



Town of Davidson
Affordable Housing and Equity Board Regular Meeting
Community Room 120
251 South Street
Thursday, August 15, 2024 at 6:30 PM

I. CALL TO ORDER

II. WELCOME & INTRODUCTIONS

III. PUBLIC COMMENT

IV. REVIEW/APPROVAL OF MINUTES

a. Meeting Minutes

Summary: Move to approve minutes from the June 20, 2024, Affordable Housing & Equity Board meeting.

V. OLD BUSINESS

a. Group Agreements

Summary: These are the group agreements the Affordable Housing and Equity Board uses to guide deliberations.

b. Subcommittee Updates

Summary: To receive updates from the subcommittee meetings held on July 11, 2024.

c. Discuss the role of ex-officios

Summary: Discuss the current and future role of ex-officios on the Affordable Housing & Equity Board.

d. Updated By-Laws

Summary: To review, discuss, and vote on the amended bylaws first presented at the June 20, 2024 Board meeting.

VI. NEW BUSINESS

a. Urgent Home Repair Program

Summary: The Town of Davidson is exploring an Emergency Home Repair

program. This program falls under the "preserve" pillar of the affordable housing strategic framework. Town staff are seeking the Board's input on the draft program requirements and a vote on whether to recommend approval.

VII. OTHER ITEMS

a. Staff Updates

Summary: To receive announcements from Town staff on upcoming projects, events, and other information relevant to the Board.

VIII. ADJOURNMENT



AFFORDABLE HOUSING & EQUITY BOARD

MINUTES

June 20, 2024, 6:30 p.m.

Community Room 120, Town Hall & Community Center
251 South Street, Davidson, NC

I Call to Order

Chair Tisdale called the meeting to order

II Roll Call

Quorum is present (Guernsey, Wagner, Roeder, Duke, and Rodriguez absent)

III Public Comment

A. Steve Soderberg prepared and made comments on the Town-Owned land process

IV Approval of the Minutes from May 16, 2024

MOTION: Recommend approval of minutes (Wilson, Roberts 2nd)

ACTION: Motion carried, 8-0

V Old Business

a. AHEB Working Agreements

1. Group discussion on group agreements for working together and how to use
2. Establishment of a "parking lot" feature
3. Use of the agreements at the end of each meeting to check-in on how it went

b. Progress and Updates from Ex-Officio Board Members

1. Kris Fountain reported in on Habitat for Humanity's projects and the recent placement of six families

VI New Business

a. Ad Hoc Committee Updates

1. No committees met
2. The Board set the second Thursday of each month as subcommittee meeting dates and times. The next meeting will be July 11, 2024, at 6:30pm, located at Town Hall and Community Center in Rooms 242 and 244.

- b. What is a town appointed board and how does it function?
 - 1. Presentation made by Alexander Cahill
 - 2. Discussion, questions, and clarifications on the presentation

c. Bylaws Update

Board needs more time to review the updated bylaws

MOTION: Recommend continuing to the July 18, 2024, meeting (Wilson, Daniel 2nd)

ACTION: Motion carried, 8-0

VII Other Items

On the Horizon: Upcoming Meetings and Engagement Opportunities

- a. Board requested training opportunities in the equity space
- b. Elizabeth Wilson will share out information on an upcoming event (INSERT HERE)

VIII Staff Announcements

Updates from Town Board of Commissioners meeting

- a. Reminder that we have a G.A.R.E. account for resources
- b. Clarification on Affordable Housing & Equity Director role
- c. Charge to the AHEB that equity work should focus on the external side of equity and community relationships
- d. Reminder about July 9, 2024, work session discussing the Town-Owned land
- e. Update on the hiring of the VP of DEI at Davidson College

IX Adjournment

Referred back to the group agreements to see how well they worked



AFFORDABLE HOUSING & EQUITY BOARD

GROUP AGREEMENTS

1. Embrace the truth, lived experience and history, and test your assumptions
2. Seek understanding and be curious
3. Create space for others to share
4. Be here, be present, be engaged
5. Honor and accept personal responsibility – be vulnerable and thoughtful
6. Be patient, tolerant, and have grace
7. Embrace tension, be agreeable while working together
8. Utilize the parking lot for tangents



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SECTION 1: INTRODUCTION AND ORGANIZATION

SECTION 1: INTRODUCTION AND ORGANIZATION

1.1. Purpose

To establish procedures for organizing and executing the duties and responsibilities of the Affordable Housing & Equity Board (AHEB) pursuant to state statute and the Town of Davidson Charter.

1.2. Authority

The Town of Davidson Board of Commissioners formed the Affordable Housing & Equity Board (hereafter referred to as “Board”) in November 2020.

1.3. Functions of the Affordable Housing & Equity Board

The Affordable Housing and Equity Board (AHEB) will help guide the town’s work on the following activities:

- a. Engaging in affordable housing activities;
- b. Engaging in equity and inclusion activities;
- c. providing input and guidance for the town board’s strategic objective to prioritize equity and inclusion;
- d. creating a culture of belonging;
- e. addressing past inequities;
- f. and treating everyone with respect and dignity;
- g. Act as an ambassador on behalf of affordable housing;
- h. Advise on equitable engagement efforts; and
- i. Advise on affordable housing strategic plans.

SECTION 2: MEMBERSHIP AND OFFICERS

2.1. Membership

Appointments by the Davidson Board of Commissioners, are as follows:

- a. Number and Composition. The Board shall consist of thirteen (13) members, plus a representative from each of the following non-profit organizations: Ada Jenkins Center, Habitat for Humanity, Davidson Housing Coalition, Davidson Community Foundation, and the Lake Norman Community Development Corporation.
- b. Ex Officio. The Affordable Housing & Equity Director and non-profit representatives shall serve as ex-officio members of the Board. The ex-officio members will not have a vote on matters coming before the Board.
- c. Members must notify the Chair and/or the appropriate town staff member (typically, the Affordable Housing & Equity Director) in writing to resign from the Board.
- d. All Members will be appointed according to the Board of Commissioners' Rules of Procedure.
- e. Members will serve three-year terms beginning on the first of the calendar year following their appointment.
- f. Members may be reappointed for one subsequent term. Past Members are eligible for reappointment after sitting out three years.

