

AGENDA AFFORDABLE HOUSING COMMISSION

April 3, 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
April 3, 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 – March 6, 2024 meeting minutes
- 4) NEW BUSINESS
 - a. Funding application process review & draft scoring matrix
- 5) UNFINISHED BUSINESS
 - a. Revenue allocation framework review
 - b. Catherine Property site preparation bids and budget recommendation
 - c. First & Pine RFP update
 - d. Sleep center 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 509-962-7231

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CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

March 6, 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

Commissioner Garzone called the meeting to order at 4:31 p.m.

Present: Courtney Garzone, Kim Funston, Peter Stone, John Perrie, Delano Palmer

Absent: Sarah Bedsaul (excused), Dan Witkowski (excused)

Others Present: Lily Frey-Housing & Grants Administrator; Dan Carlson-Community Development Director; Kathy Boots-Planning Technician; David Sturgell; Marty Miller, Jose Farias, Frank Rowland, and a member of the public.

Commissioner Palmer motioned to excuse the absence of Sarah Bedsaul and Dan Witkowski. Motion passed 5-0.

2. Approval of Agenda

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

3. Approval of Minutes

Commissioner Palmer motioned to approve the February 7, 2024, regular meeting minutes. Motion passed 5-0.

4. New Business

a. Welcome new Council Liaison and Commissioner Delano Palmer

Delano Palmer introduced himself and gave the members a brief background of his experience.

b. Office of Rural and Farmworker Housing presentation

Marty Miller gave a presentation of their services. Their program from start to finish typically runs for three years from concept to occupancy. They assist with the feasibility of the project, including an operating budget of revenue and expenses for a 15-year projection including insurance, maintenance, and pest control. He stated that HAPT has a website that has a very useful planning tool. In the pre-development phase, they assist with funding resources from federal, state, and local resources. Miller reviewed some of the funding

resources at the federal and state level that are frequently used. He reviewed asset management services. A grant was awarded to the Office of Rural and Farmworker Housing which allows them to provide some of the services for free until January 2026. The powerpoint will be emailed out but shall not be shared without the consent of ORF. A map of their developments will be provided by email.

5. Unfinished Business

Frey shared that the RFP for the 1st and Pine property was posted on February 16, 2024. The deadline for submittals is March 29, 2024. The score sheets were revised and presented to the Commission. The members liked the new format. The same model will be used in the future.

Catherine Park will be renamed to remove the word "park". The owner of the adjacent property has approved the use of the easement. The project will go out for bid. If the bid comes back at a higher price than what was approved by the Commission, the project cost will be brought back before the Commission for review.

6. Citizen Comment

None

7. Staff Update/Discussion Items

The Commission members are invited to attend the April 2, 2024, Landmarks and Design Commission meeting to hear a presentation on the Spokane housing authority project in the historic district. Several members expressed interest in attending the meeting. Frey requested RSVP from members, so it can be noticed if there will be a quorum attending.

The Habitat for Humanity Stewart Meadows project will have six units completed by the end of May 2024. A ceremony will be scheduled.

The Department of Commerce approved a Coordinating Low Income Housing Grant for the City, County Public Health Department, and HopeSource in the amount of \$50,000.

The budget will be reviewed next month.

The City Council has asked the community for other alternative site locations to consider for the sleep center.

