



## HOUSING DEPARTMENT RULES AND REGULATIONS

### FINAL DIRECTION FOR FIRST READING AND 45 DAY PUBLIC COMMENT

Section	Staff Recommendation	Housing Authority Recommendation	Option 1	Option 2	Option 3	Discussion
<b>Entire Document Formatting</b>	Remove parentheses and use periods, typo fixes, dates where missing, formatting changes, table of contents corrections, and other general housekeeping items.					
<b>Document Name</b>	Name the document "Housing Department Rules and Regulations"					
<b>1-1 Purpose</b>	Add language explaining that the Housing Dept. Rules and Regulations used to be called Guidelines and any references in documents to Guidelines are referring to the Rules and Regulations.					
<b>1-2.d.1 Purpose</b>	Move to Section 7					
<b>1-2.d.2 Purpose</b>	Move to 1-1.a.4					
<b>2-2.a.2,3 and 2-2.b.1,2,3,4 Housing Mitigation Plan</b>	Replace with a summary statement					
<b>2-2.b.5.b.4</b>	Add language requiring developers to pay all recording fees.					
<b>2-2.b.5.b.5</b>	Change language to clarify that developers cannot make changes to standard restrictions					

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<b>2-3.c Livability Standards</b>	Restricted ownership units must be functionally equivalent to the market rate units in the development. This does not mean they must be identical. The Housing Department will consider proposals by the applicant or may request variations to proposed functionally equivalent features that result in an equivalent livability outcome.	The functionally equivalent requirement should be removed. The H.A. Board believes this is taken care of in the livability standards. Also, this makes sense for residential ownership units, but not for commercial workforce units that will be located in a commercial building where market units are commercial spaces.	Staff Recommendation	Housing Authority Recommendation	Leave the language as is: Restricted ownership units must be functionally equivalent to the market rate units in the development meaning that when fixtures, finishes and amenities are provided for market rate units, such as garbage disposals, microwaves, extra storage, patios/balconies, and access to outdoor space, equivalent features are included in the restricted housing units. This does not mean that the types of features need to be identical. The Housing Department will consider proposals by the applicant or may request variations to proposed functionally equivalent features that result in an equivalent livability outcome.	The elected officials discussed this and some agreed with removing the functionally equivalent requirement. However, there was some concern about removing it. Especially removing the requirement to provide some access to the outdoors (balconies, patios, open space).
<b>2-3.c Acceptance of Units</b>	Make reference to section 7 (Exceptions) and add time lines and instructions for submittal of information. Also add language explaining that all items will be inspected by the Housing Department and approved prior to issuance of C/O by Planning and Building Department.					
<b>2-3.d.2 Livability Standards - Bathrooms</b>	Add a requirement for storage					
<b>2-3.d.3.b.4 Livability Standards - Other Storage</b>	Add that doors are not required for all storage areas but must be approved by H.D.					
<b>2-3.d.4 Livability Standards - Floor Coverings</b>	Add language explaining that floor coverings are required on all subfloor material except concrete can be used as flooring material.					

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<b>2-3.d.7 Livability Standards</b>	Leave the requirement as is: All ownership units are required to have washer/dryer hookups.	Remove the requirement that ownership units must have washer/dryer hookups, and require that sufficient sized laundry areas are required to be provided on site that owners can have access to.	Staff Recommendation	Housing Authority Recommendation	Remove the requirement that ownership units must have washer/dryer hookups, and require that washer/dryer hookups are only required in single family detached homes. In multifamily buildings, onsite laundry areas are required in each building. One pair of heavy duty washer/dryer sets per 4 units is required, and may not be coin operated.	The Council and Commissioners discussed having some parameters around laundry areas so that they were sufficient to serve the number of units in a development. They also felt that if there are several multi family buildings, there should be a laundry area in each building.
<b>2-3.f Existing Housing Stock</b>	Remove 2-3.f.1 the requirement that existing units being used for mitigation can be no older than 15 years. This is in the Housing LDRs, and does not need to exist in the Rules and Regulations.					
<b>3-3.a.2.c Income Calculation Household Size</b>	Add language explaining that all individuals who are intending to live in the unit must be on the application and their income and assets must be included on the application. No adult additions to the household is allowed within the first year and without prior approval from the Housing Department and without adding them to title on the property.					
<b>3-3.c.1 Readiness to Purchase</b>	Add explanation of what types of documentation are acceptable to verify down payment funds.					
<b>3-3.a.1.d Retirement Age</b>	Add that retirement age is the age that you are allowed to begin collecting Social Security.					
<b>3-3.e Online Intake Form</b>	Add language explaining the new Online Intake Form					