2.2. Ex-Officio Membership

Non-profit organizations, serving as ex-officio members, may, from time to time, be added or removed based on the changing needs of the Board. The procedure for adding or removing a non-profit as an ex-officio member should proceed as follows:

- a. Adding a Non-Profit. Any non-profit may be added as an ex-officio, non-voting member. A motion made in the affirmative and approved by a majority of the current appointed, voting membership will add the non-profit to the ex-officio membership. There will be no term limit for this appointment.
- b. Removing a Non-Profit. Any non-profit may be removed as an ex-officio, non-voting member. A motion made in the affirmative and approved by 2/3 of the current appointed, voting membership will remove the non-profit from the ex-officio membership. There will be no term limit for this appointment.

- c. Representatives of non-profits removed from ex-officio membership shall be allowed to be appointed to vacancies as voting members of the Board if appointed by the Town Board of Commissioners. There shall be no waiting period required.
- d. Representatives of non-profits added as ex-officio members may not concurrently serve as appointed voting members of the Board.

2.3. Vacancies

Vacancies are filled by the Town Board. Should a vacancy occur in the middle of a members' term, a new member will be appointed to the Board according to the Board of Commissioners' Rules of Procedure.

2.4. Removal

Members may be removed from the Board by the Town Board for cause, which includes violation of these Bylaws. It is requested that, prior to taking action, the Town Board notify a member being considered for removal of the reasons for removal and give such a member an opportunity to respond.

2.5. Officers

The officers of the Board will be the Chair, the Vice Chair, and the Secretary. Officers shall meet the following requirements:

- A. An officer is elected for a term of one year.
- B. Officers may be re-elected for up to two consecutive terms.

2.6. Chair

The Chair shall preside at all meetings of the full commission, make committee appointments in consultation with the Vice Chair, and decide all points of order and procedures subject to these rules (unless directed otherwise by a majority vote of the AHEB in session at that time). The Chair shall have the right to vote in the order of their choosing. In addition, the Chair:

1. Shall plan an agenda for each regular meeting in collaboration with the Housing & Equity Director.
2. Shall preside at all meetings.
3. Shall represent the Board and present its recommendations to the Town of Davidson Board of Commissioners or appoint a designee to perform that duty.

2.7. Vice Chair

The Vice Chair shall serve as the acting Chair in the absence of the Chair, and at such time, have all the powers, duties, and voting rights as the Chair. With the resignation or termination of the Chair, the Vice Chair shall ascend to the position of Chair and a replacement for the officer position of Vice Chair shall be selected by Board election from the remaining members who do not currently hold an officer position.

2.8. Secretary

The Secretary's position may be filled by Town staff if necessary. With the resignation or termination of the Vice Chair or the Secretary, a replacement for the officer position shall be selected by Board election from the remaining members who do not currently hold an officer position. The Secretary shall:

1. Take roll call at the beginning of the meeting.

2.9. Temporary Chair

In the absence of both the Chair and the Vice Chair, the Board may appoint any of its members present in session to serve as Temporary Chair until such time that either the Chair or Vice Chair is present, and at such time, have all the powers, duties, and voting rights as the Chair.

2.10. Clerk

The Clerk, provided by the Affordable Housing & Equity Department shall, subject to the direction of the Chair and Board, keep all records, conduct all correspondence of the Board, and generally supervise the clerical work of the Board and its *ad hoc* committees. The Affordable Housing & Equity Director or their designee will serve in the clerk role, and assist in scheduling meetings, coordinating speakers, drafting agendas, and producing other review materials necessary for the Board's work.

The minutes shall include all important facts pertaining to each meeting, including:

- a. Every resolution acted upon by the Board;
- b. All votes of the Board members upon any recommendation, resolution, or other final determination of any question before the Board; and
- c. A record of all votes in a and b above, indicating the names of members voting for, against, absent, or excused from voting.
- d. The Housing & Equity Director or their designee will assist in scheduling meetings, coordinating speakers, drafting agendas, and producing other review materials necessary for the Board's work.
- e. Record minutes of all meetings.

2.11. Election of Officers

Officers shall be elected at the first regular meeting of the calendar year.

2.12. Officer Vacancy

A vacancy in the office of the Chair shall be filled by the Vice Chair succeeding to the office for the balance of the unexpired term.

2.13. Public Representation

Only the Board Chair, or a member designated by the Chair in written form, may speak officially for the Board. Board members may speak publicly as private residents on affordable housing and equity matters, however, they should indicate in such cases that they are presenting their own opinions and not those of the Board (this includes any online or social media posting).

- a. Violators of section 2.12 shall be notified of said infraction by the Chair.

SECTION 3: MEETINGS

The Board conducts meetings in accordance with local and state requirements.

3.1. Open Meetings

All meetings, public hearings, records, and minutes of the Board and its committees shall be made open and available to the public and in conformance with North Carolina Open Meetings Law, N.C.G.S. § Chapter 143, Article 33C.

3.2. Regular Meetings

Regular meetings of the Board shall be held at Town Hall on the third Thursday of each month, beginning at 6:30pm.

All scheduled meetings of the Affordable Housing & Equity Board shall be published on the Town of Davidson website at least 72 hours in advance.

3.3. Special or Additional Meetings

Special or additional meetings of the Board may be called by the Chair, Affordable Housing & Equity Director, or their designee. Procedures for special and additional meetings include:

- a. Written notice of special or additional shall be given to all Board members at least forty-eight (48) hours prior to the meeting and shall state the time, place, and purpose of the meeting.
- b. Additional meetings may be scheduled by the Chair, in consultation with the Affordable Housing & Equity Director or their designee, to accommodate a large number of agenda items ready for Board consideration.
- c. The Board may change the time and location of future meetings at any regular meeting, with appropriate notice to Board members, Town Staff, and the public.
- d. Notice to the public shall be given as required by state law.

