

SUMMIT COMBINED HOUSING AUTHORITY

BOARD MEETING AGENDA

Monday August 21st, 2023

1:00 pm – 3:00pm

Senior Center – Fremont Room

I. CALL TO ORDER

- **Ryan Hyland called the meeting to order at 1:04pm**

II. ROLL CALL AND INTRODUCTIONS

- Board Members and Alternates – Ryan Hyland, Nathan Johnson, Tom Fisher, Jason Dietz, Rick Holman, Corrie Burr, Laurie Best, Lina Lesmes, Phil Gonshak, Katie Kent, Andrew Stackhouse,
- County Staff – Keely Ambrose, Scott Hoffman, Steve Greer
- SCHA Staff – Sarah Butler
- Advisory Board – N/A

III. PUBLIC COMMENTS

- N/A

IV. CONSENT AGENDA

- a. 7/19/2023 Minutes
- b. 8/15/2023 Minutes
- c. 8/21/2023 Agenda
 - Ryan Hyland called to motion the approval of past minutes and the current agenda. Rick Holman moved to approve the agendas and minutes, Tom Fisher seconds the motion, the motion passed unanimously.

V. NEW BUSINESS

- a. LOI for Prospective Office Space
 - Andrew Stackhouse presented the information regarding the potential office space. He states that he is still negotiating and wanted to run by the status with everyone. He states property tax forgiveness will drop operating by roughly \$12,000 and they are offering a \$10,000 improvement stipend.
 - Nathan Johnson asked why would Andrew Stackhouse do a 10-year lease for the space? Andrew Stackhouse stated that it reduces the rent. He also stated he is used to working on the state level where they do not entertain anything less than 10 years.
 - Jason stated that we would be moving from a \$1200 a month rent to a \$6000 a month rent, why? Andrew Stackhouse stated that the current office is not suitable and could not grow with the office.
 - Rick Holman stated he is concerned about the budget and if the SCHA has room for the increase. Andrew Stackhouse stated we have enough in budget and have around \$800,000 left over to use.
 - Ryan Hyland asked the square space of the office currently, Andrew Stackhouse said he was unsure but the new space allows room for staff increases and helps the public image and easier to find. **975 SF net rentable area**
 - Ryan Hyland had a follow up question regarding the work spaces. Andrew

Stackhouse then stated he would be hiring a designer to make the space hybrid environment compatible and have workstations to share.

- Katie Kent asked what it was previously used for, Andrew Stackhouse answered that it was for medical. Katie Kent then stated that the SCHA would need a permit.
- Nathan Johnson asked what is the budget for the designs and designer? Andrew Stackhouse stated that he did not know the budget or cost of designs. Nathan Johnson then stated he is opposed to the lease. It could be too cost prohibited if the designer is unknown. Rick Holman stated it could cost upwards to \$100,000 to do designs. Andrew Stackhouse then clarified that he is just getting new furniture and not changing the structure.
- Ryan Hyland then proposed that Andrew Stackhouse show the difference of the 5-year numbers to the 10-year numbers. Rick Holman agreed to this idea and said show 5-year lease with option to renew.
- Nathan Johnson then asked if the SCHA was using a broker. Andrew Stackhouse then stated that we had one. Nathan asked who it was. Andrew Stackhouse answered it is Westward LLC, Lindsey.
- Keeley Ambrose asked if the SCHA is currently using county resources? Andrew Stackhouse stated that the SCHA uses the county wifi, servers and email system. Keeley Ambrose then said that he will need to check in with IS and get a quote from outside providers.

VI. CONTINUING BUSINESS

a. Town & County Updates

- Breck: Laurie Best stated that at some point soon the discussion for the Justice Center and filling them will have to take place. The Alte Verde 1 waitlist is at 200 people, most units are LIHTC.
- County: Jason Dietz stated that their updates are similar to last meeting. He is developing a new development pipeline.
- Silvesthorne: Ryan Hyland stated that Smith Ranch went vertical and La Quinta will be used for rentals. Additionally Summit Daily is asking around for interviews. Dave wanted to discuss about housing needs assessment. Andrew Stackhouse stated that he spoke to a reporter and it went well. Andrew Stackhouse asked if they would like the questions to filter through the SCHA. Rick Holman said he would not as Breckenridge has done a lot of work regarding this. Ryan Hyland said that they have also done a lot of work to improve their work with non-English speakers.
- Andrew Stackhouse mentioned that he is concerned with other non-English speakers for instance the African community. Jason Dietz said he worked with improving their work with non-English speakers and brought in mountain dreamers. They helped a lot but could not reach the African community.

b. Staff Updates & Reports

- Andrew Stackhouse presented the staff data.
- Keeley Ambrose asked what puts the community upside down? (based on loan slide). Andrew Stackhouse stated that the ratios and strict qualifiers are making them not meet requirements.
- Jason Dietz asked if relaxing the qualifiers for the loans or more money? Andrew Stackhouse stated relaxing the loan qualifiers.
- Andrew Stackhouse then began discussion on the local lenders list. Jason Dietz then explained its origin. Andrew Stackhouse then stated he met with a CHFA representative that mentioned their down payment assistance loan and how it was not utilized in the mountains either and they do not know about it. Sarah Butler then

said that it could be because it has just as strict qualifiers as the SCHA's downpayment assistance and that we have local lenders present in the CHFA HBE so they are aware of the program.

