



# TOWN OF CHAPEL HILL

## Housing Advisory Board

### Action Minutes

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

Chair Dawna Jones  
Vice Chair Mary Jean Seyda  
Jared Brown-Rabinowitz

Laura Cowan  
Letitia Davison  
Anne Hoole

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**Wednesday, August 19, 2020**

**6:30 PM**

**Virtual Meeting**

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#### **Virtual Meeting Notification**

Board members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_xewPXpAaSCaJDjK0A\\_UKug](https://us02web.zoom.us/webinar/register/WN_xewPXpAaSCaJDjK0A_UKug) After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 849 0426 0550

#### **Opening**

#### **Roll Call**

Staff: Sarah Osmer Vinas, Assistant Director, Office for Housing and Community  
Nate Broman-Fulks, Affordable Housing Manager  
Emily Holt, Affordable Housing Development Officer

**Present**      4 - Chair Dawna Jones, Vice-Chair Mary Jean Seyda, Jared Brown-Rabinowitz, and Anne Hoole

**Absent**        2 - Laura Cowan, and Letitia Davison

#### **Approval of Agenda**

A motion was made by Vice-Chair Seyda, seconded by Brown-Rabinowitz, that the agenda be approved. The motion carried unanimously.

#### **Announcements**

#### **Petitions**

#### **Approval of Minutes**

1. June 9, 2020 Draft Action Minutes

[\[20-0525\]](#)

A motion was made by Vice-Chair Seyda, seconded by Hoole, that the Action

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Minutes for the June 9, 2020 Housing Advisory Board meeting be approved as written. The motion carried by a unanimous vote.

## **Old Business**

## **New Business**

2. Review of Conditional Zoning Application - Bridgepoint at 2214 and 2312 Homestead Road (Project 20-001) [\[20-0526\]](#)

A motion was made by Hoole to recommend approval of the Bridgepoint, 2214 and 2312 Homestead Road Development Application as the applicant was providing a meaningful amount of affordable housing (5 homes) and a significant increase from their concept plan proposal, the application proposed three and four bedroom affordable units, the market rate units are proposed to be comparable and compatible with the affordable units, and the transparency and thoroughness of the project's financial information provided in the presentation to the Housing Advisory Board; Jared Brown-Rabinowitz seconded this motion. The motion carried by a unanimous vote.

3. Review Housing Advisory Board Membership Applications [\[20-0527\]](#)

HAB members reviewed applications for the open HAB seats and asked staff to invite applicants Ehmura, Susan Hunter, Frank Muraca, Mark Shelburne, and Michael Webb to attend the September HAB meeting.

A motion was made by Brown-Rabinowitz, seconded by Vice-Chair Seyda, that Hoole be recommended for re-appointment to fulfill a second term in the Housing Advisory Board's Real Estate Broker seat. The motion carried by a unanimous vote.

4. Discuss Potential Updates to the Affordable Housing Funding Application and Review Process [\[20-0528\]](#)

Staff presented ideas for updates to the Affordable Housing Common Funding Application and Scoring Rubric. HAB members discussed staff's presentation and their thoughts on ways to improve the application and scoring rubric. Based on this discussion, staff is making these key updates, among others:

1. Re-including threshold requirements
2. Adding in more detail on project financials
3. Adding points to the rubric for projects requesting loans
4. Adding a racial equity lens to the application and rubric
5. Asking for more information on completion of comparable projects

5. Housing Updates [\[20-0529\]](#)

Staff provided affordable housing updates, including:

1. The provision of interpretation services for the September HAB meeting and the 1200 MLK development application
2. Covid-19 response efforts and the Town's allocation of significant funding for the Emergency Housing Assistance Program, over \$500,000 has been allocated; the Town has also assisted in the distribution of food to over 5,000 households, distributed 19,000 masks to vulnerable populations, and prepared multi-lingual resource guides
3. Updates on town-initiated development projects at 2200 Homestead Road and Jay Street
4. The Affordable Housing Development Reserve will launch its first round of funding applications, with applications due on Friday, October 2nd at noon

HAB Vice-Chair Seyda announced that CASA received the highly competitive Low-Income Housing Tax Credit award for the Merritt Mill affordable housing development project. The project expects to begin construction in spring 2021 and will create 48 affordable apartments in Chapel Hill and Carrboro.

### *Adjournment*

Next Meeting - September 8, 2020

A motion was made by Vice-Chair Seyda, seconded by Brown-Rabinowitz, that the meeting be adjourned. The motion carried by a unanimous vote.

*Order of Consideration of Agenda Items:*

- 1. Staff Presentation*
- 2. Applicant's Presentation*
- 3. Public Comment*
- 4. Board Discussion*
- 5. Motion*
- 6. Restatement of Motion by Chair*
- 7. Vote*
- 8. Announcement of Vote by Chair*

*Public Charge: The Advisory Body pledges its respect to the public. The Body asks the public to conduct themselves in a respectful, courteous manner, both with the Body and with fellow members of the public. Should any member of the Body or any member of the public fail to observe this charge at any time, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until a genuine commitment to this public charge is observed.*

*Unless otherwise noted, please contact the Planning Department at 919-968-2728; [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org) for more information on the above referenced applications.*

*See the Advisory Boards page <http://www.townofchapelhill.org/boards> for background information on this Board.*