



Housing Supply Board Meeting Agenda
January 8, 2019
4:00-5:30 PM
320 S. King Street

Agenda

- | | | |
|-------|--|------|
| I. | Call to Order | 4:00 |
| II. | Establish a Quorum | 4:01 |
| III. | Approve Meeting Minutes: December 10, 2018 | 4:05 |
| IV. | Update By-laws: New Meeting Time, Day | 4:10 |
| V. | Sunset Clause Purchase: 4307 S. Sage Meadow Road | 4:15 |
| VI. | 2019 Schedule: January-June | 4:25 |
| VII. | 2019 Requests for Proposals: Goals, Timeline | 4:30 |
| VIII. | Matters from Board, Staff | 5:25 |
| IX. | Adjourn | 5:30 |



Jackson/Teton County Housing Supply Board Meeting
December 10, 2018
320 S. King Street
7:30-9:00 AM

Pronouncement of Quorum

Housing Supply Board members Laura Bonich, Matt Faupel, Larry Thal, Kelly Lockhart, Dennis Callaghan, and Don Opatrny were present. Board member Laurie Andrews participated via phone. Commissioner Greg Epstein, Housing Director April Norton, and board and staff from the Jackson Hole Community Housing Trust also attended.

Current Project Updates

Ms. Norton updated the Board on current projects.

2019 Requests for Proposals: Goals, Timeline

The Board advised Ms. Norton to discuss the 2019 proposed projects with the Town Council and Board of County Commissioners during a joint workshop. At this workshop, Ms. Norton should contextualize the discussion by providing a supply pipeline that includes both private and public development.

Matters from Board

The Board voted to direct the Finance Committee to work with Rocky Mountain Bank on creative financing tools for workforce housing.

Executive Session to Discuss the Purchase of Real Estate

Adjourn

Meeting was adjourned at 9:00 AM.

BYLAWS

Jackson/Teton County Advisory Affordable Housing Supply Board

ADOPTED April 10, 2017
AMENDED January 8, 2019

BYLAWS

Jackson/Teton County Advisory Affordable Housing Supply Board

ARTICLE I

- A. Organization. The Jackson/Teton County Advisory Affordable Housing Supply Board, hereinafter referred to as the Advisory Board, is organized as an advisory board is governed by the November 14, 2016 Joint Resolution Creating Advisory Affordable Housing Supply Board. The advisory board shall have no powers and shall serve solely in an advisory capacity to the Jackson/Teton County Affordable Housing Department Director

ARTICLE II

- A. Membership. The Board shall consist of 5, 7, or 9 members as determined by the Jackson Town Council and Teton County Board of County Commissioners. Appointment, vacancies, length of terms, and removal shall be governed by the 2016 Joint Resolution Creating Advisory Affordable Housing Supply Board.

ARTICLE III

- A. Election of Officers. The Board shall elect from its members a Chairman, Vice-Chairman, and Clerk; said officers to serve a term of one (1) year. Election of officers shall take place at the February meeting of each year and as otherwise required to fill vacancies.

ARTICLE IV

- A. Meetings. Meetings of the Board shall be open to the public and shall be conducted in accordance with Wyoming Statutes §§ 16-4-402 et seq. Regular meetings of the Board shall be held on the 2nd Tuesday of each month at 4:30 p.m. at the Jackson/Teton County Affordable Housing Department, 320 S. King St., Jackson, Wyoming. The chairman of the Board or a majority of Board members may call special or emergency meetings. The Board may also, by resolution, adopt in February of each year a schedule of regular monthly meetings as an alternative to the 2nd Tuesday of each month.

