



APPROVED by CD Commission 12-27-05
MINUTES
COMMUNITY DEVELOPMENT COMMISSION
Tuesday, November 22, 2005, City Council Chambers

Commission Members Present: Fred Cobb, Chris Diana (arrived 7:34 p.m.), Theresa Michelson, Nancy Quisenberry, Anne Heinze Silvis, Umesh Thakkar

Commission Members Absent: Joanna Shisler, Dennis Vidoni

Others Present: Libby Tyler, Erin Bullok, Connie Eldridge, Community Development Services.

Call to Order: Chairperson Cobb called the meeting to order at 7:01 p.m. A quorum was present.

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the October 25, 2005 minutes. Commissioner Michelson moved to approve the minutes, and Commissioner Thakkar seconded the motion. The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: Ms. Tyler distributed the City's response to the Department of Housing and Urban Development (HUD)'s monitoring visit.

Ms. Tyler reviewed the schedule for next year's Annual Action Plan (AAP). Staff is looking at how to streamline this long process, which has lots of public input. As part of the AAP process, Community Development Block Grant (CDBG) and HOME Program funding applications will be available in December. To allow more time for budget recommendations, staff requested the Community Development (CD) Commission reschedule its regular meeting from January 24 to January 31, 2006. The CD Commission agreed to this change. Staff will present the draft AAP Fiscal Year (FY) 06-07 at the February meeting. Then there will be a 30-day public review period, with the CD Commission holding a public hearing at its March 28th meeting.

Regarding the Scottswood Area Stormwater Improvement Project Funding issue, the City Council passed a motion to provide \$54,000 for owner-occupied homes. Staff is working to finalize the numbers to enter into the drainage district assessment roll. This amount will be part of the AAP FY 06-07.

Ms. Tyler announced an upcoming webcast on green development that pertains to affordable housing on December 7.

The Mayor has appointed a Neighborhood Safety Task Force, which is composed of apartment owners, the Champaign Urbana Tenant Union and others, to address neighborhood safety and issues concerning apartment complexes. Theresa Michelson represents southeast Urbana. The CD Commission will be involved as the task force gets further into the issues.

Concerning Lakeside Terrace Redevelopment, the architects provided updated site plans. Staff will update City Council on the project on January 7, 2006. The option for 75 on-site units makes good use of the site and meets the goals of open space and a nicer community atmosphere. Commissioner Quisenberry asked if there were any lessons to be learned from the Burch Village Redevelopment. Ms. Tyler answered there were practical lessons on construction and engineering issues. Since both projects use the same developer group and architect, Lakeside Terrace will benefit by being a later project. Ms. Tyler noted that Burch Village has a lower replacement density and said this may be revisited for Lakeside Terrace.

Referencing the current higher energy costs, Commissioner Silvis inquired if Lakeside Terrace Redevelopment would include energy-efficient construction and appliances. Ms. Tyler said this was discussed and noted the City Council goals to tie energy efficiency and green building techniques to affordable housing. Also, a green corridor along the Saline is incorporated into site plans along with energy efficiency, good environmental aspects and accessibility issues. Ms. Tyler added this was a conceptual site plan because the Housing Authority is waiting for funding from Illinois Housing Development Authority (IHDA) and private funds.

Chairperson Cobb announced a change of order of business. New Business will come before Old Business.

New Business: Community Housing Development Organization (CHDO) Annual Recertification – Urban League of Champaign County Development Corporation – Erin Bullok stated the Urbana HOME Consortium has CHDO organizations that fulfill certain federal criteria. If a CHDO receives funding from the HOME allocation, staff is required to verify that CHDO's eligibility. Urban League has provided the proper information, and staff has determined that Urban League is qualified as a CHDO. The CD Commission will forward to City Council a resolution that certifies Urban League as a CHDO for the Urbana HOME Consortium for FY 05-06.

In response to Chairperson Cobb, Ms. Bullok said the Urban League needed to include one minor point in its bylaws. No more than one-third of the Urban League's board may be city officials. Even though Urban League does not come close to that, staff requested that Urban League amend its bylaws to include this requirement. Urban League will do this at its regular monthly board meeting on December 20, 2005. Staff recommends the Urban League be recertified on this conditional basis.

