

## Project Charter: Board Objective: Affordable and Workforce Housing

**Prepared by/project manager:** Tyler Barrington, Mike Dent and Angela Masker

**Project Sponsor:** Ryan Gruver, Trisha Tillotson

### 1. BACKGROUND AND PROJECT JUSTIFICATION

To advance development of affordable and workforce housing, as prioritized by the Board of Supervisors in their 2024 Board Objectives:

Coordinate with local jurisdictions, developers, and other partners to facilitate development of, and access, to affordable, workforce, and market rate housing development.

Lack of affordable and workforce housing is an issue that impacts Nevada County citizens, inhibits economic development, contributes to homelessness and more. Making progress in this area requires collaboration between the Community Development and Health and Human Service Agencies, the Regional Housing Authority, other local jurisdictions and more.

### 2. PROJECT SCOPE AND TIMELINE

The initiatives below were presented to the Board of Supervisors and are listed along with their primary owner(s).

#### Housing Projects:

1. Facilitate and Promote Partnerships for the Development of Affordable and Supportive Housing – Owner: Mike Dent – Projected Completion: Ongoing
  - Working with the Regional Housing Authority and other partners, build a list of projects over a five-year time horizon and do the pre-application work to set the stage for TCAC projects and more.
2. Facilitate Housing Projects in the Planning and Entitlement Process – Owner: Brian Foss – Projected Completion: Ongoing
  - Discuss proposed projects and projects underway monthly at Affordable Workforce Housing Team meetings to address emerging issues such as zoning.
  - Work with CEO office to continue planning on the Hobart Mills project.
  - Support projects with project implementation as opportunities arise (i.e. grants or letters of support and working with the Economic Development Program Manager)

#### Policy Updates:

1. Pro-Housing Designation and Implementation – Owner: Brian Foss – Projected Completion: Fall 2024

- Determine baseline scoring: How many points do we have towards designation without making any changes.
  - Determine minimal changes: Identify, recommend, and implement the easiest path to designation (the low hanging fruit).
  - Determine maximal changes: Pro-housing criteria are meant to identify changes that can spur affordable housing. Once we have achieved designation, should continue identifying other acceptable changes that can spur affordable housing.
2. Support the development and improvement of workforce housing. – Owner: Mike Dent – Projected Completion: Ongoing
- Seek grant/loan funding to assist improvements to existing housing.
  - Explore financial incentive programs for BOS consideration.
  - Seek funding for additional ADU assistance.
  - Support affordable and workforce housing.
  - Support both tax credit and tax credit exempt housing projects through coordination with allied agencies.
  - Use the workforce housing survey to inform future efforts.
  - Provide staff support for ad-hoc with Supervisors Bullock and Swarthout
3. Explore Alternative Housing Options – Owner: Trisha Tillotson – Projected Completion: Fall 2025
- Explore alternative housing options including moveable tiny houses - Sub-owner: Brian Foss – Projected Completion: Fall 2024.
  - Reevaluate limited density owner built rural dwellings – Sub-owner: George Schureck – Project Completion: Spring 2025
  - Evaluate County Code related to RV's– Owner: CDA-Multiple Departments – Projected Completion: Fall 2025
4. Evaluate a Western Version of the Truckee Tahoe Workforce Housing Agency (TTWHA) – Owner: Ryan Gruver – Projected Completion: Summer 2024
- Evaluate staffing and resources necessary to implement a western version of the Truckee Tahoe Workforce Housing Agency (TTWHA).
5. Monitor mobile home rents. – Owner: Mike Dent – Projected Completion: Ongoing
- Stay connected to tenant advocacy groups to monitor for unusual spikes in space rent in mobile home park in County jurisdiction.
6. Advocate for fire insurance legislation to protect homes. – Owner: All Objective members – Projected Completion: Ongoing
- Advocate for structural changes to increases in fire insurance for local residents.

