

AGENDA

AFFORDABLE HOUSING COMMISSION

December 3, 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, December 3, 2025
4:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
 - 1.A Request for excused absences for commissioners Bedsaul and Funston
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A November 5th, 2025 regular meeting minutes
- 4. New Business**
 - 4.A Acquisition rehabilitation tax credit funding discussion with the Office of Rural and Farmworker Housing
 - 4.B Consider Habitat for Humanity application for funding for Willow Street project.
- 5. Unfinished Business**
- 6. Public 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 509-962-7270.



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

November 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 Witkowski called the meeting to order at 4:31 p.m.

Present: Courtney Garzone, Dan Witkowski, Kim Funston, John Perrie, Sarah Syverson

Absent: Delano Palmer (excused); Sarah Bedsaul

Others present: Lily Frey-Housing Program Manager; Dan Carlson-Community Development Director; Dan Johnson-Kittitas Valley Fire & Rescue (KVFR) Fire Marshal; Chuck Doan-Building Official; Kathy Boots-Planning Technician

- 1.A Excused absence request from Councilmember Palmer
Commissioner Witkowski moved to approve Commissioner Palmer's absence.
Motion passed 5-0.

2. Approval of Agenda

Commissioner Garzone moved to approve the agenda. Motion passed 5-0.

3. Approval of Minutes

- 3.A Approval of October 1st, 2025 regular meeting minutes
Commissioner Perrie moved to approve the October 1, 2025, meeting minutes.
Motion passed 5-0.

4. New Business

- 4.A Discussion of adaptive reuse (of existing buildings) with Building Official Chuck Doan, Fire Marshal Dan Johnson and City Engineer Derek Mayo
The City of Ellensburg Building Official, Chuck Doan, discussed adaptive reuse of existing buildings and important factors to consider such as occupancy type and design criteria, using the former Motel 6 as an example. KVFR Fire Marshal Dan Johnson discussed fire life and safety requirements. Commissioners asked about developers' access to information about requirements and planning and differences in local projects, and commented on the challenges that adaptive reuse may pose to for-profit developers.

5. Unfinished Business

None.

6. Citizen Comment

None.

7. Staff Update/Discussion Items

- 7.A Kittitas County 5-year homeless housing plan
Frey reported that Kittitas County will hold a public hearing to consider the draft 5-year homeless housing plan on December 16, 2025 at 2PM. Frey will distribute a [link to the plan draft](#) to Commissioners.
- 7.B 1st and Pine Council action
Frey reported that on November 3, City Council directed staff to develop an agreement for the revised project that the commission recommended for 1st and Pine.
- 7.C Catherine property
Frey reported that the wetland reconnaissance work has concluded with a report indicating no wetland present. City staff are working with Habitat for Humanity - Seattle, King and Kittitas Counties to prepare a revised plan for the property.
- 7.D Preview of upcoming meeting items
Frey noted upcoming agenda items including a presentation on acquisition rehabilitation tax credit funding from the Office of Rural and Farmworker Housing, a potential funding application from Habitat for Humanity - Seattle King and Kittitas Counties and asked for additional agenda item requests. Commissioner Perrie requested a discussion about quorum challenges that have affected the commission.

8. Commission Representative Update

Commissioner Witkowski asked about the Cold Weather Shelter opening. Frey reported that an opening date has not yet been set as operational contract negotiations remain ongoing.

9. Adjournment

The meeting was adjourned at 5:19 p.m.



Meeting Date: December 3, 2025

City of Ellensburg

Affordable Housing Commission Agenda Report

Agenda Subject: Consider Habitat for Humanity application for funding for Willow Street project.

Submitted by:

Department: Community Development

Suggested Motion/Action:

Recommend Habitat Willow Street proposal to City Council for full, partial or no funding.

Background/Summary:

The City of Ellensburg has had an open process for review of affordable housing project applications since 2020. In March 2025, the City issued a Notice of Funding Availability (NOFA) summarizing resources available for capital projects and housing services in 2025. On November 18, 2025, Habitat for Humanity Seattle - King and Kittitas Counties (SKKC) submitted an application for funding in the amount of \$1,100,000 to construct three new dwelling units on a currently vacant lot at 510 S Willow Street. Staff is requesting the Affordable Housing Commission evaluate the request and provide a recommendation to Council in accordance with ECC 1.86.050. The commission may recommend to award the full amount, to award a partial amount, or to deny the request.

Previous Council Action:

None on this proposal.

Analysis:

Habitat Willow Street new homeownership project details:

Total project budget	\$1,775,300
Total units planned	3 units (all two-bedroom)
City funds requested	\$1,100,000
City funds/unit	\$366,667
Approximate total cost/unit	\$591,767
Approximate total cost/square foot	\$627
Target completion date	August 2027

Identified housing needs and investment priorities:

The project would house households with incomes up to 60% of area median income (AMI), or up to \$45,240 for a one-person household or \$58,200 for a three-person household, with a focus on veterans. Proposed mortgage payments would be about 39 percent of income for a three-person household at 60% AMI. Other target population groups may be served by the development depending on buyer interest.

