

# AGENDA AFFORDABLE HOUSING COMMISSION

March 3, 2021, 4:30 pm

Remote Meeting via Zoom



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**AGENDA OF THE REGULAR MEETING OF THE  
ELLENSBURG AFFORDABLE HOUSING COMMISSION**  
**March 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 February 3, 2020](#)
- 4) NEW BUSINESS
  - a. Housing Action Plan
- 5) OLD BUSINESS
- 6) CITIZEN COMMENT
- 7) STAFF UPDATE/DISCUSSION ITEMS
  - a. Affordable Housing Applications
  - b. Monthly Budget Report
- 8) COMMISSION REPRESENTATIVE UPDATE
- 9) ADJOURNMENT



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

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**MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION**

**Date and Time:** Affordable Housing Commission meeting, February 3, 2021 - 4:30 p.m.

**Place of Meeting:** Remote meeting held via Zoom

**Present:** Bruce Tabb, Hannah Tower, Dolores Gonzalez, Charli Sorenson, John Perrie, Hangtao Dang

**Absent:** Sarah Bedsaul

**Others Present:** Planning Manager, Jamey Ayling; Community Development Director Kirsten Sackett; Area Director for Kittitas County Habitat for Humanity, Kelle Dvork Vandenberg

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**1. CALL TO ORDER**

Chair Tabb called the meeting to order at 4:30 pm.

Hangtao Dang was introduced as the newest member of the Commission. He currently works as a professor at CWU, and worked at Iowa State University prior to that. He has construction experience in a mix of industries, including bridge design, and hotel construction. The rest of the Commissioners and Staff members introduced themselves to Commissioner Dang.

**2. APPROVAL OF THE AGENDA**

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

**3. APPROVAL OF MINUTES**

**a. December 2, 2020** Commissioner Sorenson moved to accept the December 2, 2020 minutes, Commissioner Tower seconded. All in favor, motion passed.

**4. NEW BUSINESS**

**a. Housing Action Plan Overview**

Chair Tabb introduced this topic and said that the Housing Action Plan (HAP) would be one of the next critical items for the Commission to work on. Planning Manager Ayling shared his screen to display the Scope of Work for the HAP. He said that the City has been working with BERK to keep the housing dashboard updated on an annual basis but the HAP will be the next step in analyzing more of the details and creating strategies for increasing the housing stock. He said that the work will include involvement from both

the Affordable Housing Commission as well as the Planning Commission. He specifically pointed to Step 1.6 which refers to reviewing the effectiveness of the current policies. He said that the public engagement strategies were currently being developed by staff.

Ayling said that Step 3.1 is basically the main goal of the plan, as it refers to developing the actual strategies for increasing the housing supply. The City will work with BERK consulting to develop this housing action plan, as they conducted our 2017 Housing Needs Assessment and are very familiar with our community. We will take advantage of the Commission meetings to bring more information on each one of the steps and work with the Commission to address each of the steps. The goal is to complete the HAP by end of year.

Gonzalez asked if they should go through each step or if this is just a first showing to discuss. Ayling said that this was intended to be a broad overview, but if the Commission has any questions, they can raise them at this meeting. There was some discussion on the type of information that will be made available online to the community members. Tabb stated that information would be shared with the public, and Director Sackett also weighed in to explain that Staff was currently working with various companies to set up web demos on online community engagement platforms. She said that once the web page is set up, staff would be coming back to the Commission to discuss the types of engagement to use, and the questions to pose to the public.

Sorenson wanted to make sure that the City finds ways to reach out to the segments of the community that are in need of affordable housing. Tabb suggested that there could be a small subcommittee of the Commission that would be willing to work with Staff as this project evolves. Chair Tabb and Commissioner Dang volunteered to be part of that subcommittee and work with Staff on the work to be completed. Tabb said that if any questions arose from the Commission members, they could forward those questions to staff.

## **5. OLD BUSINESS**

## **6. STAFF UPDATE/DISCUSSION ITEMS**

### **a. Affordable Housing Applications**

Planning Manager Ayling provided an update on the affordable housing applications. For the approved Hopesource Addison Place project, the contract for the \$375,000 in funding has been approved. The applicant is currently working on selecting a contractor so they can submit plans for a pre-application meeting.

The Habitat for Humanity Water/Bender project went to Council for approval in December, and the City's legal counsel is currently in contract negotiations with Habitat's legal counsel. This project is different in scope because it involves not only funding, but the donation of land, as well as construction of single-family homes versus rentals.

Ayling stated that there was one additional application that was submitted through the online portal for the Community Garden property. That application is not considered complete and the applicant has not yet provided the additional necessary documentation.

### **b. Subdivisions**

Ayling said he thought it would be helpful for the Commission to be aware of the new subdivision projects moving forward. He shared a GIS map that displayed locations of various subdivisions and multifamily projects currently in process in the City. All told there are about 1,731 single family lots and 117 multifamily units moving forward through the various stages of the approval process. Tabb commented that BERK had previously determined that we need to construct at least 300 homes per year in order accommodate the projected growth over the next 20 years.

## **7. CITIZEN COMMENT-**

Vandenberg said that in regard to Step 1.1 of the Housing Action Plan, whenever we look at affordable housing, we also have to look at the job market and the challenge for community members to make a livable wage. Running parallel with the HAP should be consideration for building a trade program in the valley, particularly in the housing construction trades.

