

AGENDA

AFFORDABLE HOUSING COMMISSION

April 2, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/82217420027?pwd=M0BD0aVCwhMe2Wtne7EUkF4NnBG8Ew.1>

Meeting ID: 822 1742 0027

Passcode: 705917

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**CITY OF ELLENSBURG
AFFORDABLE HOUSING COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, April 2, 2025
4:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A Approve March 5, 2025 regular meeting minutes
- 4. New Business**
 - 4.A Comprehensive Plan periodic update & housing element components
 - 4.B Plan Accessory Dwelling Unit (ADU) program
- 5. Unfinished Business**
 - 5.A Ellensburg Academy and communications planning
- 6. Public Comment**
- 7. Staff Update/Discussion Items**
 - 7.A Pathways & Inversion project updates
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Affordable Housing Commission, contact the Community Development office at 509-962-7270.

The contents of this agenda have been photocopied on recycled paper.



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

March 5, 2025

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 Bedsaul called the meeting to order at 4:30 p.m.

Present: Kim Funston, Delano Palmer, Sarah Bedsaul, Dan Witkowski, Peter Stone

Absent: John Perrie, Courtney Garzone (excused).

Others Present: Lily Frey-Housing Program Manager; Dan Carlson-Director; Mark Rud-Associate Planner; Chace Pedersen- Associate Planner; Stacey Henderson-Planning Manager; Susan Grindle; Bill Hinkle; Nathan Poel; two members of the public.

Commissioner Palmer motioned to excuse the absence of Commissioner Garzone. Motion passed 5-0.

2. Approval of Agenda

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

3. Approval of Minutes

3.A Minutes from February 5, 2025 regular meeting

Commissioner Palmer motioned to approve the February 5, 2025, regular meeting minutes. Motion passed 5-0.

4. New Business

4.A Staff introductions

Stacey Henderson, the Planning Manager, introduced herself. Chace Pedersen, the Associate Planner, introduced himself. Mark Rud, the Associate Planner, introduced himself.

4.B Updates on Pathways Project - Bill Hinkle, HopeSource

Susan Grindle from HopeSource gave an update to the Commission on the Pathways project. The project is now fully funded and permitting has begun. Construction is projected to begin July 2025.

4.C Consider revised 1st and Pine project - Nathan Poel, Inversion Design Build (Public comment opportunity)

Nathan Poel from Inversion design updated the Commission. Due to funding complications, the project design was revised. The contract with the City of Ellensburg is close to being finalized. Funding sources were discussed. A pre-application meeting is scheduled for March 13, 2025, with the City of Ellensburg. Short Plat, AML, and costs per unit were talked about. Public comment was opened. No public comment. Public comment closed. Commissioner Palmer motioned to recommend moving the revised Inversion Design plans to the City Council for approval. Motion passed 5-0.

4.D Communications planning

Lily Frey inquired what the Commission would like to communicate to the public and how. A presentation of slides is being completed by staff. The slides will be able to be adjusted based on the audience. Bedsaul and Palmer will review the slides and would be able to adapt them to present to different audiences. Commissioners preferred the option of a public presentation in the Fall. A one-page flyer will be created for different audiences.

5. Unfinished Business

5.A Housing notice of funding availability (NOFA) and services application materials review (Public comment opportunity)

Lily Frey showed the Commission members the Notice of Funding Availability (NOFA). The document was amended to reflect the updated services available. The new application was reviewed. Applications will be open-ended. The revised scoring matrix was reviewed. Public comment opened. No public comment. Public comment closed. Commissioners agreed with the changes.

6. Public Comment

No public comment.

7. Staff Update/Discussion Items

The Comprehensive Plan Update will be discussed at the April AHC meeting.

8. Commission Representative Update

8.A Update on Council actions related to affordable housing

Commissioner Palmer indicated the information on the Pathways project was helpful. Letters of support for the Inversion Design extension request were discussed.

The Commission will receive project updates on a quarterly basis.

9. Adjournment

Commissioner Bedsaul stated she would be gone for the April 2025 meeting.

The meeting was adjourned at 5:43 p.m.

Accessory Dwelling Units (ADUs)

Plan city ADU program

Menu of Options

- A. Website guidance
- B. Pre-approved plans – approaches / contracting options
- C. Open house
- D. Series of events / recorded sessions
- E. ADU informational mapping tool
- E. Other – your ideas!