Retention of affordability:

The units would remain limited to affordable in perpetuity for original homeowners or their descendants and would be resold at affordable rates to income-qualified buyers.

Leverage and collaboration/financial assessment:

If the City were to fully fund this project, the only additional funding would come from homeowner mortgages, representing limited leverage of City funds.

Staff evaluation - readiness to proceed:

Habitat for Humanity SKKC has purchased the property and is in the design phase. The building and site design would be subject to administrative review by city departments similar to another principal unit with accessory dwelling units. The property is located in the residential-suburban (R-S) zone. The proposed timeline for completion is about 20 months.

Community impact:

Homeownership projects often target potential owners with higher incomes (e.g. up to 80% AMI), so this project would provide additional housing stability for homeowners who are not currently able to access market-rate homes. The proposed project offers two-bedroom homes, which are limitedly available in Ellensburg's current housing stock. The lot is conveniently located near schools and parks. It also offers opportunities for homeowners and community members to jointly build homes.

Property management and development capacity:

Habitat would manage the homes through a ground lease-land trust model with a homeowners' association, similar to the Stuart Meadows development. They have demonstrated the ability to deliver housing in Ellensburg, screen potential homeowners for income qualification and manage reporting needs. Delivery was delayed due to groundwater challenges and the volunteer model at Stuart Meadows.

Financial Impact:

Under the 2025 NOFA, up to \$1.3 million could be allocated, which could support this request for full or partial funding. Any unused funds from 2025 could be allocated for future affordable housing development applications.

Budget Adjustment: No

Attachments:

1. HFH SKC - City of Ellensburg Application for Willow Street Affordable Homes - November 2025 v.1
2. HFH SKC - Willow St_application responses
3. 251028_HAB_Willow Street Drawings
4. Site Description
5. Ellensburg Sharp MFP_20250829_131226
6. AH Development Project scoring matrix - 2025



AFFORDABLE HOUSING APPLICATION

FOR CITY SALES TAX FUNDING OR PROPERTY CONTRIBUTION

APPLICATION COVER SHEET

Application Instructions

A complete application must include a signed application and the following attachments:

1. Documentation of site control (i.e. fee simple title, valid lease agreement, contract for the purchase and sale of property), not necessary if your application is limited to one of the city-owned properties
2. Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
3. Documentation to support collaboration
4. Project site/development plan

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. Please note, all funding applications are public record.

Questions

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on affordable housing funding, please contact Lily Frey at 509 962-7270 or freyl@ci.ellensburg.wa.us.

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City funding or property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City's local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City funding or property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of funding award the funds will revert back to the City's affordable housing program for reallocation.

	11/18/2025
Signature of Authorized Applicant Representative	Date
Patrick Sullivan	COO
Name of Authorized Applicant Representative (Please Print or Type)	Title (Please Print or Type)

1. PROJECT DESCRIPTION AND ELIGIBILITY

A. Project Name:

Agency Name:

Contact Person

Mailing Address:

City, State, Zip:

Phone:

Email:

Federal Tax ID:

Unified Business Identifier (UBI):

Willow St

Habitat for Humanity Seattle-King and Kittitas Counties

Liz Beebe

500 Naches Ave. SW, Ste 200

Renton, WA 98057

(206) 453-2950

liz.beebe@habitatskc.org

91-1342397

601059723

B. Project Location

Primary Street Address:

City, State, Zip

Tax Parcel ID#:

510 Willow S St.

Ellensburg, WA 98926

961464, 377433, 206133, 93934

C. Project Activity (check all that apply)

- | | | |
|---|---|--|
| ☐ Acquisition | ☐ Demolition/Redevelopment | ☒ New Construction |
| ☐ Adaptive Reuse | ☐ Rehabilitation | ☐ Other |

If you checked Other above, please explain:

D. Type of organization or company

- | | |
|--|--|
| ☒ Nonprofit organization 501(c)(3) | ☐ Public organization |
| ☐ For profit organization | ☐ Other: <input type="text"/> |

E. Has this organization/developer previously received funding from the City of Ellensburg?

☒ Yes ☐ No If yes, please indicate funding source

F. City Assistance Request. Please indicate City sales tax funding request and/or property contribution parcel number. *If you are not applying for sales tax funding or property contribution, please indicate N/A.*

Sales tax funding request: \$ Total project budget: \$

City property contribution:
(Parcel Number)

G. Project Summary. Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project’s overall purpose, scope, and intent. (300 words or less)

Habitat for Humanity Seattle-King and Kittitas Counties (HFHSKCC) plans to construct three (3) two-bedroom homes at 510 S Willow St. Each home will be 944 square feet and have one parking spot. Homes are located within a convenient distance to schools, grocery stores, and employers, accessible by public transportation or by foot/wheelchair.

These homes are intended for households living in the City of Ellensburg who have an income at or below 60% of the Area Median Income (AMI). We plan to affirmatively market the units to veterans through our existing relationship with Kittitas County Veterans Services and the relationship we have established with Veterans of Foreign Wars Post 683. This population will be our primary focus. However, we will also seek homebuyers who fall into other categories, including individuals and families at risk of becoming homeless, seniors, people with disabilities, people with behavioral health disabilities, and/or survivors of domestic violence.

