



HOUSING ADVISORY COMMISSION AGENDA:

December 10, 2024

College@Elm

First Floor Lobby

20 South Elm Street

5:00 PM

Approval of Agenda

Approval of Minutes

1. Minutes from the November 7th, 2024 Meeting

Old Business

New Business

1. Review of Councilor Raghu's proposed legislation by City Law Director Chris Conard
2. Discussion of housing stability/tenant rights approaches
3. Review of Cottage Community Project

Adjournment

MINUTES: Housing Advisory Commission

Date: 11/7/2024	Location: City Municipal Building
Time of Meeting: 5:00 pm	Staff Present: Jessica Greene
Members Present: Amber Franklin Steve Schnabl Anne Bailey Mike Dalesandro Nicola Rodrigues Jock Pitts Jason Bracken	
Quorum Achieved: Yes(x) No	

Called to order by: Steve Schnabl at Time: 5:02pm

Approval of Agenda

Motion: Amber Franklin

2nd: Jason Bracken

Any modifications:

Vote: All in favor

Approval of Previous Meeting Minutes

Motion: Amber Franklin

2nd: Mike Dalesandro

Any modifications:

Vote: All in favor

Old Business:

Steve Schnabl shared that he has been in contact with several municipalities conducting research regarding their landlord/tenant rights programs and legislation.

New Business:

Review of Cottage Community Project



At the October meeting, the HAC created a list of items needed from Community Development Professionals (CDP) in order to be eligible for city assistance with the project. Jessica shared this list with CDP and obtained their response. Their response was then discussed at length with the

HAC membership. The written requests from HAC and the CDP responses are attached to these minutes.

After a robust discussion Jason Bracken made the following motion:

- Stop the current Cottage Community Project.
- City should work to exit this lease.
- City should draft a new RFP for the development of this city owned property.

Second: Mike Dalesandro

Vote: All in favor.

Jessica then shared that her next steps will be updating City Council on these recommendations and bringing forward a resolution for the exit from the Cottage Community Lease and the proposed RFP. Jessica confirmed that the list sent to CDP as requests, should be the outline of the RFP. The HAC had a consensus that they wanted the monthly rent to be even lower if possible and for the target audience to be recently unhoused and very low income.

Development of 47 Acres:

Jessica shared her outline of the draft RFP for the development of the city owned 47 acres. Draft concept includes:

- Sell the land at best price and select best idea for development
- Housing development of market rate housing with 20% affordability set aside at 80% Area Median Income. Development should have urban neighborhood characteristics.
- Preserve green space and incorporate connections to the Oxford Area Trail.
- Allow for small neighborhood businesses that will enhance the character of the area.

HAC members provided feedback. They were generally supportive of the concepts outlined, recommended being more clear that the 20% affordability should not all be in one unit but instead dispersed in the development. Another recommendation included that as part of RFP,



we should be clearer about the size of existing neighborhoods in the area that may support the commercial development in that area.

Jessica will continue to draft the RFP and bring it back to the group in December or January.

Adjournment:

Time: 6:02pm

Motion: Jason Bracken

2nd: Amber Franklin

Vote: All in favor

Summary of what will need included in the Development Agreement to secure City funding:

1. Serve residents as defined in 2021:

- a. 5 displaced families. Consider referral from TOPSS.
- b. 5 seniors at 60% AMI
- c. 2 other income eligible.

CDP Response: The residents will be served on a first-come, first-served basis with a strong preference given to Oxford-based residents. Referrals can certainly be made from TOPPS, Oxford Seniors and other local social service providers. We are required by our funding source, Federal Home Loan Bank, to serve those with a history of housing instability at or below 50% of AMI. This project aims to serve households at or below 50% of AMI but can go up to 80% AMI. The limitation on those residing in the cottages is 1 – 2 person households.

2. Set rent at 30% Gross Income of residents

- a. **CDP Response:** Oxford Cottage Community is not a subsidized project. There is no rental subsidy to offset costs to limit rent to 30% of a household's income (the way publicly-supported PSH projects do). As a course of good property management principle and to support *housing stability* (which is the mission of this project), policies will be in place to ensure residents can afford the units. This means that tenants will likely need to be employed to live at the Oxford Cottage Community. CCR has a commitment to ensure residents are not cost-burdened (paying more than 30% of income on rent) while ensuring the project is financially sustainable.
- b. The 2024 income limits are below. This project aims to serve households at or below 50% of AMI but can go up to 80% AMI.

Income Limits Category	1	2
Extremely Low (30%) Income Limits	22,050	25,200
Very Low (50%) Income Limits	36,700	41,950
Low (80%) Income Limits	58,700	67,100

- CDP will set a price between \$804 to \$922/month (\$919/month based on pro forma) and find eligible tenants to rent who can meet that price and not exceed 30% gross monthly income. Monthly rent is scheduled to increase 2% per year.

3. Provide a 12 month lease

- a. **CDP Response:** The leases offered for initial tenancy will be 12-month leases.

4. Provide case management- PSH preferred but not mandatory.

- a. Attach description of type of case management and services offered and include contract of who will be providing the service.
- a. **CDP Response:** This is not a PSH project. This is an affordable, non-subsidized housing project intended to provide safe, stable housing for persons who have struggled to live stably. Housing stability services will be provided in order to *stabilize* housing for residents but the project will not provide intensive wraparound services. A housing case manager from CDP will be available to support residents in their housing stability. If residents need support to address barriers to housing stability, referrals will be provided to agencies within Butler County. *This is a service currently offered by CDP in its administration of Shelter Plus Care.* A 24-hour emergency line and contact information will be provided tenants to take care of property management requests and needs.

5. Property management with decision making capability will be on site every day M-F and 1 day x 2 weekends a month. Can be renegotiated after 24 months.

- a. **CDP response:** Residents will have access to a property manager M – F during regular business hours with emergency and after-hours contacts made available. A community manager will be on-site regularly and available to residents but the on-site presence will be flexible in accordance with need.

Staff Comments:

Under PUD terms, CDP has until 12/2025 to make all improvements (complete the project).

CDP has indicated they cannot advance project with lease, need to own the land the leverage their mortgage.