Affordable Dwelling Unit Advisory Board (ADUAB) Meeting Minutes
Tuesday, April 9, 2013
Shenandoah Room – Shenandoah Building

Members Present: Pamela McGraw (Co-Chair), Dawn Billow (Co-Chair), Dwight Stonerook, Rich Klusek, James Anders, Ben Fornwalt (Aide to Supervisor Volpe), Ryan Sauder, Shaun Kelley

Members Absent: Steve Schulte

Staff Present: Kelly Marrocco, Sarah Coyle-Etro, Lenny Goldberg, Karen Velez, Brian Reagan, Ellen Grunewald

Public Present : Jessica Mata (Van Metre Homes), Kevin Stehle (Ryland Homes)

CALL TO ORDER: Pamela McGraw called the meeting to order at 8:00 a.m.

Agenda Review, Additions, and Changes

Staff announced:

- Announced that the Training for Builder's Sales Representatives is scheduled for 4/15/13 at 9:00 a.m. in the Shenandoah Room.
- Outreach Information - Staff will give a presentation at the HAB meeting in April and to the Family Services Advisory Board this summer. AN ADU purchase program news release was distributed to news sources in April.
- The Builder's Committee needs an additional member.
- The Down Payment/Closing Costs (DPCC) Program is getting low on funding (balance is appr. $100,000). Staff recommends asking the Board of Supervisors to transfer $500,000 into DPCC from the County of Loudoun Housing Trust. A motion was made by James Anders and seconded by Shaun Kelley as follows: "The ADUAB moves that the Board of Supervisors approve transferring $500,000 from the County of Loudoun Housing Trust to the DPCC program." The motion: 7-0-1 (Steve Schulte Absent)
- Staff announced that the Board of Supervisors has given the ADUAB the authority to purchase an ADU unit located on Crossfield prior to going to market (allowing the unit to remain in the ADU program). Article 1450, Chapter 7 gives the authority to purchase these units. Staff noted that the seller used a realtor in this transaction. The seller appeared to delay response to two submitted contracts, appeared to discourage the buyer from purchasing the unit and removed the unit from the resale market a day after the seller was notified that the County had the authority to purchase the unit. Staff noted that using a realtor may not be in the best interest of the program. Staff noted that a realtor, in representing the seller will look out for the sellers best interest and advise them on how to get the highest and best sales price for the unit by not selling the unit within 90 days. The realtor may not have the best interest of the program – maintaining the affordability of the unit and selling it to an ADU certificate holder.

MINUTES: The February 12, 2013 minutes were accepted with the following addition:
Page A1-2: ADU Pricing at One Loudoun - Camberley Homes – James Anders made the following statement: "I want to disclose that I am employed by Winchester Homes Inc./Camberley Homes and as such I will abstain from both the discussion on this item and the vote."
Page A1-3: Change to Paragraph 3 & 5 from "per ADU lot" to "per lot"

ACTION ITEMS:

ADU Pricing at Stone Ridge Section 18 - Ryland Homes

Ryland Homes submitted the ADU pricing form and Proforma Form on February 20, 2013. Representatives from Ryland Homes requested a meeting with the ADUAB Builder's Committee. The proposed ADUs are 3 bedroom, 2.5 bath, back to back townhouse condominiums with 1818 finished square feet of living area and a 1 car garage. There will be 128 lots in Section 18 and 8 will be ADUs. The monthly condo fee of $205 includes trash pick-up, water, maintenance of common areas and the use of community amenities.

The ADUAB Builder's Committee met on April 5, 2013. The Committee reviewed the land development costs and advised the representatives from Ryland Homes that the numbers they presented to the Committee needed to be revised. Once revised as directed, the Committee felt that the numbers would be reasonable and will reflect what the Committee had seen in the past.

The Project Infrastructure & Common Development Costs will be $5,000 per ADU lot. This figure was previously approved by the ADUAB and the Builder's Committee in 2008 for Stone Ridge. Once approved, this number remains the same throughout the development. The ADU Specific Section Development Costs should be revised by deleting proffer costs (tot lots, trails). The revised ADU Specific Section Development Costs will be $21,915 per ADU lot.

The ADU sales price for the unit, utilizing the requested land development costs of $5,000 and $21,915 respectively will be $134,893. This sales price includes an additional full bath, gas heat, brick front at 50% of builder's cost, a 5' x 10' deck and a fire suppression / sprinkler system. The sales price of the ADUs at the maximum program land development costs of $5,000 for Project Infrastructure & Common Development Costs, $12,000 for ADU Specific Section Development Costs and the builder requested add-ons would be $121,312.

The following motion was made by Ryan Sauder and seconded by Shaun Kelley: "The ADUAB approve the requested Specific Section Development Cost of $21,915 per ADU lot, $5,000 per ADU lot in Project Infrastructure & Common Development Costs and the resulting sales price of $134,893 for the proposed ADUs at Stone Ridge Section 18." The motion passed 7-0-1 (Steve Schulte absent).

