

Project Charter: Board Objective: Housing

Prepared by/project manager: Tyler Barrington

Project Sponsor: Ryan Gruver, Trisha Tillotson

BACKGROUND AND PROJECT JUSTIFICATION

To advance development of affordable and workforce housing, as prioritized by the Board of Supervisors in their 2025 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, Facilities Management and Health and Human Service Agencies, the Regional Housing Authority, other local jurisdictions and other community partners.

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: Health and Human Services Agency- Department of Housing and Community Services– 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: Community Development Agency- Planning Department – Projected Completion: Ongoing
 - Discuss proposed projects and projects underway monthly at Affordable Workforce Housing Team meetings to address emerging issues such as zoning.
 - Support projects with project implementation as opportunities arise (i.e. grants or letters of support, processing project entitlements and working with the Economic Development Program Manager)

Board Initiatives:

1. Workforce Homebuyer Incentive Programs – Owner: Health and Human Services Agency- Department of Housing and Community Services– Projected Completion: Spring 2026/Ongoing
 - Apply for grant and other funding sources to support affordable housing downpayment assistance programs
 - Research model programs
 - Analyze potential funding sources
 - Develop program criteria to support workforce housing designation.
 - Return to Board of Supervisors with workplan in Spring 2026
2. Housing Opportunity Sites – Owner: Health and Human Services Agency – Department of Housing and Community Services; Community Development Agency- Planning and Economic Development Departments. Projected Completion: Summer 2025/ongoing
 - Develop website to share info regarding developable housing sites (Spring/Summer 2025)
 - Analyze models and programs specific to using surplus lands for the development of affordable and workforce housing
 - Identify suitable sites
 - Develop criteria for making projects feasible for development
 - Research and apply for infrastructure grants
 - RFP soliciting developers
 - Return to Board of Supervisors in Summer 2025 with Work Plan
3. Explore Alternative Housing Options – Owner: Community Development Agency – Departments of Planning, Code Compliance, Building and Environmental Health. Projected Completion: Fall 2025
 - Evaluate County Code related to RV's– Owner: CDA-Multiple Departments
 - Return to Board of Supervisors with work plan and code enforcement moratorium in Spring 2025
4. Support the Community Land Trust (CLT) – Owner: Health and Human Services Agency- Department of Housing and Community Services; Community Development Agency- Planning Department– Projected Completion: Ongoing
 - Assist with resources related to grant and project funding opportunities
 - Assist with land use entitlement processes

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.

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COMMUNICATIONS PLAN

The Working Group will utilize common practices and when necessary, the County/Department PIO's to involve community stakeholders in certain project components and/or community outreach.

Summary Budget:

The majority of the objectives will be funded through existing staff capacity; however, reorganization of the Division of Housing and Community Services to a stand-alone Department, which require allocation of General Fund dollars. Additional 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					
		Costs			
Initiative/Project	Board Workshop \$ (Board Priority Assign. GF)	Other Funded Costs	Unfunded Costs (e.g. grant or other future opportunity?)	Total Cost	Revenue Note
Affordable Housing/ CLT Support	\$0	\$15,000	\$0	\$15,000	Staff Time/Grant Writer Contract
Workforce Housing/ Downpayment Assistance Programs	\$0	\$600,458	\$0	\$600,458	\$608,458 represents amounts remaining from prior year workforce housing investments (\$392,278 Eastern, \$208,180 Western)
Housing Opportunity Sites	\$0	\$0	\$100,000	\$100,000	Staff time for potential Rezoning/ Environmental, program development and RFP + website development
Alternative Housing	\$0	\$123,206	\$0	\$123,206	Staff Time (four departments plus County Counsel)/ Noticing/ Public Meetings/ Facilitator
Total	\$0	\$738,664	\$100,000	\$838,664	

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WORKGROUP MEMBERS – ROLES & RESPONSIBILITIES

Team Member Name	Department	Roles/Responsibility
Ryan Gruver	Health and Human Services Director	Health and Human Services Collaborator
Trisha Tillotson	Community Development Agency Director	Community Development Agency Collaborator
Tyler Barrington	Principal Planner/Interim Director of Housing and Community Services	Housing and Community Services and Community Development Department Collaborator
Brian Foss	Planning Director	Community Development Agency Collaborator
Angela Masker	Senior Administrative Analyst- Department of Housing and Community Services	Housing and Community Services Collaborator
Matthew Kelley	Code and Cannabis Compliance Director	Community Development Agency Collaborator
Ariel Lovett	HHSA Chief Fiscal Officer	Health and Human Services Agency Fiscal Collaborator
Amy Irani	Environmental Health Director	Community Development Agency Collaborator
George Schureck	Building Director	Community Development Agency Collaborator
Kimberly Parker	Economic Development Program Manager	Community Development Agency Collaborator
Kelsey Hess	Supervising Code Compliance Director	Community Development Agency Collaborator
Carissa Cyr	Board Senior Management Analyst	Board of Supervisors Collaborator
Sims Ely	Attorney III	County Counsel Collaborator

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In addition, a housing ad-hoc has been established and includes Chair Hall and Supervisor Swarthout 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, and develop policies, etc.

Meeting Schedule:

- Full Group Meeting: Monthly
- Departmental Workgroup Meeting: as needed
- Attend Housing Ad Hoc meetings: as needed

HIGH LEVEL REQUIREMENTS

Major Stakeholders:

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

Approved by (Project Sponsor): _____ **Date:** _____