3.4. Ad Hoc Committees

Ad Hoc committees will follow North Carolina General Statutes on public and open meeting laws and meet the following requirements:

- a. Public notice of the ad hoc committee will be made. Notice to the public shall be given as required by state law.
- b. The meeting will be held in a location open and accessible to the public.
- c. Minutes of the ad hoc meeting will be kept on file with the Town.

- d. All ad hoc committee meetings, records, and minutes shall be made open and available to the public and in conformance with North Carolina Open Meetings Law, N.C.G.S. § Chapter 143, Article 33C.

3.5. Cancellation of Meeting

Whenever there is no business to come before the Board, the Chair, after consultation with the Affordable Housing & Equity Director or their designee, may dispense a regular meeting by giving notice to all Board members not less than twenty-four (24) hours prior to the start time of the meeting.

3.6. Quorum

A quorum is half of the current appointed Board membership plus one. Quorum does not include ex officio members.

- a. If quorum has not been met by the noticed start time, the Chair will open the meeting, make an announcement that quorum has not been met, and recess for fifteen (15) minutes;
- b. At which time the Chair will determine if quorum has been met. If it has not been met, the items, in consultation with the Clerk, will be continued to a date certain and the meeting will be adjourned.

3.7. Order of Business

The order of business at regular meetings of the Board is recommended to be as follows:

1. Call to Order
2. Roll Call & Determination of Quorum
3. Public Comment
4. Review/Approval of Minutes
5. Old Business
6. New Business
7. Other Items
8. Staff Updates
9. Adjournment

The order of business may be amended by the Chairperson, in consultation with the Affordable Housing & Equity Director or their designee.

3.8. Establishing Time Limits

Establishing time limits is important to ensure all agenda items have the ability to be heard by the Board. The following apply to regular Board meetings:

- a. The Chair may set the amount of time commissioners and community members have to speak.
- b. Community members should direct comments and questions to the Board Chair and members. The amount of time set to speak shall be established at the beginning of each Board regular meeting during the Call to Order.
- c. Time limitation shall be enforced by the Chair or the Clerk.

3.9. Conduct of Public Comment

In order to ensure full consideration of matters before the Board, Board meeting public comment periods shall be conducted in the following order:

- a. Prior to the start of the public comment period, persons wishing to address the Board members will register on a sign-up sheet stationed by the meeting room door.
- b. Prior to beginning the public comment period, the Chair will collect the sign-up sheet and recognize speakers in the order that they registered. Speakers will address the Board members from the podium and special accommodations will be made for persons with a disability with appropriate advanced notice to Town Staff. Speakers will be asked to identify themselves for the record, stating their name and address
- c. In the event a speaker is not able to attend in person, special accommodations may be requested at least 48 hours in advance of the scheduled meeting. Such requests may be submitted to: affordablehousing@townofdavidson.org .
- d. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Chair.
- e. Speakers shall be civil and courteous in their language and presentation. Insults, personal attacks, accusations, profanity, vulgar language, inappropriate gestures, or other inappropriate behavior will not be tolerated.
- f. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Chair may declare “out-of-order” any person who fails to comply with this policy. The Chair shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.
- g. Speakers will address comments to the entire board as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.

3.10. Virtual or Electronic Meetings

Virtual or electronic meetings, or portions of meetings held virtually, shall be held in accordance with N.C.G.S. § 143-318 and N.C.G.S. § 166A-19.24, as amended.

3.11. Emergency Declarations & Inclement Weather

If and when the Governor of North Carolina declares a state of emergency, emergency procedures as found in N.C.G.S. § 166A-19.24, as amended, will be followed. These procedures should be followed in consultation with the Affordable Housing & Equity Director or designee, and the Town Manager's Office.

SECTION 4: AGENDA

4.1. Agenda

The agenda for each regular, special, or additional meeting, shall be prepared by the Affordable Housing & Equity Director, in consultation with the Chair:

- a. The agenda shall be posted according to the procedures outlined by the Town Clerk's Office.
- b. The Board may consider no business unless such an item properly appears on the agenda, or unless such matter is for consideration by the Chairperson.
- c. Public hearing notices must follow state law, as referenced in N.C.G.S § 160A.

SECTION 5: ATTENDANCE

5.1. Attendance

A Board member who is unable to attend a regular meeting of the Board must contact the Affordable Housing & Equity Director, or designee, and Chair at least twenty-four (24) hours before the scheduled meeting and indicate the general reason for being absent (earlier notification is encouraged). The Board will be notified of the absence at the meeting during roll call.

Members are expected to maintain regular attendance and are expected to attend at least 75% of Board meetings within a rolling calendar year. Members that miss two meetings within a rolling calendar year will be reminded by the Chair of the attendance policy. After three absences within a rolling calendar year, the Chair will coach the Board member on the attendance policy. Four or more absences in a rolling calendar year will result in the removal of the Board member.

5.2. Roll Call

- A. Staff will take a roll call vote. Each member will be marked as follows:
 - i. Present
 - ii. Excused Absence
 - iii. Unexcused Absence
- B. Excused Absences are absences that meet section 5.1 above. Unexcused Absences are any absences that do not meet section 5.1 above.

SECTION 6: CONDUCTING BUSINESS

6.1. Decisions

The vote of a majority of those members present shall be sufficient to decide any matter before the Board, provided a quorum is present. No member shall be excused from voting except as required in sections 6.2 and 6.3. of these Bylaws.

- a. All voting shall be by roll call or a show of hands.
- b. A tie vote shall result in a defeat of the motion.
- c. For recommendations to the Town Board of Commissioners, a defeat of the motion shall result in a recommendation for denial.

6.2. Adopted Ethics Policy

Board members shall follow state statutory mandates.

6.4. Motions

Business is brought before the Board by motions, a formal procedure for taking actions. All motions shall be stated in the affirmative. For recommendations to the Board of Commissioners, the motion shall be for a recommendation of approval. In order to adopt a recommendation, a majority of members present shall vote in the affirmative.