Commissioner Quisenberry moved to recommend to City Council approval of the annual Community Housing Development Organization (CHDO) recertification for Urban League of Champaign County, subject to Urban League's bylaw changes at its December board meeting. Commissioner Thakkar seconded the motion, and the motion carried unanimously.

An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Developer Agreement – Urban League of Champaign County Development Corporation Lease-Purchase Program FY 2005-2006 – Ms. Bullok explained that the Urban League has had this program for a number of years, and HOME Consortium funds have supported it. The program helps people who have problems with standard financing to become a tenant of Urban League in a home that they will eventually purchase. Clients are low- and moderate-income. HOME funds are used to buy

down the cost of the home so the client may purchase it at a reduced cost. The program has been very successful in the Champaign-Urbana area.

This agreement, which is very similar to past agreements, includes tightened language and a new reporting form for the HUD's Integrated Disbursement and Information System (IDIS). The amount of funding was raised from \$14,999 to \$20,000 per single-family unit. Last year this issue came up a number of times because the cost of houses that do not need very much rehabilitation is increasing. Increasing the HOME subsidy will make it possible to serve the same demographic group. However, the increased funding does change the affordability period from five to ten years. The subsidy is secured by a mortgage and note.

In response to Chairperson Cobb, Jean Algee said the Lease-Purchase Program was going great. However, it was at a standstill until Urban League received funding. She added that Urban League requested more funds per unit because the Urbana City Council wanted a longer affordability period. There is a waiting list of clients.

Commissioner Silvis moved to recommend approval to City Council of an Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization (CHDO) Developer Agreement with Urban League of Champaign County Development Corporation – Lease-Purchase Program for FY 2005-2006. Commissioner Thakkar seconded the motion, and the motion carried unanimously.

Ms. Tyler said this item will go directly to the City Council meeting on December 5, 2005.

Commissioner Thakkar commented that he appreciated Ms. Algee attending the CD Commission meeting to explain the program. He felt those agencies that receive funding should send a representative to help the CD Commission better understand their programs. Ms. Bullok noted that Ms. Algee's original presentation was part of the FY 05-06 AAP application process and was given last winter.

Old Business: **Review of CD Commission Bylaws** – In response to Chairperson Cobb, Ms. Tyler explained the underlined areas were new modifications. Staff reviewed the meeting minutes, checked the code of ordinances, and cross-referenced other boards' and commissions' bylaws. Ms. Tyler reviewed changes to the first paragraph on the mission, which highlighted City staff's role and HUD's importance to the CD Commission.

Sections 10 and 11 are new and were borrowed from other commissions' bylaws. Ms. Tyler said these were unlikely to be used, but she felt there should be a procedure to hold a hearing. She has also requested that the City Attorney review the language in the bylaws, as time permits. Article IV – Conflicts of Interest is an entirely new article. This may or may not be an issue for the CD Commission; however, it works well with other boards and commissions.

Commissioner Thakkar questioned Section 3, Article IV. He requested wording to differentiate between publicly stating a fact versus a personal opinion. Commissioner Michelson felt the wording was acceptable. Ms. Tyler said this section was borrowed from other commissions' bylaws and used the Carle Master Plan as an example. Commissioners are supposed to take a fresh look for the petitioner. Issues need a fair hearing, and the concern is when a commissioner states how he/she will vote before a public hearing. Ms. Tyler felt it was very unlikely the CD

Commission would have these sorts of cases, but said the section was helpful. Commissioner Thakkar mentioned the University of Illinois' requirement to submit an annual conflict of interest form. Ms. Tyler responded that the Champaign County Clerk provides these forms for all city commissions and boards.