- Andrew Stackhouse then presented the information of the upcoming Deed Monitoring and meeting with each jurisdiction. He said that this year it will all be the same and work on getting a way for each jurisdiction to access the information more easily.
 - Laurie Best then stated that they added to their code that if the owner does not respond they will get a \$250 fine and an additional \$100 fine per day when they don't answer.
- c. Presentation of Financials
- Andrew Stackhouse presented the data and stated that he is thinking of changing the billback procedures. Instead of billing each jurisdiction, just collecting more 5A money.
 - Rick Holman asked for further clarification. Andrew explained further. 'Jason Dietz stated it is the current way because each jurisdiction does not utilize the SCHA to the same capacity, and it is based on workload. This was designed to be equitable.
- d. Discussion on Model for Real Estate Arm
- Jason Dietz stated that based on the legal deciding factor that the SCHA must go in a completely different direction than it was going.
 - Andrew Stackhouse stated that what is the legal space for a managing broker? In-house staff cannot get commission. Additionally, 5 or 6 covenants say the SHA must be the broker of the deal.
 - Andrew Stackhouse had a discussion with senior staff, that the current role of the real estate team is social media and website, lottery logistics, listing some homes, and speaking to real estate agents. The SCHA could function without the Real estate wing and could do everything they are doing.
 - Andrew Stackhouse then mentioned the plan to get Summit County real estate agents educated and possible ways for them to get deed restricted certified.
 - Rick Holman stated that there should be a plan to review to separate the two branches.
 - Jason Dietz stated that now would be a good time to get the consultant to review and make a strategic plan. Andrew Stackhouse said that he has experience consulting and could do it. Jason Dietz said it is important to get someone with housing experience specifically mountain resorts. Jason Dietz said it should be a neutral 3rd party individual.

VII. OTHER BUSINESS

- Lina Lesmes asked when the Housing Needs Assessments final report is coming out.
- Andrew Stackhouse asked about the managers' meeting and hopes the report will be soon. Andrew Stackhouse then asked if he is authorized to plan the meeting.
- Ryan Hyland stated that he does not want anything planned until BOCC.
- Tom Fisher stated it sounds like November based on the Town's meetings.
- Phil Gonshak stated the county is doing their meeting September 5th so hold off on the other jurisdictions.
- Andrew Stackhouse asked if we should expect pushback. Keely Ambrose said that the public will have it first.
- Lina Lesmes asked if the BOCC will have the final report. Keeley Ambrose said no unless it is ready.
- Andrew Stackhouse asked once he get report what to do with it. Ryan Hyland said send it to

the board. Andrew Stackhouse asked if it was okay to send to the reporters. The board collectively said no send to the board and they will make a vote that it is final

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

- Ryan Hyland called that the meeting be adjourned at 2:28pm. Tom Fisher put into motion and Joson Dietz 2nd, the motion passed unanimously.

*Please note agendas are subject to change

Public Comments may be emailed to info@summithousing.us in advance of the meeting.

Town and County Updates

August 2023

Silverthorne

- **Smith Ranch Neighborhood:**
 - 214 deed restricted, for-sale units targeting incomes in the 80-120% range. The units are a combination of townhomes, duplex, and single-family homes, which are being built in phases.
 - 201 homes are now fully occupied. There have been 15 resales.
 - The remaining 13 homes are under contract and under construction.
- **Fourth Street North:**
 - The developer of the property directly north of Fourth Street Crossing is proposing 39 units of by-the-bedroom rental units, which will be deed restricted for the local workforce. In total there are 132 bedrooms, of which 79 will be restricted to the 60% rental rate for a studio/1-person household (\$1,009 in 2021). The remaining 53 bedrooms will be market rate but restricted to residents working in Summit County 30 hours per week on average. The Town is subsidizing the restricted bedrooms. All final approvals for the project took place April 13, 2022, with delivery of units likely in 2025. The project is delayed due to lack of financing.
- **Smith Ranch Apartments:**
 - The Town has contracted Gorman and Company to construct 135 rental apartment unit on the Smith Ranch commercial site.
 - 65 apartments will target incomes at or below 60% AMI. The remaining 70 apartments will target incomes between 80-120% AMI.
 - Planning Approvals through Planning Commission and Town Council took place in February, 2023. Closing of the construction loans occurred on April 4, 2023.
 - Construction has begun. Delivery is expected at the end of 2024.
- **Housing Helps:**
 - The Town has partnered with the County on 8 Housing Helps Buy Downs in Silverthorne, and is working on a 9th one.
- **Buy-Downs:**
 - The Town completed its first Buy Down of a home in Arctic Placer in 2022. The home was sold to an employee of the TOS with a buy down of the price of 15%. The Town is now working on a second Buy Down.
 - The Town has also purchased 9 units for Employee Housing.
- **Blue River Apartments:**
 - The Town and Summit County negotiated the extension of the affordability of the Blue River Apartments through December 31, 2025.
- **Strategic Housing Plan Update:**
 - The Town contracted Clauson Rawley Associates to update the Town's Strategic Housing Plan. The Town received a grant from DOLA for this work. The update of the Plan is scheduled to be complete by the end of 2023.
- **STR/Housing Nexus Study:**