In addition:

- a. Board members who intend to vote against the motion make a motion for approval and are welcome to preface their motion with an explanation of this procedure.
- b. Any member, except the presiding Chair, may make a motion or second a motion.
- c. The member who made a motion may withdraw that motion at any time before a vote.
- d. After a motion has been properly made and seconded, any member of the Board, other than the maker and seconder of the original motion, may offer a substitute motion.
- e. If the substitute motion is properly seconded, it shall be discussed and voted upon prior to consideration of the original underlying motion.
- f. If a substitute motion is approved, the initial motion becomes null and void.

6.5. Debate on a Motion

The Chair shall state the motion and then open the floor to debate on it.

SECTION 6: CONDUCTING BUSINESS

- a. The Board member who made the motion is entitled to speak first.
- b. A Board member who has not spoken on the issue shall be recognized before someone who has already spoken.

6.8. Advisory Recommendations

All votes taken by the Board are advisory in nature. The Town Board of Commissioners has the final and formal vote on any item.

6.9. Committees

From time to time, as the need arises, the Board may, at its discretion, establish an *ad hoc* committee of the commission.

- a. The Board shall charge every ad hoc committee and every ad hoc committee shall report on its activities as it is directed to do by the Board.
- b. Committee appointments shall be made by the Chair in consultation with the Vice Chair.
- c. Staff are responsible for ensuring that any ad hoc committee meeting is properly noticed in accordance with state and local laws.

6.11. Suspension of Rules

The Board may, upon affirmative majority vote of its appointed and sworn in membership, suspend these rules of procedure for consideration of any matter before the Board, so long as it does not create a conflict with state law.

6.12. Parliamentary Procedures

Consideration of cases and other business shall be in accordance with the Board's Bylaws. If these Bylaws are silent on an issue of parliamentary procedure, the current edition of Robert's Rules of Order shall govern.

6.13. Time

The Board will hold standard hours to ensure all matters of business can be completed and given equal time, and to ensure transparency to the community it serves.

The Board will fix a start time of 6:30pm on the third Thursday of each month for regular meetings, except for when that Thursday falls on a Town recognized holiday (or when a meeting is cancelled in accordance with section 3.4 above).

6.14. Decorum Reminder

The Rules of Decorum for citizen and Board member participation are available upon request from the Affordable Housing & Equity Department. These rules are held by staff, and any updates to these rules do not require a vote by the Board.

SECTION 6: CONDUCTING BUSINESS

SECTION 7: AMENDMENTS AND REVISIONS

7.1. Rules of Procedure Updates

These rules may, within the limits allowed by law, have amendments proposed to the Bylaws of the Board by being presented at a regular meeting. Amendments to the Bylaws of the Board must be approved by the Town of Davidson Board of Commissioners prior to their adoption.

SECTION 8: History of Rules of Procedure

SECTION 8: HISTORY OF RULES OF PROCEDURE

The Board's Bylaws were originally adopted (INSERT)

8.1. Revisions

June 20, 2024



AGENDA MEMO

To: Davidson Board of Commissioners
From: Alexander Cahill, Affordable Housing & Equity Director
Date: August 15, 2024
Re: Urgent Home Repair Program

ITEM SUMMARY/OVERVIEW

The Town of Davidson is exploring an Emergency Home Repair program. This program falls under the "preserve" pillar of the affordable housing strategic framework. Town staff are seeking the Board's input on the draft program requirements and a vote on whether to recommend approval.

ACTION/PROPOSED MOTION

To recommend approval of the Emergency Home Repair program.

RELATED TOWN GOALS

NEXT STEPS

I.	Policy
II.	Purpose
III.	Provisions
IV.	Program Procedures
V.	Procurement
VI.	Non-Discrimination and Conflict of Interest
VII.	Authorization

URGENT HOME REPAIR

I. POLICY

To establish rules and guidelines for the Urgent Home Repair program in the Town of Davidson.

II. PURPOSE

To establish a program for urgent and emergent housing and home improvement services to owner-occupied homes. This policy falls under the “preserve” pillar of the affordable housing strategy to help keep low-income community members in their home. Urgent Home Repairs are defined as repairs that mean the resident cannot live in their home, is in immediate danger, and need to be made as soon as possible.

III. PROVISIONS

Eligibility:

Property and Household Eligibility:

Applicants must meet the following property and household requirements to be eligible for the Urgent Home Repair Program. Recipients of assistance will be chosen by the criteria listed below without regard to race, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, citizen or non-citizen, military or veteran status, religious belief or non-religious belief, or disability.

Property Eligibility

1. The property must be located within the Town limits; and
2. The applicant must own the home and occupy the house as their primary residence; and
3. The repair must not be covered by homeowners insurance.

Household Eligibility

1. The total household income cannot be more than 60% of the area median income; or
2. The applicant must be receiving disability; or
3. The applicant must be a veteran; and
4. The applicant cannot own any other residential property categorized as a vacation or second home

Eligible Urgent Repairs Covered

1. Immediate hazard caused by unsafe structures (rotting flooring, etc.)
2. Lack of heating and cooling in extreme temperatures (HVAC system failure)
3. Electrical hazards that pose immediate threat to life or structural safety (causing sparks)
4. Leaking pipes/plumbing that are currently or could cause imminent flooding
5. Failing septic systems that render plumbing systems inoperable or pose immediate threat to do so
6. Accessibility modifications post-injury/illness necessary to safely access home
7. Other repairs as approved by Affordable Housing and Equity Director per the department procedure

Funding:

Various funding sources will be utilized. Program guidelines may be more restrictive depending upon funding source.

VII. NON-DISCRIMINATION AND CONFLICT OF INTEREST

Equal Opportunity

It is the policy of the Town of Davidson to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by the Town of Davidson or its partners.

Conflict of Interest

Any person who is an employee, agent, consultant, officer, elected official, or appointed official of the Town of Davidson and who exercises or has exercised any functions or responsibilities with respect to activities assisted with funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may not obtain a financial interest or financial benefit from an assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to any assisted activity, or the proceeds from such activity, either for themselves or those whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage, or adoption) the spouse, parent (including stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister) grandparent, grandchild, and in laws of a covered person. The Town of Davidson should avoid conflict of interest and the appearance of a conflict of interest in administering the program.

