

Mtn. Lakes Affordable Housing Advisory Committee
Meeting Minutes
May 13, 2020

Meeting by Zoom

Members present: Mitchell Stern, Borough Manager; Bob Oostdyk, Borough Attorney; Marty Kane, Planning Board chair; Kelly Holliday, Planning Board member; Sandy Batty, Community Member; Alex Gotthelf, Community Member and MLPC Chair; Blair Schleicher Bravo, Community Member and Committee Chair; Mayor David Shepherd; Dan Happer and Cynthia Korman, Council Member.

No Public present

1. Meeting Minutes April 8, 2020 meeting approved as written.

2. Review of Manual Final Draft

Kelly reviewed comments that committee members submitted to her. Members were in agreement that the manual should separate out the consideration of new apartments from the discussion of conversions of existing apartments. This version of the manual should just cover conversions, though we can mention nonconforming zoning. The first edition of the manual should not discuss monetary incentives because they will be offered only if we don't get enough conversions. The Affordable Housing Apartment subcommittee had discussed giving a small grant to cover the costs of rehab to bring the apartment up to code. Perhaps this grant could be included in the application to create an apartment rather than in the manual. Bob recommended that the AHAC submit a finalized document to the Council for its consideration and adoption.

Cynthia asked about the distribution of moderate, low and very low-income units. Blair pointed out that we can get a waiver if we can't find anyone to meet the qualifications. Bob agreed. Blair and Bob will send the correct number of moderate, low and very low income rentals to CGP&H for inclusion in the manual.

Kelly said that we need to change the approach to emphasize that we want conversions of existing apartments. The manual needs to include definitions of terms, such as "nonconforming." We also should add purpose of manual – why affordable housing is important.

3. Next steps for development of accessory apartment program

- Bob Oostdyk will incorporate into our current Accessory Apartment regulations more detail about protections for existing accessory apartment tenants. These are legal rights, so Bob doesn't think they need Council approval. The regulations would be part of the Accessory Apartments manual.
- Bob will confirm that if a tenant in a unit being converted to an affordable apartment meets income qualifications, the Borough can count this unit as an affordable unit under our plan.
- Mitchell is still waiting for the list of apartments in the Borough from the tax assessor.
- **For the council, manager -** Develop a policy for the consequences for a property owner who has a non-conforming rental unit but does not apply for the accessory apartment program. We need to know how many nonconforming apartments there are.
- **Tentative Timeline for Council adopting Accessory Apartment policy and procedures manual**
 - 5/13/20: Compiled comments to CGP&H to incorporate into manual
 - 5/22/20 Second draft from CGP&H
 - 6/10/20 or perhaps earlier: Committee discussion of second draft

- 6/22/20 Council review/discussion
- September 2020: Public information meetings on accessory apartment program

4. Other business

Cynthia said settlement agreement requires annual reporting. It would be due now, but Bob said we haven't done enough to report. Cynthia said we should look at the report form to see if we can do it ourselves or need to request CGP&H to complete it.

Cynthia said that she had seen the Enclave affordable units advertised in the *Daily Record*. Piazza is the agent right now. We currently have three agents, Housing Partnership for the Legacy, Pulte hired Piazza, and CGP&H for the accessory apartments. We will eventually bring them together. Right now it's in Pulte Home's agreement to market their properties. The Borough should look at the contract with Housing Partnership to see when that can be transitioned to CGP&H.

5. As there were no comments/questions from the public the meeting was adjourned
6. **Next meeting-** June 10, 2020 8:30 a.m. – 9:30 a.m.