

City of McCall
Housing Advisory Committee
Agenda
July 19, 2021, 4-5:30 pm
McCall Museum, Carpenter Shop
1001 State Street
McCall, ID 83638

CALL TO ORDER AND ROLL CALL

Nick Zello, Pat Hill, Robert Lyons, Diane Kushlan, Toni Curtis

CONSENT AGENDA

- Approve June 2021 HAC Meeting Minutes

OLD BUSINESS

- Davis Ave. Softball Field (Action Item)
- ~~GNAR Research Grant (Action Item)~~
- Request for Qualifications for Housing Consultant update

NEW BUSINESS

- Previous Housing Authority (VARHA) update
- Short term rental discussion

NEXT MEETING

Next Regular Meeting – August 9, 2021

ADJOURN

American with Disabilities Act Notice: The Museum is accessible to persons with disabilities. If you need assistance, contact City Hall at 634-7142.

City of McCall
Housing Advisory Committee
Minutes
June 14, 2021, 4-5 pm
TEAMS/McCall Public Library- Idaho Room
216 E. Park Street
McCall, ID 83638

CALL TO ORDER AND ROLL CALL

Members Nick Zello, Pat Hill, Robert Lyons, Diane Kushlan, and Toni Curtis were present, Michelle Groenevelt (Community & Economic Development Director) and Meredith Todd (Assistant City Planner) were also Present.

Housekeeping:

Given there were no new minutes to approve, Member Zello made a motion to collect the time back for administrative logistics including:

- Formally deciding to hold HAC meetings for 90 minutes
- Continue to hold HAC Meetings on the second Monday of the Month
- Host meetings in-Person for HAC members, and use June to find new formal location.

No objections were raised to these recommendations and the motion was carried.

NEW BUSINESS

12-Month Work Plan

(Action Item)

Member Zello identified the need to come to an agreement on: the 12-Month Workplan Structure, a revised Agenda Process, and Meeting Duration as reviewed during Housekeeping concerns. He also identified the need for offline work among committee members between meetings in order to develop ideas.

In reviewing the strategic plans first and second phase activities, Member Kushlan mentioned that some first phase activities still need to be addressed including: parameters for engaging in Public/Private partnerships and strategies for coordination with Valley County (such as a subcommittee structure given quorum requirements for full committee meetings).

Member Lyons raised the need to streamline processes for developers to engage in the local-housing incentive program as well as provide more incentive than the existing \$10,000 deed-restriction bonuses. Member Hill offered to start sending concepts from the

HAC Workplan to professionals to determine feasibility of greater actions and Member Kushlan pointed out that the discussion of Incentives would need to be facilitated in a way that includes both a ‘developer as a consultant’ and an informed City staff member to balance the City resources available with the desired incentives for developers, and would need to speak to the *generalized* local-housing process, rather than be held on a case-by-case basis..

With time up for this agenda item, Member Zello recommended someone submit specified items for continued discussion on these points for the July Agenda and asked individuals to be tagged for the tasks required to move forward.

Member Zello then held a voice vote:

Desire to follow work plan structure? Unanimous Pass

Follow agenda structure? Unanimous Pass

Agreement on meeting duration (90 min)?: Unanimous Pass

Gateway and Natural Amenity Region (GNAR) Initiative Research Grant **(Action Item)**

Member Zello reviewed the purpose of the item would be to discuss and potentially decide based on desires to engage with the research initiative; whether or not to provide funding to the program as a participating municipality.

Member Kushlan and Ms. Michelle Groenevelt Presented a summary of the of University of Utah program to study "Gateway Communities" (mountain towns rich with amenities). Phase 1 of the program was data gathering; Phase 2 (current phase) is finding funding to study the intersection of housing//transportation/land-use availability in Gateway Communities; seeking 150% match-funding to do this research.

Member Kushlan clarified the guiding question should be: to what extent do we want to invest in this program?

Members brought up two questions in need of answer prior to a firm decision on providing funds: 1) Does participating get you more access to information?

2) Does participating provide any direct assistance following conclusion of research by the University? Finding no direct answer, Member Kushlan mentioned in the upcoming American Planner Association meeting in October, one of the Professors leading the GNAR program would be presenting on the topic and identified it as a good opportunity for clarification on the next phase of the program.

