

# **AGENDA AFFORDABLE HOUSING COMMISSION**

**March 6, 2024, 4:30 pm**

**Hybrid Meeting In-person and via Zoom**



**Members of the public who wish to participate in this meeting  
may do so either in-person or remotely via video conferencing by joining at the  
following link:**

**<https://us02web.zoom.us/j/83984481298?pwd=K3RsQ3RtUzRVdm50ZW45Z2hnZlhmZz09>**

**Meeting ID: 839 8448 1298**

**Passcode: 500777**

**Phone participation is also available by calling 1-253-215-8782,  
and entering webinar ID: 839 8448 1298  
When prompted, the password is: 500777**

**AGENDA OF THE REGULAR MEETING OF THE  
ELLENSBURG AFFORDABLE HOUSING COMMISSION  
501 North Anderson St  
March 6, 2024 - 4:30 pm  
In Person or via Zoom**

- 1) CALL TO ORDER AND ROLL CALL OF MEMBERS
- 2) APPROVAL OF THE AGENDA
- 3) APPROVAL OF MINUTES – Feb 7, 2024 meeting minutes
- 4) NEW BUSINESS
  - a. Welcome new Council liaison and Commissioner Delano Palmer
  - b. Office of Rural and Farmworker Housing presentation
- 5) UNFINISHED BUSINESS
  - a. First and Pine RFP update & revised score sheet
  - b. Catherine Park site preparation work update
- 6) CITIZEN COMMENT
- 7) STAFF UPDATE/DISCUSSION ITEMS
- 8) COMMISSION REPRESENTATIVE UPDATE
- 9) ADJOURNMENT



For more information on the Affordable Housing Commission, contact the Community Development office at 509-962-7653

The Contents of this agenda have been photocopied on recycled paper. The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A "Request for Accommodation" form may be obtained from the City Clerk (First Floor - City Hall) or by calling the City of Ellensburg ADA Coordinator at 509-962-7204.



## **CITY OF ELLENSBURG**

## **Minutes of Affordable Housing Commission, Regular Meeting**

**Date of Meeting**

**February 7, 2024**

**Time of Meeting**

**4:30 PM**

**Place of Meeting**

**Council Chambers  
501 North Anderson Street  
Ellensburg, WA 98926  
And remotely via Zoom**

### **1. Call to Order and Roll Call of Members**

Chair Bedsaul called the meeting to order at 4:31 p.m.

Present: Sarah Bedsaul, John Perrie, Courtney Garzone, Dan Witkowski, Kim Funston, Peter Stone (arrived at 4:32 p.m.), Sarah Beauchamp (arrived at 4:38 p.m.)

Others Present: Jeremy Johnston-Planning Manager; Lily Frey-Housing & Grants Administrator; Kathy Boots-Planning Technician; Dan Carlson-Community Development Director; David Sturgell; Nancy Goodloe; Andi Hochleutner (Arrived at 4:42 p.m.)

### **2. Approval of Agenda**

Commissioner Perrie motioned to approve the agenda as presented. Motion passed 5-0.

### **3. Approval of Minutes**

Commissioner Garzone motioned to approve the minutes from January 3, 2024, as presented. Motion passed 5-0.

### **4. New Business**

a. Subcommittee recommendation for Commissioner appointment, Council action

Peter Stone was introduced. He gave the Commission a brief background of his experience.

b. Presentation from the Diversity, Equity and Inclusion (DEI) Commission

Nancy Goodloe provided a handout regarding the DEI vision, values, and dimensions of diversity. When there is an opening in the Commission, they would like to assist in gathering applicants that increase the diversity of the Commission members. The Commission expressed interest in providing DEI with information regarding affordable housing to assist in disseminating it.

c. Review draft request for proposals (RFP)-1st and Pine property

The tentative application schedule was reviewed. The RFP will be posted to the City website six weeks prior to the application deadline. Staff will review applications and meet with

applicants to determine eligibility. Eligible applications will be posted to the City website and provided to the Commission two weeks prior to the meeting. The prevailing wage was discussed and is clearly spelled out as number four in the RFP. The background of the scoresheets was reviewed. The format of the scoresheet will be changed. A draft will be brought back to the Commission for review.

Bedsaul motioned to approve the RFP but with a change to number nine to blend the 6-9 weeks to allow flexibility for application review and applicant presentations. Motion passed 7-0.

## **5. Unfinished Business**

### **a. Learning agenda survey results and draft commission work plan**

Frey stated that the Housing Authority will be doing a presentation in April or May. Central Washington Home Builders Association will do a future presentation but wanted clarification on what topic the Commission would like the presentation to be on. Commissioner Perrie stated they would like to hear from a private developer that has completed an affordable housing project before, so they can hear what was successful; incentives used, barriers, and prevailing wage usage. The Office of Rural and Farmworker Housing has a funding course for non-profits. The presentation is an hour plus questions. The members decided it would be best to have a longer meeting on March 6, 2024, to hear the full presentation.