Rent increases have impacted households earning below 80% AMI across Kittitas County, with vulnerable populations facing the greatest impacts. A 2022 report published by the Kittitas County Public Health Department revealed that 19% of all households in Kittitas County face severe cost burden (Community Health Assessment). Since 2020, rent in Kittitas County has risen by 50% (Rentdata.org, Kittitas County Fair Market Rent, 2020 and 2025). Meanwhile, the state minimum wage has only increased 24% (Washington State Department of Labor and Industries, History of Washington State’s Minimum Wage). The consequences of these increases are overcrowding, cost burden, and even homelessness. HFHSKCC’s solution is to provide permanently affordable homes to income-qualified homebuyers. These two-bedroom homes will accommodate households of 3+ members, offsetting the displacement of roughly nine people and freeing up rental space for overcrowded, cost-burdened, and housing insecure households in the City of Ellensburg.

H. Populations to be served. Please select the primary target population and household income for each unit or group of units requested to be funded by City sales tax and/or to be developed on a City-owned property. If a unit has the potential to be targeted to more than one population group listed, please select “multiple population groups” and describe in the notes field provided below.

PLEASE NOTE: Development proposals that serve households earning greater than 60% of AMI and no identified population group are only eligible for City assistance in the form of city-owned property contributions.

% of Area Median Income	Population group	Qty.	Unit type	Tenant monthly rent/mortgage
60%	Multiple population groups	3	2 Bedroom	
80% Above 80%	None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
Total				

If applicable, multiple population group notes

We will affirmatively market these units to veterans, families at risk of becoming homeless, seniors, people with disabilities, people with behavioral health disabilities, and/or survivors of domestic violence. We estimate the monthly housing cost for home buyers to be roughly \$1885, with \$1445 going toward principle/interest and the additional \$400 covering taxes, insurance, and HOA dues.

- I. Summary of all housing units.** Please include ALL housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income. Projects proposed for City funding must serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

If applicant is applying for City funding for a mixed-income development the funding request must be proportional to the number of units that will serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%						
40%						
50%						
60%						
70%*						
80%*						
Above 80%**						
Total						
# of ADA Compliant Units						
Average Square feet						

*Not eligible for City funding.

**Not eligible for City-owned property contribution or City funding.

2. COMMUNITY IMPACT

A. Community impacts. The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- | | |
|--|---|
| ☒ Within ½ mile of public transit stop | ☐ Within ½ mile of senior center |
| ☒ Within ½ mile of park or recreation area | ☐ Within ½ mile of grocery store with fresh food |
| ☒ Within ½ mile of public school | ☒ Within ½ mile of medical services |
| ☐ Other <input type="text"/> | |

B. Housing needs and financial stability. Please describe how this project will address housing needs in Ellensburg including opportunities for beneficiaries to build financial stability. (200 words or less)

According to the Kittitas County Comprehensive Plan, it is estimated that the county will need to construct close to 10,000 new homes in the next 20 years to keep up with demand. To achieve this housing goal, roughly 430 housing units will need to be developed each year. Further, with a poverty rate of 11%, exceeding that of both King County and Washington State, a large percentage of the housing units needed must be affordable housing (US Census).

The cost of housing is the most significant barrier in Kittitas meeting their housing production goal. According to Zillow's Home Values Index, the median price of a home in Ellensburg is \$450,885. Homes near this price point are entirely out of reach for most households. To meet the housing needs of those excluded from traditional homeownership, HFHKKC has been intensifying our homebuilding efforts. The homes we build provide households with predictable payments, which is a profound gain for community members that have witnessed skyrocketing rent over the years. The stabilization of housing costs allows families to build savings, contribute to community resilience, and – most importantly – plan for their futures with confidence.

C. Sense of place and community. Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community. (100 words or less)

Homeowners invest in their homes and communities in a way that renters cannot. Knowing that they will not be compelled to relocate due to unforeseen cost increases allows homeowners to recognize themselves as part of the community. Consequently, they devote more time and resources to community improvement and connect more with neighbors. These connections become networks, which improve community resilience.

At HFHKKC we start the community-building process early. Since we rely on volunteer support, HFHKKC homes are the manifestation of neighborly collaboration. These homes bring together people of all ages and backgrounds for a shared purpose: service to their community.

D. Other community impacts. Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. (200 words or less)

Benefits from our Willow St development extend to:

1. The Ellensburg economy: Stable residency allows residents to remain at their job and enjoy a greater capacity for their work. They are also more likely to have expendable income and to spend it in the local economy. These spending habits will support small businesses, allowing them to retain their full staff year-round.
2. Health outcomes. Eliminating the stress from rent fluctuations and regular moves improves physical and mental health outcomes, which in turn improves the function and wellbeing of the wider community. A healthier community equates to less criminal activity, greater rates of graduation, and improved cohesion
3. Housing availability: By providing permanently affordable housing, HFHKKC homes, including our Willow St development, will free up affordable and market rate rentals, thereby reducing demand and lowering rates. While affordable rentals may remain so for 25 – 50 years, our Willow St homes will remain affordable indefinitely. These homes will bring the City of Ellensburg a few steps closer to the 333 new units needed each year (Katauskas, 2022, Association of Washington Cities).

