TOPICS NOT ON THE AGENDA:

Ackerson suggested moving agenda items around so that Laverman can leave after his items.

RENTAL INSPECTIONS FOR SRO UNITS, ROOMING HOUSES, AND FRATERNITIES/SORORITIES:

Laverman noted that the Commission had asked for some data regarding inspections at SRO units as well as houses that were owned by the social service provider as these units may be occupied by tenants who are not familiar with how to file a housing complaint, if it should ever be necessary. He stated there are 24 houses where the owner of the property also provides support services to the tenants. The supportive services are usually for persons with disabilities or who have a chronic mental illness. In addition, there are 92 properties that are considered rooming units, some of which Laverman stated should not be in the every year inspection recommendation because there aren't that many rooms in those houses. Laverman suggested doing annual inspections on anything over 10 units - 14 dwellings fall in that category. So if they looked at the 24 houses that have the service owner providing services and the 14 dwellings with more than 10 units that is a very manageable addition to their inspection schedule each year.

Byler agreed that seemed reasonable and suggested the Commission recommend that these types of rental properties get annual inspections rather an every other year.

Olmstead noted that the complaint the Commission heard a few months ago wasn't at a rooming house. Hightshoe stated it would be covered because it was a dwelling owned by the service provider.

Olmstead moved that rooming houses with more than 10 units and dwelling units owned by service providers providing support services to their resident clients shall receive annual housing inspections. Seiple seconded the motion.

A vote was taken and the motion carried 8-0.

CHALLENGES AND POSSIBLE INCENTIVES FOR HOMEBUILDERS:

Byler noted this item was part of the Affordable Housing Action Plan and said he has had discussions over the past couple weeks with some homebuilders. There is frustration with some of the hoops they have to jump through and have said it is easier to build in communities other than Iowa City. Byler noted that it would be too difficult to review all the Codes and compare them to other municipalities but if specific items are known, perhaps they can be discussed.

Laverman suggested having the senior building inspector come to a meeting to address this issue.

Hightshoe noted that she presented the Affordable Housing Strategies at the Planning and Zoning Commission meeting. They discussed possible regulatory code and design changes. She stated she periodically hears concerns from the development community about design requirements that make affordable housing difficult. The Planning and Zoning Commission asserted that the design standards are important because if they are sacrificed it impacts the neighborhoods and neighborhoods aren't designed as well. Hightshoe stated she has told these developers if they could identify what specific requirement is costing them more, such as certain materials or the number/size of windows, she would discuss with Development Services.

Byler suggested the commission make an effort to gather information and then revisit it in the future and perhaps form a subcommittee to seek solutions.

Persson suggested inviting speakers to discuss the topic.

Hightshoe noted that Development Services is looking at implementing a form based code and other possible regulatory changes as stated in the Affordable Housing Strategies.

Byler asked who would want to serve on a subcommittee; volunteers included Vaughn, Seiple, Conger and Byler.

AFFORDABLE HOUSING LOCATION SUITABILITY MODEL:

Per the commission's request, staff created two variants of the Affordable Housing Location Suitability Model. One map uses the current methodology but has removed single units and duplexes, while the others outline the current elementary school boundaries and data.

Byler noted that in the packet there is also a memo from the City Attorney providing background on the development of the policy, and other memos from 2010 and 2011 from when the policy was created. He stated that the original criteria is sound:

1. Not further burdening neighborhoods and elementary schools that already have issues related to a concentration of poverty.
2. Having diverse neighborhoods in terms of a range of incomes.

3. Determining the views of the Iowa City Community School District (ICCS) on affordable housing

Additionally in the memo are the seven factors used to create a map identifying those locations in which City funds could be used to support new rental housing projects: 1) distance to existing assisted rental housing (400 feet or approximately one city block from existing subsidized and assisted rental housing); 2) elementary school mobility rate; 3) median household income; 4) change in residential sales price; 5) crime density; 6) elementary school ITBS performance; 7) elementary school free and reduced lunch rate.

