

ADDENDUM B

Guidelines & Form for Advisory Committees to Make Annual Report to Board of Commissioners

- I. Schedule your annual report with the Clerk to the Board during July to September of each year.
- II. Limit your presentation to no more than **15 minutes**, but be prepared for additional time for questions from the Board of Commissioners
- III. Provide the written Summary Report (next page) to the Clerk to the Board at least two weeks prior to the date of the meeting so that it can be attached to the agenda. Attach any other handouts as needed. Graphs and charts are always helpful.
- IV. You may choose to make your presentation as a PowerPoint or talk from your Summary Report. If you provide a PowerPoint, please provide that to the Clerk to the Board along with your Summary Report.
- V. The chair of the Advisory Committee should make the report unless he/she designates someone else to do so.

ADVISORY COMMITTEE SUMMARY ANNUAL REPORT

NOTE: Attach current list of members and identify officers.

Name of Committee:	Affordable Housing Advisory Committee	
Date of Presentation:	September 17, 2018	
Time Period Covered:	November 2017 – September 2018	
# of Meetings Held During Period (including any special meeting or community input)	11 (including the van tour)	
MISSION & GOALS – Summarize concisely the committee’s mission (charge), key goals, objectives and measures below. You also may attach as a separate document, but limit to no more than one page single-spaced.		
<p>Mission: Relunched in fall 2017, the Chatham County Affordable Housing Advisory Committee will make recommendations to the Chatham County Board of Commissioners for procedures and policies around affordable housing. The Committee will be instrumental in implementing the Chatham County Affordable Housing Strategy Toolbox.</p> <p>Charge and Responsibilities:</p> <ul style="list-style-type: none"> • Reviewing affordable housing policies and procedures and providing recommendations and comments to advise County leadership. • Understanding the Chatham County Affordable Rental Housing Strategy Toolbox and helping to implement priorities. • Providing feedback and assistance in developing additional strategies to support affordable homeownership opportunities and transitional housing in Chatham County. • Helping to promote opportunities related to affordable housing like fair housing workshops, RFPs, and surveys. • Submitting an “Advisory Committee Summary Annual Report” to the Chatham County Board of Commissioners. <p>Priority Goals: In this first year the Committee has focused on education around the affordable housing challenge in Chatham County and implementation of five priority goals from the <i>Chatham County Affordable Rental Housing Strategy Toolbox</i>. These are:</p> <ul style="list-style-type: none"> • Increase number and diversity of affordable rental options • Preserve existing legally-binding affordable housing • Preserve naturally occurring affordable housing (NOAH) • Ensure rental quality • Support low-income renters <p>The metrics, desired trends, and data measuring progress are provided on the attached infographic.</p>		

ACCOMPLISHMENTS & ACTIVITIES – Summarize concisely below the committee’s major accomplishments and activities of the past year. This should include reports, research, projects, public input, etc. Be sure to identify how they relate to specific goals, objectives or measures. You also may attach as a separate document but limit to no more than one page single-spaced.

Given that this is a new committee and many of the members are new to the topic of affordable housing, we frequently hosted guest speakers from different county departments or organizations that are working on affordable housing to help educate the committee about existing efforts, challenges, and opportunities. The second half of each meeting is generally spent working on policies or other items related to the priority goals.

Activities, Reports, & Policies Drafted and/or Completed (*relevant goals shown in italics*):

- **Affordable Housing Resources web page** (went live in early November 2017) – this web page compiles multiple housing resources from different departments and agencies in one location. The resources were also compiled into a handout and sent to partners to distribute as hard copies. <http://www.chathamnc.org/residents/affordable-housing-resources> (*Addresses all priority goals and promotes education about the needs, challenges, and opportunities in the county*).
- **Siler City Neighborhood Assessment** (adopted April 2018) – an assessment of housing conditions in nine target neighborhoods in Siler City that have both a high proportion of properties in poor condition and a high proportion of rental properties. The report provides detailed information and strategies that Siler City can use to improve rental quality in these neighborhoods. (*Ensure rental quality*)
- **Housing Trust Fund Guidelines** (adopted XX 2018) – a set of guidelines for how the Housing Trust Fund money set aside by the County Commissioners may be spent, and the process for eligible applicants to apply for funding. (*Increase number and diversity of affordable housing options, preserve existing legally-binding affordable housing, preserve naturally-occurring affordable housing*)
- **Location Policy** (adopted XX 2018) – a scaled incentive policy that incentivizes residential development projects to include affordable and/or workforce housing; design features for energy efficiency or universal design; target older adults, persons with disabilities, and veterans; and be located near amenities and resources such as transit, job centers, grocery stores, schools, etc. The incentives include exemption from increased property taxes and fee reimbursements. (*Increase number and diversity of affordable housing options*)
- **Affordable Housing Van Tour** – On May 29, 2018, the Affordable Housing Advisory Committee hosted a van tour for elected officials, committee members, and other interested persons. The tour took four hours with stops in both Pittsboro and Siler City that covered a range of affordable housing, including apartments developed with tax credits, Habitat for Humanity houses, mobile home parks, a neighborhood with rental properties in poor condition, the Henry Siler School redevelopment site, and homes repaired by Rebuilding Together of the Triangle. (*Addresses all priority goals and promotes education about the needs, challenges, and opportunities in the county*).
- **Tenant Rights – Fair Housing & Housing Quality Issues Brochure** (Draft) – This brochure was requested by Siler City Code Enforcement staff to help them in their outreach to tenants facing housing quality issues. The brochure includes information relevant to all county residents, and will be made widely available once finalized and adopted by the Committee.

Speakers & Presenters at Committee Meetings:

- Jason Sullivan, Chatham County Planning Director
- Jack Meadows, Siler City Planning Director
- Dan Sargent, Rebuilding Together of the Triangle

- Lauren Brasil, Fair Housing Project, Legal Aid of North Carolina, Inc.
- Ilana Dubester, El Vinculo Hispano (Hispanic Liaison)
- Cara Coppola, Chatham County Planner II
- Jerry Whortan, Habitat for Humanity

BARRIERS & CHALLENGES – Identify any barriers or challenges that make it difficult for the committee to achieve goals or objectives. Limit to the space provided below.

Affordable housing is an issue with a lot of challenges, such as the limited and decreasing financial support from state and federal sources, rising construction costs, the very constrained housing market in the region, and the rapid population growth in Chatham County and the Triangle region overall. Given these big-picture barriers, the financial, policy, and advocacy support from the County Commissioners has been very instrumental to the progress the Affordable Housing Committee has made this year, and going forward this support will continue to be vital for policy adoption and implementation.

RECOMMENDED CHANGES: Please list any recommendations to the Board of Commissioners related to the changes in the advisory committee’s membership, mission, goals, objectives or other related issues.

No recommended changes. The committee intends to continue focusing on the five priority goals this year.

OTHER INFORMATION: Provide any other information or observations that the Board of Commissioners should know about. Provide in the space below.

Triangle J COG and County staff have been working with the Pittsboro Affordable Housing Task Force and the Siler City Town staff directly on projects relating to affordable housing as well. With the Johnson Mobile Home Park displacement, staff developed a handout in English and Spanish that described options and permits needed to move a mobile home in the county. In addition, staff and a member of the Affordable Housing Advisory Committee helped inventory existing mobile home parks in the county and call property managers to check on availability. Staff continues to pursue funding opportunities and develop partnerships to help further improve housing quality and affordable housing availability for Chatham County residents.

Revised September 18, 2017