

# City of Lawrence Affordable Housing Advisory Board August 12, 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: None

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; Alissa Ice, Housing Administrator

---

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

Chair Gaches and Scott McCullough introduced Alissa Ice, the new Housing Administrator.

**1. General Public Comment [VIDEO](#)**

Kelsey Herr, from Wheatland Investment Group, spoke to the board about the Housing Trust Fund proposal.

Sara Taliaferro, representing self, spoke to the board about scattered site affordable housing.

**2. Approve Minutes from July 1, 2019 and July 8, 2019 meetings – [VIDEO](#)**

Howe moved to approve the minutes from both [July 1, 2019](#) and [July 8, 2019](#) meetings. Waters seconded the motion. The motion passed 12 – 0.

**3. Monthly Financial Report – [VIDEO](#)**

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

Buschkoetter reported on the sales tax earnings. The budget is on track with expectations.

**4. NOFA Discussion Items – [VIDEO](#)**

Ice presented to the board the staff generated [NOFA Discussion Items memo](#) and the [draft funding application](#).

**5. Housing Project Financing – [VIDEO](#)**

Jeff Jewell presented to the board a presentation entitled, "[Housing Affordability and LIHTCs](#)."

**6. NOFA Discussion Items – [VIDEO](#)**

Board discussed NOFA Discussion Items memo.

Board members with experience submitting applications are in favor of a new application format and clear definitions of leverage.

Board members agree that the leverage calculation cannot include Trust Fund dollars when evaluating future applications.

Zimmerman left board meeting at 12:20 pm.

Board would like to remove the statement, "staff has identified that it is approvable," when evaluating construction feasibility, and the applicant to answer the question about how construction ready the application is.

Board discussed how to review and score capital and non-capital projects.

Board would like to see a question on capital applications that asks applicants if they will accept vouchers. Board would also like City staff to do a gap analysis when appropriate.

Board discussed how to disburse the trust fund throughout the city.

Kelly left board meeting at 1:08 pm.

Board discussed how the Trust Fund should view services and future funding considerations.

Soukup left board meeting at 1:20 pm.

Howe moved to authorize staff to bring a draft NOFA for review to the September meeting. Oury seconded. Motion passed 9-0.

**7. Quick Updates/Other New Business/Next Meeting/Future Agenda Items - [VIDEO](#)**

Planning Commission meeting on 8/14/19 at 7:30 am.

Ortiz discussed Challenge grant; it is part of a program that gives families assistance for homeless prevention. Family Promise is working towards a \$20,000 match from the community.

**8. Adjourn - [VIDEO](#)**

Gaches adjourned the meeting.

Future Meeting Dates / Tentative Agenda items

August 14, 2019 - Potential joint AHAB/Planning Commission meeting, 7:30 a.m.

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

September 9, 2019 – Text Amendment Discussion and Review Updated NOFA

October 14, 2019 -

November 11, 2019 -

December 9, 2019 –

These minutes were approved by the Board: September 9, 2019

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

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

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.