Byler believes that the first factor, distance to existing assisted rental housing (400 feet or approximately one city block from existing subsidized and assisted rental housing), is somewhat subjective and just made up to have a starting point. He stated he believes that 400 feet or approximately one city block from existing subsidized and assisted rental housing is too restrictive and a city block with two units of subsidized rental housing is not a detriment. Therefore the reason he wanted to see the data with single family and duplexes exempt was to see how that first factor would be affected.

Ackerson stated he took out of the mix the single family unit properties and duplexes (any parcel that has two units). The Commission discussed the maps and the difference between the maps with the single family unit properties and duplexes and without. Ackerson noted that at the time of the creation of the map they were unable to map housing density which is important because if there is a single unit on a city block with single family dwellings around it is one out of ten homes, but if it is a condo unit, it could be one out of 48 units in that same area. However they learned this week that all of the rental permits have the parcel number attached so it is now more possible to address density.

Byler explained that the City Attorney has instructed the Commission to look at the three goals and then apply the criteria to determine an affordable housing location model. Byler agreed that there shouldn't be a group of single family homes all grouped together, but perhaps the first factor could use a percentage (rather than area or feet) of density (i.e. the maximum percentage of density is ten percent).

Persson noted that in the Riverfront Crossings area the City agreed that ten percent of the units had to be affordable so why not use ten percent for all areas.

Byler agreed and originally thought they should go with a neighborhood approach following the school district maps, but now doesn't think that is the right approach.

Hightshoe suggested that Staff go back and use the density data from the rental permit and GIS software and give a better overview using density criteria and not distance.

Seiple questioned if there have been any meetings with the school district regarding these maps and the goals and factors. Hightshoe said there have not been specific conversations with the Superintendent, noting that the model has not reduced concentrations of poverty, rather it prevents the City from adding to existing concentrations of poverty, so they have achieved that goal.

Persson asked about the change in school district boundaries over time. Hightshoe said they do modify the map every year based on school district changes.

Byler noted that the school district changes their maps based on minimizing busing and maximizing walkability, not on balancing social economics at the elementary level.

The Commission discussed the school district boundaries and the map criteria.

Ackerson noted that people liked the current approach because it takes into account different factors that don't have the same boundaries, which is difficult to do without GIS mapping. For example the boundary of the median income map doesn't align with the school district boundaries.

McKinstry supports the goal that every neighborhood offer mixed housing, but that is a counter-cultural message because people tend to choose to live by other people that are exactly like them. Having all the data is very necessary to justify the plan moving forward.

Ackerson said there is now also new data (that other cities are using) that could be included in a new model/map such as location to parks, transit stops, and other such options.

Conger stated that the current model has not been in place very long and is leery of introducing a model based solely on school district data.

Olmstead noted that when talking about affordable housing it is important to recognize the people that will be renting houses and the need for things like transportation to get to their job and such. Therefore having a map that shows the transit routes would be beneficial.

Ackerson will research the data and bring the list of data to the Commission for review and decision on what the map criteria should be based on. Once the criteria are decided upon, Ackerson will add that data into the map for review.

MEMO (9/14/16) FROM AFFORDABLE HOUSING COALITION TO CITY COUNCIL:

Seiple asked for this agenda item to discuss funding and land banking and what are the next steps.

Hightshoe said she talked with area affordable housing organizations and their recommendation was to start looking for land once the City had \$600,000 to \$750,000 available to buy a few acres somewhere. So that money will need to be accumulated. Then once the City has land that can be developed and properly zoned, she doesn't feel there will be any problem finding a developer.

Byler asked whether there was any discussion of the City selling bonds to acquire the land so we don't have to wait to accumulate the funds. Hightshoe said that has not been discussed in Council yet, but the City may be up to \$450,000 if \$200,000 is not applied to the FY18 CDBG/HOME round. Staff will be discussing at what point the City should hire a realtor and begin the process to identify possible sites. Staff has had conversations with some landowners, but all is extremely preliminary.

Seiple recommended hiring a realtor to purchase land based on the expectation of buying the land with bonds that are paid for by future budgeted land banking funds. Olmstead seconded the motion. A vote was taken and the motion carried 8-0.

FY18 CDBG/HOME AND AID TO AGENCIES FUNDING TIMELINE:

Ackerson stated the first thing is the Aid of Agencies applications, they will be sent out tomorrow (the link is already online). The timeline of the process is included in the Commissioners' packets.

