

AGENDA AFFORDABLE HOUSING COMMISSION

February 3, 2021, 4:30 pm

Remote Meeting via Zoom



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<https://us02web.zoom.us/j/86274905608?pwd=VlxUdVB6SHVfYks3TFhvMU96TmxLQT09>

Passcode: 546351

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**AGENDA OF THE REGULAR MEETING OF THE
ELLENSBURG AFFORDABLE HOUSING COMMISSION**

February 3, 2021, 4:30 pm
Remotely Held Meeting (via Zoom)

- 1) CALL TO ORDER AND ROLL CALL OF MEMBERS
- 2) APPROVAL OF THE AGENDA
- 3) APPROVAL OF MINUTES – [Regular Meeting of December 2, 2020](#)
- 4) NEW BUSINESS
 - a. [Housing Action Plan Overview](#)
- 5) OLD BUSINESS
- 6) CITIZEN COMMENT
- 7) STAFF UPDATE/DISCUSSION ITEMS
 - a. Affordable Housing Applications
 - b. Subdivisions
- 8) COMMISSION REPRESENTATIVE UPDATE
- 9) ADJOURNMENT



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

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AGENDA REPORT

Meeting Date: February 3, 2021

Agenda Subject: Approval of Minutes of 12-3-2020 Affordable Housing Commission Meeting

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Motion to Approve

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[AHC 12 3 20 Draft Minutes](#)



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, December 2, 2020 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present: Acting Chair Sarah Bedsaul, Hannah Tower, Dolores Gonzalez, Charli Sorenson, John Perrie, Nathan McQuinn

Absent: Mayor Bruce Tabb

Others Present: Planning Manager, Jamey Ayling; Community Development Director Kirsten Sackett; Community Development Secretary, Alicia Winbauer; Delano Palmer, Habitat for Humanity; Kelle Dvork Vandenberg, Habitat for Humanity Area Director; Patrick Sullivan, Director of Real Estate Development with Habitat for Humanity; Alia Reimer, Real Estate Development with Habitat for Humanity

1. CALL TO ORDER

Co-Chair Bedsaul called the meeting to order at 4:30 pm.

2. APPROVAL OF THE AGENDA

Commissioner Gonzalez made a motion to approve the agenda as presented. Commissioner Perrie seconded. All in favor, motion passed.

3. APPROVAL OF MINUTES

a. September 2, 2020 Commissioner Gonzalez moved to accept the September 2, 2020 minutes, Commissioner Sorenson seconded. All in favor, motion passed.

b. October 7, 2020 Commissioner McQuinn moved to accept the October 7, 2020 minutes, Commissioner Gonzalez seconded. All in favor, motion passed.

4. NEW BUSINESS

a. Habitat for Humanity Affordable Housing Application for Water/Bender City Surplus Property

Planner Ayling introduced the topic, the staff including himself, Director Sackett and City Attorney Weiner vetted the application to make sure it conformed with all requirements. This application is compliant with the RCW and is eligible for funding. The commission should listen to the presentation and consider whether they want to recommend this proposal to the City Council. Habitat for Humanity's proposal is asking for the surplus property at Water and Bender Street in addition to the funding of \$765,000.00 to build 18

houses, 3 of which will be only available to applicants at 60% AMI or lower and the rest available to applicants at 80% AMI or lower. The staff feels that Habitat for Humanity has a solid application and they have the experience and background to make this proposal happen. Staff has reviewed the full proposal and would recommend that the Commission approve the project and forward it to City Council for approval and to start the contract process with Habitat for Humanity.

Patrick Sullivan, Director of Real Estate Development with Habitat for Humanity South King County presented the Application information to the commission with a power point presentation.

Commissioners had questions about the house plans, size, ADA compliance, outdoor storage, slab versus crawl space and flexibility of house plans. Sullivan reiterated that the plans are very general now and not completely set in stone. Habitat for Humanity tries to make the plans flexible for small changes that might be necessary.

Commissioners also had questions about the issues of prevailing wages and Covid 19 limiting volunteers (mostly students), how does Habitat plan for that? Sullivan noted that they have been dealing with that in other projects and have found ways to still use some volunteers and will contract with Americorp when the project is up and running.

Commissioners questioned the water retention/park area- who would be responsible for upkeep of that area. Does Habitat inform home buyers of the HOA requirements and what is expected of them? Sullivan noted that they have a home owner training in place to educate new home owners of HOA requirements, home maintenance and other first time buyer considerations.

