

DRAFT  
City of Lawrence  
Affordable Housing Advisory Board  
November 11, 2019 minutes

MEMBERS PRESENT: Susan Cooper, Ron Gaches, Edith Guffey, Thomas Howe, Patrick Kelly, Paul Nuzum, Shannon Oury (called in), Monte Soukup,

MEMBERS ABSENT: Rebecca Buford (recused), Dana Ortiz, Erika Zimmerman (recused), Sarah Waters

STAFF PRESENT: Danielle Buschkoetter, Budget and Strategic Initiatives Manager; Danelle Walters, Community Development Manager; Brad Karr; Community Development Analyst; Alissa Ice, Housing Administrator

---

Chair Gaches called the meeting to order at 11:05 am. [ENTIRE VIDEO](#)

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

None

**2. Approve Minutes from October 28, 2019 meeting – [VIDEO](#)**

Howe moved to approve the minutes from October 28, 2019 meeting. Nuzum seconded the motion. The motion passed 7 – 0.

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

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

The revenues are consistent with projections.

**4. Discuss allocations and make funding recommendations to the City Commission - [VIDEO](#)**

Gaches suggested that one of the Low Income Housing Tax Credit development proposals should be recommended to the City Commission.

Howe discussed that the Bethel Estates project has a low cost per bedroom and the 30 year affordability is good. He suggested that Bethel Estates should receive funding at some level. Oury agreed.

Oury discussed the spectrum of housing, and the 23 Tenn Flats project would add homeownership units.

Guffey recommends the Bethel Estates project. She likes the 23 Tenn Flats proposal, but is concerned about the hurdles that project will need to go through prior to building start. She noted that smaller proposals should be considered also.

Gaches liked the Westside Development proposal.

Soukup felt that the Bethel Estates proposal was the best proposal. While the 23 Tenn Flats is more expensive per bedroom, he is encouraged that a private developer is proposing to build affordable housing. The Habitat for Humanity project is good. He felt that the Westside Development should be more developed before funding. He feels the board should place a priority on putting units on the ground. Penn Street is a good project, but he felt that the Bethel Estates project was better.

Soukup suggested that Bethel Estates II be funded at \$350,000.

Howe suggested that Habitat for Humanity be funded at 37,000.

Oury suggested that Bethel Estates II be funded at \$350,000 and \$125,000 for the 23 Tenn Flats.

The Board asked the developer what the project would look like if funded partially. Katie Hoke committed six units to be affordable.

Guffey likes the 23 Tenn Flats project and said she would like to see the two home repair agencies work together in the future.

Howe wanted to discuss the differences between Penn Street Lofts and Bethel Estates II. Soukup discussed that the Bethel Estates is less money per bedroom and they will be serving more vulnerable populations. He would like to see Penn Street Lofts come back in the next funding round.

**Howe moved to fund Bethel Estates II at \$350,000 and 23 Tenn Flats at \$125,000. Guffey seconded.**

Nuzum brought up that since 23 Tenn Flats is still early in the development process, he is concerned that the development budget may go up. The board confirmed that the agreement will stipulate that the development has to provide the 6 affordable units.

**The motion passed 7-0.**

Gaches stated that if the development budget changes drastically, the developer can come back to request additional funding.

Kelly arrived at 11:40 am.

**5. Consider Other New Business - [VIDEO](#)**

None.

**6. Next Meeting/Future Agenda Items - [VIDEO](#)**

Gaches said that in December, the Board should discuss the process for funding. The Board should review the goals AHAB set, and how future funding should be allocated.

Soukup would like to hear more from the home repair agencies and their processes when determining the recipients.

Guffey would like to discuss services and how to determine an effective program.

Gaches wanted board members to think about a future chair of AHAB.

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

Gaches adjourned the meeting.

Future Meeting Dates / Tentative Agenda items

December 9, 2019 –  
 January 13, 2020 –  
 February 10, 2020 –  
 March 9, 2020 -

These minutes were approved by the Board: \_\_\_\_\_

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