A. Website Guidance

[Credit: City of Lacey](#), Another example: [Gather ADU](#)

(links to ADU permit application & site plan checklist)

Pros:

- Easy, inexpensive, adjustable
- Can be combined with other menu options

Cons:

- Lots of additional decisions for home/landowners to make with limited guidance
- A first step, not a one-stop resource

Where to start:

- 1 Contact us to discuss general site feasibility and to view our plans.**
Visit us at Lacey City Hall or email planning@cityoflacey.org and provide your name, address, phone number and a brief description of what you would like to do. A Planner will contact you to do a basic feasibility review.
- 2 Review all restrictive covenants with your Home Owner's Association (HOA), if you have one.**
We can help you find your HOA point of contact, if needed.
- 3 Review our pre-approved designs.**
Determine if one of our permit-ready ADU's fits your needs or if you would like to work with a designer to develop your own plans.
- 4 Determine financing.**
We suggest contacting a local lender as many of them have experience with our program.
- 5 Consult with a builder.**
[Olympia Master Builders](#) is a great resource to find local contractors. A builder determines a more detailed feasibility review and cost estimate.
- 6 Apply for permits.**
Work with your builder and the City to secure your final permits.

A Complete Permit Application includes:

- ADU Building Permit Application
- 2 Copies of a Site Plan

B. Preapproved Plans

Credit: [East Wenatchee](http://EastWenatchee.com)



GOVERNMENT

RESIDENTS

BUSINES

600 of Accessory Dwelling Unit V1
City of Wenatchee East Wenatchee Washington A0.0

600 of Accessory Dwelling Unit V1
City of Wenatchee East Wenatchee Washington A2.1

Dabnet Floor Plan

600 SF, Accessory Dwelling Unit
Dabnet Floor Plan

600 of Accessory Dwelling Unit V2
City of Wenatchee East Wenatchee Washington A0.0

600 of Accessory Dwelling Unit V2
City of Wenatchee East Wenatchee Washington A2.1

Jonagold Floor Plan

600 SF, Accessory Dwelling Unit
Jonagold Floor Plan

600 of Accessory Dwelling Unit V2
City of Wenatchee East Wenatchee Washington A0.0

600 of Accessory Dwelling Unit V2
City of Wenatchee East Wenatchee Washington A2.1

B. Preapproved Plans

Credit: [City of Leavenworth](#); Another example: [City of Lacey](#)

Pros:

- Could significantly speed review timelines
- Reduces uncertainty for homeowner

Cons:

- Procurement process / timeline to establish, unknown designer interest
- Unknown demand / limited uptake
- Liability considerations
- Funding limitations
- Customization limitations
- Maintaining plans when building code changes (not 1x expense)

Alpine – 1 bed, 1 bath 455 SF



At 455 SF, ALPINE provides an efficient living space with a single bedroom and full bath.

This design includes an open kitchen, dining, and living space and a covered entry porch.

[Learn More](#)

[Contact Designer](#)

Maple – 2 bed, 1 bath 665 SF



[Maple Traditional](#)

• • •

At 665 SF, MAPLE is a two-bedroom cottage consisting of a central entry porch with an open functional living space on one side and sleeping spaces on the other, separated by the utility core. This design features both a large and small bedroom, each containing a full-size closet. It provides full amenities and storage in a condensed, efficient footprint.

[Learn More](#)