### **b. Proposal for Catherine park site preparation work**

The background on the parcel was reviewed. Public Works would like to pipe the ditch. Once the ditch is piped, it will take at least a year before the wetland can be evaluated. Public Works is still in the process of contacting the new owners of the KXLE property to see if the ditch can be piped through the adjacent property. If they are not able to pipe the existing ditch on the adjacent property, the cost will increase, since a new ditch will need to be created and piped. The engineer has estimated the cost to pipe the ditch to be \$50,000 if the existing ditch is piped. The project will go out for bid.

Commissioner Garzone motioned to forward the approval of a recommendation to City Council of using up to \$60,000 towards the cost of piping the ditch and if the amount estimated exceeds \$60,000 then it needs to be brought back before the Commission for review. Motion passed 7-0.

## **6. Citizen Comment**

None

## **7. Staff Update/Discussion Items**

Frey stated the City will use the County AMI (Area Median Income) numbers because they are external numbers that are verified and consistent. The Housing Authority completes a survey every five years.

Rental assistance requirements are based off of the funding source that provides the monies.

At an upcoming meeting, staff will provide an update on the Hopesource and Habitat projects. Frey reviewed a chart that shows the different ongoing housing developments.

**8. Commission Representative Update**

None

**9. Adjournment**

The meeting was adjourned at 5:30 p.m.

# SCORE SHEET: 1st and Pine RFP

**RECOMMENDATION:**  
(circle one)

YES

NO

APPLICANT

PROJECT TITLE

REQUEST AMOUNT (if applicable)

REVIEWER

DATE

| Evaluation Criteria                                                                                                                                                                                                                                                                                                                                             | Evaluation                                                                                                                     | Considerations / Notes                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Multifamily Design</b><br><input type="checkbox"/> Uses site space effectively<br><input type="checkbox"/> Meets requirements for multifamily buildings and landscape requirements                                                                                                                                                                           | Met / Not Met                                                                                                                  |                                                                                     |
| <b>Parking Plan</b><br><input type="checkbox"/> Corresponds with city parking requirements (0.7 spaces per studio or 1BR unit, or per BR)                                                                                                                                                                                                                       | Met / Not Met                                                                                                                  | # Off-street spaces ____                                                            |
| <b>Financial Means to Execute</b><br><input type="checkbox"/> Other funds confirmed/committed/expected<br><input type="checkbox"/> In-kind contributions<br><input type="checkbox"/> History securing funds to complete similar projects                                                                                                                        | <input type="checkbox"/> Recommended<br><input type="checkbox"/> With reservations<br><input type="checkbox"/> Not recommended |                                                                                     |
| <b>Timeline for Completion</b><br><input type="checkbox"/> Construction start date: _____<br><input type="checkbox"/> Expected project completion date: _____<br><input type="checkbox"/> Demonstrated experience on project/programs of similar size and scope                                                                                                 | <input type="checkbox"/> Recommended<br><input type="checkbox"/> With reservations<br><input type="checkbox"/> Not recommended |                                                                                     |
| <b>Accessible Units</b><br><input type="checkbox"/> Number of ADA-accessible units: _____<br><input type="checkbox"/> Number of units with universal design or other accessibility elements: _____<br><input type="checkbox"/> Unit design suitability for 62+ age demographic<br><input type="checkbox"/> Unit design suitability for people with disabilities | <input type="checkbox"/> Recommended<br><input type="checkbox"/> With reservations<br><input type="checkbox"/> Not recommended |                                                                                     |
| <b>Maximize Density</b><br><input type="checkbox"/> Housing type (i.e. studio, and 1 bedroom units)<br><input type="checkbox"/> Total number of units<br><input type="checkbox"/> Effective use of available space                                                                                                                                              | <input type="checkbox"/> Recommended<br><input type="checkbox"/> With reservations<br><input type="checkbox"/> Not recommended | # Studio units ____<br># 1BR units ____<br># 2+ BR units ____<br>Total # units ____ |
| <b>Extended Affordability</b><br><input type="checkbox"/> Length of time committed to affordability in relation to assistance request (minimum affordability retention period 40 years for property contribution)<br><input type="checkbox"/> Ability to meet annual affordability reporting requirements                                                       | <input type="checkbox"/> Recommended<br><input type="checkbox"/> With reservations<br><input type="checkbox"/> Not recommended |                                                                                     |
| <b>Liveability</b><br><input type="checkbox"/> Services/amenities (green space / resident amenities)<br><input type="checkbox"/> Project/activity promotes sense of place and community                                                                                                                                                                         | <input type="checkbox"/> Recommended<br><input type="checkbox"/> With reservations<br><input type="checkbox"/> Not recommended |                                                                                     |