

Memorandum

To: Members of the Affordable Housing Plan Steering Committee

From: Sarah Flax, Housing and Grants Administrator
Savannah Clement, Housing Policy and Planning Analyst

Subject: August 21, 2019 Affordable Housing Plan Steering Committee Meeting
Cover Memo

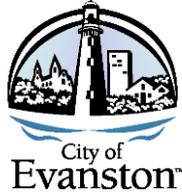
Date: August 16, 2019

Attached please find:

- The meeting agenda
- Item 2: Draft minutes of the June 19, 2019 meeting for approval
- Item 3: Community Outreach & Engagement Plan Discussion Guide and Plan Outline

We are happy to announce that we have contracted with Millennia Consulting. Tom Lenz and Wendy Siegel will be taking us through their draft process for community outreach and engagement to get your input and move forward.

We look forward to seeing you on August 21. Please note that we are in room 2402 on the second floor for our meeting this month



AFFORDABLE HOUSING PLAN STEERING COMMITTEE

Wednesday, August 21, 2019

7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge, Room 2402

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES: June 19, 2019

3. COMMUNITY OUTREACH & ENGAGEMENT PLAN – MILLENNIA CONSULTING

4. PUBLIC COMMENT

Comments and input on the Affordable Housing Plan may also be submitted via email to housingplan@cityofevanston.org

5. NEW/OLD BUSINESS

6. ADJOURNMENT

Next Meeting: TBD

Order & Agenda Items are subject to change. Information about the Affordable Housing Plan Steering Committee is available at: www.cityofevanston.org/government/agendas-minutes. Questions may be directed to Savannah Clement at 847.448.8679.

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MEETING MINUTES**

AFFORDABLE HOUSING PLAN STEERING COMMITTEE

Wednesday, June 19, 2019, 7:00 P.M.

Lorraine H. Morton Civic Center, Parasol Room

Present: Chair Michael Roane, Alderman Eleanor Revelle, Sarah Delgado, Stephanie Murray Rodney Orr, Christopher Rothwell, Timothy Stroh

Absent: Ellen Cushing, Uri Pachter,

Staff: Sarah Flax, Housing and Grants Manager

Guest speaker: Kyle Smith, Metropolitan Mayors Caucus

Call to order

The meeting was called to order at 7:00 PM with a quorum present.

Approval of Meeting Minutes: May 15, 2019

Alderman Revelle moved approval, Stephanie Murray seconded the motion; the minutes were approved unanimously.

Homes for a Changing Region Presentation by Kyle Smith

Kyle Smith, Director of Housing + Community Development at the Metropolitan Mayors Caucus, presented the Homes for a Changing Region's analysis of Evanston's housing market data, including demographic and housing trends, Evanston's submarkets and peer communities based on the Homes for a Changing Region model, who lives and works in Evanston by job category, types and tenures of Evanston housing stock, availability of housing by income level, and information on housing cost burden levels. Kyle answered questions from the committee and members of the public in attendance.

Discussion by the committee ensued on a variety of topics. Additional data needed to inform the development of the housing plan included changes in the number and percentage of households by size triggered by discussion about the increase in population and decrease in number of households (slide 17); and mobility rate in Evanston schools, both within and outside the districts' boundaries. What learnings from studying peer communities strategies to address affordable housing needs was also discussed.

Outreach Planning Discussion Continued

Staff suggested that input from committee members on what outreach activities they would work on would be sought via email before the next meeting, as it was getting late. A short discussion about cities that were undertaking zoning changes to address housing affordability and availability followed. The recent New York Times article on this topic that provided the percent of land restricted for single family zoning for several

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major cities was referenced; staff will work with GIS to get comparable data for Evanston. Alderman Revelle noted that educating the public about the impact of zoning changes would need to be a major part of outreach and education, and suggested a presentation by outside experts on the subject should be planned for September. Materials that would be needed on different housing topics was also discussed.

Public comment

Sarah Vanderwicken referenced the 15-unit project proposed at 2211 Maple Ave and asked if small affordable units were the greatest need in Evanston.