8. Commission Representative Update

None

9. Adjournment

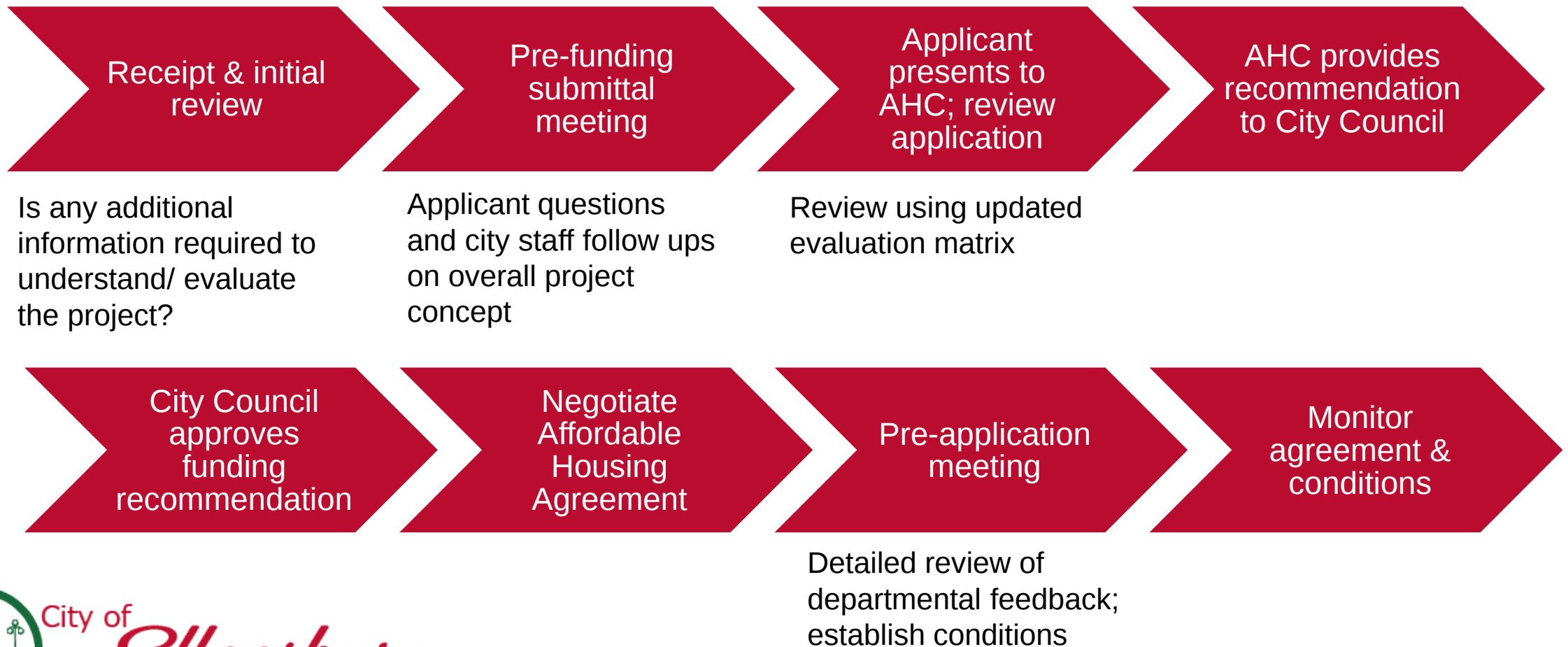
The meeting was adjourned at 5:48 p.m.

Funding Process, Revenue Allocation Review

Affordable Housing Commission

April 3, 2024

Affordable Housing Sales Tax Funding Allocation Process



Annual Affordable Housing Commission duties and responsibilities

- C. At the end of each fiscal year, conduct a review of the revenue allocation framework as originally developed by the ad hoc affordable housing advisory committee.
- F. At the end of each fiscal year, conduct a review of affordable housing needs.
- G. At the end of each fiscal year, provide an annual report on the affordable housing revenue collection and activities undertaken with affordable housing funds.

