

Community Affordable Housing Advisory Board

June 15, 2020 | 8:00 AM | WebEx Meeting

This meeting will be held using Webex, an online videoconferencing system. You can join this meeting:

Via Webex:

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Public Comment:

If you are interested in commenting in writing on items on the agenda, please send an email to agenda@bozeman.net prior to Noon on Friday, June 12th, 2020. You may also comment by visiting the [City's public comment page](#).

You may provide oral comment during the meeting by joining via Webex. If you do join the Webex meeting, we ask you please be patient in helping us work through this online meeting.

To provide oral comment during the meeting without attending via WebEx:

If you are not able to join the Webex meeting and would like to provide oral comment you may send a request to agenda@bozeman.net with your phone number, the item(s) you wish to comment on, and someone will call you during the meeting to provide an opportunity to comment.

You may also send the above information via text to 406-224-3967. As always, the meeting will be streamed through the [City's video page](#) (click the Streaming Live in the drop down menu), and available in the City on cable channel 190.

A. [08:04:02 AM \(00:12:24\)](#) Call meeting to order

Chairman Thane provided an oral overview of public comment process and opportunity.

B. Changes to the Agenda

C. [08:06:18 AM \(00:14:41\)](#) Board Disclosures

D. [08:06:25 AM \(00:14:48\)](#) Public Comment

Please state your name and address in an audible tone of voice for the record. This is the time for individuals to comment on matters falling within the purview of the Committee. There will also be an

opportunity in conjunction with each action item for comments pertaining to that item. **Please limit your comments to three minutes.**

E. [08:08:45 AM \(00:17:08\) Minutes for Approval](#)

- [March 3, 2020](#)
- [March 11, 2020](#)
- [City of Bozeman Video Streaming Site](#)

[08:08:46 AM \(00:17:09\) MOTION](#) to approve March 3rd, 2020 meeting minutes: Steve Wheeler

[08:08:51 AM \(00:17:14\) MOTION SECONDED:](#) Greg Stratton

[08:09:07 AM \(00:17:29\)VOTE:](#) Motion Carried Unanimously

[08:09:17 AM \(00:17:40\) MOTION](#) to approve March 11th, 2020 meeting minutes: Greg Stratton

[08:09:29 AM \(00:17:51\) MOTION SECONDED:](#) Steve Wheeler

[08:09:33 AM \(00:17:56\)VOTE:](#) Motion Carried Unanimously

F. [08:10:20 AM \(00:18:43\) Special Presentation](#)

1. [Community Housing Fund Request: HRDC, Willow Springs Development; Phase II](#)

- [Willow Springs Phase II Funding Request](#)
- [Community Housing Fund Application Willow Springs Phase II](#)

[08:10:20 AM \(00:18:43\)](#)Tracy Menez of HRDC presented a funding request for \$20,000 per unit.

[08:12:44 AM \(00:21:06\)](#) Chairman Thane shared that this project would be the test for new review criteria tools created by CAHAB members and explained the process.

[08:14:41 AM \(00:23:04\)](#) Public Comment Opportunity

[08:18:00 AM \(00:26:23\)](#) Ms. Menez answered questions and provided information regarding the community land trust and ground lease for Willow Springs.

[08:21:48 AM \(00:30:11\)](#) Ms. Menez provided information on how they're able to subsidize the cost of this housing project in order to meet a lower Area Median Income (AMI). Following, she provided further details on how the project was funded.

G. [Action Items](#)

1. [08:29:31 AM \(00:37:54\) CAHAB discussion on including condominiums in the scope of the Affordable Housing Ordinance.](#)

[08:33:24 AM \(00:41:47\)](#) Chairman Thane provided some ideas on how to keep condos affordable in perpetuity if they were included in the scope of the Affordable Housing Ordinance.