- B. Notice. Notice of regular, special or emergency meetings of the Board shall be provided in accordance with Wyoming Statutes §§16-4-404, specifically the notice accompanied by the proposed agenda to those that request in writing notice of future meetings and who have renewed such written request on an annual basis. Notice of regular meetings shall be sent to each member of the Board by giving verbal, electronic or written notice accompanied by the proposed agenda. Notice of special meetings shall be sent to each member of the Board and each newspaper of general circulation, radio or television station requesting the notice by giving verbal, electronic or written notice, accompanied by a statement of special business to come before the Board. Notice of emergency meetings shall be provided to each member of the Board by any of the above means or by telephone. A reasonable effort shall be made to offer public notice of emergency meetings.
- C. Record of Proceedings. The Clerk of the Board or his/her designee shall record minutes of each regular, special, and emergency meetings of the Board, shall transcribe and distribute the minutes to the members of the Board, and shall distribute the minutes to members of the public upon request
- D. Attendance/Removal. Members are required to regularly attend all Board meetings. In the event that a Board member must be unavoidably absent, he/she shall notify the chairman or other designated officer as soon as possible prior to the meeting. After a member has been absent from fifty percent (50%) of the regular meetings during a fiscal year, the Board shall submit a written request to the Jackson Town Council and Teton County Board of County Commissioners requesting removal of the member.
- E. Voting. Votes may not be taken without a quorum of voting members present. Half the voting members shall constitute a quorum. A member of the board may attend a board meeting via telephone or video conferencing if approved by the Chair and so long as the member is able to participate in the full discussion of the issue. A vote may be taken via email, but only when there is a unanimous decision.
- F. Compensation. Members of the Board shall serve without compensation, but shall be reimbursed for travel and per diem expenses, pursuant to Teton County policies.
- G. Conflicts of Interest. Any Board member who has a pecuniary interest in a matter pending before the Board, or who is likely to derive direct and tangible personal or professional benefit from particular resolution of the matter, shall declare a conflict of interest and shall not vote on any issue connected with the matter, and his/her presence at the meeting shall be disregarded for the purposes of obtaining a quorum for voting.



MEMO

TO: Jackson/Teton County Housing Supply Board
FROM: April Norton, Director
DATE: January 3, 2018
SUBJECT: 4307 S. Sage Meadow Road – Purchase of Sunset Clause

The owner of 4307 S. Sage Meadow Road previously requested an exception allowing her to rent her home for one year. The Housing Manager denied the request because she did not present an exigent circumstance.

Subsequent to that request, the owner met with Housing Department staff to discuss a way to move forward. She currently has a restriction on her unit that sunsets in January 2020 and has indicated that she would sell the unit to the Housing Authority for a reduced (free market) price.

The Housing Department hired Stephen Barclay with Rocky Mountain Appraisers to conduct an appraisal for the property. This appraisal estimates the market value of the home at \$625,000 and is attached to this staff report. The appraisal cost \$550.

The Housing Director spoke with the homeowner on Monday, December 31st to discuss the appraisal and next steps. During that phone call the homeowner indicated that she would be willing to accept a price of \$600,000 for the home, which is a reduction of \$25,000 from the appraised value.

Snapshot info:

- 2-bedroom, 1-bathroom Category Two (80-100% MFI) home purchased in January 2000 for \$98,500.
- Current estimated value with restriction in place is \$148,652.

If the Board chooses to recommend purchasing the home, stripping the sunset clause, placing a new restriction on the unit, and then selling the unit to a qualified household, the following represents the maximum amount for which the Authority could sell the unit:

Income Range	Maximum Sales Price
0-50% MFI	\$76,000
50-80% MFI	\$164,850
80-120% MFI	\$253,700
Workforce	No set price – would expect \$400,000-range

Staff Analysis

The key question for the Board to consider relates to how much stripping a sunset clause is worth. If the unit does become a free market unit, the initial seller is likely to be a member of the workforce based on the price point and location of the unit. However, based on market trends, it becomes increasingly less likely that any subsequent buyer will be part of the workforce.



Today, if you assume \$400 per square foot for hard + soft costs, the cost to build a 1,115 square-foot residence is approximately \$446,000. At a sales price of \$253,700 (max price for an 80-120% MFI 2-bedroom unit), the public subsidy would be approximately \$200,000. If a Workforce Ownership restriction was placed on the unit, the public subsidy would be much lower – anywhere from \$0 to \$50,000.

So, if the unit is purchased for \$600,000 and an 80-120% MFI restriction is recorded, then the public subsidy would be approximately \$346,000.

If the unit is purchased for \$600,000 and a Workforce Ownership restriction is recorded, then the public subsidy would be closer to \$150,000 (assuming a restricted sales price of \$450,000).

