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**Affordable Housing Production Task Force**

Monday, October 7, 2024

10:30 a.m. – 12:00 p.m.

Senate Hearing Room, Legislative Hall, 411 Legislative Avenue, Dover, DE

Meeting Recording: <https://www.youtube.com/watch?v=xxzR7tcmTXk>

**Approved Meeting Minutes**

**Attendance:**

**Task Force Members Present:**

Dir. Cynthia Karnai, Co-chair  
Rep. Kendra Johnson, Co-chair  
Sen. Russ Huxtable, Co-chair  
Rep. Jeff Hilovsky (virtually)  
Deb Burgos, DAA (virtually)  
David Edgell, OSPC  
Jerry Heisler, Reybold Group  
Sarah Kiefer, Kent County Levy Court  
Preston Schell, Schell Brothers (virtually)  
Mike Riemann, Home Builders Association  
of Delaware  
Amy Walls, Discover  
Kevin Smith, Habitat for Humanity of New  
Castle County  
Karen Speakman, NeighborGood Partners  
(virtually)  
Rachel Stucker, Housing Alliance of  
Delaware

**Staff:**

Emily Cunningham, DSHA  
Stephanie Griffin, DSHA (virtually)  
Caitlin Del Collo, DSHA  
Justina Brinkley, DSHA (virtually)  
Melissa Ziegler, DSHA  
Alexander Modeas, DSHA  
Michelle Statham, DSHA

Valeria Coverdale, House of  
Representatives  
Kiki Evinger, Delaware State Senate  
Jon Patterson, Delaware State Senate  
Brandon Williams, Delaware State Senate

**In-Person Attendees:**

Joe Walls, Veterans Advocate  
Rich Przywara, Woodlawn Trustees  
George Meldrum, AARP  
Tracy Surles, Woodlawn Trustees  
Lizzie Lewis, 302 Strategies  
Sonya Starr, HAD  
Julie Fedale, OCG  
Rena Scott, CLASI  
Porsha Harvey, Catholic Charities  
Councilman Fred Neil, City of Dover  
Matthew Kraeuter, Great Outdoor Cottages  
Lisa Rice, parent and disabilities advocate  
Gregory Sutton, DEMHRA  
Fred Banuelos, FHLB – Pittsburgh

**Virtual Attendees:**

Ahmad, Adam  
Alexander, Marion

Ansah, Elaine  
Arthur, Brianna  
Beard, Nick  
Bensley, Renee  
Boumsidia, Sophie  
Branch, Tashana  
Broomer, Chatonya  
Brown, Melanie  
Bulkilvish, Samantha  
Butcher, Selina  
Cotto, Rebecca  
Cronin, Mary Ann  
Cruz, Sharon  
DiSabatino, Jeff  
DiTusa, Jordan  
Dorisca, Keda  
Duran, Vivian  
Durant, Kim  
Fabris, Christina  
Finney, Joseph  
Finocchiaro, Debra  
Ford, John  
Freedman, Nicole  
Fries, Amanda  
Fulton, Sarah  
Gemma, Kate  
Gibbs, Patrice  
Gibson, John  
Gock, Anson  
Gorman, Mara  
Gootzait, Ed  
Hall, Amanda  
Hammond, Marva  
Harrison, Lillian  
Harvey, Tracey  
Horstmann, Javier  
Johnson, Anitra  
Kelly, Carolyn  
Kent, Susan  
Kincheloe, Jamaal  
Kyriss, Chrissy  
Laws, Susanne  
Lee, Erin