Under special circumstances, exceptions may be made to this policy in writing by the department director or his/her designee.

IV. SCOPE

As of September 10, 2024, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.

V. AUTHORIZATION

Approved by the Board of Commissioners on September 10, 2024.



RESOLUTION 2024-XX

RESOLUTION AUTHORIZING THE TOWN OF DAVIDSON TO ESTABLISH AN URGENT HOME REPAIR PROGRAM.

Whereas, the Town Board of Commissioners desires to implement the Affordable Housing Needs Assessment Plan;

Whereas, the Town Board of Commissioners desires to implement affordable housing strategies and activities as identified in the Strategic Plan;

Whereas, the maintenance of said properties are public uses and purposes, and that it is in the public interest that work on such projects be instituted as soon as possible;

Whereas, the Town Board of Commissioners is authorized by N.C.G.S. § 160A-456(b) and N.C.G.S. § 157-4.1 to exercise directly those powers granted by law to a housing authority;

Whereas, acting under the powers granted to it, the Town may undertake any activity that is undertaken by a housing authority;

Whereas, The Town finds that there is a lack of safe or sanitary dwelling accommodations in the Town and said surrounding area available for all the inhabitants thereof.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

1. RESOLVED, that the Town Board authorize the establishment of an Urgent Home Repair Program under N.C.G.S. § 157.

This resolution is effective this _____, 2024.

Attest:

Rusty Knox, Mayor
Town of Davidson

Elizabeth K. Shores, Town Clerk



Urgent Home Repair Program Pilot

Alexander D. Cahill
Affordable Housing & Equity Director
September 10, 2024

www.townofdavidson.org

Implementation Strategy



AFFORDABLE HOUSING STRATEGIC FRAMEWORK



Why do this?

- Under the "Preservation" pillar of the strategic affordable housing framework, an Urgent Home repair program was identified as a strategy to preserve homes
- We continually hear through community conversations that there is a gap in services in this space
- Several minor emergency repairs escalated into more expensive issues for private homeowners in the past year

What is the program designed to do?

- **Urgent Home Repairs** are defined as repairs that mean the resident cannot live in their home, is in immediate danger, and need to be made as soon as possible.
- Urgent repairs correct housing conditions that threaten life or safety, such as failing septic systems, dangerous heating systems, or rotten floors. Urgent repairs aid in accessibility modifications that allow the community member to remain in their home after an injury or serious illness.
- The Urgent Repair Program is designed to address immediate threats to the health and safety of residents of housing which resulted from a system failure

What repairs are covered?

- Immediate hazard caused by unsafe structures (rotting flooring, etc.)
- Lack of heating and cooling in extreme temperatures (HVAC system failure requiring fixing and not replacement)
- Electrical hazards that pose immediate threat to life or structural safety (causing sparks)
- Leaking pipes/plumbing that are currently or could cause imminent flooding
- Failing septic systems that render plumbing systems inoperable or pose immediate threat to do so
- Accessibility modifications post-injury/illness necessary to safely access home

How will we measure effectiveness?

Response Time

Town staff will track the response time of the vendor in both responding to the report, and in the time to complete.

Quality of Customer Service

Town staff will do measure the quality of customer service provided to the community member with a post follow-up repair survey.

Quality of Inspection

Town staff will monitor inspection compliance reports on the work performed.

Financial

Town staff will track the average cost of each repair and identify the trend in repair costs over time.

Funding

The pilot for this program will use \$50,000 previously encumbered from the Town ARPA fund dollars.

This will fund the initial pilot program at \$50,000, which could potentially serve up to 33 homes over the course of the fiscal year at \$1,500 per repair.

DISCUSSION





An Analysis of Davidson's Area Median Income Applications

Lily Martin
Admin Intern
August 7, 2024

www.townofdavidson.org

Who wants to live in
Davidson?



Methodology: Sample and Rationale

We looked at over 350 applications since 2022 and collected:

- AMI %
- Annual household income
- Household size
- Number of dependents
- Zip code

We did not collect:

- Race
- Age
- Gender

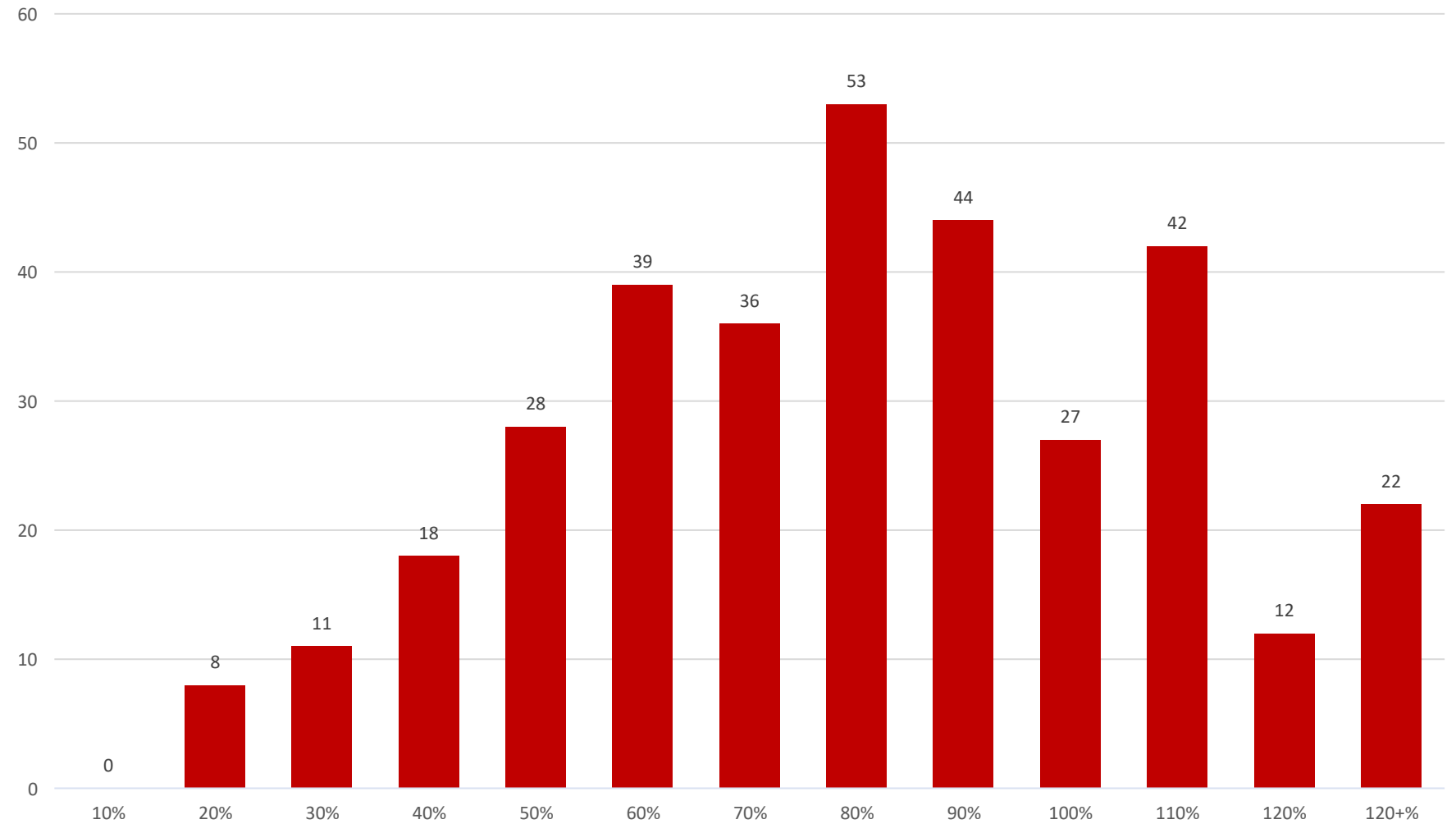
Methodology: HUD Income Limits

FY 2024 Income Limit Area	Median Family Income	FY 2024 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Charlotte-Concord-Gastonia, NC-SC HUD Metro FMR Area	\$106,000	Extremely Low Income (30%) Limits (\$)	22,300	25,450	28,650	31,800	36,580	41,960	47,340	52,720
		Very Low (50%) Income Limits (\$)	37,100	42,400	47,700	53,000	57,250	61,500	65,750	70,000
		Low (80%) Income Limits (\$)	59,400	67,850	76,350	84,800	91,600	98,400	105,200	111,950

Source: United States Department of Housing and Urban Development (2024)