C. Open House(s)

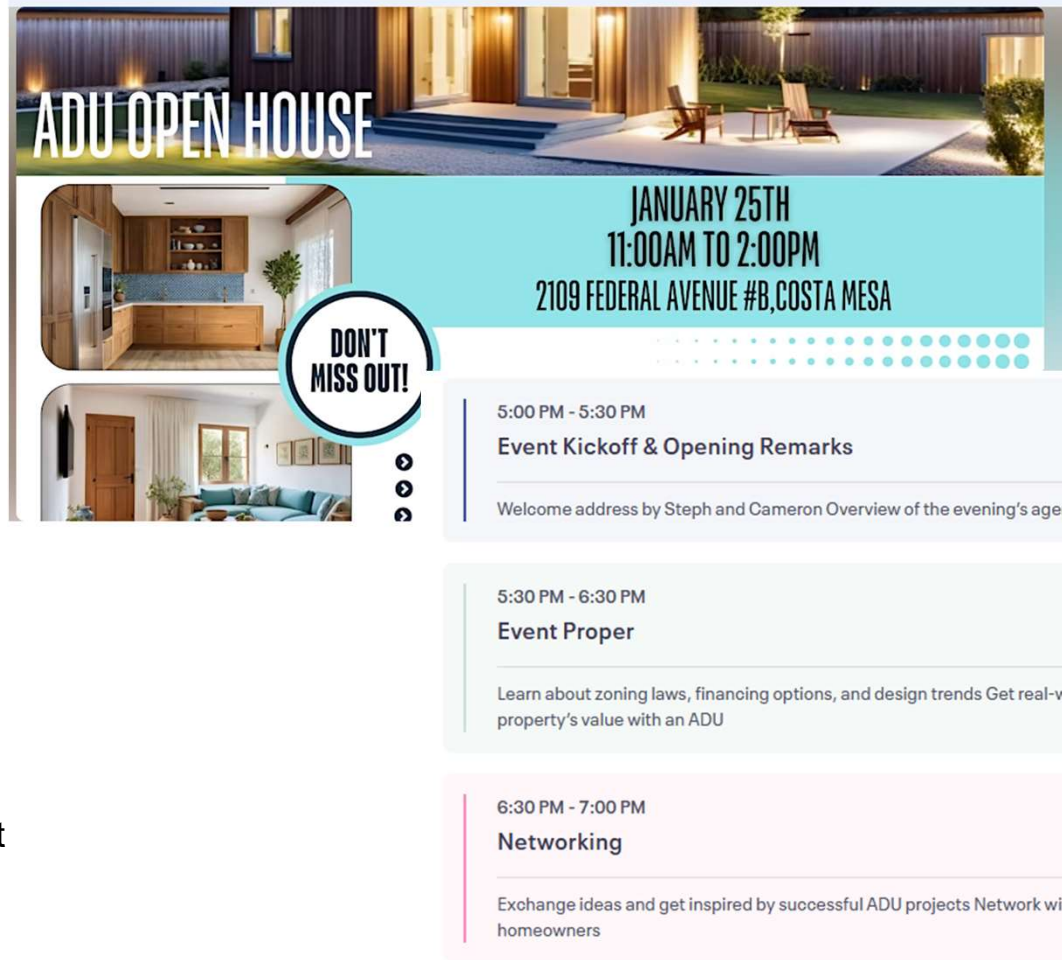
Credit: Privately hosted

Pros:

- Bring builder(s), realtor(s), lender(s) together – expertise beyond City
- Interested home/landowners could get range of questions answered

Cons:

- Unknown demand
- Lots of planning for one-off offering
- Challenge of inviting all relevant partners



ADU OPEN HOUSE

JANUARY 25TH
11:00AM TO 2:00PM
2109 FEDERAL AVENUE #B, COSTA MESA

DON'T MISS OUT!

5:00 PM - 5:30 PM
Event Kickoff & Opening Remarks
Welcome address by Steph and Cameron Overview of the evening's agenda and key goals.

5:30 PM - 6:30 PM
Event Proper
Learn about zoning laws, financing options, and design trends Get real-world tips on maximizing your property's value with an ADU

6:30 PM - 7:00 PM
Networking
Exchange ideas and get inspired by successful ADU projects Network with local ADU experts and homeowners

Let's Talk About Fees

Estimated City costs based on recent ADU permits

Construction cost estimates/ballpark?

Sample ADU fees (depend on size and complexity – conversions are cheaper):

- Building permits (includes review, fixtures & plumbing): \$1,107 - \$2,240
- Park Impact: \$962
- Traffic Impact*: \$1,331

Total: \$3,400 – \$4,533

*Subject to change with implementation of HB 1337

D. Series of events / recorded session

Example: Pacific Grove

Pros:

- Link potential ADU developers with lenders, builders, and/or realtors plus explain permitting

Cons:

- Highest effort / time to plan
- Hard to change when fees/timelines/options change
- Challenge of not endorsing particular partners (lenders, realtors, builders)



CITY OF PACIFIC GROVE
COMMUNITY DEVELOPMENT DEPARTMENT

ACCESSORY DWELLING UNIT WORKSHOP RECORDING

Now Available!