3. RETENTION OF AFFORDABILITY

A. Please indicate how this project will help to retain affordable housing units in the community. Please note a *minimum* 25-year period of affordability will be required for any housing projects receiving City funding or *minimum* 40-year period of affordability for property contribution. (200 words or less)

HFHSKCC units remain affordable indefinitely. The initial sales price is set at the total development cost less public subsidies. The availability of public subsidies varies based on the specific location of the development, with some subsidies covering over half the total development cost. These homes are sold to community members with household incomes at or below 80% AMI (though purchase of our Willow St units will be limited to households earning at or below 60% AMI).

When purchasing a HFHSKCC unit, homebuyers must sign a restrictive covenant or land lease. This contract ensures affordability by bequeathing the unit to the homebuyer while retaining for HFHSKCC the land on which the unit is located; guaranteeing HFHSKCC the right of first repurchase upon resale by the homebuyer; capping the appreciation of the home at 1.5%, compounded annually; and limiting any and all resales to income qualifying households. These contracts are active for 99 years after which they may be renewed by homebuyers or their descendants. Additionally, for both original purchases and resales, HFHSKCC partners with organizations that provide down payment assistance, further reducing the cost of buying a home.

B. Describe how you plan to monitor and report on affordability requirements. (200 words or less)

To assess whether households meet the 60% AMI limit, HFHSKCC determines the total number of household members who would be living in the home and the income of all household members 18 years of age or older. Further, we take into consideration debt and assets as well as whether the applicants are first time homebuyers.

When homebuyers purchase the home, we monitor compliance with our primary residency requirement, restrictions on the use of the unit as a business, and their involvement with the HOA/COA in the following ways:

- We distribute an annual primary residency form that homeowners sign and return to us to ensure owner-occupancy. If we do not receive a form, we follow up to confirm in alternative ways, such as confirming if the tax bill goes to the homeowner.
- Partnering banks alert us of any address changes, which would indicate a violation of residency requirements. We are also alerted if homeowners are behind on payments, behind on their escrow account, or have lapsed insurance.
- We maintain constant communication with the Property Managers, who alert us to any suspicious activity. They alert us of residency use, mailing address changes, and if homeowners are late in paying their HOA/COA dues.

4. PROPERTY MANAGEMENT AND DEVELOPMENT

A. Architect (if known)

Firm Name

Marc Brown Architecture & Design

Contact Person and Title

Marc Brown, Principal Architect

Phone

(206) 240-4580

Email

marc@mapd.co

B. General Contractor (if known)

Firm Name

Habitat for Humanity Seattle-King and Kittitas Counties

Contact Person and Title

John Gillilan

Phone

(206) 855-5083

Email

john.gillilan@habitatskc.org

C. Property Management Firm (as applicable)

Firm Name

N/A

Contact Person and Title

N/A

Phone

N/A

Email

N/A

5. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

A. Project Applicant/Developer Experience. For completed projects, list only projects completed in the last five years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed							
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Placed in service date	Type of financing
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	17	7/10/23	5/14/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Ellensburg	12	8/24/25	9/1/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	3	4/29/24	3/6/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	1	8/6/24	4/25/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	12	5/17/21	7/31/24	Grants, Loans

Project Pipeline						
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Type of financing
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	30	9/15/25	Grants, Construction loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	22	11/18/25	Grants, Construction loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Cle Elum	13	3/31/26	Grants, Construction loans

B. Project Property Management Firm Experience. Please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Population Served	Effective date of management contract	End date (current if still managing)

6. LEVERAGE AND COLLABORATION

A. Financing Sources. Please complete all information applicable to your project. Include all financing term assumptions even if they are funder's standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/ loan	Term	Payment structure
City of Ellensburg	Bank City funds City property County	\$1,100,000	N/A	11/18/2025	TBD	Grant	25	
Mortgage Revenue	Applicant Bank City funds City property	\$675,300	N/A	N/A	At time of sales	N/A	N/A	N/A
	Applicant Bank City funds City property			N/A				
	State Federal Fannie/Freddy/Sallie Private investor							
TOTAL		1,775,300						
CITY FUNDS REQUESTED		1,775,300						

B. Please describe how the City funds/property contribution requested will be leveraged. What other funds are expected, how will the city funds/property contribution be used to leverage other funds?

We are applying for a sizable contribution from the City of Ellensburg. We purchased this property in Summer 2025 as part of our ongoing commitment to expanding our footprint in Kittitas County. The City of Ellensburg has the opportunity to be our lead contributor, allowing this project to get underway as soon as July 2026, with homes completing August 2027. If the City of Ellensburg chooses to support the project below \$1.1MM, we will pursue additional funding options. Due to award cycles and fund availability, this will delay project start by at least an additional 12-18 months. For reference, at our Stuart Meadows project, also in Ellensburg, we leveraged USDA, SHOP and Housing Trust Fund dollars (in addition to City Funding). We no longer have access to USDA funding, SHOP funding would not exceed \$75,000, and HTF would not be awarded until January 2027, thereby delaying our ability to start this project in the near future.

