

# BLAINE COUNTY HOUSING AUTHORITY PUBLIC MEETING

Tuesday  
January 6, 2009 at 4:30 P.M.

KETCHUM CITY HALL  
480 East Avenue North  
Ketchum, Idaho

## Members Present:

Susan J. Passovoy, Chair  
Anna Mathieu, Vice-Chair  
Linda Thorson, Treasurer  
Nathan Fierman  
Milt Adam

## Others Present:

Larry Helzel, Ketchum City Council  
Mark Hofman, Sun Valley City Planner  
Jon Thorson, Blaine County P & Z

## Staff:

Kathy Grotto, Executive Administrator  
Nancy Smith, Program Director

## 1. Call to Order/Approval of Agenda

The meeting was called to order by Chair Susan J. Passovoy at 4:41PM.

## 2. Comments from the Public

Larry Helzel suggested Kathy Grotto ask Gary Marks (Ketchum City Administrator) to place BCHA on the January 20, 2009, Ketchum City Council Meeting. BCHA would present its' Strategy and Focus as well as request approval of the Resolution for an advance of one-half the fee for BCHA Contract for Services.

The Blaine County (BC) P&Z Commissioners Jon Thorson explained, would like to have comments from BCHA before finalizing the Community Housing PUD Ordinance. There are three specific areas BC will look to the Housing Authority for direction: 1) the housing size restriction used as a method of controlling density of 15 plus units per acre; 2) the requirement of 40% workforce (WF) housing up from the previously required 20-25% WF housing. The base percentage could be increased under certain conditions; and 3) the writing style of the document makes it very difficult to understand. When a document cannot be understood errors in interpretation occur more often; therefore, it would be in everyone's best interest to re-write the ordinance into a more "readable prose".

Susan Passovoy asked Jon Thorson to explain the authority with which BCHA could work with the developers. Jon Thorson said BCHA can be given the authority, as a Blaine County organization, in the CH PUD. Larry Helzel asked where the 40% WF requirement came from? None knew its origin for certain; although, the original study was performed by Jeff Winston many years ago.

Kathy Grotto was asked to address the BC P&Z to explain Blaine County Housing Authority's interest in taking an active role in the CH-PUD Ordinance.

From Susan Passovoy's perspective it is vitally important that the ordinance be written in such a way that it is understandable by city planners and laypersons alike because that eliminates the opportunities for confusion, conflict and therefore challenge to a provision of the ordinance. It is really vital for the ordinance be written in such a way that it can be easily tracked and understood. The ordinance should: 1) refer to the current applicable version of the Community Housing Guidelines, 2) specifically authorize the Housing Authority to work with any developer to

produce the CH plan, 3) the developer should be required to enter into a Development Agreement with the housing authority. The plan will include figuring out the correct balance between WF and Income DR Community housing.

Anna Mathieu thinks it is worth saying not only do we want to be involved and can do the job; but, BC developers/developments should use the BCHA Deeds and BCHA Guidelines. Give the reasons: 1) less negotiations with the developer, and 2) less problems interpreting (example Hailey 3 developments with 3 different deeds) who is paid what and responsible for which areas is already answered.

### **3. Discussion/Action Items**

#### **A. 2008-2009 Strategy and Focus – Functional Expectation Management**

Susan Passovoy requested a substantive review of the documents - BCHA Functional Expectation Management, and BCHA Business Plan for 2008/2009. Nathan Fierman has distilled the thoughts and ideas begun in the October by Anna Mathieu, the Scope of Services document prepared for Blaine County, The City of Ketchum's list of functions. Linda Thorson had five suggestions: 1) remove redundant language, 2) seek full Board appointment, 3) add "renters" where ever buyers are mentioned, 4) add "the County" to the list in number 7 of the Planning Objectives and 5) list all cities and County in all listed goals. Anna Mathieu asked for a planned public relations strategy and the addition of Ketchum CDC, Habitat of Humanity and the 'developer' in our list of Planning partners. After further discussing the PR objective, it was clarified as a need for communication channels to be identified and used consistently.

Susan Passovoy asked if anyone had more additions or corrections to the Organizational Strategy and Focus, Goals and Objectives, and Scope of Services as general statements. Although, BCHA acknowledges that jurisdictions hope for individually tailored Scope of Services documents, BCHA works towards a consistent set of services. Nathan Fierman wants these documents to establish a context from which BCHA operates.