[08:37:58 AM \(00:46:20\)](#) Board members discussed eligibility for applicants and for funding in relation to Condos and the challenge of the process to make condos eligible for certain types of funding. Chairman Thane suggested city staff help guide applicants through the process.

Board member Noel Seeburg shared some insight on funding for Condos to be eligible for Federal Housing Administration (FHA) funds. Board members Seeburg, Stratton, and Wheeler voiced interest in researching the issue.

[08:48:57 AM \(00:57:19\)](#) Chairman Thane asked for volunteers to research how to keep condos affordable in perpetuity, how cash-in-lieu funds would be managed, how other cities are handling condos, and the state statutes relative to condos and affordable housing programs.

Chairman Thane proposed that members present their findings at the July Community Affordable Housing Advisory Board meeting.

[2. 08:55:59 AM \(01:04:21\)](#) CAHAB consideration of making a formal request to have CAHAB involved in contributing ideas to craft the scopes of work for the three RFP and RFQ.

[08:55:46 AM \(01:04:09\)](#) Chairman Thane discussed interest in three Request for Proposals (RFPs) including: an audit of the UDC; affordable housing within the UDC; and engineering standards that may be unnecessarily increasing costs.

[09:00:24 AM \(01:08:47\)](#) Board members discussed how CAHAB would be involved in this process in a meaningful way.

[09:02:48 AM \(01:11:10\)](#) **MOTION** for CAHAB to formally request to be involved in the RFP for engineering standards as it relates to UDC, the audit of the UDC, and the affordable housing RFP that examines the UDC: Kevin Thane

[09:03:28 AM \(01:11:51\)](#) **MOTION SECONDED:** Greg Stratton

[09:04:24 AM \(01:12:46\)](#) Staff Liaison Tanya Andreasen asked for some clarification on the request to form the RFPs referenced and shared that the Engineering Department's staff has put together the RFP related to engineering standards.

[09:10:49 AM \(01:19:12\)](#) **VOTE:** Motion Passed 4-0

H. [09:11:20 AM \(01:19:42\)](#) Commission Liaison Update (Terry Cunningham)

City Commissioner Terry Cunningham provided an update on work he and some others doing

- CRA funds
- PPP loans
- Work with City Manager and Bozeman Health broad discussion to look at increasing land supply
- School District

- Land behind Gallatin Valley Rest Home for rest home employees

[09:15:51 AM \(01:24:13\)](#) Community Housing Program Manager Tanya Andreasen provided a brief overview of the meeting with Billings Clinic and the Bozeman School District.

[09:17:59 AM \(01:26:21\)](#) Community Development Director Marty Matsen provided an update regarding Billings Clinic, the Bozeman School District, and a piece of County land.

[09:21:31 AM \(01:29:54\)](#) Commissioner Cunningham and Chairman Thane discussed CRA funds.

I. FYI/Discussion

1. [09:23:35 AM \(01:31:57\)](#) Community Housing Program Update (Tanya Andreasen)

a. [09:25:24 AM \(01:33:47\)](#) UDC Portal Update

Proposed changes will be reviewed July 20th in a City Commission work session

b. Development applications and projects – pipeline and approved

c. Community Housing Action Plan Progress and Timeline

d. Update on Community Housing Fund – balance and expenditures

2. [09:30:02 AM \(01:38:25\)](#) HRDC Monthly update (Rita Ripley-Weamer)

[09:31:41 AM \(01:40:04\)](#) Board member Steve Wheeler suggested that applicants requesting funds utilize the score sheet criteria items to work down the list to provide relevant information.

J. [09:32:56 AM \(01:41:19\)](#) Adjournment | 9:30 AM

For more information, please contact Tanya Andreasen at tandreasen@bozeman.net.

This board generally meets the 2nd Wednesday of the month from 8:00AM to 9:30 AM. Committee meetings are open to all members of the public. If you have a disability and require assistance, please contact our ADA coordinator, Mike Gray at 582-3232 (TDD 582-2301)