



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

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, April 7, 2021 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present: Bruce Tabb, Dolores Gonzalez, Charli Sorenson, John Perrie, Sarah Bedsaul, Hannah Tower

Absent: Hangtao Dang

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

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF MINUTES OF MARCH 3, 2021

Commissioner Sorenson moved to approve the March 3, 2021 minutes as presented. Commissioner Perrie seconded. All in favor, motion passed.

4. NEW BUSINESS

5. OLD BUSINESS

6. STAFF UPDATE/DISCUSSION ITEMS

a. Affordable Housing Applications

Planning Manager Ayling provided an update on the affordable housing applications. He explained the status of the Hopesource project. They are currently in the process of selecting a contractor for the project. Once an application is turned into the Community Development Department, it will be scheduled for a pre-application meeting. There was discussion on the timing of the project. A question was raised about the terms of the contract and a desire to make sure that the applicant submitted within the timeframe required in the contract. Chair

Tabb asked that this be a talking point at the next commission meeting.

The Habitat for Humanity Water/Bender project is making good progress. They have already been through their pre-application meeting. They have also submitted their SEPA checklist, long plat application and critical area application, and they have a team on board with an ambitious timeframe. Tabb said it would be nice to get some publicity on this project when they are ready to build. Vandenberg said she would be happy to partner on the publicity.

Ayling said that the City also has a pending application for the community garden site. Ayling will be looking to set up a pre-application meeting during April and then bring it to the Commission in May. Gonzalez asked if the Commission would be using the matrix to review the application. She understands that they are not competing, but it would be a good tool to make sure they have met all the metrics. There was discussion on how to use the matrix to determine if a proposed project would meet the criteria. All Commissioners agreed it would be important to use the matrix, as not all projects will be recommended for approval. Vandenberg said there would be benefit in documenting how the decision was made to award a project or not.

It was clarified that the applicant would be present at the AHC meeting to give a presentation and answer questions from the commission.

Tabb asked the Commission if an area was determined to be weak, should they allow for an opportunity for the weak area to be addressed by referring back to staff and working with them to meet the criteria to improve the score. Discussion ensued on this topic.

b. Budget

Ayling provided an overview of the current budget. There was some discussion on revenue predictions.

c. Housing Action Plan

Ayling said staff participated in a Kick-off meeting with BERK last week. We will be developing the City's Housing Action Plan in coordination with BERK, the AHC, the Planning Commission and a Stakeholder Advisory Group (SAG). We will hold three meetings of the SAG and we do want 2 members of the AHC to participate on the SAG. Hungtao confirmed with Ayling that he can participate on the SAG, and Bedsaul affirmed that she would also like to be part of the SAG.

Ayling and Sackett explained that the Dept of Commerce had put together a webinar last year to explain the purpose of a Housing Action Plan, the various steps, and possible strategies. Sackett said that the Commission members could learn a lot more about the process by watching the webinar. While it is 90 minutes long, she recommended watching at least the first 21 minutes, or even to minutes 39. She will forward the link to all of the Commissioners to watch the presentation on their own schedule.

Ayling then showed the Affordable Housing dashboard available on the City website. He reminded the Commission of all of the great data that we already collect, and how it will be updated and used to inform the work of the Housing Action Plan.

Sackett noted that once we do have some completed affordable housing projects, we will be adding those successes to the Dashboard as well.

7. CITIZEN COMMENT

Vandenberg asked if the City would be opposed to having the City dashboard linked to other city websites. She said she would like to provide a link from the local Habitat for Humanity website, and Tabb stated that there should be no issues with that.

8. COMMISSION REPRESENTATIVE UPDATE

9. ADJOURNMENT

Chair Tabb adjourned the meeting at 5:27 pm.