

**Notice of Meeting for the
Housing Advisory Board
of the City of Georgetown
September 16, 2019 at 3:30 PM
at Historic Light and Waterworks Bldg, 406 W. 8th Street Georgetown, TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found at the Board meeting. Clearly print your name, the letter of the item on which you wish to speak, and present it to the Staff Liaison, preferably prior to the start of the meeting. You will be called forward to speak when the Board considers that item.

On a subject not posted on the agenda: Persons may add an item to a future Board agenda by filing a written request with the Staff Liaison no later than one week prior to the Board meeting. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. For Board Liaison contact information, please logon to <http://government.georgetown.org/category/boards-commissions/>.

A At the time of posting, no persons had signed up to speak on items not on the agenda.

Legislative Regular Agenda

- B Consideration and possible action to approve the minutes from the August 19, 2019 meeting. - Mirna Garcia, Management Analyst
- C Update on capital improvements scheduled for Stonehaven Apartments. Nikki Brennan, Executive Director, Georgetown Housing Authority
- D Update on the 2030 Plan Update process. Nat Waggoner, AICP, Long Range Planning Manager
- E Presentation and discussion on development of the Housing Toolkit. Susan Watkins, AICP, Housing Coordinator
- F Update from the Housing Advisory Board Chair. Lou Snead, Chairperson.

Adjournment

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2019, at

_____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Housing Advisory Board
September 16, 2019

SUBJECT:

Consideration and possible action to approve the minutes from the August 19, 2019 meeting. - Mirna Garcia, Management Analyst

ITEM SUMMARY:

FINANCIAL IMPACT:

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SUBMITTED BY:

Mirna Garcia, Management Analyst

ATTACHMENTS:

	Description	Type
☐	Attachment 1 - Meeting minutes	Exhibit

City of Georgetown, Texas
Housing Advisory Board
Minutes
August 19, 2019, at 4:00 p.m.
Historic Light and Waterworks Building, 406 W. 8th Street
Georgetown, Texas 78626

Members present: Lou Snead, Chair; Nathaniel Bonner; Randy Hachtel; Jeannyce Hume and Bob Weimer

Members absent: Nikki Brennan; Mary Calixtro

Staff present: Susan Watkins, Housing Coordinator; Sofia Nelson, Planning Director; Nat Waggoner, AICP, Long Range Planning Manager; and Stephanie McNickle, Recording Secretary

Public Wishing to Address the Board

A. As of the deadline, no persons were signed up to speak on items other than those posted on the agenda.

Legislative Regular Agenda

B. Consideration and possible action to approve the minutes from the July 15, 2019 meeting. Mirna Garcia, Recording Secretary

Motion by Hachtel, second by Hume to approve the minutes from the July 15, 2019 as presented. Approved 5 – 0.

C. Update on the 20230 Plan Update process. Nat Waggoner, AICP, Long Range Planning Manager.

Staff gave a brief report of the 2030 Plan Update Steering Committee meetings. Staff stated the end goal is to update the Future Land Use Map. Staff also stated they are currently drafting land use policies to be presented to the Steering Committee, September 5th. The Steering Committee will work to develop growth scenarios at the September 5th meeting.

D. Presentation and discussion of development of the Housing Toolkit. Susan Watkins, AICP, Housing Coordinator.

Staff reviewed along with the Board over the decision point matrix for the development of the Housing Toolkit. The Board reviewed the potential tools listed under the Preservation theme policies. The Board answered the questions:

- Do you agree this tool will implement this policy?
- Do you know of additional tools that should be considered?

The Board also worked to fill out the matrix for each tool on what they thought would be the effort to implement, time horizon (estimated time to implement), cost estimate, possibility to leverage, and impact of the tool. The board's discussion is included in the attachment below for tools discussed (P1.1- P3.4.1). The board agreed to send comments on the remaining preservation and affordability tools listed on the matrix that were not discussed at the meeting.

- E. Update on the Point-in-Time Count for Williamson County organized by the Texas Homeless Network. Susan Watkins, AICP, Housing Coordinator.

Staff reviewed online volunteer training for the Summer Point-in-Time count scheduled for Williamson County on August 29, 2019. Board member Weimer stated the Helping Hands of Georgetown will not register for August point-in-time count, but he said would participate in the winter count held in January. Lou Snead said possibly members of the Housing Advisory Board can volunteer for the winter count held in January.

Adjournment

Motion to Adjourn. The meeting was adjourned at 5:17 pm.