Staff Recommendation

Staff recommends purchasing the home for an amount not to exceed \$600,000. Once purchased, replace the old restriction with a Workforce Ownership restriction and sell to a qualified household. This approach ensures the unit remains restricted for the workforce in perpetuity, allows the current homeowner to move forward with her plans to purchase a market home, and limits the additional public subsidy on the home.

Housing Authority Board Recommendation

The Housing Authority Board met January 2, 2019 and voted to recommend purchasing the home for an amount not to exceed \$575,000. Assuming the seller saves money in realtor fees by selling directly to the Housing Authority, the \$575,000 price likely nets her near the same amount selling on the free market would. Subsequent to the purchase of the home, the Housing Authority Board recommends that the Housing Department record a Workforce Ownership restriction on the unit and sell to a qualified household.

Next Steps

Once the Housing Director has received recommendations from the Housing Supply Board and the Housing Authority Board, and assuming both Boards recommend purchasing the unit and a purchase price can be agreed upon with the homeowner, she will take the item to the Town Council and Board of County Commissioners, requesting Housing Supply Program funds to purchase the unit. This will likely occur at the February 4th Joint Information Meeting. Once the unit is re-sold, the sales proceeds will be deposited back into the Housing Supply Program account.

Housing Supply Board: January - June 2019

January

8	HSB Regular Meeting: Upcoming RFPs - determine timeline
28	BCC, Town Council, Housing Authority Workshop: Melody Ranch TH
TBD	BCC, Town Council Special Workshop: RFP for Project 1

February

4	BCC, Town Council JIM: 4307 S. Sage Meadow Rd purchase, Melody Ranch TH, RFP for Project 1
5	Release RFP for Project 1
12	HSB Regular Meeting: RFP Project 2
TBD	Special BCC Workshop: RFP for Project 2
TBD	Annual report release, quarterly newsletter

March

5	BCC Regular Meeting: Approve RFP for Project 2
6	Release RFP for Project 2
12	HSB Regular Meeting: Supply Plan, Budget

April

5	RFP responses due for Project 1
9	HSB Regular Meeting: RFP scoring for Project 1
wk of 15	HSB Special Meeting: Interview finalists for Project 1

May

6	BCC, Town Council JIM: Choose development partner for Project 1
8	RFP responses due for Project 2
14	HSB Regular Meeting: RFP scoring for Project 2
wk of 20	HSB Special Meeting: Interview finalists for Project 2
TBD	BCC, Town Council: Budget meetings, Supply Plan & dept. work plan approvals
TBD	Quarterly newsletter

June

4	BCC Regular Meeting: Choose development partner for Project 2
11	HSB Regular Meeting: RFP for Project 3

Project	# units	Restriction	Rent/Own	FY18/19	FY19/20				FY20/21				FY21/22				FY22/23	
				2019				2020				2021				2022		
				Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022
Town Hill Lofts	5	<120%	Rent	5														
Hidden Hollow	14	<120%	Rent				14											
Hidden Hollow	59	Workforce	Rent				59											
Hidden Hollow	10	None	Rent				10											
400 W. Snow King (Parks & Rec)	26	Employer					26											
Sagebrush Apartments	32	Workforce	Rent								32							
Sagebrush Apartments	58	None	Rent								58							
Westview Townhomes	16	Workforce	Rent/Own						16									
Rabbit Row ARUs	12	Workforce	Rent				12											
JHMR Dorms	24	Employer	Rent															
Grove Phase 3	16	<80%	Own					8										
174 N. King Street	30	<60%	Rent						30									
Sporting Club	4	Employer	Rent															
Center Street Hotel	4	<120%	Rent								4							
Teton Science Schools	4	Employer	Rent															
640 & 650 S. Glenwood	20	None	Rent										20					
984 Budge Drive	13	None	Rent															
1120 S. Park Loop Road - at BP	22	None	Rent/Own								22							
1120 S. Park Loop Road - at BP	4	Workforce	Rent/Own								4							
Jackson/Kelly	80 to 120	TBD	TBD															
105 Mercill Ave.	20 to 30	TBD	TBD	RFP														
440 W. Kelly	12 to 15	TBD	TBD	RFP														
Cutty's - preapp only (2:1 Bonus)	30k sq ft	Some Workforce	Rent															