Hightshoe noted that depending on when they receive their budget for HOME and CDBG, the Commission may have to create a contingency allocation plan based on funds available.

ALTERNATIVE MEETING TIME AND/OR LOCATION:

With regards to location, Persson noted that some locations are harder to hear and that can be a problem for the Commissioners as well as guests. It is best to meet in rooms where there are microphones, especially if there are lots of people.

Ackerson said it would be nice to have one standard location so there isn't confusion and the Senior Center is available at the current Thursday time. An issue with that space is the screen projection.

Persson asked about the Public Library spaces. Ackerson said those rooms are very popular for meetings

and it is hard to get a standing meeting scheduled in those rooms.

Ackerson suggested that the Commission could use Harvat Hall if they changed their meeting day to the second Tuesday of every month.

Ackerson will email the Commission to see their preferences, and may need to update the bylaws of the Commission.

CORRESPONDENCE:

Olmstead shared a memo that was included in the meeting packet. No future discussion or information was added.

STAFF/COMMISSION COMMENT:

Ackerson mentioned that Charm Homes (who received FY16 funds) will not be proceeding with their project so the \$61,000 will be added into the CBDG fund for reallocation.

The City will be issuing a RFP from nonprofits to do energy efficiency projects in their facilities (lighting, windows, heating/cooling). There will an information meeting regarding this after the New Year and they will be applying for funds in January and February.

Ackerson noted commissioners are invited to the dedication to the Habitat Home on Prairie Du Chien (the Pat Heiden Women Build home) on Saturday, December 17 at 10:00 a.m.

Hightshoe noted that the developer that is doing the affordable senior housing at Towncrest will have the closing next week and the demolition permit has been received. Construction will start this spring.

Also, the Invest Health grant the City received is focusing on three neighborhoods (Town and Campus Apartments, Hilltop Mobile Home Park, and Taylor/Broadway areas).

ADJOURNMENT:

Olmstead moved to adjourn. Persson seconded the motion. Meeting adjourned.

Housing and Community Development Commission Attendance Record

Name	Terms Exp.	2/18	3/10	4/21	5/19	6/16	8/18	9/15	10/20	11/17	12/15
Byler, Peter	7/1/17	X	X	X	X	X	X	X	X	X	X
Conger, Syndy	7/1/18	X	O/E	X	O/E	O/E	X	X	X	X	X
Harms, Christine	7/1/19	---	---	---	X	X	X	X	X	X	X
Lamkins, Bob	7/1/19	X	X	O/E	X	O/E	O/E	X	O/E	X	O/E
McKinstry, John	7/1/17	---	---	---	X	X	O/E	O/E	X	X	X
Olmstead, Harry	7/1/18	X	X	X	X	X	X	X	O/E	X	X
Persson, Dottie	7/1/17	O/E	X	O/E	X	X	X	X	X	X	X
Seiple, Emily	7/1/18	X	X	X	X	X	X	X	X	X	X
Vaughan, Paula	7/1/19	---	---	---	---	---	X	X	O/E	X	X

Key:

- X = Present
- O = Absent
- O/E = Absent/Excused
- = Vacant



CITY OF IOWA CITY MEMORANDUM

Date: January 11, 2017
To: Housing and Community Development Commission
From: Community Development Staff
Re: January 19, 2017 meeting

The following is a short description of the agenda items. If you have any questions about the agenda, or if you are unable to attend the meeting, please contact Kris Ackerson at 356-5247 or Kristopher-Ackerson@Iowa-City.org.

Item 4: Discuss FY2018 Aid to Agencies funding requests and consider budget recommendation to City Council

Please be prepared to consider a recommendation to City Council for FY18 Aid to Agencies funding totaling \$378,700.