Approved, Lou Snead, Chair

Attest, Randy Hachtel, Secretary

Does Tool implement policy? (Y/N)	POLICY	POTENTIAL TOOL	ROLE	IMPACT (number of families or units, etc.)	EFFORT TO IMPLEMENT (level of resources needed)	TIME HORIZON (Annually 1-5 5-10 10+)	COST (\$-\$\$\$)	POSSIBILITY TO LEVERAGE (Funds, existing program, partnerships)	STAFF	DEPARTMENT	STATUS	NOTES
Preservation												
Y	P1.1	Multi-Family/home rehabilitation for small scale multi-family, quad and duplexes.	Partner or Support	High	Will need additional funding, possibly through CDBG.	1-5 years	\$\$	Modify existing home repair with HfHWC. Does HfHWC have capacity to administer?				Consider that it requires partnering with a commercial enterprise. Helping Hands recently organized volunteers to assist with the maintenance with duplexes north of Williams by Sports Clips HQ. Consider developing competitive grant process; program must require below market rate. Combine with P1.2? Will there be an application fee?
Y	P1.2	Multi-Family energy efficiency rebate and incentive programs	Partner or Support	High	High, possibly require outside assistance	1-5 years	\$	GUS has energy conservation funds that could be leveraged; could expand use of funds and could expand incentives for participants. Could include partnerships with general contractors. Are there Federal and State incentives?				Would need to evaluate if utilities was included in rent. Should GUS be the lead for administer the program? Education of existing programs could be a component.
Y	P1.3	Support GHA's maintenance of units/infrastructure.	Partner or Support	High 168 units at Stonehaven	Medium, would require a new partnership with the City.	1-5 years	\$\$\$	Does GHA have capacity to administer? Does GUS-Electric have capacity to assist? Can we use CDBG funds as match?				GHA has offered need for: separate meters, street light maintenance, capital improvements for sewer.
	P1.4	Affordability term extensions for existing tax credits - support property owners with renovations that use Low Income Housing Tax Credit.	Partner or Support	High	Low- Would require a City resolution to apply for Tax Credit	5-10 years	\$	Texas Housing Foundation				How many units?
	P2.1	Zoning (Neighborhood Conservation or Overlay Districts)	Lead									What are the criteria for implementation? Is it related to affordability? Should we consolidate 2.1-2.4?
	P2.2	Policies to ensure compatibility, transition zones (Old Town and Downtown Design Guidelines)	Lead	Low direct impact to		Annually						
	P2.3	Defined set of criteria to identify areas to target (ex: using data of age of units or percentage of renters)	Lead	Low	Medium	1-5 years	\$					
	P2.4	Small area, neighborhood plans	Lead									
	P3.1	Home Rehabilitation*	Partner or Support	High	Low	Ongoing	\$\$	Current Partnership with HFHWC	Existing, coordinated	Planning, Conservation,	Current Program	Income based property tax exemption for lower income household - L. Snead
	P3.2	Utility billing assistance*	Partner or Support	High	Low	Ongoing	\$	high	Existing	GUS	Current Program	
	P3.3	Homestead exemption education	Partner or Support	Low	Could be a 1x year meeting	Annually	Put in existing City Utility billing/flier.				New program	Most people are aware of the exemption. Expand to homeowner education.
	P3.4	Partnerships with non-profits that assist existing home owners with maintenance	Partner or Support	Medium	Low	1-5 years	\$	Current Partnership with HFHWC/Faith in Action?	Existing	Planning	Current Program	
	P3.4.1	Income based property tax exemption for lower income household - L. Snead	Lead	High if measured by household	High, does not exist	1-5 years	\$	No partnerships in this area			New program	
	P3.5	Property tax abatement for reinvestment areas for homeowners meeting specific criteria	Partner or Support									P3.5 and P3.6 maybe related
	P3.6	Neighborhood Empowerment Zones	Partner or Support								New program	

Does Tool implement policy? (Y/N)	POLICY	POTENTIAL TOOL	ROLE	IMPACT (number of families or units, etc.)	EFFORT TO IMPLEMENT (level of resources needed)	TIME HORIZON (Annually 1-5 5-10 10+)	COST (\$-\$\$\$)	POSSIBILITY TO LEVERAGE (Funds, existing program, partnerships)	STAFF	DEPARTMENT	STATUS	NOTES
	P4.1	CDBG for capital improvements (lighting, sidewalks)*	Partner or Support	High	Low	1-5 years	\$	high	Existing	Planning, Wilco, Public Works	Current Program	
	P4.2	Neighborhood traffic management program, street maintenance*	Partner or Support	High	Low	Ongoing	\$		Existing	Public Works	Current Program	
	P4.4	Promote neighborhood capacity (vitality, services) building - HOA training/education	Partner or Support									
	P4.5	Partner with banks to meet Community Reinvestment Act requirements	Partner or Support									
	P4.6	Education/outreach. Neighborhood registration program*	Partner or Support	High	Low	Ongoing	\$		Existing	Planning	Current Program	
	P4.7	Identify opportunities for small area plans	Partner or Support									
	P4.8	Neighborhood cleanup day	Partner or Support									
	P4.9	Urban park programs for infill	Partner or Support									

