

HOUSING & COMMUNITY DEVELOPMENT COMMITTEE MEETING
October 10, 2013
5th Floor Conference Room
MINUTES

Committee Members Present: Jan Davis, Gordon Smith, Chris Pelly

Staff Present: Jeff Staudinger, Judy Daniels, Dave Hill, Tara Irby, Shannon Capezzali, Heather Dillashaw, Martha McGlohan, Cathy Ball, Marvin Feinblatt

1. Minutes – The meeting minutes from August were approved.
2. Updates
 - a. CAPER: Jeff Staudinger provided an overview of the 2013-2014 CAPER which was completed in September and included information about project outcomes, accomplishments, and financial summaries. HUD may require electronic CAPER's through their reporting system beginning next year. CD Staff will provide a review of projects that have not moved forward on a timely basis at a future meeting.
 - b. Five Year Consolidated Plan: The 2015-2020 Five Year Consolidated Plan process will begin next year. The Housing Needs Assessment and Market Analysis process will begin in the spring of 2014. This piece historically cost the City \$30,000. HUD's new data system may eliminate the need for a RFP process by providing the data directly to the City. The public participation process commence in the Fall of 2014. A draft plan will be presented in a formal public hearing process, and to City Council before the final plan is approved and submitted to HUD in April or May of 2015.
 - c. Housing Trust Fund: Dave Hill provided an update on available funds.
 - d. East of the Riverway: Jeff Staudinger provided an update on the deliverable phase including the design and construction document process for the Clingman Forest and Town Branch Greenways. Trail heads, stormwater mitigation, cost estimates, and right of way identification are in design. The marketing of this process has been successful with Green Opportunities and CD Staff informing the public. Placemaking along the greenways is focusing on the history of the area before urban renewal. The Riverside Drive Development plan is developing concepts for economic growth in line with community investments in the area near the former Ice House and the PSNC property. The Transportation Network Plan ("East of the Riverway Connections") has the goal to identify necessary transportation systems and infrastructure improvements necessary to support the projected build-out of the East of the Riverway area over the next five to ten years. , The next public meeting for this process if October 24 at 5:30 pm at the Dr. Wesley Grant Sr. Southside Community Center.
 - e. Affordable Housing: Gordon Smith provided an update on the Affordable Housing Advisory Committee which is currently conducting stakeholder interviews with area developers to identify ways to encourage future affordable housing products. The information obtained may also be useful in identifying target numbers for units based

on need and demand. Cathy Ball stated the City can provide information about current City practices, Best Management practices, and other information for the analysis.

3. Unfinished Business

- a. HTF Loan to Eagle Market Place: Dave Hill provided a review of the proposed amendment to the contract which includes two staff recommendations:
 - i. to split the \$500,000 allocation into a two year payment, \$250,000 in FY 2013 and \$250,000 in FY 2014. This will ensure a small amount of funds each year that can be designated for other projects.
 - ii. The distribution of funds require timing that allows the funds to be released whenever they are matched by another funding source, with the first draw occurring relatively soon, and the second draw of the remaining funds occurring after July 1, 2014.

A motion was made by Gordon Smith to approve staff's recommendations. Seconded by Chris Pelly. The motion passed unanimously.

4. New Business

- a. Housing Authority CDBG Repurpose Request: Jeff Staudinger provided an overview of the repurpose request to convert an earlier Lee Walker Heights grant into funding for the Reid Center project. David Nash provided information about the proposed use of funds which would be for information technology infrastructure in the building. This could include wireless connectivity for the building and possible the neighborhood, smart boards, funding for the computer lab, or other IT projects at the Reid Center. A formal amendment proposal will be brought to next month's HCD meeting and will require Council approval.
 - i. Jan Davis stated that Gary Jackson has been asked to provide recommendations for the Reid Center gymnasium in order to coordinate potential resources and opportunities. A stakeholder meeting may occur to discuss the issue. The City's lease on the gym lasts another year and a half.
 - ii. David Nash stated that HACA will be meeting with its partners next week to discuss their expectations as potential tenants, and to identify resources and services that they can contribute to the operating of the building. Office space is being reserved at the Reid Center for Tara Irby's position should it be extended.
- b. Bostic Place Housing Trust Fund Extension: Dave Hill provided information about the Bostic Place loan. Interest payments are currently up to date. Staff recommends an amendment to allow the borrower to construct two homes in FY 2014 instead of the original four units. If units are successfully completed, they may apply for an extension for the other two units for FY 2015. The agreement would also be amended to state that half of the loan would be repaid after the completion of the two units, with the full amount of the loan due after completion of all units. No feedback from the borrower regarding these staff recommendations has been received.

- i. Gordon Smith expressed concern about the timeliness of this project which does not meet current policy standards.
 - ii. Dave Hill will obtain a detailed plan of action from the borrower and a decision by the HCD Committee will be postponed until the next meeting.
- c. 27 Jeffress Street Foreclosure and Loss: Jeff Staudinger provided information about the foreclosure of 27 Jeffress Street property and the loss of the HTF funds in the amount of \$20,000. The HCD Committee acknowledges the loss.
- d. Givens Estate Request to Extend HTF Loan: Jeff Staudinger provided an overview of the Givens Estate request. Funds were committed to this project last year for a 120 unit phase I project, but the project was not awarded tax credits. Givens is requesting that the funding commitment be extended for another year while a more competitive application is created. 100% of the apartments will be designated for individuals below 60% of median area income.
 - i. A motion was made by Gordon Smith to approve the request. Seconded by Chris Pelly. The motion passed unanimously.
- e. Mt. Zion Development Project: Jeff Staudinger provided information about the status of the Mt. Zion Development project. The church is currently considering all options for the property including an option that would require a Section 108 request to the City in order to create 10 units affordable to people below 80% of median income, and another 40 units of workforce housing. The church is also considering tearing down the building to create a parking lot.

Next meeting of the HCD Committee is Monday, November 18, 2013 at 8:30am in the 5th floor Conference Room.