C. Please describe active partnerships, collaboration and/or in-kind contributions and/or volunteers/pro-bono services that support project development. Examples might include membership on advisory groups, in-kind, volunteer time or financial contributions, sharing data or best practices, and/or soliciting input from community partners. Please focus your narrative on contributions to the proposed project, not for the agency in general.

HFHSKCC's Willow St project will be a volunteer build. This means that we will host groups of volunteers who come from the Ellensburg community, specific groups, or corporations. These volunteers work under the direction of HFHSKCC site staff and contractors to complete basic construction tasks, such as painting, siding and flooring installation, and other volunteer-friendly tasks.

We will partner with Kittitas County Veterans Services and Veterans of Foreign Wars Post 683 as well as other Kittitas-based organizations, such as HopeSource. Area partners affirmatively market our units to underserved populations, such as veterans. In turn, we offer our homebuyers the opportunity to complete volunteer hours with a partnering organization if they do not feel comfortable or able to volunteer on a construction site.

For our Stuart Meadows development, we have received generous donations from the community and corporations. Donations include laptops, books, coffee, and handmade quilts. These donations are evidence of community support and provide homeowners with a touching inauguration into the neighborhood.

7. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed. For each new task you enter in this form, also enter the appropriate category in the “Category” column. For tasks that require additional details, please enter the details only in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option	Summer 2025	Complete
Site Control	Closing	08/29/2025	Complete
Feasibility/Due Diligence	SEPA	N/A	N/A
Financing	Appraisal	7/11/25	Complete
Financing	Financial underwriting	TBD	In Progress
Financing	Application(s) for other funding source(s)	TBD	As needed - will secure bank financing 03/2026
Design/Permitting	Preliminary drawings completed	2/27/26	
Design/Permitting	Site plan approval	3/31/26	
Design/Permitting	Building/civil permit submitted	4/1/26	
Design/Permitting	Building/civil permits issued	5/4/26	
Design/Permitting	Other agency permits issued	N/A	
Construction	Selection of general contractor	N/A	
Construction	Begin construction	7/1/26	
Construction	Issued certificate of occupancy	8/31/27	
Occupancy	Selection of management firm	N/A	
Occupancy	Begin leasing	N/A	

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

	\$ amount	% of total project cost	City funds	Applicant funds	Bank funds	Other funds
Cost Category						
Acquisition Costs (existing structures, land, closing costs, etc.)	\$190,000	11%				
Construction Costs (demo, new, rehab, overhead/profit, site work, infrastructure costs, etc.)	\$1,350,300	76%				
Soft Costs (appraisal, legal, tech. experts, enviro. studies, project management, other consultant)	\$145,000	8%				
Other Development Costs (permits, utility hook-ups, etc.)	\$75,000	4%				
Financing Costs (loans, legal fees, etc.)	\$15,000	1%				
Operational or Reserve Costs	0	0				
Total Project Cost	\$1,775,300	99.99%				

C. Budget Narrative. As necessary, include budget narrative to support and/or supplement the information included in the budget tables above (100 words or less)

Total construction costs for Willow Street will be \$1,775,300. With City of Ellensburg's support, we will be able to begin construction as soon as July 2026, with approximately a one-year construction period.

8. ATTACHMENTS TO APPLICATION

- ☒ Documentation of site control (not necessary if project proposal is limited to city-owned property)
- ☒ Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
- ☒ Documentation to support collaboration
- ☒ Project site/development plan



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we build **strength, stability** and **self-reliance** *through shelter*

Willow Street Application | Application Follow-Up Responses

1. If the project were fully funded, what factors could delay the completion beyond the proposed schedule?

If the project were fully funded, we do not anticipate any additional factors that would materially delay the proposed schedule.

2. If the project were partially funded, when would you expect to establish the completion date and when are the earliest and latest potential completion dates?

If the City of Ellensburg is unable to fully fund the project, we would need to pursue alternative financing sources to complete the capital stack. The most viable supplemental sources include the Housing Trust Fund (HTF) and the CHIP program; however, both require waiting until the Fall 2026 application cycle, with awards anticipated between December 2026 and January 2027.

Because we do not initiate construction until full project funding is secured, the start of construction would be deferred until additional funds are awarded. Moreover, due to the seasonal limitations associated with civil work during Ellensburg's winter months, construction commencement would likely be delayed until Spring 2027. As a result, the overall project timeline would be extended by a minimum of 12 months from our current projection.

3. How did you estimate the overall costs per unit and what factors drive the cost per unit?

We estimated the total development cost for our Willow St units based on the total development cost of Stuart Meadows, which we calculated based on the cost of materials, soft costs, salaries, and then added inflation. We then divided this total by three to determine the per-unit cost.

At Stuart Meadows, the average development cost for Phases 1 and 2 was approximately **\$609,000** per unit. Applying updated cost assumptions and current market conditions, we estimate that the Willow Street units will cost approximately **\$591,000 per unit** to construct.

