



**AGENDA**  
**City of Glenwood Springs**  
**Housing Commission**  
**Agenda**  
**January 13, 2022**  
**4:00PM**

**Meeting to be held remotely using Zoom:**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82241643363>

Or One tap mobile :

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Webinar ID: 822 4164 3363

International numbers available: <https://us02web.zoom.us/j/82241643363>

1. Roll Call
2. Minutes from December, 2021
3. Update on Ad Hoc Committee and RFQ
4. Discussion of information requested by Housing Commission
5. Discussion about conversions of hotels to residential projects
6. Preparation for 1/27/22 Joint Worksession with City Council

Discussion outcome: Housing Commission should select a representative as a primary speaker. Through Watkins, the Housing Commission should prepare written responses for the packet addressing the following topics: what should HC's focus be for 2022, any budgetary requests the HC has, how often we need to meet to accomplish our goals, and if the HC thinks that its focus should change. The speaker will have 10 minutes to explain our written comments, and likely we will not have more than 15 minutes total with City Council. Our agenda time is TBD, but the meeting will be scheduled from 5:00 to 8:00 pm.

7. Discussion about date for next meeting: Regular date is 2/10/22, but Watkins out of town
8. Adjournment



**MINUTES**  
**City of Glenwood Springs**  
**Housing Commission**  
**Agenda**  
**December 9, 2021**  
**City Hall**  
**City Council Chambers**  
**101 W. 8<sup>th</sup> Street**  
**4:00PM**

**1. Roll Call**

Present: Housing Commissioners Bobbi Hodge, Sumner Schachter, Matt Spidell, Ellen Dole (who participated by phone), and Erin Morelli

Not present: Sean Nesbitt

Also present: City Councilor Paula Stepp; Watkins Fulk-Gray, Senior Planner; Hannah Klausman, Community Development Assistant Director; and Annemarie Glenn, resident interested in joining the Housing Commission

**2. Minutes from November, 2021**

M/S Sumner and Bobbi to approve the minutes. Motion passed by a vote of 5-0.

**3. Discussion of information requested by Housing Commission**

Watkins discussed some of the research he has completed for the Housing Commission, including inclusionary housing and commercial linkage requirements for other nearby municipalities, average rents in Glenwood as gathered by Bobbi, and median home sale prices through June of this year. Sumner requested Staff and the Housing Commission put together a list of affordable housing projects that they are aware of in the City. Paula noted an information-sharing initiative she was contacted about recently that is looking for steering committee members.

**4. Update on RFQ process and ad hoc committee**

Hannah said that she and Steve Boyd will be trying to create the pro formas for the gap between development costs and sale prices for the City-sponsored development

project. They are not experts in this, but will do their best creating pro formas so that the City gets the best responses from the RFQ as possible. It is hoped that the RFQ will be released by February.

The ad hoc committee will be chaired by Clark Anderson with representation from the Housing Commission, but not by City Staff. Paula recommended an update for City Council and possibly approval for the recent changes.

Hannah informed the Commission that the City has applied for a DOLA grant that, if awarded, will help the City in the City-sponsored development project. Sumner noted that City Council set aside \$10,000 for pre-development consultant work for the project, and Hannah confirmed that it was carried over to next year. Sumner suggested sending an update to the advisory committee and City Council on the development project.

## 5. Future agenda topics and action plan discussion

Housing Commission members were supportive of the action plan. Ellen suggested adding "fair housing" to the tools, as it would address ADA improvements that could be made.

Paula asked if members are happy meeting once a month. There was general consensus for monthly meetings, not more often. Ellen requested having joint meetings with other boards whose purposes overlap with Housing Commission, and that the meetings be part of Housing Commission's regular meetings, rather than additional meetings.

Next Meeting is January 13, 2022

Staff next steps:

- Continue updating the action plan with items that have been completed by the City
- Schedule joint meetings in 2022 with other boards and commissions with overlapping purposes

TO: Housing Commission  
FROM: Jenn Ooton, Assistant City Manager  
DATE: January 12, 2022  
RE: Motel/Hotel Conversions

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City of Glenwood Springs Community Development staff members have met with several developers over the past four years regarding proposals to convert existing motels into workforce housing/apartments. Developers have identified several barriers to these conversions, including the high cost of system improvement fees, the need to retrofit fire suppression/fire sprinkler systems, process timelines and challenges related to parking.

Community Development staff would like the Housing Commission to consider staff supported changes to Title 070 of the Municipal Code that could make motel conversions easier, while ensuring affordability. Housing Commission's recommendation would go to P&Z and City Council and would require an ordinance.

For projects that deed restrict to an average of 100 percent of Garfield County area median income, staff would like to consider:

- Adding an exemption from the parking requirements for a hotel conversion where the existing footprint of the structure does not change and when the hotel is proximate to transit and provides more bicycle parking than is required.
- Creating an exemption from the parking upgrade requirements. Upgrading the nonconforming parking lot is currently required when there is an increase in the vehicular use area and when remodeling of the structure would cost more than 50% of the current assessed value.
- Changing the process requirements to make the Planning Commission the decision-making body. Most of these hotels would currently require a hearing before P&Z and City Council. Staff believes that these projects should be presented at a public hearing, but that the full 17-week process should not be necessary.
- Create a final plans exemption for hotel conversions. Staff would recommend that these projects vest following the major site architectural consideration at P&Z and upon signature of the development agreement. Following the public hearing and development agreement, these projects would be able to submit for building permit processing.