

**CITIZENS ADVISORY COMMITTEE ON HOUSING  
AND COMMUNITY DEVELOPMENT  
TELECONFERENCE**

January 11, 2022 | 6:30 p.m.

**Members Present:** Lynn Bittel, Vince Chowdhury, Jaime Carolina, Demetra English, Teri Marquante, Jason Schneider, Charlene Wisher-Howard

**Members Absent:** Marcella Barnett\*, Erica Howard, Brittany Noble\*

**\*Excused**

**Late Arrivals/  
Early Departures:** Hayley Reddish

**Staff Present:** Jessica Prosser, Barbara Abbotts, Jeff Hancock, Jacquelyn Bayard, Billye Williams

**Guests Present:** N/A

**Roll Call**

Chairperson Teri Marquante called the meeting to order at 6:31 p.m. and roll call followed.

**Approval of Agenda**

Lynn Bittel motioned to approve the agenda as presented. Vince Chowdhury seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Lynn Bittel motioned to approve the minutes of the December 14, 2021 meeting as presented. Charlene Wisher-Howard seconded the motion. The motion passed unanimously.

**Public Comment**

None.

**Committee Member Briefings - open**

None.

**Communications from Staff**

**a. CD Updates – Jessica Prosser, Director**

- **Housing Strategy Update**

Jessica Prosser stated the Housing Strategy (HS) approved in December 2020 is on an annual cycle. The next update from the committee is scheduled in September 2022. Information from the PowerPoint will provide a brief update on the implementation of the HS, including number of units supported and the amount of rental assistance provided through COVID funding.

- **Homelessness Notice of Funding (NOFO)**

Teri reminded the group 41 applications were submitted for the NOFO that was released at the end of November 2021.

- **Community Investments Winter NOFO**

Jeff Hancock informed the plan is to release the Community Investment NOFO by the end of January. Funding comes from private activity bonds that the city receives from the state as well as some CDBG and HOME dollars. The American Rescue Plan Act (ARPA) funds will also be included in this round. City Council approved \$5.2 million of ARPA funds to go towards new and rehabilitation of affordable housing in Aurora. Those funds are part of the 2022 budget and there is a four-year sunset period for the allotment so these funds will be included in this NOFO round as well as future rounds. The city is hoping to use these funds for permanent supportive housing as well as hotel/motel rehabilitation.

Staff asked for two committee members to sit on the review panel to assist with reviewing applications and help decide where funding should go. Teri and Lynn volunteered, but Teri encouraged anyone else who is interested to contact Billye. Jessica provided details about the new software, Neighborly, which will help organize the application process.

Lynn asked if the city currently has any old motel properties available. Jessica explained the real estate group has looked at a couple properties, but nothing is ready to go. Another challenge is finding an operator, who has experience to run a permanent supportive housing project. A more immediate solution would be to use a hotel “as is” and then rehab to convert into units. She mentioned utilizing \$4.2 million of HUD HOME dollars for hotel/motel rehab towards a project like this.

Lynn asked if the city increased reviews of the ordinances of some of the rat traps to get them to want to sell. He posited that if the city enforced some of the codes more, some of the older hotels would not be able to meet them. Jessica confirmed that the city does hold them in compliance for housing codes and are a baseline for health/safety guidelines. She advised that systematic housing inspections are performed by Code Enforcement on an annual basis for hotels and one to three years for multifamily dwellings. Housing inspections were skipped in 2020 but resumed in September 2021.

Teri asked if permanent supportive housing is primarily focused on the Single Room Occupancy (SRO) model or will some units be combined to make family units available. Jessica replied all options are open, including building a brand-new structure.

Lynn asked if there is an inventory list of properties that might be available and are currently owned by the city. Jessica said the real estate team has been working to create that list over the past year. She mentioned not many properties are primed for housing due to zoning constraints (i.e. open space and drainage areas) and there isn't a lot of excess property that the city owns. A few potential areas include the Martin Luther King area as well as in the Ward IV area. Other potential options are expanding land inventory to things like (1) school property the district wants to dispose of, (2) faith-based communities, (3) and other people that have land to establish a public/private partnership.

Lynn asked how much input does the city have on the proposed development by the airport? Jessica explained that without land ownership, the city cannot designate affordable housing requirements for developers. She mentioned the DOLA grant for the study on how to finance more affordable housing, including fee waivers and inclusionary zoning. Charlene shared that there are inclusivity concerns with being that far away.

### **Loan Write-Offs – Jeff Hancock, Finance Supervisor**

Jeff Hancock presented the write-off report. There were no loan write-offs in December. Jeff noted that there has been an uptick in foreclosures. The program income was as follows: HOME had \$184,000 and CDBG had \$16,000. Full year 2021, HOME had \$1.8 million in program income which exceeds annual grant amount and CDBG had \$173,000. NSP had \$27,000 program income and Jeff stated both NSP loans were paid off during the year. The money gets recycled back into programs on a yearly basis from old projects in the past.