4. Do you plan to apply for any additional funding fee waivers/exemptions for this project? (e.g. traffic impact fee exemption, CHIP grant, water and sewer connection fee waivers?)

We intend to pursue the traffic impact fee exemption and water and sewer connection fee waivers. If not fully funded by the City of Ellensburg, we plan to pursue a CHIP grant. However, doing so could extend the project timeline and may delay construction until Spring 2027 due to seasonal weather constraints.



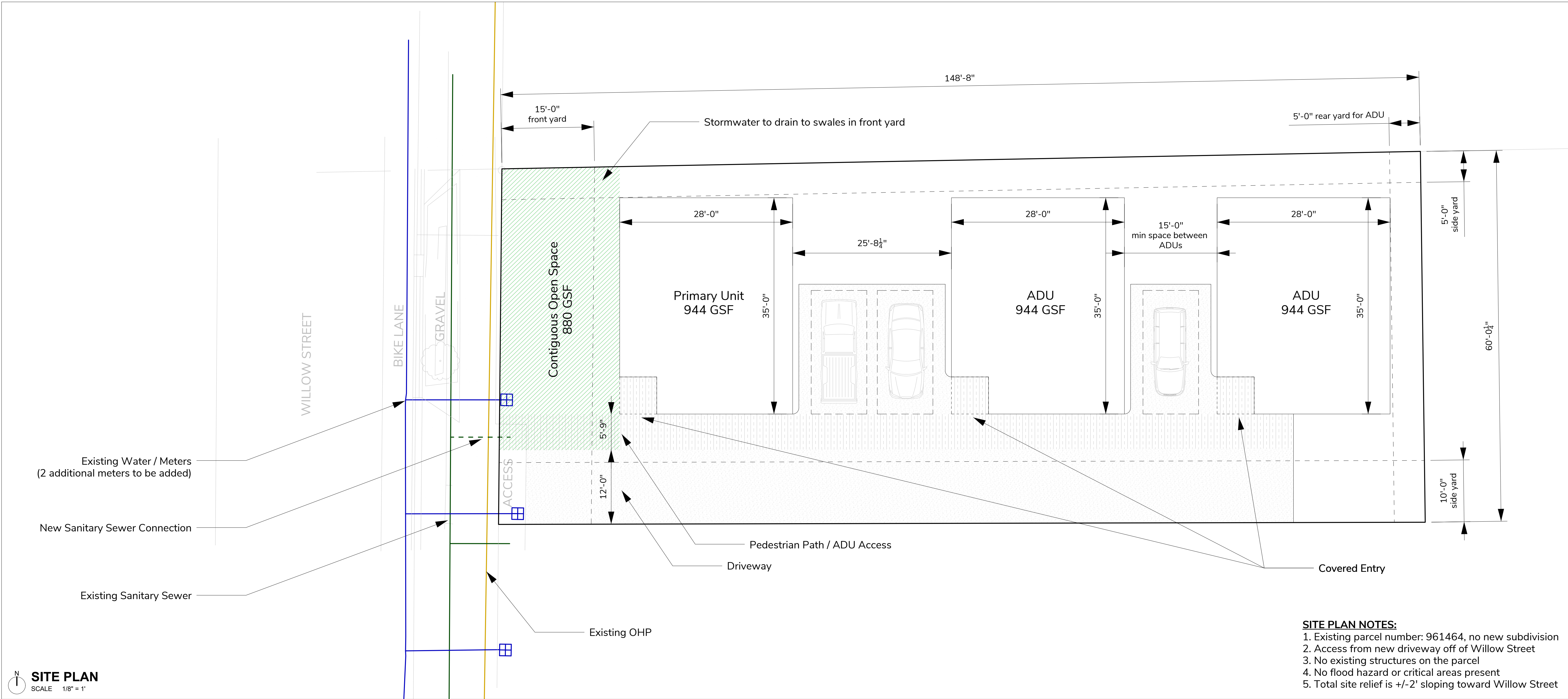
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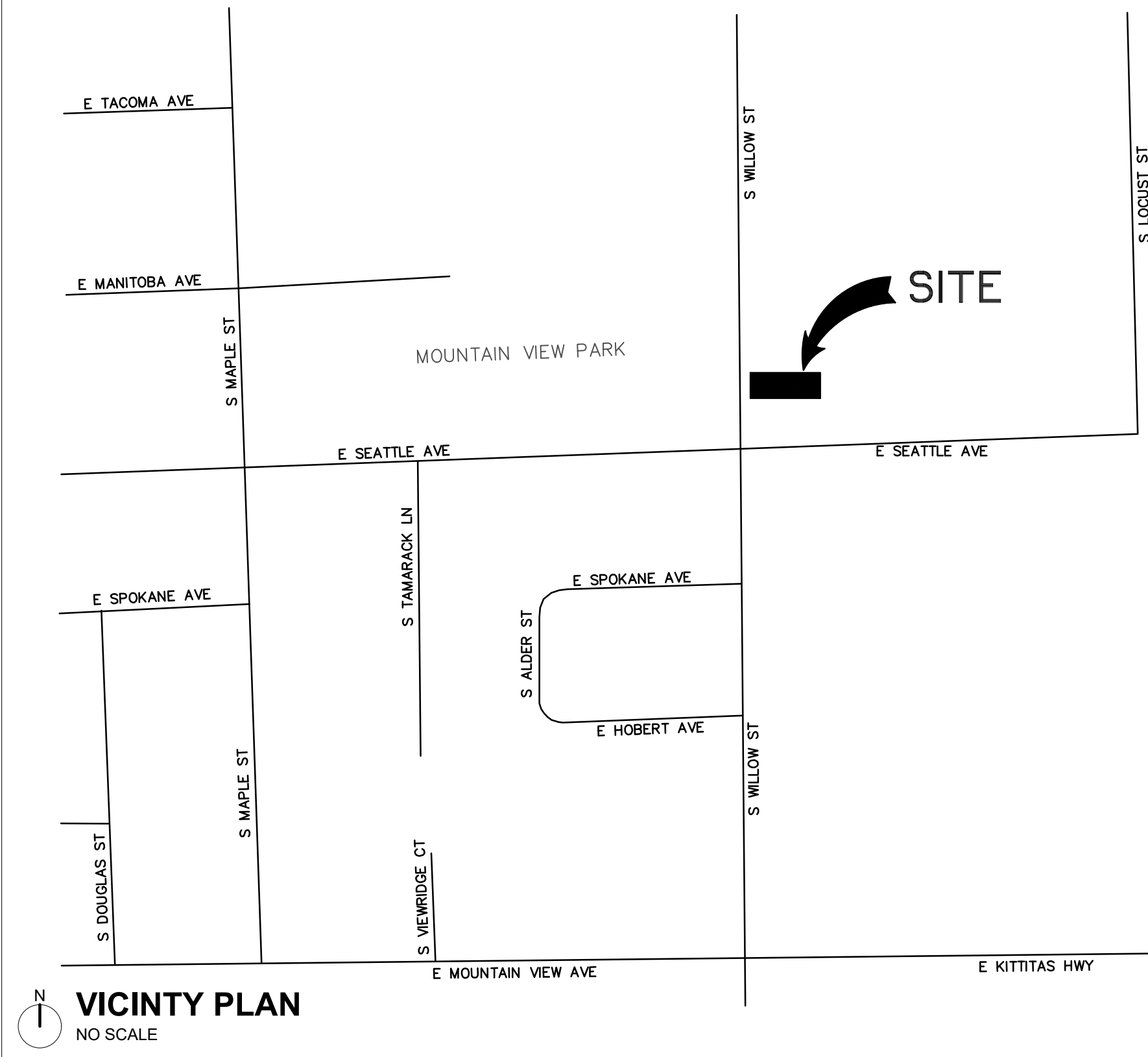
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5. What factors led you to propose three-bedroom units for this development?