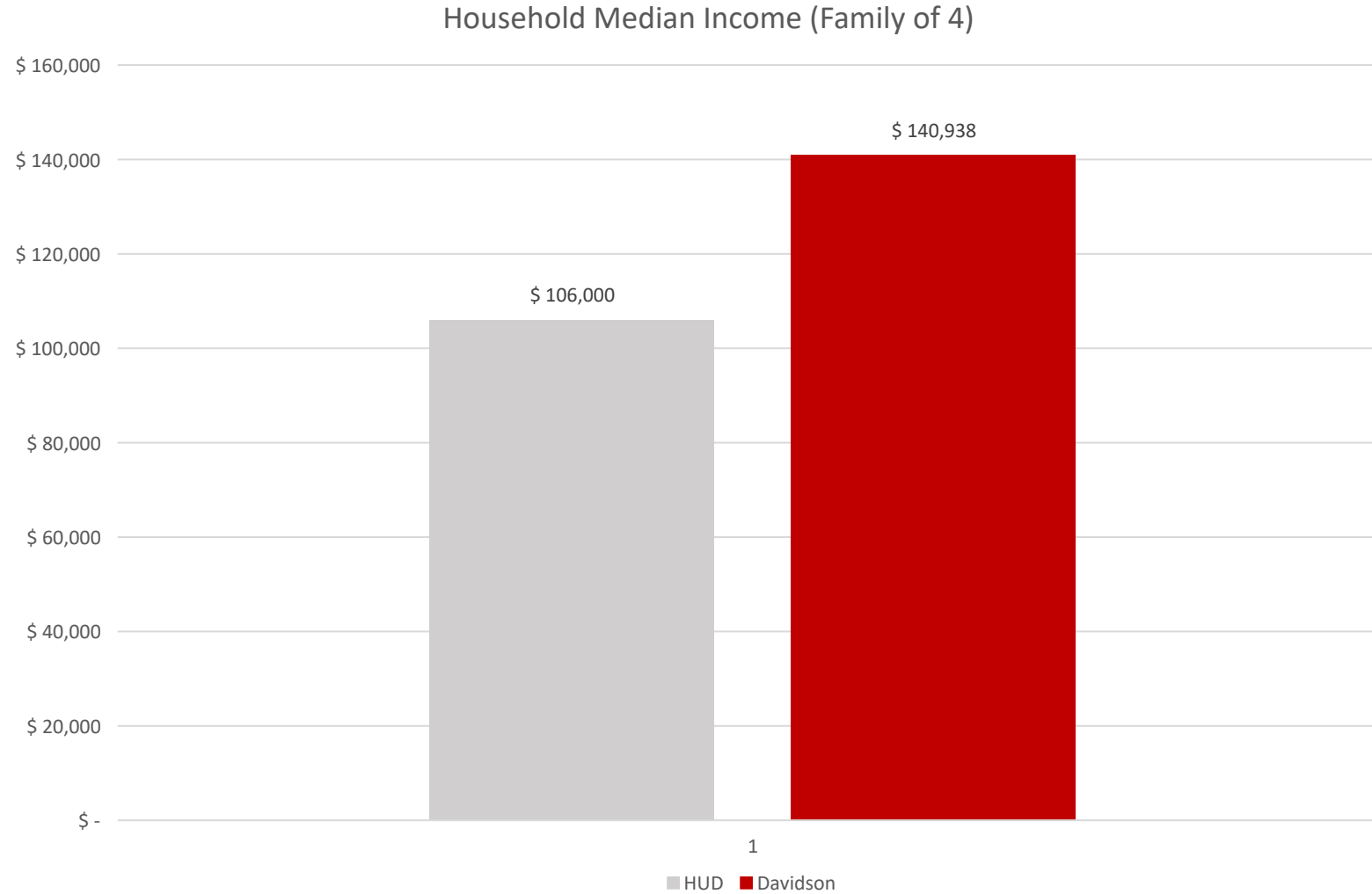


By the Numbers: Applications by AMI %



Average: 78%

By the Numbers. Davidson's Household Median Income

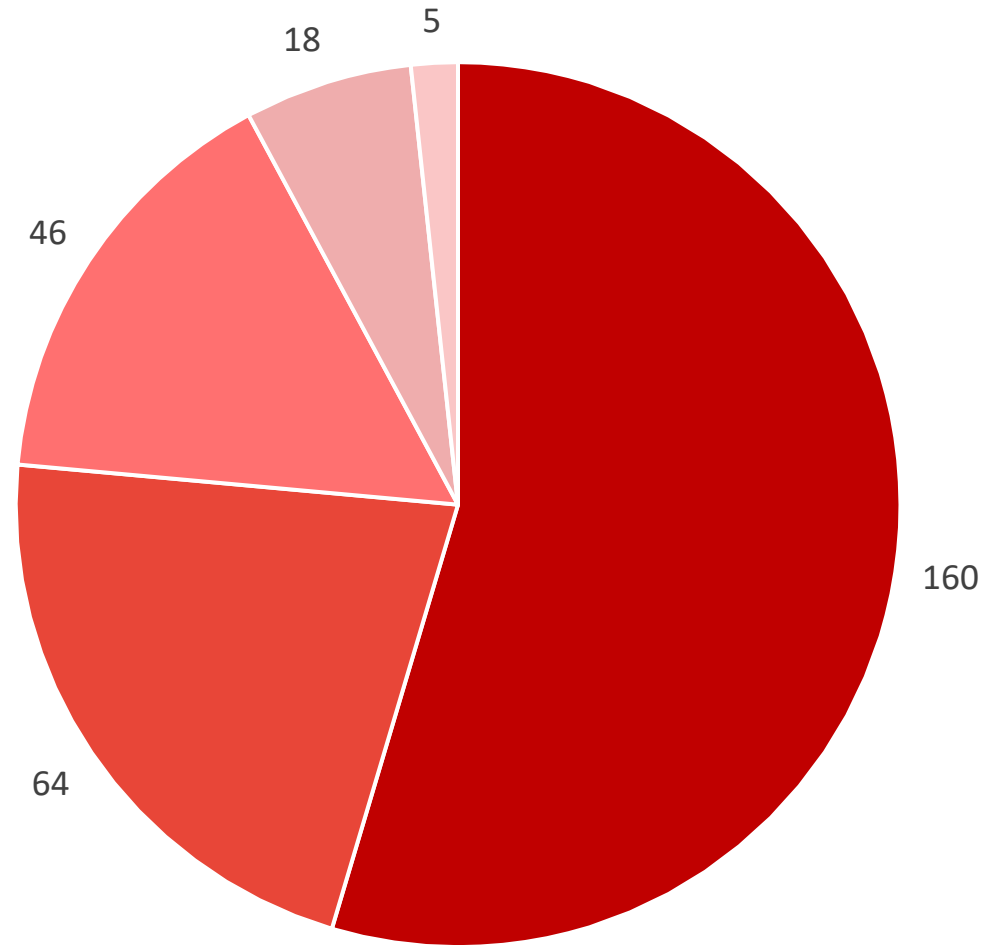


By the Numbers: the Basics

	Household Income	Household Size	Number of Dependents*
Average	\$57,325	2.01	.82

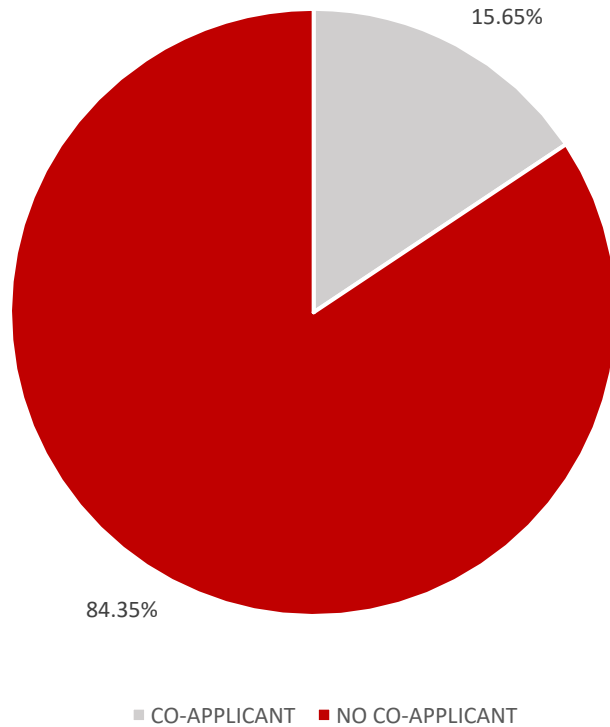
***160 applicants did not claim any dependents**

