



METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES

Tuesday, April 25, 2023
2:00 pm – 4:00 pm

Members Present: J. Schmitz, K. Friskics-Warren, P. Westerholm, G. Emmanuel, CM Z. Suara, M. Jackson

Members Absent: J. Simmons

Staff Present: A. Brown (Planning Dept – Housing Division), M. Amos (Metro Legal), T. Ortiz-Marsh (Legal), (Planning Dept – Housing Division), R. Pardue (Planning Dept – Housing Division), L. Milligan (Planning Dept)

MEMBERS

Jim Schmitz, Chair
Gina Emmanuel
Kaki Friskics-Warren
James Simmons
CM Zulfat Suara
Maria Carmen Jackson
Peter Westerholm

I. Welcome

- a. Schmitz brought meeting to order.

II. Review and Approval of Minutes

- a. Friskics-Warren moved to approve minutes. Emmanuel seconded. Passed.

III. Project Progress and Financial Update

- a. Brown stated that the Community Foundation of Middle Tennessee donation is scheduled
- Metro HTF Commission Minutes - 1

to be approved at the upcoming May 16th Metro Council meeting.

b. Brown shared two draw updates for Round 9

- Rebuilding Together Nashville made a draw of \$99,671.86 leaving \$1,563, 948.12 in balance of the \$1,849,173 granted.
- Aphesis House draw number three (3) for \$108,122.95 leaving \$378,944.12 in the balance of the \$599,000 granted.

IV. New Business

a. Spring Round 11 Data Review

- i. Brown provided an overview of Round 11 data which broke down the DEAI components of the awarded and declined applications requested by Friskics-Warren at the previous commission meeting. She shared the following highlights:
 - There were 8 BIPOC led organizations in our funded category.
 - There were two woman led organization in the funded category.
 - Sixty percent (60%) of all funds went to a BIPOC-led organization and twenty six percent (26%) went to woman-led organizations.
 - The average DEAI score in the funded section was 4.18/5 compared to 2.72/5 in the declined list.
 - The average score for funded applications was 97.96/120 compared to 60.78/120 for non-funded applications.

b. Spring Round 11 Contracts – Financial Awards

- i. Brown shared Round 11 contract highlights. Contracts were approved by Metro legal. Urban Housing Solutions had a unit reduction and will be developing 48 total units instead of 57. The reduction will be mitigate flooding in the lower units and strengthen resilience efforts to protect vulnerable residents. If the mitigation is fully effective UHS will be able to keep the additional units online.

- ii. Habitat for Humanity requested an amended draw schedule based on the scope of work.
- iii. Step Up Nashville requested an addition to the inspection language for a thirty (30) day notice to have their compliance officer present.
- iv. Housing Services Alliance requested amendments to section A.3. (Added LIHTC language for the LP entities) and D.4 (subcontracting for L.P. entities).
- v. Urban League of Middle TN requested an amended draw schedule for both Joseph Avenue and Madison Station to draw down funding prior to using debt and paying interest. All have a moderate holdover at Final Use/ Occupancy for 10-15%.
- vi. Friskics-Warren moved to approve. Emmanuel seconded. Passed unanimously.

c. Spring Round 11 Contracts – Awards with Property

- i. Brown provided the overview as follows. The only changes from the property awards include an amended draw schedule for AWAKE Nashville. Keeping in line with the other draw schedules, they will be holding five (5) percent for a draw art certificate of occupancy.
- ii. Living Development Concepts requested (4) additional Metro donated properties with no additional financial award. They have other debt to access from the Housing Fund. This opportunity was offered to Affordable Housing Resources since they were reduced as well; however, AHR declined the additional property.
- iii. Schmitz confirmed that there was no additional money being awarded and only more property being provided for development. CM Suara confirmed that if the project does not transpire due to lack of funding that the property would be returned to Metro.
- iv. Brown confirmed.
- v. Friskics-Warren moved to approve. Emmanuel seconded. Passed unanimously.

- vi. Brown shared the Round 10 contract amendment for New Level CDC who requested to amend their contract to transfer Round 10 award funding to the Round 11 application cycle. She stated that the funding amount and unit counts would not change. She explained that the additional property is from surplus and shared that the Artist Lofts would be a Round 10 project with ARPA funding and the previous project would require a resubmission if the nonprofit sought funding for the original project after entitlements are received. Brown concluded; this amendment would allow time for those entitlement processes to be completed.
- vii. Friskics-Warren moved to approve. Emmanuel Seconded. Passed unanimously.

- viii. Brown also shared that Woodbine Community requested to include an additional address, 3545 Dickerson Pike. She explained the addition will not change the grant amount, or the target served but would allow access to public transportation. She added, the impact on cost and timeline would be minimal.

- ix. Friskics-Warren moved to approve. Westerholm Seconded. Passed unanimously.

V. Housing Best Practice Share

- a. Lisa Milligan, Metro Planning Land Development Division Manager gave an overview of the rezone process through Metro.
 - i. *Presentation included as PDF below.*

VI. Other Housing Updates

- a. Brown provided an update of HTF Manager Position. She shared that Emmanuel would participate as Schmitz's designee for the commission during the upcoming interviews to allow for commission input. Updates will be provided at the next meeting
- b. Brown shared that the upcoming State of Metro will include the Mayor's budget which was presented 4/28 and included a Barnes funding preview.
- c. The Housing Hearing for Budget with Council will be held May 22nd @ 5pm. The commission is welcome to attend.
- d. May 23rd will be Brown's last commission meeting.

