

# MINUTES

## HOUSING TRUST FUND SELECTION COMMITTEE

Tuesday, May 10, 2022 - 3:30 PM  
City Hall Council Chambers

Members Present: Gary Daniel, City Council Member  
Maurice Jones, City Council Member  
Steve Harrell, Interim City Manager  
Dean Luebbe, Finance Director  
Paul Ray, Planning Director  
Greg Hunter, Planning Board Chair  
Victor Foster, Citizen Member

Absent: Tommy Kilgore, Citizen Member

Staff Present: Emily Brewer, Planner  
Denise Hodsdon, Executive Assistant

Guests: Mark Burrows, Blue Zones Project

### **A. Welcome and Call to Order**

Gary Daniel welcomed everyone and called the meeting to order at 3:34 PM.

### **B. Certification of Quorum**

Quorum was certified by Executive Assistant Denise Hodsdon.

### **C. Approval of Minutes of the April 12, 2022 Meeting**

Motion by Mr. Harrell, seconded by Mr. Ray to approve the minutes of the April 12, 2022 meeting as presented. The motion carried unanimously.

### **D. Draft Text Amendment for Missing Middle Housing**

City Planner Emily Brewer presented a draft ordinance text amendment to address Missing Middle Housing (copy attached as Exhibit A). She explained that this is a starting point and are some small changes to consider now, and then we can start to think about next steps as it relates to future text amendments and what we need to consider changing as it relates to the bylaws.

Ms. Brewer reviewed the different types of Missing Middle Housing and provided examples of duplexes, triplexes and fourplexes to demonstrate that these don't

necessarily need to be something that does not fit into neighborhoods. She noted that at the last meeting, we discussed that there is an opportunity to include these types of housing units in our General Residential in a way that is compatible with the existing neighborhood and we can incorporate some of these architectural standards and different items to make sure that it matches with the character of the neighborhood. In recent affordable housing projects, that is something has come up repeatedly and this is a good way to increase density in a way that respects the neighborhood it is in.

Ms. Brewer explained that this text amendment would allow triplexes and quadraplexes (3 and 4-unit buildings) to be permitted in General Residential by-right in the use matrix, along with clarification of the architectural standards.

Following review and discussion of the proposed amendments, motion by Mr. Jones, seconded by Mr. Foster to send the proposed text amendment to City Council with recommendation to approve. The motion carried unanimously. It was noted that the text amendment will need to go to the Planning Board before going to City Council.

#### **E. School of Government Development Finance Initiative**

Mr. Harrell reported that following the last meeting he contacted the Development Finance Initiative Office at the School of Government at UNC. He explained that DFI contracts with cities to come in and do an evaluation and market analysis. Back in 2017 DFI came to Brevard and did an evaluation. Their scope of work included assisting the City with understanding its moderate income housing needs and goals, assisting with site selection and achieving site control to move forward, an in-depth pre-development process, developer solicitation and selection, and negotiating a development agreement. They identified some privately-owned properties, but City Council decided at that time it didn't want to move forward with that particular initiative.

Mr. Harrell talked with DFI yesterday and they are putting together a proposal to do the next step, which would be to identify some properties that can be developed and help us put out an RFP to developers to actually develop the property for workforce and/or affordable housing. He will ask them to present and discuss their proposal at the next meeting.

#### **F. Third Wave Housing Discussion**

Mr. Ray explained that Third Wave Housing is a company in Winston-Salem that uses tax credits to build conventional apartment-style projects similar to what Jim Yamin showed us. In addition to these projects, they also repurpose existing commercial buildings, such as old schools and mills, into workforce housing. He brought up their website and showed some the projects they have done. Mr. Ray noted that we have a few buildings here in Brevard that perhaps could be repurposed into housing. Mr. Harrell feels that it would be worth contacting them to see what they might have to offer.

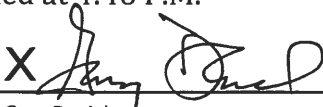
**G. Set Date for Next Meeting**

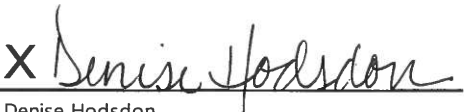
The next meeting will be scheduled after Development Finance Initiative has completed their proposal.

**H. Adjourn**

There being no further business, the meeting adjourned at 4:46 P.M.