Commissioner Bedsaul asked about how the contract that would be put together, Can we use drafts of other Habitat contracts as a basis for the contract so that we don't need to start from scratch? Director Sackett noted that we would use the same firm that we used for the Addison Place agreement and would gladly incorporate Habitat agreements if provided for our review. Sullivan does have drafts that we can review.

Commissioner Bedsaul asked if the commission was ready to make a motion. Commission Gonzalez asked about the scoring sheets. The rest of the commission did not feel it was necessary for this decision.

Commission Sorenson moves that we approve/support the Habitat for Humanity Affordable Housing Application for Water/Bender City Surplus Property and the \$765,000.00 funding and forward it to Council for their review. Commission McQueen seconded. All in favor, motion passed.

Planner Ayling said the Application will go to the 17th December Council meeting. If it is on the agenda, please let the commission know and several will attempt to be there.

5. STAFF UPDATE/DISCUSSION ITEMS

5.a Addison Place Affordable Housing Agreement Status

Planner Ayling reported that the signed contract has been received and it will go to City Council on the 7th of December. To move forward it will need Council adoption.

5.b Monthly Budget Report

Planner Ayling reported that the last three months budget reports were attached and at

the end of October the fund was at \$1,474,270.00, which is enough to fund both projects at this time without bonding.

6. CITIZEN COMMENT- No Citizen attendees

8. ADJOURNMENT

Commissioner Bedsaul thanked the Commissioners and staff for their participation in the meeting tonight. Commissioner Bedsaul adjourned the meeting at 5:25 pm.



AGENDA REPORT

Meeting Date: February 3, 2021

Agenda Subject: Housing Action Plan Overview

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: N/A

Background/Summary: In March of 2020 The City was awarded grant funding to to assist with increasing urban residential building capacity by developing a housing action plan. The Housing Action Plan is intended to work in unison with the already completed Housing Needs Assessment. the needs assessment is the tool to determine what housing is lacking in the community and the Housing Action Plan is the tool or document that provides the path to fulfilling the needs. A scope of work is attached which details the steps anticipated in developing our Housing Action Plan.

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:
[Housing Action Plan Scope](#)

Action 1	Existing Conditions Review & Needs Analysis Review		
Step 1.1	Analyze population and employment trends, with documentation of projections		
Step 1.2	Update current Housing Needs Assessment data to quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households.		
Step 1.3	Review and update existing data from Housing Needs Assessment on type, size, and cost of housing in the city. Collect data on rental properties (e.g. type, size, and cost) and percentage of housing stock.		
Step 1.4	Review and evaluate the current housing element and other policies regarding housing, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions.		
Step 1.5	Update existing land capacity analysis and review ability of existing zoning to provide for housing needs.		
Step 1.6	Review the effectiveness of current programs, development regulations and permitting processes related to housing development.		
Deliverable 1	Existing Conditions and Needs Analysis Report		
Action 2	Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups		
Step 2.1	Identify groups that should be included in outreach.		
Step 2.2	Analyze input from previous stakeholder groups including housing builders and developers.		
Step 2.3	Conduct public outreach to develop goals and objectives.		

Step 2.4	Conduct community survey to identify demand for housing types among current population.		
Deliverable 2	Public Engagement Plan and Summary of Results		
Action 3	Evaluation of Policies and Tools for Increasing Housing Diversity		
Step 3.1	Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified above.		
Step 3.2	Consider strategies to minimize displacement of low-income residents resulting from redevelopment.		
Step 3.3	Develop a schedule of programs and actions to implement the recommendations of the housing action plan.		
Deliverable 3	Draft Housing Action Plan		
Action 4	Project Adoption		
Step 4.1	Public Hearings. (Staff reports, compile outreach summaries and supporting data.) Public hearings before Affordable Housing Commission, Planning Commission and City Council		
Step 4.2	Make changes to amendments per Affordable Housing Commission, Planning Commission and City Council recommendations.		
Step 4.3	Prepare ordinance and/or resolution for Council adoption		
Deliverable 4	Adopted Housing Action Plan to Commerce		



AGENDA REPORT

Meeting Date:	February 3, 2021
Agenda Subject:	Affordable Housing Applications
Submitted by:	Jamey Ayling Community Development
Recommended Action or Motion:	N/A
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date:	February 3, 2021
Agenda Subject:	Update on Subdivisions
Submitted by:	Jamey Ayling Community Development
Recommended Action or Motion:	N/A
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A