

HOUSING ADVISORY COMMITTEE
Meeting Minutes – June 17, 2022 at 9:00 AM

Committee Members

Doug Walker – Chair
Tom Bradbeer - Vice Chair
VACANT
Loree Arthur
Duward Brown (Absent)
Steve Gulliford
Jason Elzy
Sam Engel
Darin Fowler (Absent)
Tammy D’Amico
Kathleen Foster
Ralph “JR” Wheeler (Absent)

Staff/Council Liaisons:

Brian DeLaGrange – Council Liaison
Amber Neeck – Housing and Neighborhood Specialist

Guests:

Bradley Clark

1. **Roll Call:**
 - a. Chair Walker opened the meeting at 9:00 am and took roll.
2. **Introductions:**
3. **Public Comment:** (opportunity for citizens to share information with the committee regarding items that are not on the agenda)
 - a. None
4. **Consent Agenda:**
 - a. Minutes: May 20, 2022

MOTION/VOTE

**Vice Chair Bradbeer moved, and Member Gulliford seconded the motion to approve the minutes from May 20, 2022. The vote resulted as follows:
“AYES”: Chair Walker, Vice Chair Bradbeer, Members Arthur, Gulliford, Engel, Elzy, D’Amico, and Foster. “NAYS”: None. Abstain: None. Absent: Members Brown, Fowler, and Wheeler.
The motion passed.**

5. **Action Items:**
 - a. ARPA Allocations to Housing
 - Background
 - City Council has allocated American Rescue Plan Act (ARPA) dollars to three housing items
 - a. Affordable Housing Land Bank
 - b. Incentivize Development of Affordable Housing
 - c. Extending Municipal Utilities for Affordable Housing
 - Land Bank
 - a. On May 4th, City Council authorized \$1,014,662 of ARPA funds to be used within the Grants Pass Urban Growth Boundary to partner with or develop an affordable housing land bank program.
 - b. On June 13th, City Council expressed general support for reaching out to local nonprofits to explore potential for one or multiple teaming up to administer a land bank with city support.
 - c. On June 13th, City Council expressed general support for continuing to explore working with our local housing authorities to foster a local land bank.

- Incentivize Development of Affordable Housing
 - a. On May 4th, City Council authorized \$2,000,000 of ARPA funds to be used within the Grants Pass Urban Growth Boundary to incentivize development of affordable housing.
 - b. On May 16th, City Council expressed general support for Incentivizing affordable housing development and acquisition/rehab, as well as down payment assistance to support affordable home ownership.
 - c. On June 13th, City Council expressed general support for exploring the potential for working with local partner agencies who have housing initiatives.
 - i. Vice Chair Bradbeer recommended the City call this program a Land bank/Land Trust
 - ii. ?
- Extending Municipal Utilities for Affordable Housing
 - a. May 4, 2022 - City Council authorized \$1,615,000 of ARPA funds to be used within the Grants Pass UGB to help jumpstart new housing development.
 - b. May 16, 2022 - Council expressed general support for issuance of an RFP to residential developers to incentivize the development of affordable housing through a public-private partnership where the City helps to fund the design and extension of public infrastructure.
 - c. Staff has started to draft an RFP to meet Council's objective and anticipates a final draft ready for Council review by June 27th.
 - i. We are seeking HAC feedback on the document.
 - ii. Key elements of the draft RFP include:
 - 1. Evaluation Criteria
 - 2. General Scope
 - 3. Affordability
 - d. Evaluation Criteria
 - i. Evaluation Criteria - Continued
 - ii. Demonstrated experience of the developer in the successful execution of affordable or workforce housing projects. (10 points)
 - iii. The developer's proven ability to access funding resources to develop and complete projects with 10+ units or lots. (10 points)
 - iv. Developer's demonstrated readiness to proceed with a project no later than July 1, 2023. (10 points)
 - v. Capacity and history of developer to implement high quality housing projects on time and meeting budget (10 points)
 - vi. Developer references (5 points)
 - e. General Scope
 - i. The City seeks a qualified residential developer who either owns land or can demonstrate a clear ability to acquire land within the UGB that has strong development potential for 20+ units.
 - ii. Respondents will need to demonstrate proven success in obtaining funding to construct similar sized projects within the last five (5) years.
 - iii. Priority will be given to neighborhoods where development potential is constrained and/or there is some barrier to extending public sewer, water, stormwater, or street infrastructure to serve the area.
 - iv. An agreement between the city and developer committing to a specific development site and scope must be executed no later than December 1, 2023
 - f. Affordability

