

City of Lawrence

Affordable Housing Advisory Board

May 13, 2019 minutes

MEMBERS PRESENT: Rebecca Buford, Susan Cooper, Ron Gaches, Edith Guffey, Thomas Howe, Patrick Kelly, Paul Nuzum, Dana Ortiz, Shannon Oury, Monte Soukup, Sarah Waters, Erika Zimmerman

MEMBERS ABSENT: Andrew Brown

STAFF PRESENT: Diane Stoddard, Assistant City Manager; Scott McCullough, Director of Planning and Development Services; Danielle Buschkoetter, Budget and Strategic Initiatives Manager; Danelle Walters, Community Development Manager; Jeff Crick, Planning Manager; Brad Karr, Community Development Analyst; Britt Crum-Cano, Economic Development Administrator

Chair Gaches called the meeting to order at 11:00 am. [ENTIRE VIDEO](#)

1. General Public Comment [VIDEO](#)

Patrick Watkins, attorney, spoke to the board on behalf of Tony Krsnich about a new project in East Lawrence.

2. Approve Minutes from April 8, 2019 meeting [VIDEO](#)

Howe moved to approve the [minutes from the April 8, 2019 meeting](#). Oury seconded the motion. The motion passed 8-0 with 4 abstentions.

3. Monthly Financial Report [VIDEO](#)

The monthly financial report is available on the [City of Lawrence opengov.com](#) website.

Buschkoetter said there were a few problems with the online monthly financial report that staff was working on a fix; she provided a paper copy of a corrected financial report.

4. Receive and approve draft NOFA and sample matrix [VIDEO](#)

Buschkoetter presented the board with the following updated attachments:

- [Draft NOFA](#)
- [Proposed Matrix](#)
- [Proposed Matrix w/scoring examples](#)
- [NOFA Process and Procedures](#)

Buschkoetter said the board would need to hold an additional meeting on July 1, 2019 to receive presentations from the NOFA applicants. Gaches asked the board if they would be able to attend an additional meeting on July 1, 2019; Kelly said he would not be able to attend.

The board suggested some changes to the NOFA, proposed matrix, and NOFA Process and Procedures document. Buschkoetter said the changes would be made and then presented to the City Commission for approval.

Oury **moved to approve the draft NOFA, as amended.** Soukup seconded the motion. The motion **passed 12-0.**

Howe **moved to approve the scoring matrix, as amended.** Ortiz seconded the motion. The motion **passed 12-0.**

Soukup **moved to approve the NOFA Process and Procedures, as amended.** Howe seconded the motion. The motion **passed 12-0.**

Howe **moved to hold an additional meeting of the Affordable Housing Advisory Board on July 1, 2019.** Guffey seconded the motion. The motion **passed 12-0.**

5. Review and provide recommendation to the City Commission, County Commission and USD 497 School Board on revisions to the 826 Pennsylvania Street NRA Plan, adopted November 15, 2016 by Ordinance No. 9304, clarifying administration and compliance requirements for affordable housing. [VIDEO](#)

Crum-Cano presented the board with a [staff memo with attachments](#) on revisions to the 826 Pennsylvania Street NRA Plan.

Kelly and Oury recused themselves and left the meeting room.

The board discussed the proposed revisions.

Buford **moved to recommend to the City Commission, County Commission and USD 497 School Board acceptance of revisions to the 826 Pennsylvania Street NRA Plan, adopted November 15, 2016 by Ordinance No. 9304, clarifying administration and compliance requirements for affordable housing.** Zimmerman seconded the motion. The motion **passed 10-0 with 2 recusals.**

6. Review and provide recommendation to the City Commission on an update to the City's Economic Development Policy, adopted January 15, 2017 by Resolution No. 7184, clarifying administration and compliance requirements for affordable housing.

Crum-Cano presented the board with a [staff memo with attachments](#) on an update to the City's Economic Development Policy.

The board discussed the proposed update.

Soukup **moved to recommend to the City Commission acceptance of an update to the City's Economic Development Policy, adopted January 15, 2017 by Resolution No. 7184, clarifying administration and compliance requirements for affordable housing.** Guffey seconded the motion. The **passed 10-0 with 2 recusals.**

Kelly and Oury returned to the meeting.

7. Staff Memo on Plan 2040 [VIDEO](#)

Bobbie Flory, Executive Director of the Lawrence Home Builders Association (LHBA), and Danielle Davey, Governmental Affairs Director of the Lawrence Board of Realtors (LBOR), spoke to the board about a [letter submitted by LHBA and LBOR about Plan 2040](#).

Flory presented the board with a [handout on who pays for development costs](#).

McCullough presented the board with a [staff memo on Plan 2040](#), providing an overview of the process.

8. Quick Updates [VIDEO](#)

a. Interactive map for projects funded by the Affordable Housing Trust Fund

Staff created an [Interactive Map](#) for projects funded by the Affordable Housing Trust Fund.

b. 2018 Residential Lot Inventory Report

The [2018 Residential Lot Inventory Report](#) was provided to the board.

c. Lincoln Institute of Land Policy article

The [Lincoln Institute of Land Policy published an article](#) authored by Anthony Flint, in their Land Lines Magazine, that puts forth the notion that a “new way of looking at the relationship between builders, government, and neighborhoods... could be one more step toward building cities that are livable for all.” The article reviews a few different methods of addressing the housing affordability issue confronting the nation and appears to advocate for sharing in the value provided to property through zoning entitlements by requiring that affordable units be part of the development discussion.

9. Other New Business / Next Meeting / Future Agenda Items [VIDEO](#)

Oury provided the board with the Lawrence-Douglas County Health Department’s annual report and health equity report.

The next meeting will be on June 10, 2019.

10. Adjourn [VIDEO](#)

Gaches adjourned the meeting.

Future Meeting Dates / Tentative Agenda items

June 10, 2019 – Update on affordable housing text amendment, NOFA timeline, City budget discussion

June 27, 2019 - Douglas County Community Foundation, community conversation on food security and personal health, 5:30-7:30 p.m., Flory Building, Douglas County Fairgrounds

July 1, 2019 – NOFA applicant presentations

July 8, 2019 – NOFA applicant deliberations

August 12, 2019 -

September 5, 2019 - Douglas County Community Foundation, community conversation on behavioral health, 5:30-7:30 p.m., Theatre Lawrence

September 9, 2019 -

October 14, 2019 -

November 11, 2019 -

December 9, 2019 –

These minutes were approved by the Board: June 10, 2019

2019 Attendance	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Brown, Andrew	+	U	E	E	U							
Buford, Rebecca	+	+	E	+	+							
Cooper, Susan	+	E	+	U	+							
Gaches, Ron	+	E	+	+	+							
Guffey, Edith	+	E	+	E	+							
Howe, Thomas	+	+	U	+	+							
Kelly, Patrick	N/A	E	+	+	+							
Nuzum, Paul	+	+	+	+	+							
Ortiz, Dana	+	+	+	+	+							
Oury, Shannon	+	+	+	+	+							
Soukup, Monte	+	+	+	+	+							
Waters, Sarah	+	+	+	E	+							
Zimmerman, Erika	+	+	+	E	+							

(+) - in attendance; (U) - unexcused absence; (E) - excused absence

A Board member having **three or more unexcused absences** or **five or more absences for any reason** during one (1) calendar year shall be deemed by the Board to have involuntarily resigned his or her position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly to ensure compliance.