Keith _____ (Joining Forces) noted that Chicago requires developers to provide onsite units and asked why they are allowed to pay a fee in lieu of affordable units in Evanston; he also asked why basement units are not allowed in Evanston.

Allie Harned asked if there are data that would allow tracking of why people leave Evanston and if changes in the reasons for leaving from earlier years could tracked.

An individual who did not identify herself asked if the City would allow renting out of parts of homes/home sharing and the impact of the 3 unrelated rule on home sharing.

Doreen Price commented on patterns of ownership in Evanston and in different wards.

Marion Johnson noted that European countries use co-housing to address both housing affordability and social isolation and asked if co-housing was being evaluated as a strategy in Evanston.

Ginny Ayers, Interfaith Action, asked about the impact of Northwestern university requiring freshmen and sophomores to live on campus on the rental housing market.

New/Other Business

Moving the next meeting from July 10 to July 18 to address schedule conflicts of members was discussed. Staff will contact members to confirm their availability for that date by email.

Adjournment

Alderman Revelle moved to adjourn the meeting, Rodney Orr seconded the motion. The meeting was adjourned at 8:53 p.m.

The next scheduled meeting of the Steering Committee is July 10 but may be changed, as noted above.

Respectfully submitted,
Sarah K. Flax, Housing and Grants Manager

Evanston Affordable Housing Plan Steering Committee

August 21, 2019 Meeting

Goals:

1. Come to agreement the overall engagement plan;
2. Frame guiding questions to be used in the process; and
3. Identify the key informants to be interviewed and who might host small group/listening sessions

Discussion Guide:

- Overview - Tom Lenz and Wendy Siegel, Millennia Consulting
- Introductions: Please share your name, any affiliations, and a word or two of why you volunteered to be part of the Affordable Housing Plan Steering Committee.
- Draft engagement process and plan (see attached)
- Possible guiding questions to include in outreach documents (see attached)
- Potential key informant interviews and small group sessions
- Review next steps and set next meeting

Evanston Affordable Housing Plan

Community Engagement Strategy and Timeline

Overall Goal: Using a variety of outreach methods, explore the affordable housing needs of Evanston residents and their ideas on how to address them. Shape these conversations into a summary document that can lead to the creation of specific affordable housing strategies and policies.

August, 2019

- With the Affordable Housing Plan Steering Committee (AHPSC) and city staff:
 - Agree on the overall engagement process and plan (this document);
 - Frame the guiding questions to be used in the process (See draft guiding questions below); and
 - Identify the key informants to be interviewed and brainstorm ways to conduct small group meetings/listening sessions across the community.

September – October, 2019

1. Finalize the various outreach materials including:
 - Individual meeting guides
 - Small group discussion guides
 - On-line survey
2. Create a Survey Monkey template to harvest the main insights from individual and small group meetings.
3. Provide a short training on conducting individual and small group meetings for the AHPSC.
4. Schedule and conduct individual meetings.
5. Schedule and conduct small group meetings.
6. On-line survey goes live.

November, 2019

1. With the AHPSC and city staff, undertake an initial scan of the emerging needs and strategies
2. Shape and conduct two community sessions to share some of the initial findings and gather additional feedback.

December, 2019

- Write the first draft of the community engagement summary report.

January, 2019

1. AHPSC reviews the first draft of the community engagement summary report
2. Final draft of the community engagement summary report is prepared and submitted to the city.

Possible Guiding Questions

1. Share a story of someone you know (it could be you) who tried to find affordable housing in Evanston and couldn't. What type of housing were they trying to find? What happened?
2. In your opinion, what is the area of greatest housing need in Evanston. Why is that so?
3. What do you think should be done to address Evanston's affordable housing needs? What solutions should be considered? Do you know of anyone currently trying to do that?
4. Some of the possible ways to address Evanston's affordable housing needs are listed below (TBD). For each strategy:
 - a. Do you understand what it is?
 - b. Is it something you feel would be helpful?
 - c. Is it something you'd encourage the city to undertake?
5. Would you be interested in hearing the results of this effort in a public meeting? Can we add your email to the notice list?