

Town of Richmond
AFFORDABLE HOUSING COMMITTEE
Minutes of March 15, 2021

Pursuant to Executive Order No. 20-05 executed by Governor Gina Raimondo on March 16, 2020, this meeting was teleconferenced via Zoom.

Present Were: Bruce Olean, Chair
Denise Stetson
Pierre Duval
Sean Cutting

Also Present: Shaun Lacey, Town Planner

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair B. Olean.

B. Approval of Minutes

- 1) Minutes of December 14, 2020

A motion was made by D. Stetson, seconded by P. Duval, to approve the minutes of December 14, 2020 as amended. The motion passed unanimously (4-0).

C. New Business

1) Affordable Housing Committee presentation of the 2021 Mission Statement, S.W.O.T Analysis and Recruitment Needs to the Town Council

B. Olean noted that the Town Council has requested that the Committee present a PowerPoint presentation that highlights its mission statement, S.W.O.T analysis and recruitment needs. The intent of the presentation is to help inform the Council of the Committee's work and recruitment needs. S. Lacey shared a draft PowerPoint presentation with the Committee. The Committee reviewed the draft presentation and provided input on its duties and responsibilities, and the S.W.O.T analysis. B. Olean noted that the presentation will be introduced to the Town Council at its April 20 meeting. The Committee agreed to send any final suggestions to S. Lacey ahead of the scheduled presentation.

2) History of the Affordable Housing Committee and its timeline of milestones

B. Olean asked D. Stetson if she could recollect significant milestones reached over the course of the Committee's history as related to promoting affordable housing. D. Stetson noted that much of the Committee's work is based upon the availability of housing data. She noted the importance of tracking the number of households throughout town because it determines the 10 percent affordability goal. She also noted the average household income, types of housing, and low to moderate income affordability chart established by HUD as important factors in being able to disseminate information to the public.

B. Olean suggested that the Committee begin working on developing brochures to help improve public understanding of affordable housing.

3) Publishing of Affordable Housing Committee minutes

B. Olean stated that he would like to review the meeting minutes from previous years to help establish the institutional history of the Committee. He noted that it would help contribute to any information that the Committee decides to include in the brochures. S. Lacey stated that he would work with town staff on updating the Affordable Housing Committee webpage to make the meeting minutes more accessible.

B. Olean stated that his dog was hungry and needed to be fed. The dog had dinner.

D. Continued Business

- 1) Roundtable discussion of affordable housing in Town, including:
 - Richmond Ridge
 - Fox Run
 - The Preserve at Boulder Hills

S. Lacey provided an update of projects under construction. All of the 32 units within the Richmond Ridge development will be made affordable and the project is under construction with a completion target for the spring/summer of 2021.

The Committee discussed the current status of Fox Run. The project includes 25 affordable units. S. Lacey noted that affordable unit sales are brought to his attention periodically and continue to sell at 120 percent of the area median income.

S. Lacey informed the Committee that The Preserve at Boulder Hills is a large scaled development that is split into two phases. Phase two will include a total of 26 affordable units. He noted that future micro-phases of the project may resume and be developed in 2021.

D. Stetson asked to include the project located at 3 Carolina Nooseneck Road on the next meeting agenda.

E. Informational Items and Announcements:

1) Public Hearing of 2021 Richmond Comprehensive Community Plan – Tuesday, March 16, 2021

S. Lacey noted that a public hearing for the 2021 Richmond Comprehensive Community Plan is scheduled with the Town Council on March 16, 2021. He stated that he hopes that the document will be adopted at which time the Committee can begin working on its action items contained within the plan.

F. Adjournment

The next regularly-scheduled meeting of the Committee will be held on June 21, 2021. B. Olean inquired if in-person meetings will resume. S. Lacey stated that the state has not provided guidance to cities and towns about returning to in-person meetings so for the time being virtual meetings will remain in place.

A motion was made by D. Stetson, seconded by P. Duval, to adjourn. The motion passed unanimously (4-0). The meeting adjourned at 7:15 p.m.

Attested to by:



Shaun Lacey, AICP
Town Planner