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<b>4 Lottery</b>	Change the name "Lottery" to "Weighted Drawing" and change all references in the document to reflect weighted drawing.					There was no discussion about this, only thumbs up and nodding of heads.
<b>4 Lottery</b>	Change the language to explain that some Workforce Housing units are sold by lottery depending on their deed restriction. Also explain the advertising of the lottery will be on the website and via email to all households that have completed the online intake form. Explain that households must have completed and updated the online intake form prior to the beginning of a weighted drawing entry period or they will not be eligible.					
<b>4-1 Minimum Occupancy Requirement</b>	Change the Studio or One-bedroom to read One or Two Persons. (Fair Housing laws prohibit allowing only adults. They do allow limiting persons per bedroom.)					
<b>4-2 Weighted Drawing Points</b>	Points are given translating to number of entries in the drawing. <b>A.</b> One point for each full year employed (Max 10). <b>B.</b> One point per CSP (Max 2)	Housing Authority Board agrees with staff recommendation.	Staff Recommendation	Staff recommendation except also give a point for applying for 4 or more lotteries in the top preference prior to June 2018 (Max 1).		The current lottery gives households extra entries for each time they apply and are in the top preference group for a home. The extra entries start after a household has been in the top preference group in three lotteries and have not been chosen. The extra entries go away if a household is chosen for a home. The Housing Department received public comment that they should get to keep their extra entries going forward with the new weighted drawing system. Some electeds agreed they should get something and others disagreed and said it's a new system "rip off the bandaid."
<b>4-2.b.1 ADA Units</b>	A point is given to mobility and hearing impaired for ADA units.	Instead of a point, give priority only to mobility impaired individuals.	Staff Recommendation	Housing Authority Board Recommendation.	For ADA units, give priority to mobility and hearing impaired households.	The Council and Commissioners generally agreed with the Housing Authority Board on this one.
<b>4-2.b.1.2.a Critical Services Provider</b>	Change the current process to when a CSP application is received, staff makes recommendations to H.A. Board and Board makes the decision.	Housing Authority Board agrees with staff recommendation	Staff Recommendation	No Change		Staff changed our recommendation on this one, and assumed that the Housing Authority Board would agree. Please confirm this. The Council and Commissioners generally agreed as well.

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5-1.c Selling Process	Add the selling process for owners wanting to sell. Same procedure we currently have, but were left out of March 9 document.					
5-1.g.5 Total Debt	Add that refinance of restricted home are limited to 95% LTV and 3.5% down payment is required when purchasing. Total DTI is limited to 45%					
5-2.b.4 Rentals in Ownership Units	Current Policy: Don't allow rentals of rooms except for special circumstances with approval of the Housing Department.	Don't allow rentals of rooms.	Staff Recommendation	Allow rentals of rooms in all restricted units.	Allow rentals of rooms in only employment-based units.	There was a lot of discussion around this topic. It was unclear whether the Council and Commissioner wanted to allow rentals or not. Councilman Stanford mentioned that the Housing Trust allows rentals in their program. Since the brainstorm session, staff has done some research into the Housing Trust's rental program. They currently have three owners who have been approved to rent a room and four to six owners who have shown some interest in the program.
If Rentals allowed						
5-2.b.4 Funds to Housing Dept.	Staff does not recommend allowing rentals except in exigent circumstances.	The Housing Authority Board does not recommend allowing rentals. If rentals are allowed, there should be a monthly amount that is paid to the Housing Department. The H.A. Board recommends \$400 per month.	Charge owner a flat \$400 per month fee to rent.; Qualify renter based on income/asset, work full time locally; Set max rent rate; Set max household size based on number of bedrooms.	Charge annual fee of \$500 per room rental; Qualify renter based on income/asset, work full time locally; Set max rent rate.	Charge annual fee that covers staff time and provides additional funding for future housing projects.	Staff estimates that if an annual fee is collected for each rental unit ten hours of staff time will be needed to process and track the rental each year amounting to approximately \$500 per unit. If the Housing Department processes the rent each month, approximately 22 hours of staff time will be needed per unit per year amounting to approximately \$1,100 per unit. If the intent of the fee is to cover staff time spent, then the annual fee should be \$500. If the intent is to cover staff time and provide some funding to housing, then it should be a higher amount.
Max. Rental Rates						
5-2.b.4.g Max. Rental Rates	Staff does not recommend allowing rentals except in exigent circumstances.	The Housing Authority Board does not recommend allowing rentals. If rentals are allowed, there should be a monthly amount that is paid to the Housing Department. The H.A. Board recommends \$400 per month.	Half of 30% of low end of income range for a two person household. <80% AMI \$550/month. 81% to 100% AMI: \$730/month. 101% to 120% AMI \$915/month Employment-based: \$1,280/month	Half of 30% of income for a two person household at some % of median regardless of income range. 80%: \$730 per month. 100%: \$914 per month	Set max rate based on 50% AMI for all units. Max rent \$460 per month	There was not much discussion by the Town or County about maximum rates.
7-1.b Compliance Process	Add submittal procedures and timelines.					

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<b>7-1.c.1 Default Hearing</b>	Change to Section 7-2, 7-3 and 7-4 and restructure. See Attached.					
<b>8-1 Critical Services Provider</b>	<b>Definition:</b> An employee or volunteer of a community-based institutional or non-profit organization on call 24-hours per day for public safety emergencies.	Housing Authority Board agrees with staff recommendation.	Staff Recommendation.	An employee or volunteer of a community-based organization on call 24-hours per day for public safety emergencies.		The Town and County talked about this and decided that they didn't want to include private for profit businesses in the definition. They directed staff to draft the definition using Institutional or non-profit organizations. Option 2 is if they decide to stick with the current definition.
<b>8-1 Definitions</b>	Add definition of "Heir - a person legally entitled to the property of another person upon the latter person's death " and "Retirement Age - the age at which the Federal Social Security Administration allows an individual to begin collecting Social Security."					