By the Numbers: Dependents

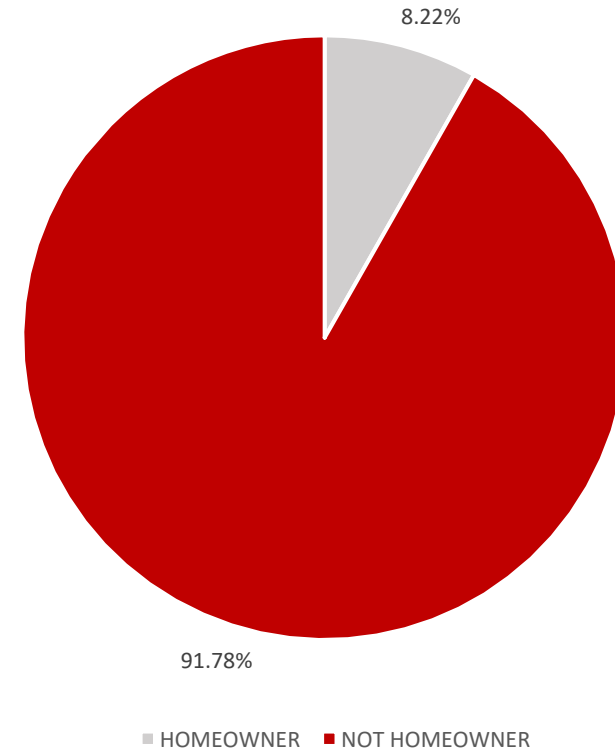


- No dependents
- 1 dependent
- 2 dependents
- 3 dependents
- 4 dependents

By the Numbers: Co-Applicants, Homeowners

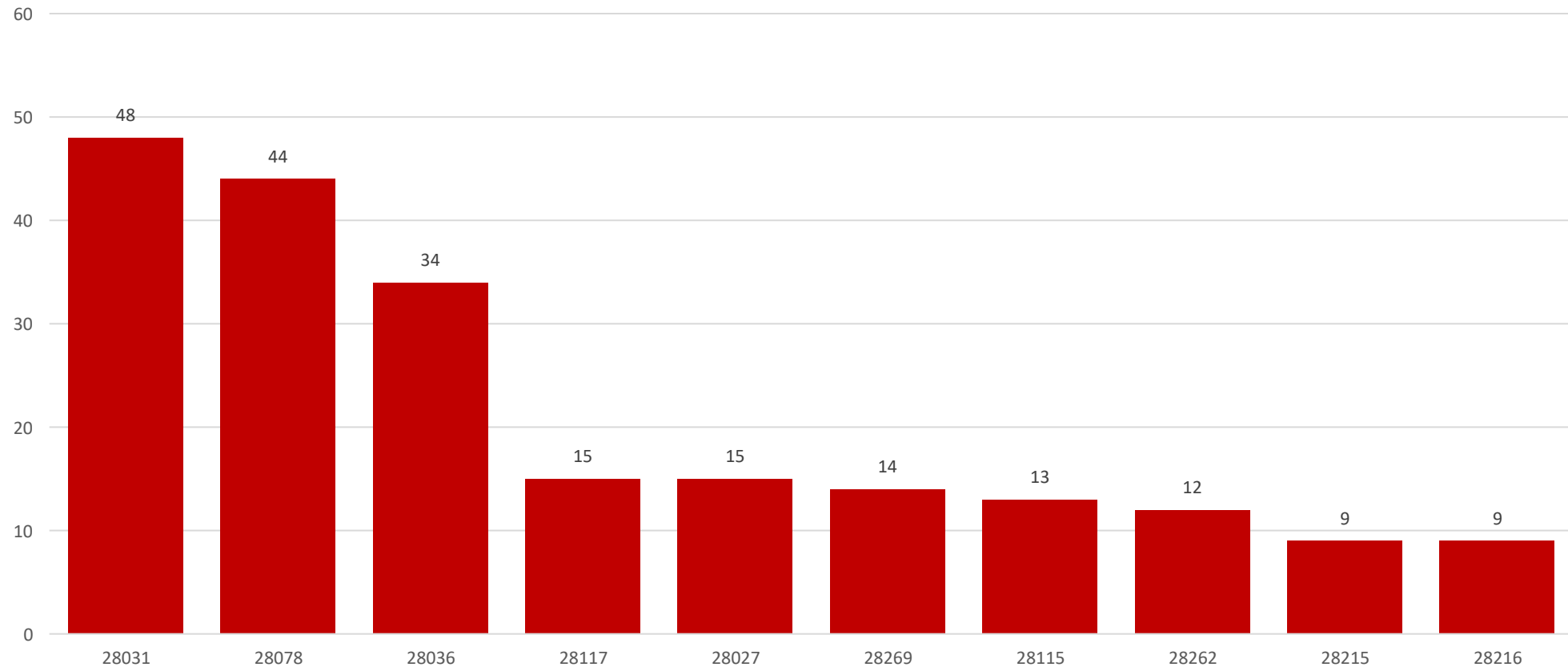


- 46 applications (15.65%) included a co-applicant
- 248 (84.35%) did not



- 24 applicants (8.22%) were homeowners
- 268 (91.78%) were not

By the Numbers. Applicants' Most Common Zip Codes



By the Numbers: Occupation

Teachers	27
Healthcare	25
Social Security Recipient	20
Government	14
Davidson College	9
Unemployed	6
Self-Employed	6
Town of Davidson	2

How affordable is Davidson?



Census Data. Comparing Davidson to the U.S. (2018 - 2022)

Housing	Davidson	The US
Housing units (July 1, 2023)	5,898	145,344,636
Owner-occupied housing unit rate (2018 - 2022)	76.5%	64.8%
Median value of owner-occupied housing units (2018 - 2022)	\$572,300	\$281,900
Median selected monthly owner costs (with a mortgage; 2018 - 2022)	\$2,348	\$1,828
Median selected monthly owner costs (without a mortgage; 2018 - 2022)	\$813	\$584
Median gross rent (2018 - 2022)	\$1,615	\$1,268

Source: United States Census Bureau (2022)



Avg. Applicant Annual Income: \$57,325

Local Data. Affordable Units in Davidson (For Sale in 2024)

	Avg. Comparable Market Rate Unit	Avg. Comparable Affordable Unit
Size (sq ft)	1,588 sq ft	1,386 sq ft
Price (\$/sq ft)	\$259	\$168
Price (Overall)	\$411,292	\$232,848

Local Data: Affordable Units in Davidson

Owner	Number of Units
Town of Davidson	6
Community Housing Partners	72
Davidson Housing Coalition	75
Habitat for Humanity	199*
Private (Inclusionary Zoning)	116
Home Repair	10
Total	478

Discussion