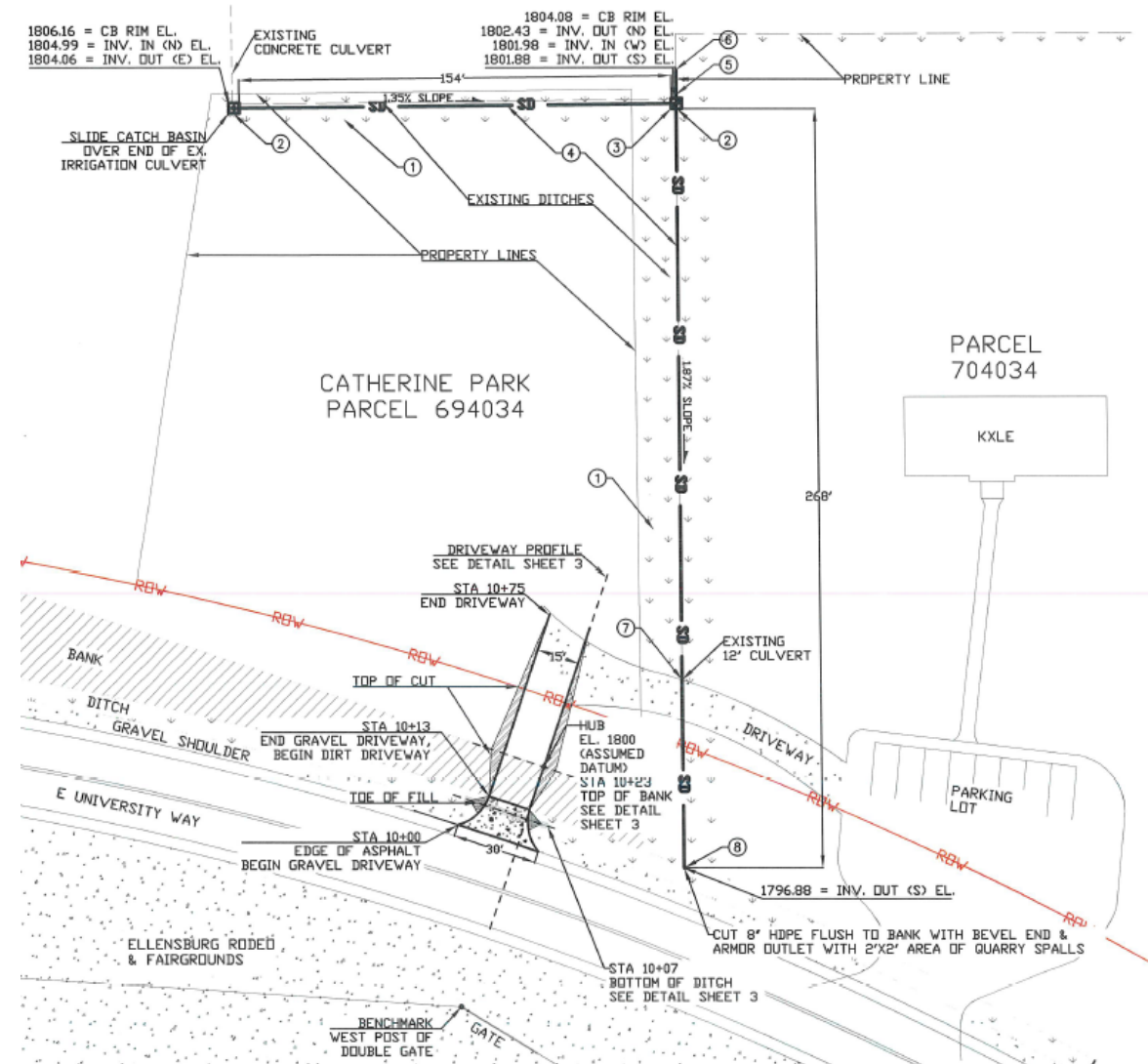
Revenue Allocation Framework

- 50% used for repayment of general obligation bonds
- 40% for operations and maintenance
- 5% kept in reserve, and
- 5% administrative costs

Established by Council in 2018; unchanged since

Catherine Property

- Temporary construction easement approved with driveway requirement
- Driveway increases current cost; improvement also needed for eventual development



SCORING MATRIX: AFFORDABLE HOUSING FUNDS

RECOMMENDATION
(circle one)

YES

NO

APPLICANT

PROJECT TITLE

REQUEST AMOUNT

REVIEWER

DATE

Evaluation Criteria	Evaluation	Considerations / Notes
☐ <i>Line items represent factors for consideration in evaluating the headline criteria</i>		
Identified housing needs and investment priorities ☐ Senior households (age 62 or over) ☐ Families with children ☐ People with special needs (disabilities; mental/behavior health) ☐ Project addresses identified housing needs in current Housing Needs Assessment data ☐ Serves extremely low income (<30% AMI) or very low income (30-50% AMI) populations ☐ Serves populations inadequately addressed by existing affordable housing	☐ Recommended ☐ With reservations ☐ Not recommended	
Retention of affordability ☐ Length of time committed to affordability in relation to assistance request (minimum affordability retention period 40 years for property contribution, 20 years for sales tax funding) ☐ Immediate vs. long term impact ☐ Annual affordability reporting requirements	☐ Recommended ☐ With reservations ☐ Not recommended	
Leverage and collaboration/financial assessment ☐ Other funds committed/expected ☐ In-kind contributions ☐ Letters of support ☐ Public/private partnerships ☐ Confirmation of funding ☐ Building cost (total cost, cost/unit, cost/square foot) ☐ Cost effectiveness (city subsidy/unit, other sources/unit, city subsidy v. total cost, other subsidy v. total cost)	☐ Recommended ☐ With reservations ☐ Not recommended	
Staff evaluation – readiness to proceed/feasibility ☐ Site control (assumed site control on city-owned property) ☐ Scope of work ☐ Expected planning and/or zoning approval ☐ Construction start date ☐ Expected project completion date ☐ Project timeline	☐ Recommended ☐ With reservations ☐ Not recommended	

Evaluation Criteria ☐ <i>Line items represent factors for consideration in evaluating the headline criteria</i>	Evaluation	Considerations / Notes
Community impact ☐ Housing type (i.e. studio, 1, and 2 bedroom units) ☐ Number of units/use of available space ☐ Access to services/amenities (transit, employment opportunities, shopping, etc.) ☐ Opportunities for beneficiaries to build financial stability ☐ Location relative to existing affordable developments ☐ Project promotes sense of place and community	☐ Recommended ☐ With reservations ☐ Not recommended	
Property Management and Development Capacity ☐ Demonstrated experience on project/programs of similar size and scope ☐ Demonstrate property management plan ☐ Capacity to manage program (applicant screening, reporting capability) ☐ Property maintenance plan ☐ Qualified staff	☐ Recommended ☐ With reservations ☐ Not recommended	