

Mtn. Lakes Affordable Housing Advisory Committee
Meeting Minutes
November 11, 2020

Meeting by Zoom

Members present: Bob Oostdyk, Borough Attorney; Marty Kane, Planning Board chair; Kelly Holliday, Planning Board member; Sandy Batty, Community Member; Alex Gotthelf, Community Member and MLHPC Chair, Blair Schleicher Wilson, Community Member and Committee Chair; Mayor David Sheppard, Dan Happer and Cynthia Korman- Council Members.

Public: George Jackson

1. Blair welcomed members saying that the agenda is much like October's, as there wasn't a quorum for that meeting.
2. **Minutes** of the September 9, 2020 meeting approved as written. (No minutes of October 14, 2020 meeting as there was no quorum)

3. Review of Borough Council Meeting on Affordable Apartments

The policies and procedures manual is now ready to be finalized with typos corrected and arranged. The Council has not approved the Handbook. Bob Oostdyck said that the Council has to develop a policy for landlords who already have an apartment and want to convert it to be in the affordable housing program. CGP&H said that we will need to get approval from Fair Share Housing for this policy. The committee decided to leave this policy out of the Handbook and address it if the situation arises. Bob will check with CPG&H to see if they agree with this approach.

The Council recommended adding a preference for veterans which gives them preference on our waiting list if they meet all other qualifications. The Rules allow for this, so the committee agreed. Blair forwarded Randy's information on marketing process to the committee and to the mayor to forward to the Council.

Council members asked for a written tenant selection process and Blair had emailed information on this to the committee.

4. Discussion Item Blair/Cynthia

The Committee discussed whether our zoning should allow an affordable accessory apartment to become a conforming market-rate accessory apartment after the 10-year deed restriction has expired. The Committee agreed to recommend that an apartment participating in the affordable program and having a subsidy limited to \$5,000 would become legal. This would be an incentive offered for the first five apartments participating in the affordable housing program. The committee can revisit this in future years to determine whether the incentives might be changed, including changing the monetary subsidy and/or giving an extension in time that the apartment would be legal rather than a permanent grant of zoning conformance.

Public Information meetings planning– materials, outreach, dates for presentation – Cynthia reported that she and Sueanne Sylvester have been working on materials. The Council will approve the materials and then send out a mailer. Kelly is working with Sueanne to revise the drafts. They are aiming for the beginning of December for the first mailing to be sent. It will also be on Borough website and in virtual mailings. The manual lists the various means of distribution. Public information sessions starting in February, with two education sessions, one in day one in evening. They will be recorded.

We will also check with CGP&H to ascertain what role their role the local education.

This program does not satisfy our marketing obligation under the regulations.

Council needs to approve the Manual before we proceed with the education. Blair will send out to the Council and committee the finalized copy of the manual. She will resend the tenant selection information.

5. Other business Add Sueanne Sylvester to list for distribution of meeting notices and minutes.

Zoning – The Zoning Board of Adjustment currently is reviewing an application for a use variance to create an apartment in market area. Our planner will have some input on the application and he will be sure the Board is aware of our accessory apartment ordinance in considering the use variance.

Meeting Adjourned. Next meeting- December 9, 2020 8:30 a.m.

- To develop a policy for the consequences for a property owner who is identified as having a non-conforming rental unit and does not apply for the accessory apartment program.

Steps to Council of Accessory Apartment Adoption of policy and procedures manual

- * November – February 2020: Public information meetings on accessory apartment program

**Tentative.*