CITY OF ELLENSBURG **Minutes of Affordable Housing Commission, Regular Meeting**

Date of Meeting	**April 3, 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
Bedsaul called the meeting to order at 4:30 pm. Roll call completed.

Present: Sarah Bedsaul, John Perrie, Courtney Garzone, Dan Witkowski, Kim Funston, Delano Palmer, Peter Stone
Absent: None

Others present: Lily Frey-Housing & Grants Administrator, Dan Carlson-Community Development Director, Jeremy Johnston-Community Development Planning Manager, Shannon Johnson-Senior Planner, David Sturgell

2. Approval of Agenda
Funston motioned to approve the agenda. Palmer seconded the motion. **Motion approved 7-0.**

3. Approval of Minutes
Palmer motioned to approve the minutes from March 6, 2024. Funston seconded the motion. **Motion approved 7-0.**

4. New Business

4.A Funding application process review & draft scoring matrix

Frey opened the presentation by sharing a summary of the application process and providing background. Bedsaul elaborated on the process and asked the group if they understood the pre-application submittal process. Planning Manager Johnston clarified the pre-application process for the group.

Frey shared the draft revised application scoring matrix and two highlighted changes. Garzone posed questions about how commissioners would be aware of various groups' housing needs to ensure inclusion and Stone suggested a reference to the inventory of income-restricted housing units (Exhibit 28 to the Housing Action Plan). Bedsaul explained past practice and how the process has evolved and suggested a more direct approach for applicants to be able to use the published matrix as a guideline for applications. Palmer and Garzone agreed. Garzone and Witkowski discussed various populations' housing needs; Bedsaul and Palmer proposed additions to the criteria. Johnston provided insight into the proposed language's flexibility to address a variety of housing needs, including those not currently identified. Palmer and Bedsaul added to Johnston's point and commended the commission for pursuing a clear focus and vision for the process.

Frey discussed the second rewording change relative to the location of existing affordable developments. Hearing that the group was ready to move forward with both proposed changes as presented, Frey stated that she would finalize and post the document.

5. Unfinished Business

5.A Revenue allocation framework review
Frey presented and summarized the Revenue Allocation Framework. Bedsaul asked for clarification specific to the option to issue bonds. Stone and Frey provided additional funding allocation clarification. Bedsaul and Perrie provided commission background information. Further discussion resulted in the following motion and an agreement to revisit this topic in late summer or early fall.

Bedsaul motioned to approve the Revenue Allocation Framework as presented. Palmer seconded the motion. **Motion approved 7-0.**

5.B Catherine Property site preparation bids and budget recommendation
Frey gave a brief update on the project bid process and informed that no action was needed as bids received were below the previously recommended maximum amount.

5.C First & Pine request for proposals (RFP) update
Frey gave a review process stage update for the RFP, and informed that these will be included in the May meeting agenda. Bedsaul and Frey discussed meeting duration options and review time allocation.

5.D Sleep center update
Frey and Palmer updated members on the status of the Sleep Center Project. Bedsaul asked and Frey confirmed that the original site was still under consideration.

6. Citizen Comment
David Sturgell, praised the commission for their smart approach efforts and noted that he serves on the Kittitas County Homelessness and Affordable Housing Committee. He offered a suggestion on how the term "Pre-Application" will be used during the application review process. Perrie agreed this was an excellent suggestion.

7. Staff Update/Discussion Items
Next meeting is scheduled for May 1, 2024, 4:30 pm. Frey thanked the commissioners for attending the additional joint meeting with the Landmark & Design Commission. Frey and Bedsaul discussed options for upcoming agenda items and attendance. Stone asked about

the upcoming agenda packet review timing.
Sturgell reminded the group of the upcoming April 19, 2024 Ad-Hoc Homelessness Committee meeting focused on the Sleep Center. Garzone asked about quorum issues. Frey thanked Garzone and offered to coordinate attendance.

8. Commission Representative Update
None

9. Adjournment
Bedsaul adjourned the meeting at 5:21PM.