

MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



Affordable Housing Board REGULAR MEETING

Thursday, February 5, 2025 – 4:00 PM

In person at 222 Laporte Avenue – CO River Conference Room

Online via Microsoft Teams

1. CALL TO ORDER: 4:01 PM

2. ROLL CALL

- a. Board Members Present –
 - Claire Bouchard
 - Jorja Whyte
 - Liz Young-Winne
 - Stefanie Berganini
 - Bob Pawlikowski
 - John Singleton
 - Kristin Fritz, Ex Officio
- b. Board Members Absent – Excused
- c. Staff Members Present –
 - Sue Beck-Ferkiss, Staff Liaison
 - Jessi Kauffmann, Minutes
 - Vanessa Fenley
 - Marcy Yoder
 - JC Ward, Presentation
- d. Guest(s) –
 - Lisa Cunningham
 - Marilyn Heller

3. AGENDA REVIEW

4. CITIZEN PARTICIPATION

5. APPROVAL OF MINUTES

6. NEW BUSINESS

- a. **Mobile Home Park Update – Including Mobile Home Licensing Program**
 - JC Ward, Community Engagement Manager presented on municipal code changes, MHP licensing and enforcement.
 - JC reviewed history of mobile home parks in Fort Collins.
 - The consideration for licensing and increased oversight is intended to address life, health, or safety risks on private MHP property, allow City intervention for urgent issues, promote accountability and communication, track and manage data, and coordinate efforts

across City Departments.

- There is a high rate of turnover for MHP property managers likely related to insufficient salaries and high time demand.
- Mobile home park licensing would require submission of a complete annual license or renewal application, comply with all applicable federal, state, and local laws, pay an annual licensing fee, employ a certified mobile home park manager, complete required infrastructure assessments, and implement maintenance schedules.
- Manager Certification will go through the City and require completion of initial training and testing, maintain compliance with applicable standards, participate in annual continuing education, renew certification annually, and pay a certification fee.
- The timeline for this project is anticipated to reach operational readiness by the start of Q3 2026.
- There is an open position for Sr. Specialist in Neighborhood Services that will support this project.
- The Board asked questions related to relationships with occupants of these neighborhoods to allow either anonymous reporting or open lines of communication to avoid retaliation from MHP management/owners. The City has worked to have positive relationships with representatives from MHPs to support this.
- Water utilities are a separate large issue and not connected to City utilities – the property manager is responsible for rebilling to residents and causes issues.
- Rent stabilization, refurbishment/renovations, aging properties, and solar was also discussed.
- JC will go to Council on February 17th
- Code changes will be required for MHP enforcement and the licensing program

Claire Bouchard motioned to recommend that City Council adopt the Mobile Home Park Licensing and Enforcement Program to support safety and livability issues in the City's Mobile Home Parks. Liz Young-Winne seconded. 5-0.

Minutes continue on unrelated topics.