Legar, Caryn  
Lester, Sarah  
McCartan, Valerie  
Matthews, Tyre  
Miller, Cynthia  
Miller, Shyanne  
Morales, Eduardo  
Morris, Dorothy  
Nauman, Brandy  
O'Neill, Sean  
Owens, Jacob  
Patibanda, Charuni  
Payne, Rachel  
Petrowich, Sarah  
Price, Nyree  
Purcell, Jim  
Rice, Lisa  
Robinson, Khadija  
Sargent, Dionna  
Shamburger, Stacy  
Sheriff, Allieu  
Shiovitz, Joseph  
Slan, Leslie  
Smith, Dale  
Sorber, David  
Staib, Joanna  
Sudler, Kali  
Torres, Bridgette  
Tunnell III, Robert  
Turner, Margaret  
Van Riper, Felicia  
Vicks, Latricia  
Vinson, Chantae  
Ward, Beverly  
Weir, Robert  
Willey, Amy (for Sen. Hocker)  
Williams, Michele  
Wilson, Rachelle  
Wingate, Kimberly  
Wisniewski, Laura  
Wright, Christy  
Zappacosta, Rose

**Meeting Agenda:**

**I. Welcome & Co-Chair Remarks (Dir. Karnai)**

The meeting was called to order at 10:33 am. A quorum was met, with 14 out of 19 appointed members in attendance. Task Force Co-chair Director Karnai made brief opening remarks.

Motion to approve minutes of the first AHPTF meeting (August 29, 2024) was made by Amy Walls and seconded by Kevin Smith. The voice vote was unanimous, and the motion passed.

**II. Review of Housing Bills Passed During the 2024 Legislative Session**

Sen. Huxtable provided an overview of the following bills:

- [SS 1 for B 87](#) (Huxtable; 2023)
- [SB 120](#) (Buckson)
- [SS1 for SB 247](#) (Huxtable)
- [SS 1 for B 22](#) (Huxtable)
- [SS 1 for SB 245](#) (Huxtable)
- [SB 244](#) (Huxtable)
- [SB 25](#) (Huxtable)
- [SB 274](#) (Pettyjohn)

Sen. Huxtable also discussed [SS1 for SB 23](#), which was introduced but not passed.

**III. Housing Production Best Practices in Other States**

**a. Presentation on Best Practices (Caitlin Del Collo, DSHA)**

Slides will be posted online. Ms. Del Collo shared information from the first four content slides:

1. Fair Share Requirements – state mechanism to enable affordable housing development in jurisdictions with less than their “fair share.”
2. Require Local Housing Reforms – State framework that requires local governments to select and implement housing reforms from a set “menu” of options – this ensures statewide progress while providing choices for local governments.
3. Inclusionary Zoning – Land use policy that requires/encourages developers to set aside a portion of their new housing units as affordable housing.
4. Density Bonuses – Zoning tool that allows developers to build more housing units, taller buildings, or more floor space than normal in exchange for incentives

**b. Discussion among Task Force Members**

Task Force members were asked to share up to 3 or 4 policy ideas they’d like to pursue further:

- i. Amy Walls: Increase capacity of local developers to use tools to get and implement federal funding; Ways to expand bonding authority; Increasing baseline funding to Housing Development Fund; Data to assist developers (e.g., Market Value Analysis)
- ii. Mike Riemann: Incentives to increase density especially in urban and growth areas; Redevelopment incentives (including for vacant retail spaces) similar to those allowed in Connecticut via SB 6; Expedited reviews; By-right zoning to increase predictability.
- iii. Rachel Stucker: Incentivize affordable housing in Investment Levels 1 and 2; Create an ongoing fund tied to a predictable funding source, similar to the HDF/HTF; Allocate 1% of state budget to a housing trust fund; Strengthen the comprehensive planning process; Fund the Delaware Workforce Housing Program created via SB 22 (152<sup>nd</sup> GA)
- iv. Jerry Heisler: Entitlements related to density, traffic studies, etc.; Incentives for developers; Subsidies, including for ongoing operating subsidies; Allow affordable housing expansion into all areas instead of limiting to zones/levels 1 & 2; Create a public authority to provide community infrastructure/septic
- v. Kevin Smith: Inventory private and publicly owned properties across the state (including brownfields) that are available for housing development; Create a process to make those lands available for such development.
- vi. Senator Huxtable: Ongoing operating costs
- vii. Deborah Burgos: Preserve and maintain existing units through a rehabilitation code (like in New Jersey); Invest in building trades; Financing for weatherization and climate resiliency
- viii. Rep. Hilovsky: Coordination between State and local governments; Coordination with DelDOT
- ix. Karen Speakman: Streamlined process the development process; Implement fair share requirements

**IV. Overview of State Planning Framework** (OSPC Director David Edgell)

Slide deck available. Mr. Edgell provided a general overview of OSPC’s role, including: supporting the development of the State Strategies for Policies and Spending, reviewing local government comprehensive plans; organizing agency feedback via the Preliminary Land Use Service (PLUS) process; forwarding comp plan reports and recommendations to the Governor for certification; and providing technical assistance.