Item 5: Discuss criteria used in the Affordable Housing Location Model

At your December meeting you requested a list of potential criteria that could be added to the Affordable Housing Location Model. The GIS layers currently available that could be considered including:

- Bus routes and/or stops
- Parks
- Trails
- Employers
- QuickCare / MercyCare

These items would adjust property scores making showing them as more suitable for new subsidized units serving tenants that are not disabled or elderly. If the commission recommends adding a new criteria to the model, the weighting of the criteria will also need to be addressed. The current criteria and weights are as follows:

x40	distance to existing assisted rental housing
x20	elementary school mobility rate
x10	median household income
x10	change in residential sale prices
x10	crime density
x 5	elementary school ITBS performance
<u>x 5</u>	<u>elementary school free & reduced lunch rate</u>
100	

Item 6: Overview of housing pro forma template

Staff will provide a brief overview of the housing pro forma template that will be included with housing grant applications next month.

Item 7: Consider amendments to the HCDC Bylaws to be voted on at February HCDC meeting

Due to HCDC appointments by city council moving to June, the HCDC Bylaws should be amended to show the Commission Chair and Vice Chair will be selected in July, rather than September (see draft changes enclosed).

Item 8: Update from homebuilder input sub-committee

Discuss any updates from the sub-committee researching input from homebuilders on barriers to affordable housing.

Exhibit A

Agency	FY16 Request	FY16 Allocation	FY17 Requests	FY17 Allocation	FY18 Request
4 C's Community Coord. Child Care	\$ 15,000	\$ -	\$ 41,750	\$ 15,000	\$ 17,000
Arc of Southeast Iowa	\$ 5,000	\$ -	\$ 15,000	\$ -	\$ 15,000
Big Brothers / Big Sisters	\$ 33,500	\$ 30,000	\$ 33,000	\$ 25,000	\$ 30,000
Crisis Center of Johnson County	\$ 52,973	\$ 40,000	\$ 55,825	\$ 40,000	\$ 47,450
Domestic Violence Intervention Program	\$ 52,000	\$ 45,000	\$ 48,000	\$ 40,000	\$ 50,000
Elder Services Inc.	\$ 55,000	\$ 30,000	\$ 50,000	\$ 25,000	\$ 75,000
Four Oaks - Pal Program	\$ -	\$ -	\$ 15,000	\$ -	\$ 4,000
Free Lunch Program	\$ 15,000	\$ 15,000	\$ 18,000	\$ 16,000	\$ 16,000
Girl Scouts of Eastern Iowa and Western Illinois	NA	NA	\$ 15,000	\$ -	\$ 15,000
Grow:Johnson County	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Handicare Inc.	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Housing Trust Fund of JC	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
IC Free Medical/Dental Clinic	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000
ICCSD Family Resource Centers	\$ 37,500	\$ -	\$ -	\$ -	\$ 55,000
Inside Out Reentry Community	\$ -	\$ -	\$ -	\$ -	\$ 59,168
Iowa Jobs for American's Graduates (IJAG)	\$ 10,000	\$ -	\$ 15,000	\$ -	\$ 15,000
Iowa Youth Writing Project	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Melrose Daycare	\$ -	\$ -	\$ -	\$ -	\$ 15,000
National Alliance on Mental Illness of Johnson County	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Neighborhood Centers of JC	\$ 75,000	\$ 50,000	\$ 50,000	\$ 43,700	\$ 65,000
Pentacrest, Inc./Pathways Adult Day Health Center	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Prelude Behavioral Services	\$ 20,000	\$ 15,000	\$ 25,000	\$ 15,000	\$ 25,000
Rape Victim Advocacy Program	\$ 15,000	\$ 15,000	\$ 17,500	\$ 15,000	\$ 20,000
Shelter House	\$ 47,500	\$ 45,000	\$ 65,000	\$ 50,000	\$ 70,000
Systems Unlimited	\$ -	\$ -	\$ 55,000	\$ -	\$ 15,000
Table to Table	\$ 25,000	\$ -	\$ 10,000	\$ -	\$ 10,000
United Action for Youth	\$ 65,000	\$ 39,700	\$ 52,391	\$ 40,000	\$ 43,380
Total Request:	\$ 731,972	\$ 378,700	\$ 680,466	\$ 378,700	\$ 800,998

BY-LAWS

Housing and Community Development Commission

ARTICLE 1 THE COMMISSION

Section A. The name of the Commission is the Housing and Community Development Commission of Iowa City, Iowa, as established by Resolution No. 95-199 of the City Council of Iowa City, Iowa, pursuant to Chapter 403A, Code of Iowa (1995).