- i. Key objectives for the project include:
 - ii. community compatibility
 - iii. affordability targeted to households earning 120% of the Area Median Income or below
 - iv. high quality design and materials
 - v. long-term affordability
- g. Assumptions & Guidelines for Highest Priority Projects
 - i. Site has a demonstrated history and/or clear evidence of not being developed due to lack of municipal sewer or water service.
 - ii. Areas in need of both water and sewer extensions will be ranked higher than those only needing one utility.
 - iii. Amount of land that will be opened to new development (larger areas will receive higher priority)
 - iv. Number of potential barriers and capital project cost estimate
 - v. Some preliminary engineering analysis has been completed
 - vi. Focus on 2020 Census Tracts with majority low to moderate income populations
 - 1. Discussion resulted in the suggestion that this item be removed.
 - vii. Project aligns with a recommended capital project in an adopted Master Plan that increases capacity
 - viii. Neighborhoods where there is known property owner/developer readiness to proceed with development
 - ix. Providing new system capacity to previously undevelopable lands is preferred over repair or mitigating existing deficiencies
 - x. Environmental concerns and/or violations that could be mitigated by the new utility extension
 - xi. ARPA funds can be paired or leveraged with other readily available funding sources
- h. Estimated Timeline and Proposal Activity
 - i. July 1, 2022 – Council provides feedback on draft RFP
 - ii. July 13, 2022 – RFP is finalized and posted
 - iii. August 5, 2022 – Deadline for submission of proposer inquiries about RFP
 - iv. August 19, 2022 – Deadline for submission of proposals
 - v. August 29 – September 2 – Evaluation of proposals
 - vi. September 12, 2022 – Proposal presented to City Council for Approval of Notice of Intent to Award
 - vii. Late September/Early October – Negotiations
 - 1. Discussion resulted in suggestion that City work on finding one or more “fallback” locations to propose in the case that we do not receive any qualifying applicants. These fallback locations can combine the use of the land bank to purchase a lot to be affordable.
 - 2. Discussion resulted in suggestion that other types of utilities such as storm drain, be outlined more clearly so applicants are aware of all the potential items that could be covered.
 - 3. Discussion resulted in suggestion that RFP clearly states requirements for deed restriction for the affordability component.
- b. Department of Administrative Services (DAS) Grant
 - Council has expressed general support for reserving the funding from the DAS Grant for utilization for the development of a potential urban campground within the city.

- c. Historical Housing Production
 - In accordance with the Comprehensive Plan Policies, Element 9, Number 9.6, Staff is required to complete an annual evaluation of progress on the Housing Needs Analysis goals and growth targets.
 - For the purposes of closer trend tracking of housing production the Housing Advisory Committee has requested staff update City Council twice a year on completed housing production numbers.
 - Staff will be compiling a memo for Council going over the statistics to be presented to City Council on July 1st.

Discussion resulted in the suggestion that staff reach out to local real estate offices to see if we can obtain data on how many homes are being sold to local purchasers versus nonlocal

6. Matters from Committee Members and Staff:

- a. Housing Production Strategy Check In
 - Consultant ECONorthwest and staff will be presenting a progress report to the Urban Area Planning Commission on July 13th
- b. Council moved to add a new position to the Housing Advisory Committee for an active local builder/developer of housing.
- c. Council approved the Urban Renewal minor amendments allocating 7 million additional dollars to Housing.
 - Currently there are approximately 3 million dollars under the Housing action item in the Urban Renewal Funds.
- d. Tom Bradbeer – Climate Friendly Zones
- e. Doug Walker – Committee position for County Representative Darin Fowler
 - Due to ongoing absences, discussion was had about recommending to Council that the position be removed or changed to “representative from Josephine County Government or Planning Commission.

MOTION/VOTE

Vice Chair Bradbeer moved, and Member Arthur seconded the motion to recommend to City Council that due to ongoing absences, the Housing Advisory Committee position designated for a representative from Josephine County be changed to “a representative from Josephine County Government or Planning Commission, OR for the position to be removed. The vote resulted as follows: “AYES”: Chair Walker, Vice Chair Bradbeer, Members Arthur, Gulliford, Elzy, Engel, and D’Amico. “NAYS”: None. Abstain: Foster. Absent: Members Brown, Fowler, and Wheeler.

The motion passed.

7. Future Agenda Building for Next Meeting:

- a. Innovations for Housing Construction and Development – David Garcia
- b. Solar Access Update
- c. ADU Definition Clarification in the Development Code
- d. Department of Land Conservation (DLCD) Climate Friendly Zones

8. Adjournment

- a. Chair Walker adjourned the meeting at 10:49 am.

Next scheduled meeting: July 15, 2022, in the City Council Chambers.

Minutes prepared by Amber Neeck, City of Grants Pass Community Development.