**V. Subcommittee Membership** (Rep. Johnson)

Membership in the subcommittees was announced. Rep. Johnson thanked those individuals who volunteered: ~72 people volunteered to be a part of this task force for 40 available slots which gives us an indication of how important this work is to our state.

**Regulatory & Permitting**

Chair: David Edgell, Office of State Planning Coordination

- Susanne Laws, DELDOT
- Sarah Keifer, Kent County Levy Court

- Mike Riemann, Home Builders Association of Delaware
- Charuni Patibanda, New Castle County
- Sean Kelly, Leon Weiner & Associates
- Jon Horner, Schell Brothers
- Dr. Michele Williams, Fuller Center for Housing of Delaware
- Tracy Surles, Woodlawn Trustees

### **Finance & Development**

Chair: Amy Walls, Discover

- Fred Banuelos, Federal Home Loan Bank of Pittsburgh
- Kevin Smith, Habitat for Humanity of New Castle County
- Wes Stefanick, Delaware Association of Realtors
- Karen Speakman, NeighborGood Partners
- Preston Schell, Schell Brothers
- Dionna Sargent, Cinnaire
- Matt Parks, Discover
- Marva Hammond, Southbridge Community Services Inc.

### **Construction**

Chair: Mike Riemann, Home Builders Association of Delaware

- Joanna Staib, Delaware Workforce Development Board
- Kevin Wilson, Architectural Alliance, Inc.
- Kevin Gilmore, Habitat for Humanity of Sussex County
- Nick DeFrancesco, Benchmark Builders
- Rosalynn Keese, Design Collaborative
- Zach Crouch, Davis, Bowen, & Friedel, Inc.
- Dev Sitaram, ATWELL, LLC
- Debra Finnocciaro, Leon Weiner & Associates

### **Manufactured Housing**

Chair: Jerry Heisler, Reybold Group

- Robert Tunnell, First State Manufactured Housing Association
- Erin Lee, Delaware Manufactured Home Owners Association
- Gregory Sutton, Delaware Manufactured Home Relocation Authority
- Councilman Fred Neil, City of Dover
- Dr. Stephen Metraux, University of Delaware
- Matt Kraeuter, Great Outdoor Cottages

### **Community Focus Groups**

Chair: Rachel Stucker, Housing Alliance Delaware

- Lillian Harrison, Elevated Community Development Corp.
- Sheila Grant, AARP Delaware
- Ed Gootzait, State Council for Persons with Disabilities

- Portia Harvey, Catholic Charities
- Dr. Nick Beard, Delaware Coalition Against Domestic Violence
- Karen Records, Division of Substance Abuse and Mental Health
- Sarah Rhine, CLASI
- Patrice Gibbs, Delaware Center for Homeless Veterans

**VI. Public Comment**

Public comment began at 11:55 am. Each person was provided 2 minutes to speak.

In-person attendees were called in order of sign in:

- Joseph Walls
- Lisa Rice

Individuals online were called in order of seeing hands raised by the moderator:

- Charuni Patibanda
- Ed Gootzait

Ms. Del Collo said public comment for this meeting will be accepted through close of business 10/9/2024 at [housing.taskforce@delaware.gov](mailto:housing.taskforce@delaware.gov).

**VII. Adjournment**

We will look at extending the time for the next AHPTF meeting from 90 minutes to 2 hours. Rep. Johnson thanked everyone for attending and adjourned the meeting at 12:06 p.m.

Respectfully submitted by Emily Cunningham, Chief of Staff, DSHA on October 7, 2024.