

# Housing Research Advisory Commission Meeting

4/10/2018

6:00pm

City Council Chambers

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**Meeting called by:** Councilman P. Feeney      **Meeting of:** Housing Research Advisory Commission

**Chairman:** Mr. V. Elie      **Secretary:** Mr. J. Tucker

**Timekeeper:** All

**Attendees:** Mr. R. Catherman, Mr. P. Feeney, Ms. M. Pfeiffer, Mr. V. Elie, Mr. J. Tucker, Mr. T. Ahrens

## *DRAFT Minutes*

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**Agenda item:** Select Commission Chair

### **Discussion:**

Chair will be a non-councilor member of the commission; will report to City Council; will facilitate meetings; will relay conclusions to public when tasked to; will set agenda for following meetings.

### **Conclusions:**

Mr. Elie appointed as chair.

### **Action items**

- ✓ Motion to nominate Mr. Elie as chair of commission.
- ✓ Second Mr. Tucker's motion
- ✓ In favor: All attendees

### **Person responsible**

Mr. Tucker  
Mr. Ahrens

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**Agenda item:** Select Commission Secretary

### **Discussion:**

Secretary will keep meeting minutes.

### **Conclusions:**

Mr. Tucker appointed as secretary.

### **Action items**

- ✓ Motion to nominate Mr. Tucker as secretary of commission.
- ✓ Second Mr. Catherman's motion.
- ✓ In favor: all

### **Person responsible**

Mr. Catherman  
Mr. Ahrens

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**Agenda item:** Public Comment

### **Conclusions:**

No public comment given.

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**Agenda item:** Review Mission of HRAC as set forth by Chelsea City Council

**Discussion:**

- Timeline of commission discussed (April 1<sup>st</sup>, 2018- April 1<sup>st</sup>, 2019).
- Preliminary data should be presented to City Council in October 2018.
- What will the work look like? – discussion points.
  - Teams of 2-3 people?
  - Surveys to gather demographic information?
  - Minimum income to qualify for housing?
  - Demographics of income, housing type, size of housing, and value are of importance for the commission.
  - The goal will be to indicate where gaps in housing demographics lie, and what inventory is lacking to provide equity of access across SES (socioeconomic status) spectrum.

**Conclusions:**

Next meeting agenda will include discussion of data collected; continued discussion regarding timeline.

<b>Action items</b>	<b>Person responsible</b>
✓ Discussion of commission with local employers.	Mr. Feeney
✓ Collection of preliminary housing demographic and financial data.	Mr. Ahrens

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***Other Information***

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**Observers:**

Ms. M. Johnson, Ms. J. Pacheco, Ms. L. Carson

**Absent:** Mr. A. Ellison

**Special notes:**

Meeting adjourned at 6:58pm. Next HRAC meeting will be April 24<sup>th</sup>, 2018, from 6-8pm at Council Chambers.

## **Overview**

The principal role of the Housing Research Advisory Committee is to present research findings to the City Council for further study or action. No final decision-making authority rests with the committee. The term of the committee is one year which may be renewed by council as needed.

The roles and responsibilities of this committee include:

1. Inventory existing housing stock in Chelsea. Include size, type, and value.
2. Identify housing needed to achieve balanced growth in the City's demographics. Housing for Chelsea's work force, young families and young adults are some of the housing needs that our community has communicated are in short supply. What other populations that lack quality housing options? What size and price point of housing might be needed to improve the range of housing options available?
3. Research, review, and summarize for City Council activities and case histories of Chelsea affordable housing development and other housing projects. Who administered the project, how was the City of Chelsea involved, and what, if any, is/was the cost to City of Chelsea? Research innovative and successful affordable housing strategies that include but are not limited to the following:
  - A. Land use tools such as zoning ordinances, development agreements and density bonus
  - B. Financing tools and incentives such as fee waivers, PILOT programs, tax credits and abatements, bonds, and state and federal funding.
4. Identify opportunities for cooperation with other City and County departments; local employers; and non-profits to provide affordable housing, and housing supportive services, when appropriate, to Chelsea residents.
5. Identify ways the City can partner with local townships to address affordable housing in the region.
6. Other items as requested by City Council.

The Seven (7) Member Committee to be comprised of the following:

Two (2) City Council Members

One (1) Planning Commissioners

One (1) Real Estate Professional

Three (3) At-large Members