



To: Affordable Housing Task Force (AHTF)  
 David Andrews  
 Nate Broman-Fulks  
 Trish McGuire  
 Anyone else who wants to see this memo

From: Bethany Chaney, Chair, AHTF

Date: September 17, 2015

Re: Future work of the AHTF

The Affordable Housing Task Force was established on June 26, 2012, for the purpose of creating recommendations for an affordable housing strategy, ostensibly by December 2012. As we know, the recommendations took longer to develop. The Task Force term was open-ended, however, meaning there was no hard date to disband it.

Thanks to staff and Task Force input, the Town now has achieved three big milestones:

- Dedicated staffing for affordable housing issues and strategies, with the addition of Nate Broman-Fulks to the staff.
- Adoption of the Affordable Housing Strategy by the Board of Aldermen.
- Significant expansion of the Affordable Housing Fund and initial revisions to the guidelines for deploying resource from the fund.

The Task Force has been meeting about every six weeks, and members have been engaged in other activities, such as reviewing the condition of CHT's Pleasant Street house. Given that the town's priority strategies are now well-defined and have dedicated staff support, I'd like to propose that the Task Force scale back its meeting schedule, and shift to a policy-making and advisory role based on staff's needs for policy and fund application review/approval, or recommendations to the Board of Aldermen.

As such, I propose we adopt a formal charter for an Affordable Housing Committee that includes but is not necessarily limited to the following:

### **Composition**

- Three members of the Board of Aldermen, to be appointed by the Board of Aldermen
- One member of the Planning Board, to be selected by the Planning Board
- One member of the Transportation Advisory Board, to be selected by the Transportation Advisory Board
- Members may serve terms of equal length to their respective Boards

- Staffing will include an Assistant to the Town Manager and one or more members of the Planning Department, as determined by the Planning Director

### **Quorum and Voting**

- A quorum will be three of five members of the Committee
- Majority vote of the members attending a meeting in which a quorum has been established will constitute a valid vote

### **Meetings and Engagement**

- The Committee shall meet quarterly and/or as needed to advance policy and funding decisions
- Staff shall provide monthly status reports to Committee members
- Staff may request feedback from Committee members between meetings, and members shall be responsive to such requests
- A chair and vice chair shall be selected annually in January. The chair shall be chosen from the Aldermen represented on the Committee, while the Vice Chair may be either an Alderman or an Advisory Board member
- A member who misses three consecutive meetings without communication to the staff or Chair may be dismissed from the Committee
- All meetings will be open public meetings

### **Responsibilities:**

- Review and approve recommendations for new or revised policies regarding the operation of the Affordable Housing Fund for formal adoption by the Board of Aldermen.
- Review and approve recommendations for new or revised land use ordinances related to the Affordable Housing Strategies for formal adoption by the Board of Aldermen.
- Carry out specific responsibilities that may be required in accordance with Affordable Housing Fund policies or the LUO
- Annually review the town's affordable housing goals, data and other progress indicators, and make recommendations to prioritize or adjust activities based on this review.
- As opportunities arise or are raised by staff, offer recommendations to the Board of Aldermen for new or specific actions the town can pursue to increase the availability of diverse, affordable housing in Carrboro
- Review and approve annual and other staff reports to the Board of Aldermen;
- As needed or requested by staff, organize participation or subgroups around specific topics or issues to help focus or advance specific work;
- Stay informed about affordable housing issues and trends by participating in opportunities to learn about the work of area housing-related non-profits, such as the members of the Orange County Affordable Housing Coalition. Help educate the Board of Aldermen about these issues and allies.

I'll look forward to hearing your thoughts during our meeting on Monday, September 21, 2015. Thank you for your participation and good guidance!