Total 5 0 0 121 8 46 0 120 0 20 0 0 0 0 0 0

Total Rental Units	289
Total Ownership Units	16
Total Rent/Own Units	42

FAR Bonus for housing	
Public Project/Partner	
BP = Building Permit	
2:1 Bonus = Workforce Housing Bonus	

2019 Potential Projects – Key Criteria

440 West Kelly Ave

Key Criteria

- Minimum 10 units
- All units must be deed restricted for the local workforce utilizing the Affordable Ownership and/or Workforce Ownership restrictions (or equivalent if Housing Trust?)
- No more than 10% of the units may be larger than 2 bedrooms
- One phase of development. Respondent must provide an anticipated development schedule.
- Parking: One response must meet all parking requirements. An optional response that provides a minimum of one parking space per unit is encouraged.
- Financing: Developer's responsibility to obtain construction and permanent financing in amounts consistent with their proposal. Developer will be required to provide a financial assurance that is at least 125% of the cost to complete the project. Respondents must complete the "Project Criteria Worksheet".
- Design standards for sustainability, aesthetic, etc.?

105 Mercill

Development Program

- Minimum 20 units
- All units must be deed restricted for the local workforce utilizing the Affordable Ownership and/or Workforce Ownership restrictions (or equivalent if Housing Trust?)
- A minimum of 30% of units provided must be one bedroom or smaller. No more than 25% of units provided may be larger than two bedrooms.
- One phase of development. Respondent must provide an anticipated development schedule.
- Parking: One response must meet all parking requirements. An optional response that provides a minimum of one parking space per unit and considers other parking and mobility solutions is encouraged. A shared parking program with the Children's Learning Center is possible.
- Financing: Developer's responsibility to obtain construction and permanent financing in amounts consistent with their proposal. Developer will be required to provide a financial assurance that is at least 125% of the cost to complete the project. Respondents must complete the "Project Criteria Worksheet".
- Design standards for sustainability, aesthetic, etc.?

Jackson/Kelly

Key Criteria

- Minimum 80 units
- All units must be deed restricted for the local workforce utilizing the Affordable Rental and/or Workforce Rental restrictions
- A minimum of 50% of units provided must be one bedroom or smaller. No more than 25% of units provided may be larger than two bedrooms.
- One phase of development. Respondent must provide an anticipated development schedule.
- Parking: One response must meet all parking requirements. An optional response that provides a minimum of one parking space per unit and considers other parking and mobility solutions is encouraged.
- Financing: Don't have enough info on this yet.

- **Design standards for sustainability, aesthetic, etc.?**

174 North King Street: Project Criteria Worksheet					
Total Square Feet:				Ownership:	Public/Private
Total Restricted Square Feet:				Management:	Public/Private
Unit Summary					
	# Units	Bedrooms	Unit Sq. Ft.	Restriction	AMI Served
Unit Type A					
Unit Type B					
Unit Type C					
Unit Type D					
Unit Type E					
Unit Type F					
Funding					
Public Funds				Comments	
	General Fund	\$			
	Land	\$			
	Total Public Funds Per Square Foot	\$			
Partner Funds				Comments	
	Debt	\$			
	Equity	\$			
	In-Kind Donation	\$			
Financing				Comments	
	Debt to Equity Ratio				
Project Cost				Comments	
Land Cost			\$		
Permitting and Design			\$		
Developer Fee			\$		
Construction including infrastructure			\$		
Purchased offsite parking spaces			\$		
Contingency			\$		
Total Cost Per				Comments	
	Square Foot - Gross	\$			
	Square Foot - Liveable	\$			
	Unit	\$			
	Bedroom	\$			
Construction Only Cost Per				Comments	
	Square Foot - Gross	\$			
	Square Foot - Liveable	\$			
	Unit	\$			
	Bedroom	\$			
Timing (duration - # calendar days)				Comments	
Design and Approvals			# days		
Construction to Cert. of Occupancy			# days		
Parking Consideration				Comments	
Onsite spaces per unit			# spaces		
Purchased offsite spaces per unit			# spaces		
Rental and/or Sales Price				Comments	
Restricted rental rate per square foot			\$ per month		
Restricted sales price per square foot			\$		