City of Georgetown, Texas
Housing Advisory Board
September 16, 2019

SUBJECT:

Update on capital improvements scheduled for Stonehaven Apartments. Nikki Brennan, Executive Director, Georgetown Housing Authority

ITEM SUMMARY:

Nikki Brennan, Executive Director, of the Georgetown Housing Authority will give an update on the capital improvements planned for Stonehaven Apartments.

FINANCIAL IMPACT:

N/a

SUBMITTED BY:

Susan Watkins, AICP, Housing Coordinator

City of Georgetown, Texas
Housing Advisory Board
September 16, 2019

SUBJECT:

Update on the 2030 Plan Update process. Nat Waggoner, AICP, Long Range Planning Manager

ITEM SUMMARY:

Staff will brief board members on the recent and upcoming activities related to the comprehensive plan update.

FINANCIAL IMPACT:

None at this time.

SUBMITTED BY:

Susan Watkins, AICP, Housing Coordinator

City of Georgetown, Texas
Housing Advisory Board
September 16, 2019

SUBJECT:

Presentation and discussion on development of the Housing Toolkit. Susan Watkins, AICP, Housing Coordinator

ITEM SUMMARY:

This item is a continuation from the August 19, 2019, Housing Advisory Board meeting.

The board will continue to review and discuss the method for evaluating possible tools and programs to be included in the the Housing Toolkit, the implementation plan for the housing policies outlined in the updated 2030 Plan Housing Element. Information evaluated for each tool will include:

- Effort to implement
- Time Horizon (estimated time to implement)
- Staff
- Cost
- Possibility to Leverage
- Impact

The Board will also review information prepared by Community Development Strategies (CDS), the consultant assisting with the 2030 Plan Housing Element update, for several potential tools for implementation of the affordability policies.

The key questions asked of the board will be:

- Do you agree this tool will implement this policy?
- Do you know of additional tools that should be considered?

The outcome of the discussion should provide:

- Preparation for Steering Committee consideration of the implementation tools
- Direction to clarify tools that do not have sufficient information or move tools HAB recommends are better suited for implementation of a different policy
- Guidance for additional tool research by staff or consultants

The Board will then be asked to develop a recommendation for prioritization of tools by scoring each tool in four categories:

- Impact
- Speed to Implement
- Cost
- Community Readiness

The proposed remaining schedule for the Toolkit development is below:

- September - HAB evaluation and scoring, recommendation on prioritization
- October – HAB evaluation and scoring, recommendation on prioritization continued if necessary
- November – Steering Committee evaluation (review scoring, prioritization recommendation)
- November or December - Joint Session Evaluation (review recommendation on prioritization)
- December - Public Meeting
- January - City Council workshop on Implementation

Attached is the housing policy guide provided to the 2030 Plan Steering Committee and City Council that provides a list of potential tools for each proposed housing policy, most recently updated after City Council consideration of the housing policies at the July 9th and July 23rd Council Workshops.

FINANCIAL IMPACT:

None at this time.

SUBMITTED BY:

Susan Watkins, AICP, Housing Coordinator

ATTACHMENTS:

Description	Type
☐ Attachment 1 - 2030 Plan HE Update Housing Policies	Backup Material