#### **B. Application Database Project**

1. 2-Step Process "Ready, Willing and Able"
2. Next Steps

Nathan Fierman, Kathy Grotto, Eric Newman, and Rebekah Helzel met to edit the Community Housing Application. The changes have been made to the application. The database will have added fields and a rating for the buying categories. Volunteers to update the applications will be scheduled to call applicants as soon as the new 2009 applications are finalized. Linda Thorson will prepare a script for the volunteer callers.

Milt Adam suggested mailing the current applicants a new application with a copy of their most recent application on file.

Nathan Fierman explained that ARCH wants an 'actionable database'. Part of the process of updating the database will include identifying categories of applicants. In this way, ARCH/ BCHA can readily identify applicants ready to purchase Community Homes.

#### **C. County Report – County Status Meeting (previously 'workshop')**

Nathan Fierman will individualize the BCHA PowerPoint to present at the Blaine County Commissioners meeting. Susan Passovoy will update the 2008 – 2009 Strategy and Focus, Goals and Objective documents with the suggestions made at tonight's meeting. Linda Thorson will present the FY 2008 – 2009 Budget highlights.

The Blaine County Commissioners need to know how important it is to BCHA to have a seven member Board. Chase Hamilton, a Community Home Owner, has expressed interest in being on the Board. He will write a letter of interest and send it to the Blaine County Commissioners.

#### **D. Status of Contract with the City of Ketchum**

Nathan Fierman gave an overview of the materials and Contract for Services to be presented at the January 20<sup>th</sup> Ketchum City Council Meeting. The discussion of these documents occurred within the Agenda Item 3.A.

*E. Hailey Contract for Services and Deed Covenants*

Nathan Fierman, Anna Mathieu and Kathy Grotto will be meeting with City of Hailey officials during the next week. They hope to make a presentation similar to the one prepared for the Ketchum City Council at the next Hailey City Council Meeting next Monday, January 12<sup>th</sup>.

*F. Adoption of policy regarding administrative fee for rental units*

Anna Mathieu likes the proposed policy for Rental Unit Administrative Fees Kathy Grotto wrote. The policy sets the initial rental fee at one-half of the average monthly rent and an annual renewal fee at \$200.

Anna Mathieu moved to approve the proposed rental fee policy and Nathan Fierman seconded the motion. The motion carried unanimously.

*G. Review of Income – CH Sales, Grants, Support*

Nancy Smith presented the 'Activity Report' on the status of available community home buying opportunities.

Susan Passovoy asked Commissioner Milt Adam and Kathy Grotto to work on re-negotiating the two unsold Elkhorn Village studios and the two Community Housing units owned by the City of Sun Valley. Mark Hofman has pulled together historical documentation of the two CHU the City of Sun Valley owns. BCHA staff will work on moving these Hennessy CHU's forward.

The discovery process on all current CHU owners' Deeds of Trust is complete. The 2009 Compliance review will include home visits and loan reviews.

Linda Thorson has several ideas to write a Regional Workforce Housing RFP for the \$10,000 City of Sun Valley Housing Grant.

**4. Consent Agenda**

*A. Approval of November 18, 2008 BCHA Board Meeting Minutes*

Anna Mathieu moved to approve the November 18, 2008 Meeting Minutes. Nathan Fierman seconded the motion and with no discussion the motion carried.

*B. Approval of December 11, 2008 BCHA Board Meeting Minutes*

Susan Passovoy tabled approval of the December 11, 2008 Meeting Minutes until the next meeting.

**5. Announcements- Calendar of Upcoming Meetings**

In an effort to include the greatest number of Commissioners Thursday, February 19, 2009 was set to be the next meeting date pending location.

**6. Executive Session; Idaho Code 67-2345 to discuss pending litigation, land acquisition or personnel issues**

An Executive Session was not required at this meeting.

**7. Adjournment**

There being no further business to discuss, Chair Susan J. Passovoy, adjourned the Board of Commissioners' meeting at 7:20PM.

Respectfully submitted,

Nancy G. Smith  
BCHA, Secretary

Approved,



Susan J. Passovoy  
BCHA, Chair