VII. Public Comment (Limit 2 Minutes per Community Member)

- a. Schmitz asked for comments from the public.
- b. Nicole Rowen and Andrea Prince with Rebuilding Together Nashville shared that the organization has been working in the Bordeaux community for the past several years rehabilitating 65 homes for Older Adults and have expanded that work to Dickerson Pike corridor. The last contract finished Bordeaux and starting Dickerson pike's work. RTN stated that they would like to inform the commission that they have shifted the number of homes in contract to increase to 40 in the Bordeaux area where there is a proven need and decrease the number of homes in the contract for the Dickerson corridor accordingly to keep momentum going. They added that this still meets contractual obligations and has been approved by the Housing Trust Fund Manager.
 - i. Schmitz replied by thanking Rebuilding Together for their much-needed preservation work.
- c. Kelsey Oesmann with Urban Housing Solution shared a ribbon cutting for the new Skyline Development located at 2940 Dickerson Pike to be held April 28th at 11:30am. Brown shared that this project was partially funded by Barnes and CHIP.

VIII. Announcements

- a. Brown updated the commission about the following upcoming dates:
 - i. The next housing trust commission meeting will be May 23rd.
 - ii. Housing Budget meeting will be May 22nd.
 - iii. Current Housing Trust Fund Manager's last meeting will be May 26th.

IX. Adjourn

- a. With no further business, Schmitz adjourned the meeting.

The Barnes Housing Trust Fund
<http://barnes.nashville.gov>

Metro Housing Trust Fund Commission <http://www.nashville.gov/Government/Boards-and-Committees/Committee-Information/ID/123/Housing-Trust-Fund-Commission.aspx>

REZONING PROCESS METRO NASHVILLE

Metro Nashville Planning Department 4/25/23

Policy, Zoning & Subdivision

□ POLICY

- Community Character Policy helps shape the form and character of open space, neighborhoods, centers, corridors and districts within a community and provides guidance for future direction.
- Community Character Policy provides guidance for:
 - Zone change requests;
 - Subdivision requests (to a lesser extent);
 - Capital Improvement projects and budget; and
 - Recommendations to Board of Zoning Appeals.

Policy, Zoning & Subdivision

□ ZONING

- While the policies are *guidance*, zoning is *law* – Metro Code Title 17.
- Zoning is the set of rules that govern how land may be used and the development standards for all property in Nashville.
- The laws control the physical development of land (building heights, setbacks, parking, landscaping, signs) and the land uses allowed.
- Property owners can develop under their existing zoning without following the guidance of Community Character Policy or the Planning Department.

Policy, Zoning & Subdivision

□ SUBDIVISION

- *Metro's Subdivision Regulations* control how land is divided.
- The regulations control patterns of development to reflect different contexts and character – urban, suburban, rural, complement surrounding development, and define traffic circulation patterns and access.
- Community Character Policy plays 2 main roles in the *Subdivision Regulations*:
 - Policy sets the Transect – Natural, Rural, Suburban, Urban, Centers, Downtown, District; and
 - Policy defines residential Maintenance (established neighborhood with pattern to be preserved) or Evolving (pattern is not established and is being created) and, thereby, where Infill regulations (areas previously subdivided/predominately developed residential) apply.



ZONING

Zoning Basics

- Base zoning
 - ▣ Uses permitted by right
 - ▣ Uses permitted with conditions
 - ▣ Uses permitted by special exception
- Overlays
- Bulk standards
 - ▣ Height
 - ▣ Coverage
 - ▣ Setback
- Parking/Access
- Landscaping

Zoning Districts - Examples

- AG/AR2a - Agricultural
- R – One and Two Family
- RS – Single-Family
- RM – Multi-Family
- O – Office
- OR – Office/Residential
- C – Commercial
- MU – Mixed Use
- I – Industrial
- SP – Specific Plan

Overlays - Types

- Planned Unit Development
- Historic Preservation
- Neighborhood Conservation
- Historic Landmark
- Historic Bed & Breakfast Homestay
- Greenway
- Floodplain
- Airport
- Adult Entertainment
- Urban Design
- Institutional
- Impact
- Neighborhood Landmark
- Urban Zoning
- Contextual
- Two-Story
- Detached Accessory Dwelling Unit

Rezoning – Base Zone Change or Overlay Application

- Property Owner or Councilmember Can File Application
 - ▣ Staff is charged with comparing to adopted land use policy (NashvilleNext)
- Process
 - ▣ Planning staff reviews - Advisory
 - Recommendation to Planning Commission
 - ▣ Planning Commission reviews - Advisory
 - Recommendation to Council
 - ▣ Council makes final determination (Legislative action)

Process Details

- Application filed with Planning – filing deadlines correspond with Planning Commission dates
 - ▣ Submission deadlines on Planning website
 - ▣ Application on Planning website
- Staff Process
 - ▣ Staff reviews applications against the adopted land use policy (NashvilleNext)
 - ▣ For SPs – other agencies also review and provide comments

Process Details (cont)

- Total time from application filing to council approval
 - 4 to 6 months
- Complex SPs can take longer

Tips for Success

- Talk to staff before filing to get a gut check on compliance with land use policy
- Talk to the Councilmember (BEFORE FILING)
- Talk to the Community – host a community meeting before filing
- Keep communication with the community at the forefront