

## AGENDA

APCHA Board Meeting

Zoom or In-Person at BOCC Meeting Room – 530 E Main St

March 16, 2022

**4:00 PM, Zoom Meeting (see instructions below)**



**For Public Comment, please see below to schedule**

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**Rules of Decorum** - APCHA Board meetings shall be conducted in a fair and impartial manner that allows the business of APCHA to be effectively undertaken. Citizens, APCHA staff and APCHA Board members alike must be allowed to state their positions in a courteous atmosphere that is free of intimidation, profanity, personal affronts, threats of violence, or the use of APCHA as a forum for politics. All remarks shall be directed to the APCHA Board as a whole, not to APCHA staff or to the public in attendance. Members of the public shall not approach the dais without first seeking and obtaining the permission of the Chairperson or presiding officer. Warnings may be given by the Chair at any time that a speaker does not conduct himself or herself in a professional and respectful manner, and anyone whose language or behavior impedes the orderly conduct of an APCHA Board meeting shall, at the discretion of the presiding officer, be barred from speaking further and may be ejected from the meeting.

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**Online through Zoom Meeting below:**

**[Join Meeting](#) or call: (US) +1 (669) 900 6833. Meeting ID: 826 1620 7962. Meeting password APCHA0316 (If calling in, the password is: 970639357)**

4:00 PM **Call to Order, Chairperson Carson Schmitz**

**ROLL CALL**

4:02 – 4:10 **Public Comment (3-minute limit) – Public must request to make public comment at least 15 minutes prior to this meeting by calling 970-920-5455 or e-mail [cindy.christensen@cityofaspen.com](mailto:cindy.christensen@cityofaspen.com)**

4:10 – 4:25 **Executive Director's Comments/Staff Update**

- Executive Director Updates – Gillen/Foster
- Signing up for notifications/Available Rental and Sale Units - Christensen

4:20 – 4:25 **Consent Calendar (may be adopted together by a single motion)**

- Minutes of the March 2, 2022, Regular Meeting

4:25 – 6:15 **Continued Discussion on Voluntary/Incentivize Right-Sizing**

6:15 – 6:30 **APCHA Board of Director's Comments (Optional)**

Adjourn

**NEXT REGULAR MEETING: April 6, 2022, In-Person and/or via Zoom**

*NOTE: Times are approximate. Agenda items may be heard prior or after the estimated times shown.*



*Strengthening Community Through Workforce Housing*

## ***FUTURE LONG-TERM AGENDA ITEMS***

***As of March 16, 2022***

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***Below are tentative dates for discussion on the specific items. This is subject to change.***

April 6, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

- Rightsizing continued discussion
- Sellers Standards – Update ?

April 20, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

- HomeTrek 1<sup>st</sup> Quarter 2022 Data Presentation
- Compliance Update
- Rightsizing continued discussion

May 4, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

May 18, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

June 1, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

June 15, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

July 6, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

July 20, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

August 3, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

August 17, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

September 7, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

September 21, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

October 5, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

October 19, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

November 9, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

December 14, 2022 – 4 p.m. – In-Person or Hybrid Meeting (Zoom)

### **Next Discussion Items:**

- CORE Home Energy Inspection Program



**MINUTES OF THE MARCH 2, 2022  
REGULAR MEETING OF THE  
ASPEN/PITKIN COUNTY HOUSING AUTHORITY**

**CALL TO ORDER:** Chairperson Carson Schmitz called the APCHA Board Meeting of March 2, 2022, to order at 4:00 p.m. The APCHA Board Meeting was held through Zoom Meetings.

**ROLL CALL:** Rachael Richards, Carson Schmitz, Skippy Mesirow, Alycin Bektesh, John Ward, Kelly McNicholas-Kury, David Laughren and Francie Jacober were present.

Staff Members in Attendance: Matthew Gillen, Executive Director; Diane Foster, Assistant City Manager; Cindy Christensen, Deputy Director; Bethany Spitz, Compliance, Policy and Systems Manager; Madelene Feder, Administrative Assistant II.