Following an additional round of design review with our architectural team, we have refined the unit mix and transitioned from the original three-bedroom concept to a two-bedroom configuration. This revision provides more appropriately sized and functional bedrooms while maintaining the overall project budget. The updated unit design better aligns with space efficiency goals and anticipated resident needs.



SITE PLAN NOTES:
1. Existing parcel number: 961464, no new subdivision
2. Access from new driveway off of Willow Street
3. No existing structures on the parcel
4. No flood hazard or critical areas present
5. Total site relief is +/-2' sloping toward Willow Street



SITE DESCRIPTION:

The Subject Site is located within the City of Ellensburg in Kittitas County, Washington. It is located in the Southwest ¼ of the Southeast ¼ of Section 1, Township 17 North, Range 18 East.

The Site is composed of Kittitas County tax parcel 961464, totaling approximately 0.2-acres. The Site is associated with the address of 510 South Willow Street. The parcel was created in 2020 and is undeveloped. The subject property is zoned Residential Suburban (R-S) however historic aerial imagery does not indicate previous structures on the property.

The Subject Site is located east of South Willow Street and generally northeast of the intersection of South Willow Street and East Seattle Avenue. Residential properties adjoin the Site to the north, east, and south. Mountain View Park is present west of the Site, across South Willow Street.

The area is easily traversable by foot or wheelchair, with sidewalks along Willow and most of the surrounding streets. Ellensburg High School is located .4 miles to the north. Valley View Elementary School is located .8 miles to the northwest. Morgan Middle School is located 1 mile to the northeast. Kittitas Valley Healthcare is .5 miles east. The bus stop for bus 14 is located 140 feet to the south. From this bus stop, residents can get to Central Washington University in 19 minutes, Safeway in 14 minutes, and Kittitas Valley Family Medicine in 9 minutes.

The NRCS soil mapping indicates that the upper 10 feet of soil are composed primarily of fine-grained alluvial deposits typical of the Kittitas Valley floodplain. The surface layer consists of a dark silty loam topsoil, approximately 6 inches thick, underlain by grayish-brown silt loam extending to about 2 feet, both of which are strongly to very strongly alkaline. Below this, from approximately 2 to 5 feet, lies a clay loam to silty clay loam stratum, representing a developed B horizon with moderate blocky structure, lower permeability, and visible carbonate accumulations. This is the principal clay-rich layer of interest. Beneath the clay, the profile transitions into stratified silts, sands, and minor gravel typical of deeper alluvial deposition. This soil sequence reflects long-term floodplain processes and has implications for drainage, foundation design, and subsurface infiltration performance.

