

Nov. 24, 2015
West Tisbury Affordable Housing Committee
Minutes

Present: Larry Schubert, Mike Colaneri, Glenn Hearn, Ted Jochsberger and Vickie Thurber

Absent with Regrets: Henry Geller

Also Present: Rhonda Conley and Leslie Hurd

Mike made a motion seconded by Vickie to accept the 11/10/15 minutes as written.

VOTE 5 YES 0 NO

INVOICES

Rhonda presented invoices from surveyor and town counsel. ***Mike made a motion seconded by Ted to recommend to the Trust to pay Vineyard Land Surveying invoice of \$2, 097.50.***

VOTE 5 YES 0 NO

Mike made a motion seconded by Vickie to recommend to the Trust to pay town counsel invoice for \$107.50 and the amount of \$1,209.37 of the invoice totaling \$1,427.00. VOTE 5 YES 0 NO

NEW BUSINESS

Luck Property: Rhonda had been asked some questions about a substandard lot on Pin Oak Circle. A resident is looking to buy the lot for her son. The question is whether the property owner can sell it to her who is not an eligible affordable housing recipient and then she sells it to her son who would be an eligible purchaser. Vickie and several other committee members seem to think this would be allowed. Larry brought up the issue of substandard lots and buildability on them. The committee did not see why they would not be buildable.

2017 Budget: The committee discussed the previous budget and whether to increase the budget. It was decided to do the employee increase as recommended and to leave the rest of the budget the same. ***Ted made a motion seconded by Vickie to have the 2017 budget level funded with the suggested increase in the Personal Services as listed (see attached). VOTE 5 YES 0 NO***

ONGOING BUSINESS

Hurd Homesite: Leslie came to discuss breaking off her guest house to create a homesite lot. The property is located at 133 Indian Hill Rd. The property is 4.3 acres so could break off 1 acre. The committee wanted to make sure she knew the process of the recipient being qualified by DCRHA, property surveyed and appraised, well and septic okay and easement. ***Mike made a motion seconded by Vickie to write a letter in support of Hurd's request to create an affordable homesite with her guest house as the affordable dwelling with the conditions listed above. VOTE 5 YES 0 NO***

Fire Station Lot: The committee used the handout to start putting the RFP together (see attached). The committee's comments in red.

Workshop: Rhonda stated she will be attending the workshop on Trust issues Dec. 8th and may not make it back for the meeting. The Committee decided to reschedule the meeting for the following Tues. Dec. 15th.

Adjourned at 9 PM

The next Affordable Housing Committee Dec. 8, 2015 meeting rescheduled.

The next Affordable Housing Committee meeting will be Dec. 15th at 7 PM in the 2nd floor conference rm.

Respectfully submitted by Rhonda Conley

Attachments

Fire Station Lot RFP Requirements

Discussion Points for Elements in an RFP for Affordable Housing

Following please find a list of issues. Some answers may be readily available, others may require some research. Some may be addressed already, but have been kept in the list for completeness.

PROPERTY

Form of Conveyance / Type of Land Disposition: This can range from keeping the land in Town ownership, to some form of lease, to a land disposition agreement that provides for fee simple absolute ownership for the selected responder. In thinking about form of conveyance, fee simple typically provides the greatest benefit to the developer (ease of process/financing, etc), which often results in the most cost efficient and desirable housing. On the other hand, a land lease is often seen as preserving Town control, although specific control can be built into a land disposition agreement.

Form of land lease.

Finances/Cost of Land: Will there be a cost/fee associate with the land disposition, such as a cost to purchase, or a lease fee?

Land Area / Description: It will be important to fully describe the property in question, as well as any limitations such as easements, desired building envelope, etc.

Permitting: What type of zoning exists? What permits would be involved? (example: building as of right, need for a Comprehensive Permit, etc). Will the AHC be involved? in permitting, or will the developer be responsible?

Type of Restriction: Is the deed restriction to be for a specified term of years or perpetual? Will the deed rider survive foreclosure?

FINANCING

Expectations: What are the expectations regarding funding?

Responsibilities: Who will be responsible for securing funding?

Risk: Where is risk (for instance, if units do not rent out or sell in timely manner?)

HOUSING

Housing Type: Based on community need, has the AHC determined whether the

desired housing is rental or homeownership?

Scale of Project: What is the desired number of units and density? Is there a specific number of units, or a range to give a potential developer?

Housing Style: Is there a preference for number of bedrooms in the unit(s), area for living space, etc

Design Parameters: Does the AHC want to provide the developer with detailed plans and specs, or does the AHC want to give the developer the freedom to design appropriate unit(s) within some basic design parameters? (for more on making design choices, see "Details on Design/Construction")

Landscaping/outbuildings: Are there requirements or preferences for landscaping and outbuildings (sheds, storage, etc)

Infrastructure: What infrastructure is available, what is needed, who is responsible?

HOUSEHOLDS

Income Qualification Levels/Level of Affordability: What are the target income levels to be served? Based on desired income level, pricing (either sales or rental) can be determined.

2014 HUD Income Limits, Based on Percentage of Dukes County Area Median Income (AMI)

Local Preference: Department of Housing and Community Development will allow up to 70% local preference based on demonstration of local need. Within defined parameters, communities can structure their own definitions of local preference. Acceptable categories include current residents, municipal employees, employees of local businesses and/or households with children attending local schools

Marketing / Lottery: what entity will be responsible for finding households (affirmative fair housing marketing plan)

DEVELOPER

Available Pool of Potential Responders: are there specific developers that are known to the community? Do they have a preferential mode of development? (for instance, Habitat for Humanity on the Cape does not typically respond to an RFP that includes detailed home designs and specifications, as they have their own architects and house plans; for-profit contractors may prefer RFPs that include specific plans and specs, as they can then very accurately cost out a project).

Selection Criteria: What are the important attributes in a desired responder (low cost, reputation/experience, readiness to proceed, etc)

Examples of "Comparative Criteria":

Construction Experience

Strength of Development Team

Financial Capacity

Project Discussion / Cost Projections

Project Discussion / Design Proposals

Affordability Levels

Readiness to Proceed

Ability to Work with Government and our committee

Experience as Marketing/Lottery Agent (Affirmative Fair Housing) Ability to incorporate "Green Construction" elements

REQUEST FOR PROPOSAL

Logistical Details: Who is to review, how many copies need to be submitted, who is to receive, process for awarding, legal steps after the award (land disposition agreement, regulatory agreement, etc).

Timing: What dates/timeline does the partnership have in mind? ***Suggestions?***

Bidder's Conference: Does there need to be a bidder's conference on site?

Community Input: Is there a need for community input? Is there a process?

Details on Design / Construction

Unit Configuration: Single family home, duplex, single family home with accessory apartment, or other single family home

Infrastructure Available (roads, water, sewage treatment)

Number of Bedrooms and Bathrooms:

Architectural Style/Elements (for ex, "Saltbox", "Ranch" "fits with neighborhood"; require front porch, etc.) _____

Floor Layout (for ex, "open layout" with kitchen, eating, living all one large room; bathroom on same level as bedrooms, etc)

ADA/Accessibility

Green Construction/Use of Alternative Energy

Construction (Modular Acceptable? Preferred ? Panelized? "Stick Built")

Basement (if yes, interior access y/n)

Windows ***Energy efficient***

Siding/Trim

Roof

Landscaping

Driveway

Heat/Hot Water

Garage

Shed/Outdoor Storage/Trash Receptacles

Finishes

Flooring

Walls

Fixtures

Cabinets

Appliances

Other: Bathroom _____