Formal Action at this time was deferred until further information could be acquired, but the following decisions were made regarding next steps: 1) Continue to Engage with GNAR to Learn more: Yes 2) Participate in Case Study: Uncertain 3) Provide Funding To GNAR: Uncertain.

Discussion of Softball Property off of Davis Ave
(Action Item)

Davis Street:

There was discussion between members about the logistical barriers to moving forward with RFP or RFQ on the property on Davis due to possible encroachment on City Parks Dept. Softball field, and the need to talk to Kurt Wolf (Director of P&R) to determine whether the property identified as a possibility for local-housing was in fact available as designated surplus land.

Member Hill mentioned the need to assess whether the City would need to convey title or lease to another party given potential barriers to the City holding ownership of a local-housing development. Ms. Groenevelt mentioned the possibility of reviving the Valley-Adams Regional Housing Authority at this time as a potential resource and intermediary in circumstances where City land could be used for local-housing in the future.

Specific to the lot size, dimensions and current use, Member Curtis and Member Lyons mentioned the need for intentional and specific engineering and design related to keeping the building safe from fly-balls off the ball field, as well as place as many units as would be required for the density bonus in the Zone.

Ms. Groenevelt offered to speak to the City Attorney to outline HAC and City's legal ability to manage land with an earmark for local-housing. Member Kushlan and Ms. Groenevelt offered to find out Kurt Wolf's perspective on the surplus value of the parcel in the Park's perspective. And Members determined bringing up the Housing Authority and Davis Street circumstance in tandem with one another as interconnected issues for the City Council to discuss.

NEXT MEETING

Next Regular Meeting –July 12, 2021

ADJOURN

With no further concerns or questions to address, the meeting was adjourned at 5:24pm.

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CITY OF MCCALL

MCCALL AREA LOCAL HOUSING ACTION PLAN CONSULTANT SERVICES REQUESTS FOR QUALIFICATIONS (RFQ)

The Community and Economic Development Department of the City of McCall, Idaho is seeking the services of a firm or Individuals to complete an Action Plan for Implementing the City's Objectives for Local Housing. Qualified consultants will be experienced in housing, planning, community engagement, and consensus building. Further, they should have experience in the development of practical, effective, and implementable housing programs that are in tune with the unique challenges of small mountain and resort communities. Their experience should reflect knowledge of housing policy, finance and entitlements.

After review of the RFQ submittals, the top selected firm(s) and individual(s) will be asked to submit a full proposal and may be interviewed.

Five (5) hardcopies and one electronic file of the proposal shall be received no later than 5:00 P.M. on **August 20, 2021**. Submittals after this time shall not be accepted.

Inquiries about the project and electronic submittals shall be directed to Community and Economic Development Director Michelle Groenevelt, Project Manager, at: mgroenevelt@mccall.id.us.

The hardcopy proposals shall be addressed to:

City of McCall
Attn: Michelle Groenevelt
216 E. Park St.
McCall, ID 83638

PROJECT DESCRIPTION

Introduction

The Local Housing Action Plan is an effort to realize the community vision for local housing by building upon on-going efforts and defining a strategic path forward for implementation of the community's vision. The Action Plan is intended to create a framework for integrating, refining, prioritizing and building consensus of a discrete set of initiatives to be undertaken by the community over the next ten years.

Background:

The **McCall Area Comprehensive Plan** adopted in 2018 a vision for McCall:

McCall is a diverse, small town united to maintain a safe, clean, healthy, and attractive environment. It is a friendly, progressive community that is affordable and sustainable. And

Support a variety of housing opportunities to allow people to live and work in McCall, and to provide affordable opportunities for low- to middle -income employees, seniors, and persons with special needs.

Goal 2 of the Plan:

Support a local housing program as part of the vision for a diverse and year-round economy.

The 2018 **McCall in Motion, Housing Strategy** assessed the current and future housing needs and set forth recommendations for future actions to meet those needs. The recommendations include funding sources, regulations, programs and policies to create local housing options.