▶ Watch at www.cityofpg.org/adu

For more information: (831) 648-3183 | adu@cityofpacificgrove.org

E. Mapping Tools

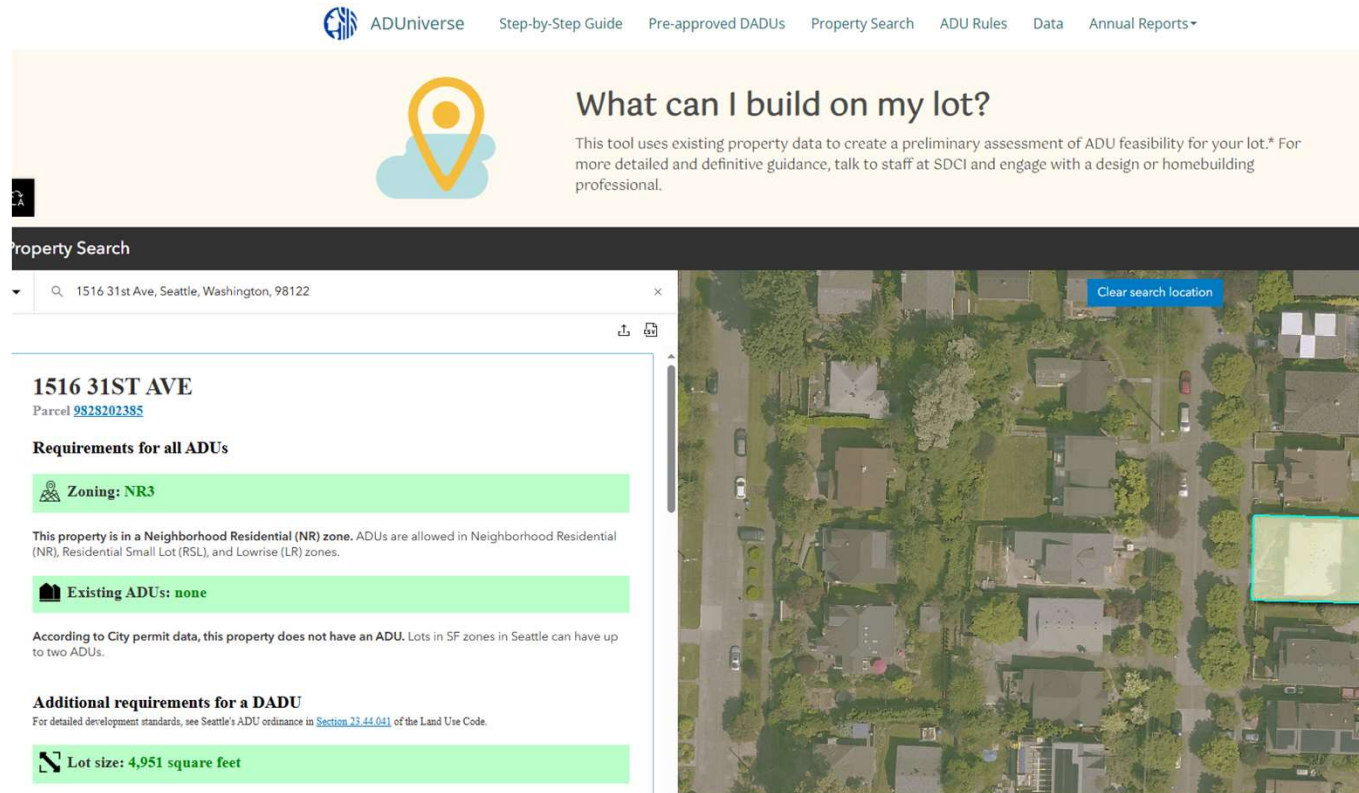
Example: [Seattle](#)

Pros:

- Helps homeowners explore specifics without navigating codes
- Identify eligible properties for outreach

Cons:

- Unknown demand – parcel research currently available on demand
- Maintenance & code change customization required



ADUniverse Step-by-Step Guide Pre-approved DADUs Property Search ADU Rules Data Annual Reports

What can I build on my lot?

This tool uses existing property data to create a preliminary assessment of ADU feasibility for your lot.* For more detailed and definitive guidance, talk to staff at SDCI and engage with a design or homebuilding professional.

Property Search

1516 31st Ave, Seattle, Washington, 98122

1516 31ST AVE
Parcel [9828202385](#)

Requirements for all ADUs

Zoning: NR3

This property is in a Neighborhood Residential (NR) zone. ADUs are allowed in Neighborhood Residential (NR), Residential Small Lot (RSL), and Lowrise (LR) zones.

Existing ADUs: none

According to City permit data, this property does not have an ADU. Lots in SF zones in Seattle can have up to two ADUs.

Additional requirements for a DADU
For detailed development standards, see Seattle's ADU ordinance in [Section 22.44.041](#) of the Land Use Code.

Lot size: 4,951 square feet

Clear search location

F. Other & Discussion

- What other ideas do you have?
- What do you think of these menu options?
- What role would you as Commissioners want to play?