7. Develop website to share info regarding developable housing sites – Owner: Brian Foss/Kimberly Parker – Projected Completion: Phase I Fall 2024

### 3. WORKGROUP MEMBERS – ROLES & RESPONSIBILITIES

<b>Team Member Name</b>	<b>Department</b>	<b>Roles/Responsibility</b>
Ryan Gruver	Health and Human Services Director	Health and Human Services Collaborator
Mike Dent	Housing and Community Services Director	Housing and Community Services Collaborator
Caleb Dardick	Assistant CEO	County Executive Collaborator
Brian Foss	Planning Director	Community Development Agency Collaborator
Trisha Tillotson	Community Development Agency Director	Community Development Agency Collaborator
Angela Masker	Housing and Community Services Analyst	Facilitator, Notetaker
Kimberly Parker	Economic Development Program Manager	Community Development Agency Collaborator
Erin Mettler	HHSA Chief Fiscal and Administrative Officer	Health and Human Services Agency Fiscal Collaborator
Tyler Barrington	Principal Planner	Community Development Agency Collaborator
George Schureck	Building Director	Community Development Agency Collaborator
Kimberly Parker	Economic Development Program Manager	Community Development Agency Collaborator

The Housing Board Objective was previously managed mostly by HHSA, alongside the Homelessness Objective. With this revised Structure, HHSA, CDA and the CEO’s office will collaborate closely, and connection with the Homelessness team will be quarterly and as needed where there is overlap. Additionally, the Housing Team will need to work closely with the Regional Housing Authority, and the CDA and HHSA fiscal teams.

In addition, a housing ad-hoc has been established and includes Chair Bullock and Supervisor Swarhout and will include its own charter.

### **Method of Operation:**

- Tasks are assigned as listed in the Project Scope and Timeline section.
- Tracking is done in ClearPoint, which may include milestones, action items, progress updates, next steps, etc.
- Team members will be required to provide necessary updates to ensure thorough tracking through ClearPoint.
- Meetings will serve as an opportunity to check in on initiative statuses, pose questions, concerns, challenges, etc.

### **Meeting Schedule:**

- Full Group Meeting: Monthly
- Departmental Workgroup Meeting: Weekly
- Homeless/Housing Meeting: Quarterly
- Ad Hoc meetings as needed

## **4. HIGH LEVEL REQUIREMENTS:**

### **Major Stakeholders:**

- County Executive Office
- Community Development Agency
- Health and Human Services Agency
- Regional Housing Authority
- Truckee Housing JPA
- Mountain Housing Council
- City of Grass Valley
- City of Nevada City
- Town of Truckee

### **High Level Risks and Assumptions:**

There is inherent “risk” in the development of housing as many components of a project may be out of the control of this Working Group.

## **5. Communications Plan:**

The Working Group will utilize County/Department PIO’s to involve community stakeholders in certain project components and/or community outreach.

### **Summary Budget:**

# PROJECT CHARTER

The majority of the objectives will be funded through existing staff capacity and no new fiscal resources are required for the staff components. Previously allocated ARPA funding will continue to be used for evaluating a Western County Workforce Housing Agency. Project funding will come from a variety of local, state, and federal grant opportunities as available and awarded. Local funding will be provided through normal County competitive bidding processes, I.e. Request for Proposal or Request for Bid.

Charter Budget - Housing					
Initiative/Project	Board Workshop \$ (Board Priority Assign. GF)	Other Funded Costs	Costs		Revenue Note
			Unfunded Costs (e.g. grant or other future opportunity?)	Total Cost	
Housing Operating Budget	\$0	\$10,272,985		\$10,272,985	
Affordable Housing	\$0	\$0	\$1,010,000	\$2,020,000	Western Nevada County Local Housing Trust Fund – potential State Matching dollars
Workforce Housing	\$0	\$470,000	\$0	\$470,000	ARPA allocation spend down
General Housing	\$0	\$0	\$0	\$0	Staff time
Alternative Housing	\$0	\$0	\$0	\$0	Staff Time
-Tiny Homes on Wheels	\$0	\$32,699	\$0	\$32,699	REAP Grant
<b>Total</b>	<b>\$0</b>	<b>10,775,684</b>	<b>\$1,010,000</b>	<b>\$11,785,684</b>	

Approved by (Project Sponsor): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_