Minutes Approved: June 14, 2022

X   
\_\_\_\_\_  
Gary Daniel  
City Council Member

X   
\_\_\_\_\_  
Denise Hodsdon  
Executive Assistant

# Missing Middle Housing

Housing Trust Fund Meeting | May 10, 2022



The City of  
*Brevard*  
North Carolina

# Goals for Affordable/Workforce Housing



## **Creating New Affordable/Workforce Units**

The City can use the policies, programs, and tools at its disposal to allow for the creation of more affordable/workforce housing.

## **Supporting Affordable/Workforce Housing Programs**

The City can engage with others to invest in and support affordable/workforce housing programs and projects.

## **Preserving Existing Affordable/Workforce Housing**

The City can implement policies to protect the affordable/workforce housing created by the market.



# Affordable/Workforce Housing Toolkit

*This is by no means an exhaustive list. This is meant to initiate and inform our discussion.*



## Creating New Affordable/ Workforce Units

- Ordinance Revisions for 'Missing Middle' Housing
- Ordinance Revisions for Accessory Dwelling Units
- Incentives for New Affordable Housing
- Inclusionary Zoning
- Land Banking



## Supporting Affordable/ Workforce Housing Programs

- Housing Trust Fund Spending Strategy
- New Subsidy Programs
- Community Land Trust Assistance
- Prioritization of Long-term or Legacy Residents

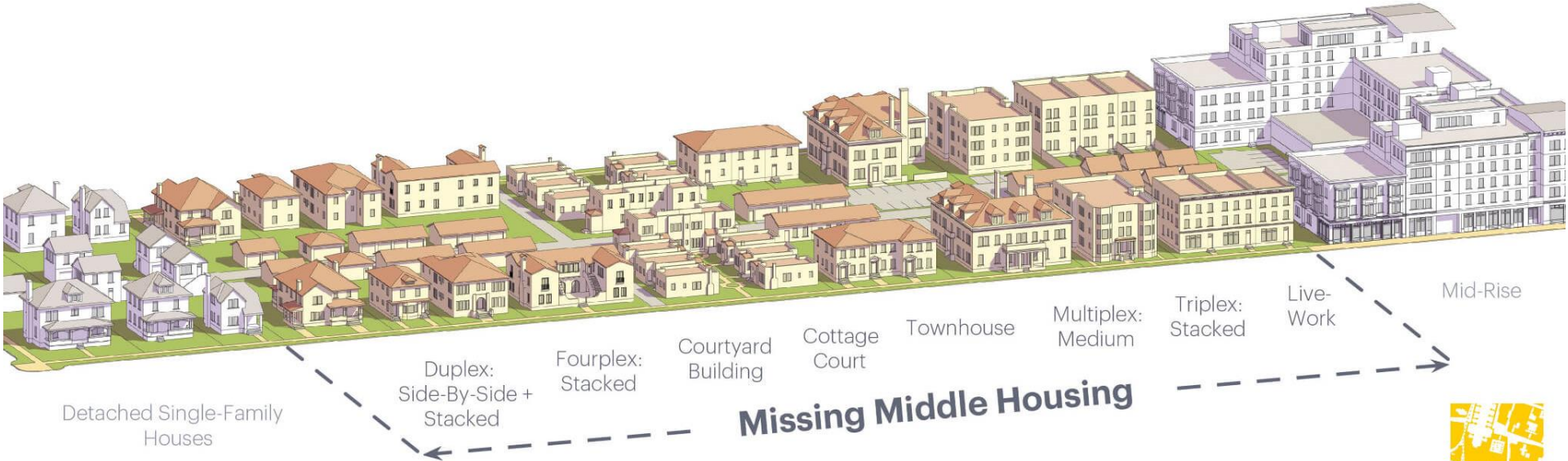


## Preserving Existing Affordable/Workforce Housing

- Deed Covenants
- Affordable Housing Programs Education



# 'Missing Middle' Housing



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# Chapter 2: District Provisions

- **Section 2.2 – Include Triplexes and Quadraplexes as Permitted By-Right in the Use Matrix**
  - Currently, these uses must go to the Board of Adjustment for a Special Use Permit
  - Including these by-right (with the architectural standards) would provide increased density that is appropriate with neighborhood character