2030 Housing Element Update Housing Policies

	Policy	Possible Tools (* indicates current tool)	Specific example	Intent/ Council Direction	Outcome	Role	Definitions/Council Direction
	Preservation						
P1	Preserve existing housing stock that contributes to diversity and affordability.	<ul style="list-style-type: none"> Multi-Family/home rehabilitation for small scale multi-family, quad and duplexes. Multi-Family energy efficiency rebate and incentive programs Support GHA's maintenance of units/infrastructure. Affordability term extensions for existing tax credits - support property owners with renovations that use Low Income Housing Tax Credit. 	Olde Georgian (1700 S Austin Ave), Apple Creek (302 Apple Creek Dr), Cedar Ridge (1500 Northwest Blvd) unsubsidized affordable multi-family	Preservation Affordability Diversity	Protect existing affordable housing stock/prevent loss of naturally occurring affordable housing (NOAH). Existing units remain available to residents.	Partner or Support	
P2	Preserve existing neighborhoods in targeted areas.	<ul style="list-style-type: none"> Zoning and future land use map Policies to ensure compatibility, transition zones (Old Town and Downtown Design Guidelines) Defined set of criteria to identify areas to target (ex: using data of age of units or percentage of renters) Small area, neighborhood plans 	TRG, Rivery and San Jose neighborhood residents have attended several P&Z hearings regarding development requests in the neighborhood but lack formal policies in the Comprehensive Plan and Downtown Master Plan to address redevelopment.	Preservation	Enable P&Z and Council to preserve character of targeted neighborhoods. Particular aging neighborhoods may need special protections as redevelopment occurs.	Lead	City could create process, residents would need to self elect neighborhood (ex. Traffic Neighborhood Management Program) Specific criteria might be laid out in toolkit for qualifying neighborhoods (age, maintenance, vulnerability to
P3	Support owners ability to stay in homes in neighborhoods with rapid value increases without limiting the sale of the home.	<ul style="list-style-type: none"> Home Rehabilitation* Utility billing assistance* Homestead exemption education Partnerships with non-profits that assist existing home owners with maintenance Property tax abatement for reinvestment areas for homeowners meeting specific criteria Neighborhood Empowerment Zones 	Ridge, San Jose, Railroad neighborhoods have seen construction of homes that raise property values. A Neighborhood Empowerment Zone, state enabled city-created zone for purpose of rehabilitation or creation of affordable housing, could be established for specific geographies.	Preservation Affordability	Support homeowners experiencing property value increase due to development in established neighborhoods to preserve homeownership.	Partner or Support	
P4	Maintain and promote neighborhood character and quality.	<ul style="list-style-type: none"> CDBG for capital improvements (lighting, sidewalks)* Neighborhood traffic management program, street maintenance* Promote neighborhood capacity (vitality, services) building - HOA training/education Partner with banks to meet Community Reinvestment Act requirements Education/outreach. Neighborhood registration program* Identify opportunities for small area plans Neighborhood cleanup day Urban park programs for infill 	Deer Haven or River Chase concern about proximity of commercial and impact to adjacent single family subdivisions; roadway planning. Parkview Estates desire to have neighborhood amenities to build neighborhood brand.	Preservation	Ensure neighborhoods are maintained and valued. Neighborhood viability/maintenance/enhancement	Partner or Support	

2030 Housing Element Update Housing Policies

	Policy	Possible Tools (* indicates current tool)	Specific example	Intent/ Council Direction	Outcome	Role	Definitions/Council Direction
	Affordability						
A1	Support and increase rental choices for low-income and workforce households unless the housing is substandard.	<ul style="list-style-type: none"> • Development incentives* (Workforce Housing standards in UDC- impervious cover, setbacks, # of units/building, smaller lot size) • Support GHA programs (landlord outreach and education to accept vouchers to maximize available units, CDBG funds, energy efficiency upgrades through GUS) • Support LIHTC development that meet City defined process • Define metrics for affordability goals • Development agreements • TIF/TIRZ • Affordability term extensions for existing tax credits • Review of multi-family development standards to encourage infill development • Incentivize multi-bedroom housing options for families with children or aging parents 	<p>Stone Haven is almost 50 years old and in need of infrastructure and structural improvements to continue to safely house its residents. The Housing Authority will need to pursue revenue sources to make the improvements. The City can support the HA in this effort to retain the asset that serves households with incomes less than 30% of the AMI through improvements using CDBG or energy efficiency funds.</p> <p>Three tax credit properties are over 20 years old and their affordability term will expire after 35 years.</p>	Affordability Preservation Diversity	<p>Maintain rental housing stock available to low-income households.</p> <p>Greater rental housing choice for workers.</p>	Support or partner	Workforce is defined as 60-80% AMI
A2	Support rental choices for senior households.	<ul style="list-style-type: none"> • Define metrics for affordability goals • Support GHA programs • Support LIHTC development • TIF/TIRZ 	At no cost to City, a LIHTC resolution of support or no objection for age restricted housing.	Affordability Preservation	<p>Maintain available age and income restricted units.</p> <p>Rental choices for seniors who need them.</p>	Support or partner	
A3	Increase homeownership choices for workforce households.	<ul style="list-style-type: none"> • Development incentives* (Workforce Housing standards in UDC) • Development fee exemptions • Development agreements • Development regulations (density bonus on a per acre basis) • Municipal Utility Districts • Public Improvement Districts • Land Bank or Land Trust like tool • Down payment assistance 	Mueller: Development agreement - public private partnership with publicly owned land, mixed use community with affordability terms on approximately 25% of units (owner and rental options)	Affordability Diversity	Have workforce housing units as an incentive tool available for negotiation opportunities. Greater owner housing choice for workers.	Lead	Workforce is defined as 60-80% AMI
A4	Support the non-profit community to create housing opportunities for the most vulnerable residents (including but not limited to homeless, seniors, youth aging out of the foster care system, and people with disabilities).	<ul style="list-style-type: none"> • Health and Human services element in the Comprehensive Plan as required by City Charter • Needs assessment • County point in time count 	Support or partner for development of a needs assessment.	Affordability	Acknowledge and define community housing need for vulnerable residents.	Support or partner	