- The Town has contracted a consultant to conduct a nexus study of the relationship between guest spending in STRs and the demand for workforce housing.

County

- N/A

Frisco

- **Peak One Neighborhood:**
 - A group of Peak One neighborhood homeowners will be before Town Council on Tuesday, August 22nd requesting the Town modify the housing restrictive covenant to allow homeowners to sell at the price set through Summit County Housing Authority, or a 3% appreciation each year, whichever is greater. The item is at a work session where Staff is requesting Council provide direction if they want Staff to pursue making the modifications to the covenant.
- **Housing Helps:**
 - A first reading of a Housing Helps modification is before the Town Council on Tuesday, August 22nd. The modification will allow the Council to purchase a deed restriction from a homeowner who has resided full-time in the unit for seven years, regardless of their working status. The owner will be permitted to continue owning and residing in the unit and when they sell in the future, the buyer shall comply with work requirements.
- **Buy-Downs:**
 - The Town closed on three units that will have a deed restriction placed on them and be sold through a lottery system by the end of 2023. An energy audit is scheduled and after reviewing the results of the audit, the Town will determine if improvements should be made prior to selling each unit. Specifics of the lottery system are currently being written.
- **Workforce Housing Incentive:**
 - Staff has proposed modifications to the Planned Unit Development (PUD) Overlay District. If approved, for developments proposing affordable housing as their community benefit, they will be required to provide 25% of the housing units as workforce housing units.
- **Current projects:**
 - 619 Granite Street: Construction is on track for this Town of Frisco and CDOT workforce housing project which will have twenty-two units.
 - 602 Galena Street: NHP will be before the Planning Commission on August 17, 2023 to present a sketch plan of the proposed 54-unit affordable housing project.

Breckenridge

- **Justice Center-** see County summary.
 - We will be working with the County on lease up process and final rental rates/criteria. More information available in late fall.

- **Loge/Wayside**-see County summary. All units occupied. No major renovation anticipated until at least 2026.
- **Alta Verde 1 and Alta Verde 2**
 - Phase 1 (80 units) completed and occupied. Wait list is 200.
 - Phase 2 (172 units) under construction. Completion scheduled summer 2024.
- **Ullr Apartments:**
 - All 27 apartments occupied.
- **Stables Village:**
 - Infrastructure is underway and vertical construction for the first phase (8 duplexes, 1 SF, 6 triplexes) is scheduled to begin in the fall. Real estate purchase contracts should be executed by September 1st with units delivered late spring/early summer. Price points are \$373K to \$785K. There were 193 applicants in the lottery for these first fifteen units. The lottery for the second phase is scheduled for February 2024. The total unit count at buildout will be 61 homes.
- **Buy Downs:**
 - Through August, in 2023 the Town has acquired 5 buy down units and sold (or is under contract to sell) seventeen properties. Goal is 10 units per year. The cost is \$93-\$120k per bedroom. Since the inception of the program (2019) the Town has preserved 47 units thru the Buy Down program.
- **Housing Helps:**
 - Sixteen (16) deed restrictions have been acquired in 2023 through August. The goal is 20 deed restrictions a year. The 2023 cost is approximately \$140K per unit, many are split with the County making these acquisitions very cost effective. Since 2020 fifty-six deed restrictions have been acquired through this program which preserves these units in perpetuity for local workforce.
- **Monitoring/Enforcement:**
 - This is the first year the Town has issued fines for non-responsive owners (\$250) and we will start the \$100/day violation fee around the first of September for five outstanding violations. The penalties have been very effective in bringing properties into compliance.
 - Staff met with SCHA to discuss the fall launch of the 2023 Monitoring/Enforcement Process.

Dillon

- **N/A**

