

**TIM FEE OFFSET PROGRAM  
PRE-MEETING JANUARY 14, 2008  
SUMMARY**

**Staff Present:** Joyce Aldrich, Housing Programs; Shawna Purvines, Planning Services; C.J. Freeland, Housing Programs.

**Present:** Arnya Hiranjaruveng, Mercy Housing; Karen Massey, Cooper Thorn & Associates; Noah Briel, Artisan Village; Bev Van Mears, Affordable Housing Coalition El Dorado County; Zack Schmidt, C, 2, Schmidt Family LLC (Sun Equity Development)

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**1. Introductions**

a. The meeting was opened at 3:10 by Joyce. She welcomed everyone present and asked for introductions around the table.

**2. Program Review**

a. Each participant received a copy of the application packet. Joyce summarized the TIM Fee Offset Program and stressed that the program is an offset and not a cash subsidy.

b. The timeline for submission of applications for the first round was reviewed and the meeting was opened for questions.

**3. Questions:**

a. **Site Control** – Zack believes for many developers, including himself, that site control issues may be a confidential matter by agreement and questioned whether an application would be considered incomplete without specific information disclosed. Staff recommended that applications should be completed in as much detail as possible and that an explanation of any missing or excluded information be provided. Items left blank may cause the application to be considered incomplete.

b. **Funding Source Stability** – Noah asked how stable the funding source is for the offset program because his project would not be ready to submit until later. Staff explained that the state and federal transportation funding providing for the offset is as stable as possible. She also noted that consideration could be given in the future to increase the level of annual funding should demand for qualified developments justify it.

c. **Phasing Units and Retro Applications** – With regard to phasing in the affordable housing units, policy requires that the affordable housing units be provided as early in the project as possible. There was discussion regarding whether a development could apply for the TIM Fee Offset after the development was in progress. It could happen that in presenting final maps for approval a development would add an affordable housing component and could then apply for the TIM Fee Offset.

d. **Prevailing Wage Requirements** – With the offset funding coming from state and federal sources, Zack wondered if receiving a TIM Fee Offset would mean that the project would be subject to prevailing wage requirements? Staff said they would need to ask the question to County Counsel. Staff anticipates a response prior to award of waiver by the Board of Supervisors. (*The California Labor Code imposes prevailing wage requirements upon projects (in excess of \$1,000.00) "paid for in whole or in part out of public funds". Laws and Regulations pertaining to the payment of prevailing wages can be found in the California Labor Code Sections 1720-1815.*)

**e. Median Family Income** – Zack observed that the HUD Median Family Income (MFI) figures would change in 2008 making the affordability of a project adjustable. Joyce answered that HUD updates the MFI income figures in March of each year and agreed that the changing MFI would influence affordability levels. A developer would need to take that into consideration for planning. While the Policy does not specifically state this, affordable sales prices are calculated using various assumptions that are subject to adjustment. (*Board Policy B-14 TIM Fee Offset Program states: Affordable sales price is the price at which very low- low- or moderate-income households, as defined (by HUD), can qualify for the purchase of for-sale units within thirty-five (35) percent of the gross annual household income of the given income group. For purposes of calculation, housing expenses include principal, interest, tax, insurance (PITI) and other related assessments.*)

**f. Multi-Family dwelling definition** – There was general discussion regarding mixed use and zero lot line developments falling into the category of multi-family units for the purpose of TIM Fee calculations.

**g. Form Based Coding** – There was discussion regarding Form Based Coding vs. El Dorado County's current system. Examples of Form Based Code jurisdiction are Santa Rosa, Petaluma, Chico and San Andreas. Shawna said that the Missouri Flat Project design was also an example of Form Based Coding. (*Form-based codes place a primary emphasis on building type, dimensions, parking location and façade features, and less emphasis on uses. They stress the appearance of the streetscape, or public realm, over long lists of different use types.*<sup>1</sup>)

**h. Development Team Information** – Zack asked how the development team information would be used. He was concerned that too much detail was required. Staff again recommended that applications should be completed in as much detail as possible and that an explanation of any missing or excluded information be provided. Items left blank may cause the application to be considered incomplete. Information provided by the applicant will be used to determine the individual projects ability to meet the Fee Waiver programs goals and objectives. In addition the information will be used in an aggregate form to evaluate the program's overall effectiveness and potential need for modification to the program policy.

**i. Pro Forma** – Zack said that a pro forma could include volumes of information. Was that what the review committee is looking for? Shawna said that an Executive Summary of the Pro Form would be acceptable.

**j. Land Cost Disclosure** – Zack was concerned that the confidential nature of land agreements could restrict the ability to disclose land cost. It was suggested that the current assessed value of the land per the El Dorado County Assessor's Office could be used.

**k. Preferred Submission Format** – Karen asked the preferred format for submission of applications. Joyce answered that a 3-ring binder with tabs would be the preferred method.

**l. Second Units** – There was a short discussion on Second Units. Second Units must be deed restricted to qualify for the TIM Fee offset.

#### 4. Adjourn

There being no further questions, the meeting was adjourned at 4:30 p.m.

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<sup>1</sup> [http://www.lgc.org/freepub/PDF/Land\\_Use/fact\\_sheets/form\\_based\\_codes.pdf](http://www.lgc.org/freepub/PDF/Land_Use/fact_sheets/form_based_codes.pdf)