2030 Housing Element Update Housing Policies

	Policy	Possible Tools (* indicates current tool)	Specific example	Intent/ Council Direction	Outcome	Role	Definitions/Council Direction
	Diversity						
D1	Encourage and incentivize new housing and reinventions or additions to existing housing to provide a mixture of housing types, sizes and price points.	<ul style="list-style-type: none"> • Incentives for diversity of housing products* • Low Income Housing Tax Credit process* • Promote and evaluate existing incentives for diversity of housing products • Define metrics for diversity goals • Incentives for density (density bonus) • TIF/TIRZ • Incentivize multi-bedroom housing options for families with children and aging parents 	Establish outcomes for diversity of housing in Municipal Utility District policy or development agreements.	Diversity Affordability	Tools for greater housing diversity. During negotiation opportunities, consider producing various housing types for new and infill development as option.	Lead	
D2	Ensure land use designations and other policies allow for and encourage a mixture housing types and densities across the community.	<ul style="list-style-type: none"> • Evaluate regulatory barriers to density • Review regulations to improve diverse housing options (such as ADUs). • Development regulations (zoning standards (density bonus will be the most effective)) , subdivision standards, building standards) while maintaining compatibility. • Create a zoning district that allows tri-plexes and four-plexes 	<p>Unified Development Code requires Special Use Permit by City Council for accessory dwelling unit (ADU).</p> <p>Development Code is not equipped to handle condo regime.</p>	Diversity	UDC supports and allows diversity of housing types and densities. Lower/evaluate regulatory barriers to housing diversity.	Lead	
D3	Promote aging in place opportunities by aligning land use policies and transportation policies that promote a housing market capable of accommodating residents throughout all stages of life.	<ul style="list-style-type: none"> • Support services (transportation, healthcare, food service, utility billing assistance) • Strategic Partnership grants focused on agencies that promote aging in place/community • Health and human services 	Increased diversity of housing product may allow someone to stay in community if aging causes need for different housing product.	Diversity	Accommodate diverse housing needs through development code and connection to services. More people have choice to stay in home/community as they age.	Partner	
	Coordinated Housing Programming (global policies)						
C1	Actively seek and build public and private partnerships to leverage resources and promote innovation.	<ul style="list-style-type: none"> • Partnerships with non-profits, county, school district* • Comm. Development Block Grant (WilCo and/or HUD)* • HOME (TDHCA) - down payment assistance • Housing Trust Fund (TDHCA + HUD) • Health and Human Services element of Comprehensive Plan • Point in Time count (County effort) • Partnerships with employers 	CDBG funds through County to partner with HFHWC for Home Repair for neighborhood preservation.	Preservation Affordability Diversity	Secure outside funding and partnerships to maximize results. Should be used for all policies where possible.	Partner	
C2	Align housing goals with other city policies and strategic plans.	<ul style="list-style-type: none"> • Land use policies* • Economic development strategies involve housing discussion with employers. • Public works - Overall Transportation Plan 	Housing diversity policies coordinated with land use policies, economic development strategic studies	Preservation Affordability Diversity	Coordinate plans and policies. Applies to all policies. Effective and efficient governance.	Lead	
C3	Provide opportunity for community engagement through outreach and communication.	<ul style="list-style-type: none"> • Education and promotion of available housing programs and incentives. • Communication about housing options for residents. 	<p>Surveys, open house and speaking in community about 2030 Plan update.</p> <p>Development community outreach.</p>	Preservation Affordability Diversity	Involve public/community in planning and decision making. Applies to all policies. Residents can provide input on neighborhood and city planning process.	Lead	

City of Georgetown, Texas
Housing Advisory Board
September 16, 2019

SUBJECT:

Update from the Housing Advisory Board Chair. Lou Snead, Chairperson.

ITEM SUMMARY:

The board will receive an update from the Chair.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Susan Watkins, AICP, Housing Coordinator