B. ADU Pricing at Broadlands Section 200 Phase 2 - Van Metre Homes

Van Metre Homes submitted the ADU pricing form and Proforma Form to staff on March 22, 2013. Representatives from Van Metre Homes requested a meeting with the ADUAB Builder's Committee. The proposed ADUs are 18' wide, 4 bedroom, 2.5 bath (2 full baths on the upper level, ½ bath on the main level) townhomes with 1817 finished square feet of living area, gas heat, an extra ½ bath and a 1 car garage. There will be 88 lots in Sec 200 Phase 2 including 11 ADUs. The monthly HOA fee of $86.00 includes use of all community amenities, trash pick-up and snow removal.

The ADUAB Builder's Committee met on April 5, 2013. The Committee reviewed the land development costs and found them to be reasonable and reflected what the Committee had seen in the past.

The ADU land development costs submitted by Van Metre Homes exceed the program maximums. Van Metre Homes is requesting ADU Specific Section Development Costs of $23,589 per ADU lot

and $2,309 per ADU lot in Project Infrastructure & Common Development Costs. The Project Infrastructure & Common Development Costs were previously approved by the ADUAB in September 2012. The program maximum land development costs are $14,000 and $5,000 per lot respectively. The sales price for the unit, utilizing the requested land development cost of $23,589 and $2,309 will be $143,749. The sales price of the ADUs at the maximum program land development costs and the builder requested add-ons would be $136,016.

Rich Klusek brought up for discussion the small size of bedrooms 3 & 4 and if they could be combined for a larger bedroom. Jessica Mata from Van Metre said she would pass on the information to the builder. The ADUAB discussed making this part of the Design Book for future ADU units.

The following motion was made by Shaun Kelley and seconded by James Anders: "The ADUAB approves the requested Specific Section Development Cost of $23,589 per lot, $2,309 per ADU lot in Project Infrastructure & Common Development Costs and the resulting sales price of $143,749 for the proposed ADUs in Section 200 Phase 2 at Broadlands." The motion passed 6-1-1 (with Rich Klusek voting no and Steve Schulte absent).

C. ADU Pricing at Stone Ridge Land Bay 3 - Van Metre Homes

Van Metre Homes submitted the ADU pricing form and Proforma Form to staff on March 20, 2013. Representatives from Van Metre Homes requested a meeting with the ADUAB Builder's Committee. The proposed ADUs are 18' wide, 4 bedroom, 2.5 bath (2 full baths on the upper level, ½ bath on the main level) townhomes with 1817 finished square feet of living area, gas heat, an extra ½ bath and a 1 car garage. There will be 93 lots in land bay 3 including 16 ADUs. The monthly HOA fee of $97.00 includes use of all community amenities, trash pick-up and snow removal.

The ADUAB Builder's Committee met on April 5, 2013. The Committee reviewed the land development costs and found them to be reasonable and reflected what the Committee had seen in the past.

The ADU land development costs submitted by Van Metre Homes exceed the program maximums. Van Metre Homes is requesting ADU Specific Section Development Costs of $22,390 per ADU lot and $5,000 per ADU lot in Project Infrastructure & Common Development Costs. The $5,000 per ADU lot in Project Infrastructure & Common Development Costs were been previously approved by the Builder's Committee and the ADUAB in 2008. The program maximum land development costs are $14,000 and $5,000 per lot respectively. The ADU sales price for the unit, utilizing the requested land development cost of $22,390 and $5,000 will be $143,322. The sales price of the ADUs at the maximum program land development costs of $5,000 for Project Infrastructure & Common Development Costs, $12,000 for ADU Specific Section Development Costs and the builder requested add-ons would be $133,916.

The following motion was make by Shaun Kelley and seconded by Dwight Stonerook: "The ADUAB approves the requested Specific Section Development Cost of $22,390 per lot, $5,000 per ADU lot in Project Infrastructure & Common Development Costs, and the resulting sales price of $143,322 for the proposed ADUs at Stone Ridge Land Bay 3". The motion passes 6-1-1 (Rich Klusek voting no and Steve Schulte absent).

Discussion Items - Membership Review (Titles, Vacancies & Terms)

Pamela McGraw brought up the discussion of the following memberships that are vacant on ADUAB: Residential Building/Single Family and Civil Engineer Rep (that can also be a land surveyor, architect or planner). James Anders agreed to move to the Residential Building/Single Family member on ADUAB and he would give up his current Public-at-Large position, leaving that position vacant.

The Board of Supervisors must approve these changes and the appointments of any new members to the ADUAB. Staggering terms was also a discussion item and ADUAB recommends staggering terms. Ben Fornwalt, Aide to Supervisor Volpe, will discuss the vacant positions with Supervisor Volpe, the Board's liaison member on the ADUAB. James Anders will write Supervisor Volpe about his willingness to make the change from Public-at-Large position to Residential Building/Single Family position.

Rich Klusek suggested that the ADUAB should have an orientation to include a tour for new members on a regular basis.

Committee Reports

A. Housing Advisory Board - no report
B. Finance Committee - no report
C. Joint Builders and Zoning/Modifications Committee - The committee is continuing to work on the Design Book and plans to have it ready for the ADUAB meeting in either June or July, 2013.
D. Builders Committee - no report
E. Zoning/Modifications Committee - no report
F. Leesburg - no report
G. Ad Hoc Consumers Committee - no report

The next ADUAB meeting is scheduled for Tuesday, May 14, 2013 at 8:00 am at the Department of Family Services, Shenandoah Room.

The meeting adjourned at 9:16 a.m.