## **8. COMMISSION REPRESENTATIVE UPDATE**

Commissioner Tower said that she was reappointed to continue serving on the Commission. Tabb mentioned that the last Commission meeting had been cancelled because there was no content to share, but he wanted to find out if the Commission felt that was a reasonable approach, or if they still wanted to continue to meet. Tower thinks its okay not to meet and that it is okay to utilize email to share information. Tabb said they would continue to take the same approach, but that if anyone ever feels outside the loop to please check in with him or staff.

## **8. ADJOURNMENT**

Commissioner Perrie motioned to adjourn, Tower seconded. Chair Tabb adjourned the meeting at 5:28 pm.

# City of Ellensburg Housing Action Plan

## Proposed Scope of Work

### Task 1. Project Kickoff and Management

A kickoff meeting at the start of the project will clarify larger questions for project priorities; clarify roles, timelines, and expectations for project communications; and establish the key progress check-in moments to track across the Housing Action Plan process. This will be held virtually and include all BERK staff and City counterparts with key roles in the project.

Ongoing project management will include four key progress check-ins at various stages in the project (to be confirmed at the kick-off). Ad-hoc meetings and conversations throughout the project will be conducted on an as-needed basis.

### Task 2. Prepare Housing Needs Assessment and Existing Conditions Report

BERK's Housing Needs Assessment will capture the current conditions of Ellensburg's population, housing stock, and market for renting or owning a home. This document will build on the existing body of housing work and data profiles for Ellensburg, including the Creating Affordable Housing in Ellensburg dashboard. The Needs Assessment will incorporate all requirements from the Department of Commerce and will include additional focus on the housing needs of university students.

This work will include the below elements, in accordance with Department of Commerce requirements:

- Analysis of population and employment trends, with documentation of projections
- Inventory of housing supply and local housing market conditions
- Review of permitting data to analyze construction trends across Ellensburg
- Study of student housing trends within Ellensburg, as an update to the 2017 Needs Assessment findings
- Assessment of displacement risk factors within the community
- Evaluations of housing units available to various income brackets in Ellensburg
- Compare buildable land capacity to projected housing unit demand

BERK will partner with the City of Ellensburg to complete a review of relevant policies and regulations.

- Review local land use regulations to identify barriers to housing production, particularly for diverse or "missing middle" housing types

☐ BERK led, with City input

- Review of Ellensburg Housing Element to evaluate success toward housing goals and identify any conflicts with goals of the Housing Action Plan

☐ City led, with BERK input

#### Deliverables:

#### City of Ellensburg | Housing Action Plan 2

- Draft Existing Conditions and Needs Analysis Report: \_\_\_\_\_ 2021
- Final Existing Conditions and Needs Analysis Report: \_\_\_\_\_ 2021

#### Task 3. Community and Stakeholder Engagement

BERK will prepare a Public Engagement Plan that focuses on meaningful touchpoints with community members and that leverages ongoing efforts in Ellensburg. Visual imagery and questions regarding missing middle housing types will be an important focus for this effort. BERK will develop the plan with input from city staff. BERK will also support material development and provide at least one (1) presentation for a stakeholders or public engagement event. Ellensburg staff will implement the plan and lead efforts for engagement activities. These activities might include a widespread campaign to collect survey responses and the formation of a stakeholder advisory group. The survey would focus on gathering meaningful public feedback on larger scale questions. A stakeholder advisory group would offer a more committed and detailed review of project plans and strategies, meeting on two to four occasions across the Housing Action Plan process.

#### Deliverables:

- Draft Public Engagement Plan: \_\_\_\_\_ 2021
- Final Public Engagement Plan: \_\_\_\_\_ 2021
- Summary of Engagement Findings: \_\_\_\_\_

#### Task 4. Develop Housing Action Plan

BERK will prepare a Housing Action Plan that responds to Ellensburg's housing needs. Goals and priorities will be developed through the needs assessment, engagement activities, and consultation with city staff. The action plan will identify strategies that align with these goals. The document will organize these strategies into a framework for public review and implementation. Action steps will identify staff priorities and key considerations for moving forward. This document will meet the requirements of the Department of Commerce and respond to community priorities and staff needs. Ellensburg's Housing Action Plan will include the below elements, along with other important topics identified throughout the project process:

- Strategies to increase housing supply
  - ☐ Consider strategic opportunities for upzoning or rezoning
  - ☐ Evaluate incentive programs, as appropriate
  - ☐ Consider additional strategies to minimize potential displacement of low-income residents
- Strategies that increase the variety of housing types, particularly focused on missing middle housing
  - ☐ Consider affordability to various income brackets

- A schedule of action steps needed for the implementation of selected strategies
- An executive summary highlighting key takeaways from the Housing Action Plan

Deliverables:

- Preliminary Draft Housing Action Plan: \_\_\_\_\_ 2021

City of Ellensburg | Housing Action Plan 3

- Public Draft Housing Action Plan: \_\_\_\_\_ 2021

#### Task 5. Support Adoption and Implementation

BERK will assist Ellensburg in at least one (1) presentation of the Housing Action Plan to its city council and/or planning commission. All meeting support assumes meetings will be conducted online. Support for additional meetings and/or in-person meetings will be provided if budget allows.