On-site stormwater runoff management in Central Washington is typically designed to retain and infiltrate all runoff generated by the 24-hour, 25-year rainfall event. The City of Ellensburg may allow discharge of stormwater runoff, at the pre-developed flow rate, to the municipal stormwater system if present. Discharge to the municipal stormwater system is

approved on a project-by-project basis and only if there is sufficient available capacity. On-site stormwater retention or partial discharge is project specific design. A storm sewer is present under Willow Street; however, efforts will be made to design for on-site stormwater retention.

No wetlands or streams are present on the site. Historical records indicate that the Subject Site has been undeveloped since at least 1956 and appears to have been a pasture or field crop. Present vegetation consists of uncultivated field grasses and common weeds.

08/29/2025 10:48:35 AM

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\$304.50

Page: 1 of 2

Warranty Deed
Kittitas County Auditor



Real Estate Excise Tax
Exempt

Kittitas County Treasurer

By JV

Affidavit No. 2025-1494

Date: 8/29/2025

When recorded return to:

Habitat for Humanity Seattle-King County, a Washington public benefit corporation
500 Naches Ave SW Suite 200
Renton, WA 98057

Order No.: 634661AM

STATUTORY WARRANTY DEED

THE GRANTOR(S) **Andrew Facchini and Brittanie Facchini, husband and wife**
for and in consideration of Ten and no/100 Dollars (\$10.00) and other valuable
consideration

in hand paid, conveys, and warrants to **Habitat for Humanity Seattle-King County, a
Washington public benefit corporation**

the following described real estate, situated in the County of Kittitas, State of
Washington:

Lot 1 of DALE MEADOR SHORT PLAT, Kittitas County Short Plat No. P-20-018, as recorded July 1, 2020 in
Book "L" of Short Plats, Pages 196 and 197, under Auditor's File No. 202007010055, records of Kittitas
County, Washington; being a portion of the Southwest Quarter of the Southeast Quarter of Section 1,
Township 17 North, Range 18 East, W.M., Kittitas County, Washington, lying Northerly of the following
described line:

Beginning at the Northwest corner of said Lot 1;

Thence South 0°19'18" East along the West line of Lot 1, 57.55 feet to the true point of beginning of the
herein described line;

Thence North 88°59'58" East, 149.99 feet to the west line of the East 1 foot of said Lot 1 and the
terminus point of the herein described line;

EXCEPT the East 1 foot of said Lot 1.

Tax Parcel Number(s): 961464

Subject to: Current Year Taxes, conditions, covenants, restrictions, reservations,
easements, rights and rights of way, apparent or of record.

LPB 10-05(i)

Page 1 of 2

Dated: Aug 26th 2025

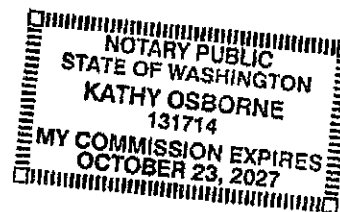
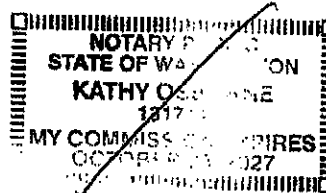
Andrew Facchini
Andrew Facchini

Brittanie Facchini
Brittanie Facchini

State of Washington } ss
County of Kittitas }

On this 26 day of August, 2025, before me, the undersigned a Notary Public in and for said state, personally appeared Andrew Facchini and Brittanie Facchini, known or identified to me to be the person(s) whose name(s) is/are subscribed to the within Instrument and acknowledged to me that he/she/they executed same.
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Kathy Osborne
Notary Public for the State of Washington
Residing at: Ellensburg
Commission Expires: 10-23-27



SCORING MATRIX: AFFORDABLE HOUSING FUNDS – HOUSING DEVELOPMENT

RECOMMENDATION
(circle one)

YES

NO

APPLICANT

PROJECT TITLE

REQUEST AMOUNT

REVIEWER

DATE

Evaluation Criteria ☐ <i>Line items represent factors for consideration in evaluating the headline criteria</i>	Evaluation	Considerations / Notes
Identified housing needs and investment priorities ☐ Senior households (age 62 or over) ☐ Homeless or at risk of being homeless, including families with children and homeless youth ☐ People with special needs (disabilities, including mental/behavioral health) ☐ Veterans ☐ Domestic violence survivors ☐ Serves extremely low income (<30% AMI) or very low income (30-50% AMI) populations ☐ Project addresses identified housing needs in current Housing Needs Assessment data ☐ 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, 25 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	☐ Recommended ☐ With reservations ☐ Not recommended	

Evaluation Criteria ☐ <i>Line items represent factors for consideration in evaluating the headline criteria</i>	Evaluation	Considerations / Notes
<i>Staff evaluation – readiness to proceed/feasibility (continued – evaluate on page 1)</i> ☐ Expected project completion date ☐ Project timeline		
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	