



TOWN OF CHAPEL HILL

Housing Advisory Board

Action Minutes

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

Tuesday, September 14, 2021

6:30 PM

Virtual Meeting

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: URL After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: ###-####-####

Opening

Roll Call

Present	5 - Chair Sue Hunter, Vice-Chair Dustin Mills, Anne Hoole, Mark Shelburne, and Mary Jean Seyda
Absent	1 - Jared Brown-Rabinowitz

Approval of Agenda

A motion was made by Hoole, seconded by Seyda, that the agenda be approved. The motion carried by a unanimous vote.

Announcements

Petitions

Approval of Minutes

1. June 8, 2021 Draft Action Minutes

[\[21-0685\]](#)

A motion was made by Seyda, seconded by Hoole, that the Draft Action Minutes for the June 8, 2021 meeting be approved as written. The motion carried by a unanimous vote.

Old Business

Concept Plan Reviews

2. Lullwater Concept Plan

[\[21-0686\]](#)

Key points made by members of the Housing Advisory Board during its review of the concept plan include:

- Request to explore ways to serve lower income levels than the 80-120% Area Median Income (AMI) proposed, even if it means offering a smaller number of affordable units.
- Encourage developer to accept rental subsidies, such as Housing Choice Vouchers or VASH vouchers.
- Inquired about whether the developer would be willing to share financial information to justify the statement that it is not economically feasible for the project to serve lower affordability levels.
- Inquired whether and how the developer will work to discourage student renters.
- Stated that workforce housing is typically defined as housing affordable to households earning 60% or less of AMI.
- Emphasized the need for housing that serves households earning in the 50-60% AMI range.

No members of the public spoke on the concept plan.

3. 5500 Old Chapel Hill Road

[\[21-0687\]](#)

Key points made by members of the Housing Advisory Board during its review of the concept plan include:

- Recommended that the developer serve households with lower incomes, ideally below 60% AMI.
- Encouraged developer to accept rental subsidies, including Housing Choice Vouchers.
- Inquired about what the screening process for residents would be, in particular around criminal background checks and credit history.

No members of the public spoke on the concept plan.

New Business

4. Review Draft Manufactured Homes Strategy Action Plan

[\[21-0688\]](#)

Housing and Community staff presented the draft Manufactured Homes Strategy Action Plan to the HAB. Staff explained this plan is designed to provide a coordinated effort between the Towns of Chapel Hill, Carrboro, Hillsborough, and Orange County to meet the needs of manufactured home residents and address redevelopment threats facing manufactured home communities.

HAB members asked questions and expressed interest in being proactive in addressing these issues, reducing the approval time for affordable housing development projects to be able to act more quickly in providing relocation options to manufactured homes residents, and looking at Town land and developers who can work intentionally to create solutions.

5. Discuss Proposed Updates to the Common Affordable Housing Funding Application and Scoring Rubric

[\[21-0689\]](#)

Housing and Community staff briefed HAB members on updates to the Affordable Housing Development Reserve (AHDR) application and presented proposed updates to the AHDR scoring rubric.

HAB members expressed agreement with the proposed updates to the application and scoring rubric. Members also expressed an interest in staff continuing to explore how to encourage loans in place of grants, when appropriate, and potential changes to the scoring rubric to further incentivize projects that serve households at the lowest income levels.

Staff agreed to look into these items and bring information back for discussion before the next funding cycle in the winter.

6. Housing Updates

[\[21-0690\]](#)

Housing and Community staff presented updates on several affordable housing topics, including the Housing and Community Annual Report and Town-initiated development projects.

Adjournment

Next Meeting - October 14, 2021

A motion was made by Vice-Chair Mills, seconded by Hoole, 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 for more information on the above referenced applications.

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