

WHITEFISH STRATEGIC HOUSING PLAN STEERING COMMITTEE AGENDA



Tuesday, October 13, 2020 at 1:00 p.m.
Remote via WebEx

The City Council Approved Emergency Ordinance No. 20-14 to provide for remote meetings of the City Council, City Boards and Committees to protect the health and wellbeing of all attendees, practice social distancing and to continue to have public meetings to serve the community during the Covid-19 pandemic.

To register to attend the Meeting, and provide live comment via WebEx on your computer, tablet or smartphone, residents and other attendees should go to the following web address and register.

<https://cityofwhitefish.webex.com/cityofwhitefish/onstage/g.php?MTID=e35b94fa5cb22ef9d7f7c35a881aea32b>

Event Number: 146 727 4395

Once registered, you will receive a calendar invite; in most cases it will automatically be added to your email calendar. The calendar invite contains the information to join the meeting via WebEx on your smartphone or computer. Attendees will not be able to join the meeting until approximately 5 minutes prior to the meeting time. OR

For the Audio Conference Call option: call the number below and enter the access code.

United States Toll: +1-408-418-9388

United States Toll Free: (From a land line phone) +1-844-992-4726

Access code: **146 727 4395**

For the Audio Conference Call Back option: register your phone number to receive a WebEx system call back when the meeting is set to begin, you will need to provide your phone number when you join the event, or call the number below and enter the access code.

United States Toll call-in number: +1-408-418-9388

United States Toll Free: (From a land line phone) +1-844-992-4726

Access code: **146 727 4395**

We encourage individuals to provide written public comment. You may either send an email to Senior Planner Wendy Compton-Ring at wcompton-ring@cityofwhitefish.org or deliver a letter by 10:00 a.m. on October 13th in the Utility Drop Box at City Hall. Written comments should include name, address, details of comments which should be short and concise, courteous, and polite. All written comments received by 10:00 a.m. will be provided to the Committee. At the end of "live" comment, city staff will read the name and address of everyone providing written comments and their comments.

1. CALL TO ORDER

2. APPROVAL OF MINUTES FROM OCTOBER 8, 2020 MEETING

3. PUBLIC COMMENT

4. RECOMMENDATION OF LEGACY HOMES PROGRAM UPDATES

5. NEXT COMMITTEE MEETING

- a. November 12, 2020

6. ADJOURN

WHITEFISH STRATEGIC HOUSING PLAN STEERING COMMITTEE

MINUTES

October 8, 2020 at 6:00 p.m.

1. Call to order:

The meeting was called to order at 6:07 p.m.

Present: Wendy Compton-Ring, Ben Davis, Rhonda Fitzgerald, Bob Horne, Rebecca Norton, Dana Smith

Absent: Addie Brown-Testa, Kevin Gartland, John Muhlfeld

Others: Judah Gersh, Mayre Flowers

2. Approval of Minutes from the September 10, 2020 meeting:

Smith/Horne moved to approve the September 10, 2020 meeting minutes. Passed unanimously.

3. Public Comments:

Judah Gersh – Has comments regarding a specific agenda item and he will wait until then
Mayre Flowers – Will wait to make specific comments

4. Snow Lot Update and Discussion:

No one from the Housing Authority Board attended the meeting. Staff understands the Board is working on finalizing their Request for Proposals.

NEXT STEPS:

No next steps for the Strategic Housing Committee.

5. Review and Recommendation of the 2020 Annual Housing Report:

Staff reviewed the draft Annual Housing Report and asked for feedback. The Committee asked staff to clarify/fix the following items:

1. The reference to Affordable Housing needs to be clear the numbers are only showing deed restricted units; where the Housing Needs Assessment did not differentiate – needs a footnote
2. Add the Alpenglow to the Affordable Units to affordable rental count
3. A typo in the Snow Lot story

4. Rename the report to the 'Annual Affordable Workforce Housing Report'
Staff will fix these items and have the report ready for the City Council work session on October 19th.

Norton/Davis moved to forward on the Annual Report to the City Council at their next work session. Passed unanimously.

NEXT STEPS:

Staff will make corrections to the report and forward onto the City Council

Public Comment:

Mayre Flowers, CFBF, submitted comments to Dana Smith at 4:28 p.m. She reviewed her memo suggesting more detail is required in the annual affordable housing report and directed the Committee to review the City of Kalispell Planning & Building Department Annual Report for her recommended level of detail.

6. Review and Recommendation of the Legacy Home Program Updates:

Staff reviewed the draft memo of issues that have arisen over the first 12 months of the Legacy Homes Program.

1. **Timing of Payment for Fee in Lieu** – After much discussion, the Committee agreed (Davis/Fitzgerald motion; 5-1, Horne voting in opposition) to clarify that the payment of fee in lieu would be due 'prior to the issuance of a building permit along with the other impact fees or at the time of final plat. The idea of accepting a Letter of Credit or some other sort of financial guarantee was discussed but determined it needed additional research. This item will be further evaluated and brought back to the Council if it has merit.

2. **Deviation to the Minimum Square Footage** – The Committee agreed (Fitzgerald/Compton-Ring; unanimous) to add: The bedroom mix and square footages will match the market rate units or then go on to reference the square footage chart in the Administrative Procedures. The Committee agreed to review the square footages of the units at a future date recognizing this will require additional research. Once their research is complete, if there are recommendations to the Council for amendments, they will be brought forward.

Public Comment:

Judah Gersh, pointed out the reason for the minimum square footage chart is to make sure the units aren't out of character with the project. He suggested 'the bedroom mix and square footage will match the market rate units or' comply with the square

footage chart. He offered additional reasoning for his suggestion including reduced utility costs and other trends for multi-family units.

3. **Level of Detail for HMP** – The Committee agreed the level of detail at the time of land use application may be too much, but that it would be adequate at the time of deed restriction, but wanted to make sure the City and Housing Authority would have a chance to review and adjust pricing if necessary.
4. **Adding a Multi-Family Unit to an Existing Multi-Family Building** The Committee wanted staff to clarify with the city attorney on the clarifying language for additions.

NEXT STEPS: Due to the lateness of the meeting, the remaining items were not addressed. The Committee agreed to have an additional meeting on Tuesday afternoon. Ben would also like to add a discussion about reducing the required number of units in the WR-4 from eight to four when the Legacy Home Program would kick in.

7. **Funding Updates:** This item wasn't discussed, as time ran out.
8. **Public comment:** none
9. **Next Committee Meeting:** A motion was unanimously approved to continue this meeting Tuesday, 13th at 1:00 PM to only discuss Item #6 in order to get information to the Council for their next meeting on the 19th.
10. **Adjourn:** The meeting adjourned at 8:22 p.m.