Referencing page 1, Section 5, Commissioner Thakkar said a commissioner could be out for several weeks due to having a new baby or taking a leave of absence and asked about a formal leave of absence. Ms. Tyler said this could be included; however, this opportunity already exists. A commissioner may take a formal leave of absence with the Mayor's approval. In response to Commissioner Quisenberry, Ms. Tyler said this could be included; however, this was not in the other boards' and commissions' bylaws. Commissioner Diana asked if this was implicit in Article I, Section 5. There appeared to be no limit on the number of meetings a member may miss. Chairperson Cobb added the commissioner would have to notify someone. Commissioner Michelson thought that commissioner could miss three consecutive meetings and still remain on the CD Commission as long as that commissioner notified someone. Chairperson Cobb remarked that commissioners seemed reluctant to dismiss people from the CD Commission.

Referencing the third line in the preamble, Commissioner Michelson noted the change from "to receive community input" to "seek out and receive community input." Ms. Tyler said this could involve posting notices, holding open houses and having activities to spur interest. Commissioner Silvis said the CD Commission was not only to provide a venue but to encourage public participation.

There was discussion whether commissioners wanted the bylaws rewritten or the wording changed before voting. Ms. Tyler said the City Attorney could refine the wording.

Commissioner Michelson moved to approve the Urbana Community Development Commission Bylaws as presented. Commissioner Thakkar seconded the motion, and the motion carried unanimously.

Commissioner Thakkar asked if commissioners who were not present had received this copy of the bylaws. Ms. Eldridge answered yes; this information was provided in the CDC packet.

Study Session – Inclusionary Housing – Chairperson Cobb asked if commissioners had any ideas on promoting inclusionary housing, which is to include lower income persons in housing developments. Commissioner Michelson asked if Dennis Roberts, City Council member, was requesting the CD Commission look into this separately from CD Commission meetings. Ms. Tyler thought the whole CD Commission was to be involved to consider a conference, brainstorming session, or other public events. Councilperson Roberts came to spark interest and "get the ball rolling." At this point staff has no new research to add, but staff will continue to look at this and bring new ideas forward.

Chairperson Cobb commented the concern was what can be done to increase the amount of affordable housing and the distribution of that housing. There was a mention of holding meetings with housing developers and making them aware of the CD Commissions concerns.

Commissioner Thakkar suggested holding public hearings and involving people who live in low-income housing. Wondering if the CD Commission was to take on this task completely by itself, Commissioner Thakkar suggested working with another commission or board from the City of Champaign. A public hearing would be the first step; however, there would need to be background work, including contacting many people.

Chairperson Cobb inquired if there were any developers' gatherings that the CD Commission could attend. Ms. Tyler responded that there are many good opportunities. For example, the City of Urbana hosts quarterly Roundtables for Developers, which is a small group of Urbana developers. A larger group is the Central Illinois Apartment Association, which consists of owners and managers for local apartments. The City of Champaign has similar developers groups. Other possibilities include the Chamber of Commerce, the Urbana Business Association and homebuilders associations. Chairperson Cobb suggested getting a list of those gatherings and sending a representative to these meetings.

Ms. Tyler will give this some thought and discuss this with Mr. Roberts. She liked the idea of the CD Commission hosting some type of event, but was not sure about the type or timing. The CD Commission must work around the AAP process. She felt it is a positive idea to reach out to the community that builds housing. Commissioner Thakkar recommended inviting grantees since they might have some other ideas. Ms. Tyler said a brainstorming session would involve provider groups, and the issue would be bigger than the CD Commission and City Council at this point.

Commissioner Diana commented that incentives would be beyond the power of the CD Commission. He suggested investigating the type of incentives used in other areas. Commissioner Michelson clarified that the CD Commission would be discussing, not mandating, inclusionary housing. Commissioner Diana recommended looking everywhere this has been done. He did not believe inclusionary housing would actually slow down development in Urbana, but added that Urbana would not want to do this unilaterally. The question is how successful has this been in other areas of the country?

Chairperson Cobb inquired how to get information on incentives. Commissioner Diana mentioned the National Building Association and doing a search based on this type of regulation. Ms. Tyler said the City has access to research organizations to get more documentation and guidebooks about what has been done in other areas. Chairperson Cobb requested commissioners continue thinking about this issue and ways to make it more palatable.

There was a short discussion about a possible agenda and timing of the next CD Commission meeting.

Adjournment: Chairperson Cobb adjourned the meeting at 8:04 p.m.

Recorded by Connie Eldridge