**PUBLIC COMMENT:** Chairman Schmitz opened the regular meeting to Public Comment for items not on the agenda. There being none, Schmitz closed the public comment section of the meeting.

**EXECUTIVE DIRECTOR COMMENTS:** Executive Director Gillen updated the Board on the following:

- Gillen recognized Cindy Christensen for 32 years working for the City and Maddie Feder for her 2-year anniversary with the City.
- Deputy Director Christensen stated that there were no new rentals or ownership units coming up.

**CONSENT CALENDAR:** Director Ward made a motion to approve the Minutes of the Regular Meeting held February 16, 2022. Director Bektesh seconded the motion. **ROLL CALL VOTE:** Directors McNicholas-Kury, Richards, Schmitz, Bektesh, and Ward voted yes. Motion passed.

**Director McNicholas-Kury-Kury made a motion to approve Resolution No. 2022-02, Statement Policy on Voluntary/Incentivizing Right-sizing Program. Director Bektesh seconded the motion. ROLL CALL VOTE: Directors McNicholas-Kury, Richards, Schmitz, Bektesh, and Ward voted yes. Motion passed.** The Resolution is a formal statement, on record that the right-sizing program is fully voluntary program and the current APCHA Board's intent is not forcing a sale of an ownership unit to readdress occupancy.

**CONTINUED DISCUSSION ON VOLUNTARY.INCENTIVIZIE RIGHT-SIZING:** Christensen presented to the Board with possible incentives and discussed the matrix. Christensen requested that the Board hold off on discussing any type of trade or swap units as this is a different conversation and discussion.

- Richards stated that she wants to know more about how many empty bedrooms we are dealing with. McNicholas-Kury agreed.
- Mesirow suggested a pilot program using Burlingame Phase III units. The Board agreed as long as the number of units is limited.
- Using the matrix what was provided, the Board eliminated (including tabling monetary incentives for a future discussion) waiving category requirements, waiving sales fee, waiving minimum occupancy requirements.
- The Board requested a survey to be brought to owners to see who might be interested in the program. Staff is to provide the survey for Board feedback next meeting.

**David Laughren left the meeting at 5:30 p.m.**

**Francie Jacober left the meeting at 5:30 p.m.**

**APCHA BOARD OF DIRECTOR'S COMMENTS:**

- Richards: No Comment
- Ward: No Comment
- McNicholas-Kury stated that she would like to have an update on the Woody Creek Pilot Program.
- Mesirow stated that during the biennial affidavit it should ask where the individuals are currently working, this is because of the need for data for discussions that will most likely happen in the future. The rest of the Board did not agree, and the conversation was tabled for a later date.
- Bektesh stated that getting that kind of data that Mesirow is requesting, she does not believe it is APCHA's place to know. There are other places to get that data. In addition, it might lead to prioritizing professions.
- Schmitz stated that this is no easy topic and has serious concerns on APCHA having that kind of data Mesirow is requesting on employment.

**Director Richards made a motion to adjourn the meeting at 6:23 p.m. Director Ward seconded the motion.**

**ROLL CALL VOTE: Ward, Schmitz, Richards, Bektesh and McNicholas-Kury voted yes. Motion passed.**

THE ASPEN/PITKIN COUNTY HOUSING AUTHORITY

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Carson Schmitz, Chairperson

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Matthew Gillen, Secretary



## MEMORANDUM

TO: APCHA Board of Directors

FROM: Cindy Christensen and Bethany Spitz

DATE OF MEETING: March 16, 2022

SUBJECT: Continued Discussion from February 16 and March 2, 2022, on Rightsizing (aka Trade Downs/Buydowns)

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**PREVIOUS DISCUSSION:** The Board was provided a history of previous rightsizing discussions going back to 2004 at the February 16, 2022, meeting and reviewed a possible matrix at the meeting held March 2, 2022.

**UPDATE:**

The Board requested changes on the matrix that would list potential incentives to current owners, policy issues, etc. The Board directed staff to remove any type of monetary incentive for later discussion as this would require City Council and Board of County Commissioner approval. Director Mesrirow suggested a pilot program for the next year once a decision is made on the types of incentives that could be provided. The Board also recommended conducting another survey as the last one was done in 2004.

