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# memo

<b>Strategic Community Solutions LLC</b>	
To:	Addison Mayor and City Council Addison City Manager Lea Dunn
From:	Karen Walz
Date:	February 13, 2015
Re:	Preparation for Housing Workshop

On Monday, February 16, 2015, the Addison City Council will hold a workshop to discuss housing issues and opportunities. Strategic Community Solutions, LLC, and its consultant team partners Kimley-Horn, Inc. and Ricker-Cunningham, are preparing information and analysis to assist the Council in this discussion. This memo outlines the consultant team's understanding of the workshop's objective and expected outcomes. It provides information for Council members to consider in preparation for the workshop.

**Workshop Objective:** Council discussion, agreement and direction on housing issues in the Town of Addison.

**Expected Outcomes:** By the end of the workshop, we hope to have:

- A common understanding of the terminology used to describe various housing choices.
- Shared agreement about the housing choices that will best support the Council's view of Addison's desired future.
- Direction to staff about steps to take so Addison's development and redevelopment over time provides these housing choices.

### **Housing Terminology**

For the purposes of this discussion, we propose to consider housing choices as shown in the table below. For each housing choice, we describe the housing type (the physical characteristics of the unit) as well as the housing tenure (the ownership status of the unit). Note that units which are individually owned are not necessarily owner-occupied; the unit owner may rent these units to a tenant.



This table also includes information, for each Housing Choice, on the number of units that exist today in the Town of Addison. Though Extended Stay Hotel Rooms and Assisted Housing Units are not generally considered as part of a community's housing stock, we have included these housing choices because we believe they are relevant in terms of existing or future choices in Addison. The table also shows the share of Addison's existing housing units (including the Extended Stay Hotel Rooms) represented by each of these Housing Choices.

In preparation for the workshop, Council Members are requested to review these Housing Choice definitions so we can clarify any questions and ensure that we are using a common understanding of these terms in our discussion.

#	Housing Choice	Housing Type	Housing Tenure	Existing Units	% of Units
1	Detached Home	Single unit in a building with yards on some or all sides	Each unit is individually owned	1,467	13.9%
2	Townhome/ Rowhouse	Multi-story unit on its own lot that shares a wall with at least one other unit	Each unit is individually owned. The land on which the unit is located may or may not be individually owned.	555	5.3%
3	Flat	Single story unit in a multi-story building that includes other residential and non-residential uses	Each unit is individually owned	345	3.3%
4	Garden Apartment	Unit in a 2 or 3 story residential building	Building owner(s) rent individual units to residents	3,600	34.2%
5	Urban Apartment	Unit in a multi-story building that includes other residential and non-residential uses	Building owner(s) rent individual units to residents	3,624	34.4%



#	Housing Choice	Housing Type	Housing Tenure	Existing Units	% of Units
6	Extended Stay Hotel Room	Hotel structure with cooking facilities in rooms.	Hotel owner(s) rent individual rooms to guests; in some instances, these guests are essentially long-term residents	945	9.0%
7	Assisted Housing Unit	Unit in a building that includes common areas and services to assist residents in daily life activities	Building owner(s) rent individual units to residents	0	0.0%
<b>Total, Existing Units</b>				<b>10,536</b>	<b>100.0%</b>

### Workshop Discussion Questions

The consultant team will be presenting additional information at the workshop about each of these housing choices, as well as analysis of the housing market and economics for Addison, its trade area and the region. In preparation for the workshop, Council Members may want to consider the questions below. These questions will be used to focus Council discussion and seek Council agreement during the workshop.

1. How do each of these housing choices contribute to the Council's view of Addison's desired future?
2. What mix of housing choices is most desirable for Addison in the future?
  - a. In the short term?
  - b. In the long term?
3. Where could or should desired new housing locate within Addison?
4. What steps could or should the Town take to shift the market to achieve the desired mix? The answers to this question will provide staff with direction for action on next steps. Some of these steps could be:
  - a. Removing barriers to investment
  - b. Changing plans and development policies/regulations
  - c. Making Town infrastructure investments
  - d. Changing Town incentives