

# NEW HANOVER COUNTY PLANNING & LAND USE



## AGENDA

COUNTY-CITY WORKFORCE HOUSING ADVISORY COMMITTEE  
HR Training Room, 230 Government Center Dr. Wilmington, NC  
June 3, 2020 – 3:00 PM

### Estimated Minutes

- |    |      |   |
|----|------|---|
| 5  | I.   | <b>Call to Order</b> <ul style="list-style-type: none"><li>• Welcome</li><li>• Establish Quorum</li></ul>   |
| 5  | II.  | <b>Approve Agenda</b>   |
| 5  | III. | <b>Approve Minutes</b> <ul style="list-style-type: none"><li>• March 4, 2020</li></ul>  |
| 30 | IV.  | <b>Public Comments</b>  |
| 45 | V.   | <b>New Business</b> <ul style="list-style-type: none"><li>• Information Items<ul style="list-style-type: none"><li>○ Update on Housing Study and Survey</li><li>○ CARES Act and other funding updates</li><li>○ Density and Affordability in New Home Construction (Presenter- Dave Spetrino, PBC Design + Build)</li></ul></li><li>• Discussion Items<ul style="list-style-type: none"><li>○ Introduction of UNCG team and workshop of the interview instrument (Presenter – Dr. Stephen Sills, Director, UNCG Center for Housing and Community Studies)</li></ul></li></ul> |
| 5  | VI.  | <b>Announcements</b>  |
|    | VII. | <b>Adjourn</b>  |

### ATTACHMENTS:

- Draft Minutes of February 5, 2020 Meeting

Please note that while the meeting is officially open to the public, the County is limiting public gatherings due to COVID-19. Individuals that would like to attend the June 3 meeting will need to sign up in advance.

Please contact Rachel LaCoe, [rlacoe@nhcgov.com](mailto:rlacoe@nhcgov.com) for any accommodation requests by Monday, June 1.

*Purpose: The Committee shall be organized for the purpose of developing a comprehensive workforce housing study, workforce housing opinion study and public awareness campaign, support for increasing equitable access and the supply of workforce housing that is affordable; informing the Appointing Authorities and other organizations of their findings; and making recommendations, in an advisory capacity, to the Appointing Authorities and other organizations, as necessary.*

**New Hanover County-City of Wilmington Workforce Housing Advisory Committee**  
**March 4, 2020 Regular Meeting**

**Committee Members Present:** Shamonique Brantley, Patrick Brien, Philip Brown, Evelyn Bryant, Don Harris, Katrina Knight, Katrina Redmon, Steve Spain, Dave Spetrino, Paul Stavovy

**Staff Present:** Tufanna Bradley (NHC), Rachel LaCoe (NHC), Suzanne Rogers (CoW), Rebekah Roth (NHC)

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**Call to Order**

The meeting was called to order and quorum established at 3:05 pm by Chairperson Evelyn Bryant.

Chairperson Bryant welcomed new member Dr. Philip Brown.

**Approve Agenda**

Don Harris made a motion to approve to the agenda, which was seconded by Katrina Redmon and adopted unanimously.

**Approve Minutes**

Dave Spetrino made a motion to approve the draft minutes from the February 5, 2020 meeting. The motion was seconded by Mr. Harris and adopted unanimously.

**Public Comments**

No members of the public had signed up to provide public comment.

**New Business**

Review Housing Study Proposals

Chairperson Bryant recognized Workforce Housing Planner Rachel LaCoe, who led the committee members in a discussion on the three proposals that had been received for the comprehensive housing study and public opinion survey.

The committee discussed the strengths and weaknesses of the proposals, including:

- the strength and reliability of proposed data sources,
- the consultant perspective and approach to the project,
- the strength of the consulting teams, and
- experience with similar housing studies.

The committee reviewed the variety of study and survey audiences (policy makers, builders, and existing residents) and the applicability of the consultants' experience with each stakeholder group. Members considered the possibility of contracting with multiple consulting firms for separate components of the study and survey outlined in the Request for Proposals. The committee discussed the project's timeline needs, the requirements for contract negotiations, and how follow-up questions would be discussed.

After a thorough discussion regarding each proposal and the options moving forward, Paul Stavovy made a motion to authorize staff to negotiate with UNC-G to conduct the public opinion survey and focus group portion of the project and Bowen to complete the market data analysis and final report, as long as unincorporated New Hanover County could be considered a primary study area. The motion was seconded by Mr. Harris and passed unanimously.

The committee determined that to keep with the proposed timeline, staff should be authorized to move forward with the project even if negotiations with UNC-G and Bowen were not successful. Steve Spain made a motion that in the case that two contracts were not allowed, not acceptable to either consultant, or would result in costs over the approved budget, staff would be authorized to negotiate a contract with PES, the third consultant. The motion was seconded by Mr. Stavovy and passed unanimously.

Chairperson Bryant requested that staff contact New Hanover County's Purchasing division to ensure that negotiations with multiple consultants was possible and to update the committee with that information.

#### **Announcements**

Mr. Spetrino asked whether the committee was required to provide a report to the Wilmington City Council and New Hanover County Board of Commissioners. Ms. LaCoe and Suzanne Rogers responded that both boards would want a report once the study and survey moved forward, and that staff was keeping management apprised of the committee's activities.

Ms. LaCoe reminded the committee that the 2020 Census would be released in April and urged everyone to participate.

Mr. Stavovy announced that the Cape Fear Community Land Trust's fundraiser, the 5<sup>th</sup> Annual Daddy Daughter Dance, would be held in April.

Katrina Knight requested that staff send out a calendar of upcoming housing-related events by email with the monthly meeting agenda so committee members could stay informed on projects and programs, such as the City of Wilmington's Affordable Housing Opt-in District.

#### **Adjournment**

With no further questions or comments, Chairperson Bryant adjourned the meeting at 4:41 PM.