Listed below are the items discussed by the Board:

- The household would need to qualify under that specific category for the unit being requested;
- The household would need to meet the minimum occupancy requirement of one person per bedroom;
- Unit vacating must meet minimum standards;
- Provide moving and closing costs to the buyer moving to a smaller unit

**DISCUSSION:** Voluntary rightsizing is the only item up for discussion at this time. Any type of swap or trade would be brought back to the Board for a later and more in-depth discussion.

Below are the potential incentives discussed at the last meeting and the decision of the Board.

1. Waiving the category – This could allow a RO owner to move into a Category 1 unit. One possible way to prevent this is to allow an owner to move into a same category unit that they are currently in or down one category only.

**The Board did not want to waive the category and that any household wanting to downsize to a smaller unit would be required to meet the category requirement as stated in the Regulations as well as the occupancy requirement.**

2. Moving from an older unit to a new unit – The owner could be moving from their unit due to the condition it is in. One way to ward against this is that if the owner is required to bring it up to at least minimum standards or agrees to lower the price based on the inspection of the unit.

**The sellers of their own respective units would be required to bring their units up to the minimum standards.**

3. Removing the sales fee. This affects the revenue coming in to the APCHA budget and requires a higher subsidy to be provided by the City of Aspen and Pitkin County.

**This requires a further discussion with the City and County as it affects APCHA’s budget and would create a higher subsidy from the City and County**

4. Providing a monetary incentive – This would affect the City of Aspen’s housing development fund; however, the subsidy to build a unit would be higher than providing a monetary incentive in most cases. Determining the amount and/or what it should be based on would need a thorough discussion. One idea was brought up by Chris Everson, Affordable Housing Project Manager for the City. This methodology incorporates the FTEs that are used per household size, the category of the unit, and the City’s fee-in-lieu schedule. Examples are attached.

**Any type of monetary incentive is currently not under discussion as this would require approval from the City and County as it would affect their budgets.**

#### **REQUIREMENTS:**

1. Updated application to APCHA.
2. Updated deed restriction to be signed and recorded.

**RECOMMENDATION:** Provide further direction to staff to complete the Survey and work on distributing to all homeowners in the deed-restricted program.

#### **Attachments:**

- Updated Matrix
- Draft Survey



## SURVEY – AFFORDABLE HOUSING RIGHTSIZING IDEAS

(will be in the form of Survey Monkey or Google Forms)

**1. What size of unit, noted below, do you currently own:**

- Studio -
- 1-Bedroom -
- 2-Bedroom -
- 3-Bedroom -
- Single-Family Home -

**2. Would you be willing to move to a smaller unit if there were no restrictions; i.e., income, assets, no lottery?**

**Yes** **No** **Maybe**

**a. If yes, what size would you consider:**

- Studio
- 1-Bedroom
- 2-Bedroom
- Depends

**b. If yes, when would you consider the move**

- As soon as possible
- 1 to 3 years
- 3 + years

**c. If no, would you consider if (check all that would apply) ...**

- |                     |               |              |
|---------------------|---------------|--------------|
| Incentives – cash   | Location      | Same Project |
| New unit            | Parking       | Pets allowed |
| Fully upgraded unit | Extra Storage |              |
| Single-Family Home  | Still No      |              |

Certain amenities (please list): swimming pool, garage larger, quieter, washer & dryer in unit, privacy and entry/outdoor space

**3. Would you be willing to sell your unit outright at its existing value plus a cash bonus:**

**Yes** **No** **Maybe**

Comments:

**If yes, when would you consider the move:**

- Within 1 year
- Within 2 years
- More than 3 years

**4. If you were a qualified retiree and the time required for you to be in your unit was reduced from nine months to six months, would you rent your unit out the remaining time to a qualified employee?**

**Yes** **No** **Maybe**

Comments

**Any other thoughts you would like to express about the affordable housing program in this survey?**