BASE DISTRICT	GR	RMX	NMX	DMX	CMX	IC	GI
<b>Residential</b>							
Dwelling—Single Family <sup>(a)</sup>	P	P	—	—	—	P	—
Dwelling—Duplex	P	P	P	—	—	P	—
Dwelling—Multifamily 3—4 units/bldg.	<b>SUP P</b>	P	P	P	P	P	—
Dwelling—Multifamily more than 4 units/bldg.	—	P	P	P	P	P	—
Dwelling—Secondary	PS	PS	PS	PS	PS	PS	—
Family Care Home (Less than 6 residents)	P	P	P	P	P	P	—
Home Occupation	PS	PS	P	P	P	P	—
Housing Service for the Elderly	SUP	P	P	P	P	P	—
Live-Work Units	Please see Subsection <sup>(f)</sup> below						—
Manufactured Home (single unit) <sup>(b)</sup>	MHD	MHD	MHD	MHD	MHD	MHD	—
Manufactured Home Park	SUP	SUP	—	—	—	—	—
Recreational Vehicle	—	—	—	—	—	—	—



# Chapter 2: District Provisions

## • Section 2.3 – Density and Dimensional Requirements

- Increasing Max Ground Floor area of Principal Structure would accommodate side-by-side development duplexes, triplexes, and quadraplexes
- Including these by-right (with the architectural standards) would provide increased density that is appropriate with neighborhood character

District	Minimum Lot Size/Project Area	Maximum Project Area By Right	Maximum Dwelling Unit (DU) Density	Maximum Ground Floor Area Each Principal Structure
GR4	None	20 acres	4 du/ac	10,000 sq. ft.
GR8	None	20 acres	8 du/ac	<del>5,000 sq. ft.</del> 8,000 sq. ft
RMX—Single-family home & duplex	None	10 acres	15 du/ac	<del>5,000 sq. ft.</del> 8,000 sq. ft
RMX—Multi-family & nonresidential	None	10 acres	15 du/ac	25,000 sq. ft.
NMX	None	10 acres	25 du/ac	30,000 sq. ft.
DMX	None	10 acres	None	25,000 sq. ft.
CMX	None	10 acres	40 du/ac	50,000 sq. ft.
IC	None	None	15 du/ac	100,000 sq. ft.
GI	None	None	DU Not Permitted	100,000 sq. ft.



# Chapter 5: Building Types & Architectural Standards

- **Section 5.9 – Building Type: House.**

- Currently referred to as “Single family structure (house)” – change to just “House.”
- *NC Residential Code for One- and Two-Family Dwellings* prohibits regulation of “building design elements”
- Revisions will clarify that single-family and duplexes are not covered in this chapter and emphasize triplexes and quadraplexes
- Requirements in the section include:
  - Usable porches on the front or side of the home
  - Building materials and façade
  - Roofing Materials
  - Roofing pitch
  - Eave design

## *From Section 5.9*

*Description:* The house is the predominant building type in the City of Brevard. It is flexible in use, accommodating **single family uses, multi-family uses up to four units, home occupations, professional offices, and limited retail uses** based on the district in which it is located. The two types of houses addressed herein are distinguished by how the lot is accessed with an automobile. Hence, there are different standards for lots accessed by a driveway from a fronting street and for lots accessed by a rear lane or alley. In general, within a block, building types should be uniform in their use of driveways or rear lanes/alleys.



# Chapter 5: Building Types & Architectural Standards

- Section 5.6 – Building Type by District

- “House” is a permitted building type in GR and RMX
- Text change would also include NMX to align with the “neighborhood” typology

Building Type	Zoning District						
	GR	RMX	NMX	DMX	CMX	IC	GI
Civic	X	X	X	X	X	X	
Institutional	X	X				X	
House	X	X	X				
Townhome	X	X	X	X	X	X	
Apartment		X	X	X	X	X	
Mixed-Use			X	X	X	X	
Commercial					X		



# Next Steps

- **TXT-22-005 – Missing Middle Housing Revisions**
  - With your recommendation and revisions, take this to Planning Board and City Council
  - Use this as a starting point for future affordable/workforce housing initiatives
- **Other Text Amendments Being Assessed**
  - Increasing Allowable Density
  - Accessory Dwelling Unit Regulations
  - Incentives for Affordable/Workforce Housing (e.g. density bonus, additional ADU, streamlined process, reduced parking requirements, reduced or waived fees [*tap fee waivers – going to Council on May 16<sup>th</sup>* ]) with a fee-in-lieu option
- **Housing Trust Fund Bylaws**
  - Revision of Priorities, Loan Terms (maximum amounts, interest rates, closing process etc.), Application Process (additional round of review each year), Investing Strategy and Assessment of Available Funds / Acceptable Uses
  - Others?

