

## INTERVIEW PROTOCOL FOR CITY PLANNING/COMMUNITY DEVELOPMENT STAFF

Name of Interviewee:

City:

Title:

How long in the city:

Name of Interviewer:

Date:

“We are/I am part of a research team from the University of Minnesota that is investigating the new Met Council housing goals. We are conducting a series of interviews with city staff from communities across the region, and private developers to gain a fuller understanding of how local governments plan to meet the needs for low- and moderate-income households. We/I would like to interview you as part of this project. Please review the consent form, and if you agree to participate, sign it.”

### Part One The need for affordable housing

1. Have you seen the Met Council’s recent report on “Determining Affordable Housing Need in the Twin Cities”? Are you aware of what your community’s need level is, according to the report? (*Probe for how aware they are of the time frame for the needs, etc.*)
2. What is your reaction to these goals? Do they seem high or low or about right for your community? Do they seem feasible for you to meet?
3. What are the problems you foresee, or the obstacles to meeting these goals?
4. Will your community be using the need number established in that report as the affordable housing target in your comprehensive plan update? (*If no, ask why not? And probe for what they will do instead*)
5. How do these goals compare to the LCA goals you had negotiated with the Met Council?
6. Is your city on schedule to make your LCA goals? (*If they do not know, provide them with the numbers.*) (*If they are behind on their goals, follow up with...*) What do you see your city doing differently to catch up?
7. The Met Council goals no longer make distinctions between affordable rental and affordable for-sale housing. What difference, if any, do you think it will make? Without separate rental/owner goals, will there likely be more rental or more for-sale affordable housing, or will it be about the same as before?
8. Do you have any opportunities for transit-oriented development?  
  
(*If yes...*): 8a. What difference will that make, if any, in your ability to produce more affordable housing?
9. Do you keep a data base tracking the **supply** of low- and moderate-income housing?  
  
(*If yes*): 9a. When did you start to keep this data base?  
  
9b. Can you give us actual numbers of subsidized units?  
(*Probe for information by program; e.g., Section 8, Section 236 rentals, LIHTC units, any “set asides” in market rate projects.*)  
  
(*If no*): 9c. Is there anyone in the city who would be able to give us that information?

### Part Two Local Policies and Practices

10. What programs have you used to develop or to facilitate the development of affordable housing in your city?
11. What do you think is going to be needed for your city to achieve its affordable housing goals? (*No probe.*)
12. If there were state and federal funds available for affordable housing production, could you meet your affordable housing goals?

13. Which of the following policies and programs **HAVE BEEN USED** by the City to help increase the supply of low- and moderate-income units in the past 10 years?

<u>Have used?</u>		<b>IF "NO"</b> <b>IF "YES,"</b>	<u>How often?</u>			<u>How effective were they?</u>			<u>Will use in future?</u>		<b>IF NO: Why not?</b>
No	Yes		once or <u>twice</u>	a few <u>times</u>	<u>often</u>	Not <u>Effective</u>	<u>Effective</u>	Very <u>Effective</u>	No	Yes	
___	___	PUD with smaller lots or density bonus	1	2	3	1	2	3	___	___	_____
___	___	Zoning variances for low-mod housing	1	2	3	1	2	3	___	___	_____
___	___	Density bonuses	1	2	3	1	2	3	___	___	_____
___	___	Expedited zoning & approval for low-mod	1	2	3	1	2	3	___	___	_____
___	___	Adjusted fees for low- mod housing	1	2	3	1	2	3	___	___	_____
___	___	Adjusted lot sizes for low-mod housing	1	2	3	1	2	3	___	___	_____
___	___	Allow accessory apts	1	2	3	1	2	3	___	___	_____
___	___	Set asides for low- moderate housing (i.e., inclusionary zoning)	1	2	3	1	2	3	___	___	_____
___	___	Low Income Housing Tax credits	1	2	3	1	2	3	___	___	_____
___	___	Local tax abatement for low-mod housing	1	2	3	1	2	3	___	___	_____
___	___	Incentives for new constr. Technologies?	1	2	3	1	2	3	___	___	_____
___	___	Manufactured homes	1	2	3	1	2	3	___	___	_____
___	___	TIF	1	2	3	1	2	3	___	___	_____
___	___	Mortgage Rev. Bonds	1	2	3	1	2	3	___	___	_____
___	___	Others:	1	2	3	1	2	3	___	___	_____

14. In your opinion, is there anything in your zoning ordinances, permitting processes or other requirements that **discourages or prevents adding to the supply** of low- and moderate-income housing?

15. (After interviewee has had a chance to respond to q. 13) Please indicate whether – and how much - you think any of the following local practices work to limit the development of low- and moderate-income housing in your community?

	Limits low-mod housing very much	Limits low-mod housing somewhat	Does not limit low-mod housing	Comments
a. Lot size requirements				
b. Restricted amount of land zoned for multi-family housing				
c. Local requirements for building materials				
d. Subdivision regulations requiring high quality materials or wide street paving				
e. Permitting processes & fees				
f. Local limits on use of manufactured housing (e.g., mobile homes)				
g. Building codes that require updated code enforcement with any rehabilitation				
h. Prohibition on accessory apartment units				
i. Others?				

16. How much undeveloped land do you have that is zoned residential and allows 10 or more units per acre?  
*(Probe for how many units would be allowed on those acres.)*
17. Has the **city solicited proposals** from either the local HRA or other developers (*either private or nonprofit*) for building new low- and moderate-income housing?
- 17a. *(If yes)* Please describe a) what you asked for, b) what kind of response you got, and c) who you asked. *(Record for up to two projects.)*
18. Has the city itself ever acted as **a proposer or developer** of low and moderate-income housing?
- 9a. *(If yes)* Please tell us the type of housing built, number of units, and date of development.  
*(Record for up to two projects.)*
19. How **many proposals from developers** have come before the city since 1995 for building low- and moderate-income housing? If any - Can we get the names of these developers?
- Can you tell us about those that were **approved** – number of units, type of units, market for units? *(For up to two projects.)*
  - During the approval process, were changes made that reduced the number of units?
  - Were any proposals **disapproved**? What were the reasons for disapproval?