ARTICLE 2 PURPOSE

Section A. The purpose of the Commission is to assess Iowa City's community development needs for housing, jobs, and services for low and moderate income residents, and to promote public and private efforts to meet such needs.

ARTICLE 3 DUTIES

Section A. Duties of the Commission shall include: 1) assess and review policies and planning documents related to the provision of housing, jobs, and services, for low and moderate income residents of Iowa City; 2) review policies and programs of the Public Housing Authority and Community Development Division and make recommendations regarding the same to the City Council; 3) review and make recommendations to the City Council regarding the use of public funds to meet the needs of low and moderate income residents; 4) actively publicize community development and housing policies and programs, and seek public participation in assessing needs and identifying strategies to meet these needs; 5) recommend to the City Council from time to time amendments, supplements, changes, and modifications to the Iowa City Housing Code.

ARTICLE 4 MEMBERSHIP

Section A. The Housing and Community Development Commission shall consist of nine (9) members appointed by the City Council of Iowa City. All members shall be qualified electors of the City of Iowa City, Iowa, and shall serve as such without compensation but shall be entitled to the necessary expenses, including traveling expenses incurred in the discharge of their duties.

Section B. In order to satisfy the purpose and intent of this citizen commission, when possible, at least one person shall be appointed to the Housing and Community Development Commission with expertise in construction and at least one person with expertise in finance. In addition, when possible, the Commission shall include one person who receives rental assistance.

Section C. The term of office for each member shall be three (3) years. In order to ensure a staggered turnover, initial appointments shall be three (3) members for each of one, two, and three years respectively.

Section D. The Chairperson and Vice-Chairperson will be elected annually (in ~~September~~ July) from the Commission membership. The Chairperson shall, when present, preside at all meetings, appoint sub-committees with the approval of the Commission, call special meetings and in general perform all duties included in the office of a Chairperson and such other duties as may be prescribed by the members from time to time. The Vice-Chairperson shall take over the above duties of the Chairperson in the event of the Chairperson's absence.

Section E. Three (3) consecutive, unexplained absences of a member from regular meetings will result in a recommendation to the City Council from the Commission to discharge said member and appoint a new member.

Section F. If a position becomes vacant by reason of resignation or otherwise and results in an unexpired term the Council may choose to fill the unexpired term in such a manner that the appointee shall continue in the position not only through the unexpired term but also through a subsequent regular term.

ARTICLE 5 MEETINGS

Section A. Meetings of this Commission shall be on a regular monthly basis. A meeting date and time will be established by the Commission. A regular meeting may be cancelled if no urgent business requires a meeting.

Section B. Special meetings of the Commission may be called by the Chairperson and shall be called by the Chairperson at the request of a majority of the membership.

Section C. Meetings shall be held in an accessible, public meeting place. Notices of meetings (agenda) for all regular and special meetings shall be posted and distributed to members and the media at least 24 hours before any meeting is held. All provisions of the State Open Meeting Law shall be followed. The Chairperson or a designated representative, together with appropriate members of the City staff shall prepare an agenda for all meetings. Agendas shall be sent to Commission members at least three (3) days prior to the regular meetings.

Section D. A majority of the members of the Commission (five or more) shall constitute a quorum of any meeting and the majority of votes cast at any meeting, at which a quorum is present, shall be decisive of any motion or election.

Section E. There shall be no vote by proxy.

Section F. Time shall be made available during all regular meetings for open public discussion.

Section G. Minutes of all meetings shall be prepared and distributed to the City Council within three (3) weeks of the meeting in the manner prescribed by the Council. Minutes of all regular and special meetings will be mailed to all the Commission members during the week prior to the next meeting. Specific recommendations for the Council shall be set off from the main body of the minutes.

ARTICLE 6 AMENDMENTS

Section A. The By-Laws of the Commission shall be amended only with the approval of at least a majority of the Commission (at least five votes) at a regular meeting or a special meeting.

Section B. Policy changes or By-Law changes may be adopted at the meeting following the meeting at which open discussion was conducted on the specific changes.