Both documents can be accessed at: <https://www.mccall.id.us/plans-documents-1>

In 2019, the McCall City Council adopted Resolution 19-02, the **McCall Local Housing Incentive Program**. Based on available funding, the program provides funding for private development to encourage and create deed restricted sale or leased property as local housing. The City Council has also committed to the use of unassigned fund balance at the end of the fiscal year for **Land Banking**. The purpose is for purchasing land for creating deed restricted Local Housing. See <https://www.mccall.id.us/localhousing> for more details on these programs.

In 2019, as part of an on-going effort at code reform, the City adopted a number of provisions for incentivizing local housing defined as,

A residential dwelling unit deed restricted for the primary residence of (1) an employee working a minimum of 30 hours per week or 1560 hours per year within the city for a set period (six months) or have an employment offer from a McCall business; (2) a senior age 65 year or over; (3) a person with disability.

The adopted code provisions including a series of bonus incentives for the provision of local housing, a process for the allowance of seasonal, temporary housing, and changes to the provisions for accessory dwelling units to encourage use as local housing.

In 2020, the City Council appointed a Housing Advisory Committee (HAC).

It is upon the recommendation of the HAC that this RFQ for a Local Housing Strategic Plan is being initiated and the selected firm(s) or individual(s) would be expected to work closely with this committee.

Also in 2020, the West Central Mountains Economic Development Council updated their report on housing needs in the broader region. This assessment was conducted through a survey of employees across the region about housing needs and real and perceived sense of housing security now and in the future. The goal for this data is to better understand what housing types should be built, where and at what price point.

Study Area

The project area includes the City of McCall and the McCall Impact Area (which planning, and building is administered by the City staff but is ultimately the jurisdiction of Valley County).

Important Dates

The following dates are intended to provide a guideline for the process and are subject to change:

July 12, 2021	RFQ Available
August 9, 2021	Submittal must be received by 5pm
August 18, 2021	Notification of short list (top firms to submit full proposal)
August 23-25, 2021	Consultant Interviews
TBD	Consultant Selection Announcement
TBD	Contract Development

SCOPE OF WORK

The scope of work is proposed in two phases. **Phase One** would be a review and audit of the current initiatives underway, including: The Incentive Program; the HAC’s proposals for City Owned Properties to salesell, trade or lease; the Land Banking program; and the newly adopted regulatory changes. The most immediate need is in evaluating the deed restrictions provisions associated with the incentive program.

Phase Two will be to work with city staff and the HAC in a review and evaluation of the various action steps identified to date in the previous cited documents and plans. The intent will be to drill down further into the effectiveness of the identified strategies in the development of a plan of action to be adopted by the city. Among the factors to be considered in this assessment are:

- a. Level of Impact
- b. Funding
- c. Organizational and community support
- d. Partnerships
- e. Roles and Responsibilities

- f. Priority and timeline
- g. Measures of success

It is not expected that all the strategies identified to date will be included in the final strategic plan and there may be additional actions ~~that~~ not yet identified that will be found more effective.

The selected firm(s) or individual(s) will work with the HAC and City staff throughout this phase in developing public information, education, and marketing material to be used by the city in gaining support for the strategic plan.

Deliverables: The product expected from this work effort is a concise strategic plan approximately 20 -30 pages in length, which set forth the strategic actions the city should undertake over the next ten years with emphasize emphasis on the next 5 years.

REVIEW, EVALUATION, AND SELECTION

Respondents will be evaluated according to these criteria:

Capability to Perform Project (i.e., firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project). 1 page max.

Relevant Project Experience (i.e., description of other projects executed by the firm that demonstrate relevant experience.) List of all relevant public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project). 5-page max.

Qualifications of Project Team (i.e., resumé for the key people assigned to the project including sub-consultants. Key personnel roles and responsibilities on this project. Identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact.) 3-page max.

Project Approach and tentative timeline (i.e., the tasks that must be accomplished to complete the project including creative and new ideas. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider). 3-page max.

The most qualified teams who are deemed most advantageous to the City of McCall will be asked to submit a more specific proposal for the project. The City may choose to interview only the top-ranking firms as based on proposal review and scores. Unsuccessful proposals will be notified as soon as possible.

This solicitation is being offered in accordance the Idaho statutes governing procurement of professional services.

We consider applicants on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, and any other legally protected status.