

City of Lawrence

Affordable Housing Advisory Board

October 14, 2019 minutes

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

MEMBERS ABSENT: Rebecca Buford

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. [Complete VIDEO](#)

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

None

2. Approve Minutes from September 9, 2019 meeting – [VIDEO](#)

Howe moved to approve the minutes from September 9, 2019 meeting. Oury seconded the motion. The motion passed 11 – 0.

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

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

Buschkoetter reported on the sales tax earnings. September proceeds were just over \$82,000, which is higher than the previous months. If proceeds continue to be at this level, the final amount will be higher than originally projected.

The \$250,000 that was recommended in July was approved by the City Commission in October, so the next month's report will reflect those approvals.

4. Consider Short Term Rental Code Revisions - [VIDEO](#)

Jeff Crick presented a proposal to revise the Short Term Rental Code. The City Commission wants AHAB's feedback on how the Short Term Code Revisions could impact affordable housing.

Soukup noted that short term rentals have the potential to affect the availability of affordable housing.

Kelly brought attention to the [memo's](#) note that there is a lack of data and trend information around the number of units being used as Short Term Rentals.

Crick clarified that the proposed revisions would remove the Special Use Permit process and place a licensing requirement on the Short term Rentals.

The Board identified potential impacts to affordable housing in the areas around downtown and the University of Kansas, but understood that time and data collection is needed to track trends on the use of this land use and the impacts it may bring.

5. Consider changing the AHAB meeting time - [VIDEO](#)

Ice presented the [available](#) dates the City Commission room is available in the evenings.

The Board noted that there is currently a vacancy on the Board in the category of “subsidized housing representative” and discussed not moving the meeting time until the Board is fully seated.

Gaches suggested that during funding decision times, there should be a meeting in the evening regardless of whether the regular meeting time is moved to the evenings to accommodate more public input. The presentation AHAB meeting, the AHAB meeting where funding recommendations are made, and the HOME funding meetings were all mentioned as evening meetings. Kelly cannot attend Wednesday night meetings and he noted that the school board meets on the second Monday of each month.

6. Receive Quick Updates - [VIDEO](#)

Ice provided an update on the Penn House property. On [April 8, 2019](#), there was a public comment on a future development – the Penn House at 1035 Pennsylvania Street. The developer has withdrawn that application due to funding constraints, neighborhood concerns, and the possible length and expense of the rezoning process. McCullough gave a brief summary on the impediments that can happen in the development process.

Oury discussed how the board should discuss frequent neighborhood objections and how the Board should respond as a body. She also discussed the importance of the Board’s presence at city commission meetings to support projects with NIMBY concerns.

7. Facilitate CAPER Public Hearing - [VIDEO](#)

Karr presented on the [draft CAPER report](#) and Gaches opened the public hearing at 12:00 pm. On September 23 the City started the required 30-day comment period.

There was no public comment during the hearing.

Gaches asked about the backlog of housing repairs needed. Karr responded that there isn’t a list of households waiting for repairs, but the allocated funds are distributed quickly.

Oury requested the data that is presented in the CAPER be reorganized to see what agencies are working towards the specific CAPER goals.

Gaches asked about the distribution of funds throughout the City of Lawrence. Karr discussed the different funding programs and where those funds are spent.

Gaches closed the public hearing.

8. Other new business/Future Agenda Items - [VIDEO](#)

Gaches recommended that Board members review the Lawrence Journal World article on City Commission candidates’ thoughts on affordable housing.

Gaches recommended that the Board should discuss how the processes for the Board could change for the 2020 year during the November meeting.

Zimmerman requested that Alissa Ice bring examples of things different communities have done around affordable housing.

Oury announced the Bert Nash Tier II ground breaking will happen on October 30th at noon.

Gaches noted that the City Commission will be voting on the Text Amendment that would allow 2 affordable homes on one lot at the October 15 meeting. He recommended that Board members should express their support if possible.

9. Adjourn - [VIDEO](#)

Gaches adjourned the meeting.

Future Meeting Dates / Tentative Agenda items

October 28, 2019 – Funding Presentations

November 11, 2019 – Funding Recommendations

December 9, 2019 –

January 13, 2020 -

These minutes were approved by the Board: October 28, 2019

2019 Attendance	Jan	Feb	March	Apr	May	June	July		Aug	Sept	Oct	Nov	Dec
Buford, Rebecca	+	+	E	+	+	+	R	R	+	+	E		
Cooper, Susan	+	E	+	U	+	+	+	+	+	+	+		
Gaches, Ron	+	E	+	+	+	+	+	+	+	+	+		
Guffey, Edith	+	E	+	E	+	+	+	+	+	+	+		
Howe, Thomas	+	+	U	+	+	+	+	+	+	+	+		
Kelly, Patrick		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.