

**Minutes of the Affordable Housing Council (AHC) Meeting
Tuesday, November 12, 2019**

2:30 pm to 4:00 pm

Citizens Services Division Building – Main Conference Room
401 Sagner Avenue, Frederick, MD 21701

MINUTES OF MEETING

Call to Order: Mark Long, Vice Chair called the meeting to order at 2.35 P.M. and welcomed everyone.

Members Present: Mark Long, Vice-Chair; Marva Younger, Secretary; Diane Bill; Kandy Alexander; Hugh Gordon; Patricia Galloway; Mary Ellen Mitchell; Jason Wiley and Bruce Zavos.

Absent: Kimberly Ashkenazi, Chair; Angie Liddiard; and Malcolm Furgol.

Public Officials/Staff Liaisons Present: Derek Shackelford, Frederick City Alderman; Milton Bailey, Director, DHCD; and Ryan Trout, Program Manager, DHCD.

Visitors Present: Roger Sobkowiak, Human Relations Commission; Robin Inskeep, FCG; Kara Norman, Frederick Downtown Partnership, Theresa Wyatt; and Heather Mongilio, Frederick News-Post. Affordable Housing Council applicants present were Linda Duckett, Bryan Patchan; and Joe Miller.

Minutes of October 8th: Hugh moved to approve the minutes; seconded by Diane and unanimously approved.

Agenda was approved: Bruce moved to approve the amended agenda with the addition of *Letter of Support for City of Frederick Land Management Code by Planning Department*, and deletion of *City of Frederick Revisions to MPDU Ordinance*; seconded by Diane and unanimously approved.

Public Comment: None

Recap of Strategic/Creative Planning Session: Mark distributed a recap of the session facilitated by Dr. Joyce Heptner, who all expressed a job well done by her. During this session, AHC established the following three committees with specific goals, plans and actionable steps to work on over the next 12 months:

1. Education/Relationship Building – Convener is Hugh.
Plan to increase awareness of affordable housing in Frederick County through messaging, videos and marketing materials. The committee will develop a public relations marketing

plan to include happy hours to be held in various Frederick locations. Hugh will convene a committee meeting within the next few weeks.

2. Systems – Convener is Kandy

This committee needs further clarification on the meaning of “systems”. Ryan will work with Kandy and the committee to establish actionable plans and/or determine if this is a feasible strategy. Kandy will also schedule a committee meeting to brainstorm this goal.

3. Policy – Convener is Mark

Maximize land use, increase funding for affordable housing and those of the ALICE community. This committee has met and established a monthly meeting every 1st Wednesday. The next meeting is scheduled for December 4th. The committee established the following priorities: 1) MPDU -- Mark Long; 2) builder fees -- Ron Cramer; 3) unused land -- Carol Seipler; 4) parking and ADUs -- Patricia Galloway. In addition to the four priorities, outside funding (Theresa Wyatt) and rental properties (Malcolm Furgol and Mary Riker) will be included.

Triennial Review of MPDU-PIL Fee – Milton updated the latest methodology for adjusting the County’s MPDU-PIL Fee. This methodology uses the AMI for Frederick County rather than HUD. Milton noted that the median sale price and the mortgage interest rate would remain stable, but the AMI is the driving factor to adjust the fee. The County Executive and Milton will meet later this month to review these analyses.

Proposed Changes to City of Frederick Land Management Code by Planning Department – Letter of Support – Mark presented a letter on behalf of AHC (written by Kimberly) to support the policy recommendation of the 2020 comprehensive plan update and to be included as backup materials for the Planning Commission, Mayor and the Board of Aldermen. A concern noted in the letter was to verify auxiliary units to mean accessory dwelling unit (ADU’s). There was also a lengthy discussion about whether to include micro-units with 800 square feet or less along with the ADU’s. However, questions arose about impact fees associated with the micro-units since some of the units may be market rate and expensive. The letter will be edited before submission. Bruce moved to approve letter with future edits; seconded by Mary Ellen and unanimously approved.

Public Liaison: Frederick City Alderman-- Derek Shackelford reported that on December 11th, the City will have a workshop on Accessory Dwelling Units (ADU’s) legislation for Frederick City.

The meeting was adjourned at 3:47 P.M. for a closed session meeting to interview three applicants for one At-Large position on the AHC. Linda Duckett, a lifelong resident of Frederick was chosen to fill this position. Mark will submit this recommendation to the County Executive office.

The next AHC meeting is on December 10th.

Minutes submitted by
Marva Younger, Secretary