### **CHD Accomplishments 2021/Priorities for 2022/Briefing New Council**

Teri discussed the PowerPoint presentation that Rodney prepared before he left. She noted that he listed 777 rental housing opportunities and 64 units of homeownership opportunities, totaling 841 units funded. He also included Liberty View and The Point which were awarded money, but not actually completed. Liberty View will have 60 units of permanent supportive housing and The Point will have 63 units.

Teri asked when this information will be presented to City Council. Jessica confirmed she is presenting to Council on January 24 and encouraged the committee members to listen in. The plan is to have an annual update for City Council, which can be done through the budget process each year. A brief overview from the PowerPoint will include the implementation of the Housing Strategy and the grant received from the Department of Local Affairs (“DOLA”) to look at fee waivers and other ways to fund affordable housing. Jessica unofficially announced the city is

hiring a consultant to do that work in 2022, pending an agreement from DOLA. The update will also include the city owned property process for putting out Request for Proposals, similar to the charette done in October. Some of the things that will be available later in the year, such as the impact of other COVID funding, ESG COVID funding, and CDBG COVID funding which is currently out in agreements in the community and reporting is being done on how that funding is being utilized.

### **Communications from Committee**

Lynn nominated Teri for Chair. Charlene Wisher-Howard seconded. All in favor, unanimous decision. Lynn nominated Jason for Vice Chair. Hayley Reddish seconded. All in favor, unanimous decision. Teri nominated Jaime for 2<sup>nd</sup> Vice Chair. Lynn seconded. All in favor, unanimous decision.

Teri asked committee members to email Billye with any changes to their contact information.

The group discussed the CHD roster. Teri claimed there were two appointees that were up for renewal in August 2020 but admitted she doesn't know if it actually happened. Charlene added that she completed a packet, but never received a certificate or anything to confirm her reappointment. Billye and Jacquelyn will find out the status of any outstanding reappointments and will contact the City Clerk's office to obtain more information on member terms. Lynn mentioned the four vacancies on the committee and Teri shared that one of the vacancies was filled. Jessica said nominations can go to Council at any time and are typically submitted as a batch. She also mentioned that there is a range for membership but discussed reopening the application to recruit. Charlene requested that the CHD roster review be added to the February agenda as a follow up.

Charlene requested to resume Committee Member Briefings in February as a way of getting to know more about each member. Teri instructed staff to add a name to present in February.

Vince asked if City Council is still meeting online or in-person. They were meeting in-person until late November 2021, but then went back to meeting virtually. In-person meetings will be reevaluated at the end of January 2022.

Lynn asked about utilizing fire stations for meetings. Teri stated due to the uptick in COVID cases, in-person meetings probably won't resume until late spring/early summer. Jessica shared that there will be a location in every ward set up for hybrid meetings with the proper technology installed. Some of the locations include Tallyn's Reach, Moorhead Recreation Center, Central Library, and possibly a fire station in Ward IV. She mentioned town halls will operate in those facilities too. Jessica suggested moving meetings around to different locations throughout the city, including meeting at housing developments.

Jessica asked the group several questions.

- Is there anything staff can bring in terms of education items or other opportunities to learn about the city, including departments or programs?
- Does the group have any feedback for staff about what they can do to better support the committee?
- Is there anything the committee would like to work on from an advocacy role (i.e. recommendations to Council, educating the community, etc.)
- Are there things that the committee would like to accomplish themselves that are not staff-driven?

Lynn asked for more details concerning real estate possibilities. Hayley is interested in hearing from the groups that we fund, particularly ones we have funded consistently. She would like a virtual presentation to know what their challenges are and what opportunities they see. Teri would like program specific information for each program and funding regulations.

Jessica offered tours for various onsite projects like the Safe Outdoor Space at the Salvation Army. She also mentioned the Point in Time Count on January 25 to count how many people are experiencing homelessness. If anyone is interested in that, contact Billye or Jacquelyn and they will connect you with Emma King. She also discussed a potential volunteer day with the committee to do something like the Paint-a-Thon program Brothers Redevelopment does.

### Adjournment

Lynn Bittel motioned to adjourn the meeting and Charlene Wisner-Howard seconded the motion. The meeting adjourned at 7:20 p.m.

Minutes taken by: Billye Dee Williams 03.04.2022  
 Billye Williams Date  
 Administrative Specialist  
 Housing and Community Services Department

Minutes reviewed by: Barbara Abbotta 3/04/22  
 Barbara Abbotts Date  
 Community Development Manager  
 Housing and Community Services Department

Minutes approved by: Teri Marquantte  
 Teri Marquantte, Chairperson Date

# CHD Draft Minutes 1.11.22 (need CD Mgr signature)

Final Audit Report

2022-03-05

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